

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><u>AGENDA</u></b>	<b><u>TIME (approx.)</u></b>
<b>1. Call to order and introductions</b>	2 min
<b>2. Welcome new library trustee</b> <ul style="list-style-type: none"><li>Richard (Rick) Osen Term 1: February 2015 - February 2020</li></ul>	5 min
<b>3. Approve/modify agenda</b>	2 min
<b>4. Public comment</b> <p>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.</p>	5 min
<b>5. Consent agenda</b> <p>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.</p> <ul style="list-style-type: none"><li><b>Communications and FYI</b></li><li><b>Minutes</b> January 20, 2015: Regular board meeting</li><li><b>Library performance &amp; activity measures</b> January 2015</li><li><b>Financial reports</b> Claims: January 2015</li></ul>	2 min
<b>6. Reports</b> <ul style="list-style-type: none"><li>Library Board members</li><li>City Council liaison</li><li>Library Director</li></ul>	10 min
<b>7. Building next to Fairhaven Branch</b> <ul style="list-style-type: none"><li>Design, update, and request from Dave Christensen, CDM (Christensen Design Management)</li></ul>	10 min

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|------------------------------------------------------------------------------------------|-------------------------|
| <b>8. Financial report</b>                                                               | 5 min                   |
| • 4 <sup>th</sup> quarter 2014                                                           |                         |
| <b>9. Whatcom Community Foundation</b>                                                   | 10 min                  |
| • Bayview Fund grant: \$1800.06                                                          |                         |
|                                                                                          | <b>Time check: 4:21</b> |
| <b>10. Personnel update</b>                                                              | 15 min                  |
| • 2014 Staff Development report                                                          |                         |
| • Vacancies update                                                                       |                         |
| <b>11. Strategic Planning</b>                                                            | 30 min                  |
| • Outreach Committee report                                                              |                         |
| ○ Neighborhood meetings, including downtown & meeting with Planning department staff     |                         |
| • Facilities Committee report                                                            |                         |
| ○ Meeting with Planning & Community Development Director and Public Works Director       |                         |
| ○ Committee membership                                                                   |                         |
| <b>12. New business</b>                                                                  | 10 min                  |
| • Director/Board retreat                                                                 |                         |
| <b>13. Action items for next meeting</b>                                                 | 5 min                   |
| <b>14. Executive session</b>                                                             | 15 min                  |
| • Labor negotiations update: Angela Beatty, HR Analyst and Pam Kiesner, Library Director |                         |
| <b>15. Adjourn</b>                                                                       | <b>Time check: 5:36</b> |

**Next Regular Library Board Meeting: March 17, 2015 – 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  
February 17, 2015  
FYI*

# Bellingham Public Library

NEWS RELEASE



**RELEASE DATE:** February 12, 2015

## **Council appoints new Bellingham Public Library Trustee**

The Bellingham City Council approved Mayor Kelli Linville's recommendation on February 9, 2015 appointing Rick Osen as the newest trustee for the Bellingham Public Library.

Mr. Osen has a long history of professional library experience. Prior to his recent retirement, he served as the Interim Dean of Libraries and Assistant Dean for Library Administration and Planning for Western Washington University (WWU) Libraries. During his 35 years with WWU Libraries, he had management responsibilities for nearly every operational unit of the library, including budget planning and management, personnel management and facilities planning and management. He also served on many university and regional committees.

Osen holds a Bachelor of Arts degree from Simpson College and a Bachelor of Science degree from WWU's Huxley College.

He joins J. Robert Gordon, Rachel Myers, Marilyn Mastor and Tom Barrett on the Board of Trustees.

"Libraries bring tremendous value to our communities," Osen said. "Public libraries nationwide are in an exciting time of transition and re-definition. I am looking forward to applying my library management experience in service to our community as a library Trustee."

The Bellingham Public Library Board of Trustees is the five-member governing and policy-setting board for the library. The Board of Trustees is one of the City's boards and commissions; board candidates indicate their interest in serving applying through the Mayor's Office. Citizen volunteers are interviewed by the board and the Mayor, and approved by the City Council. Each term is for five years.

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### **Media Contact:**

Pamela Nyberg Kiesner, Director, Bellingham Public Library, [pkiesner@cob.org](mailto:pkiesner@cob.org) or 360-778-7221

# Bellingham Public Library



**Regular Meeting of the Library Board of Trustees  
Tuesday, January 20, 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 and Tom Barrett.

**Library Staff:** Pamela Kiesner, Beth Farley, Bethany Hogle, Janice Keller, Madeline Shepler, Jennifer Vander Ploeg and Wendy Jenkins.

**Others Present:** Marvin Waschke, WCLS Board representative; Karen Hannah, Friends of Bellingham Public Library representative; Jim McCabe, Transportation Commission.

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

**Approve/modify agenda:** J. pointed out that 'Reports' has been moved to a standing #5 position and two new items have been added near the end of the agenda: 'New business' and 'Action items for next meeting'. Rachel Myers moved to approve the agenda. Marilyn Mastor seconded. Motion carried.

**Public comment:** No comment.

**Consent agenda:** Pam noted that the agenda, under Minutes, should have "and dinner" added to "Regular board meeting." Tom Barrett moved to approve the December 16, 2014 minutes as amended and the December 2014 financial report. Rachel Myers seconded. Motion carried.

**Board member reports:** Rachel related that the Whatcom County Library Foundation has opened an endowment fund at Whatcom Community Foundation – there might be a future opportunity for the two library systems to promote the funds.

**Library Director report:** Pam reported she is on two union negotiating teams for new contracts – 114 and 114L AFSCME.



Human Resources has undergone many changes:

- The HR Director left and it was decided to replace the position with a Manager
- The appointed new Manager left and the position is currently vacant
- Many recruitment and hiring tasks have been filtered down to departments
- Vacant positions will now be placed in a queue, first come, first served, with the exception of Police and Fire vacancies – there will be 3 recruitments at a time
- Departments will also handle documentation and fact-finding for disciplinary actions
- The Library has a new HR point person – Analyst Holly Pederson

The Library has two Library Clerk 2 vacancies – a new position to help staff the additional branch hours and our delivery driver position which is being upgraded from a Library Clerk 1 (0.50 FTE) to a Library Clerk 2 (0.625 FTE) so that the position can cover desk shifts as well as drive. The position should post for recruitment at the end of this week.

Pam celebrated that Janice has been working here six months.

The RFP for the new Integrated Library System is nearly ready for release. Madeline and Jon McConnel, from WCLS, have been driving the project and are hoping to post the RFP by the end of the week. It will close after one month, followed by proposal review and demonstrations. If all goes well, we could be migrating to the new system by this Fall.

Pam and staff met with the Finance Director and Manager about our accounts receivable process – how we track and go after fees due. Finance gained a lot of understanding about our process.

Pam and Janice met with new City Council member Dan Hammill, explaining the library organization and relationship with WCLS. He asked about our metrics and suggested we tie our numbers to our values, such as how storytimes lead to an increased literacy rate in children.

Pam will be attending a meeting in Federal Way with other city library directors about long-term library funding, followed by the State Library Director's meeting. Pam is giving a presentation on the Washington State Library Council.

Library Legislation Day is January 30.

The WLA conference is going to be held April 15-17 at the Tulalip Conference Center. Pam will forward conference information in case trustees would like to attend.

Janice reported the Friends have changed the way in which they review, approve and allocate funding for the library. Rather than reviewing and approving many individual funding requests, they will allocate a yearly amount and let library staff prioritize how to distribute it. They have approved \$55,000 for 2015.

The Friends Annual Meeting will be held Saturday, April 25 – they will be electing all new board positions.

**2014 donations:** In the packet are two spreadsheets – one for 2014 donations to the Library Gift Fund which totaled \$27,763.72 and one for 2014 Friends of the Library donations (gift fund and direct-to-vendor) which totaled \$64,258.64. The combined total is \$92,022.36.

Pam reminded the trustees that there is \$26,230 in the gift fund ear-marked for Strategic Planning (from the WCF yearly distribution checks). This could be used towards a needs assessment or a planning retreat.

**Library performance & activity measures, 2014:** In January of each year we take a look at the end-of-year measures. Tom suggested the board look at mid-year as well, at the July meeting, to consider trends. Tom provided a list of observations concerning the performance measures, including:

- Electronic copies are increasing as physical copies are decreasing – will the feasibility study take this into consideration? Pam answered that Beth will be looking closely at this. We have moved funding to support high demand collections and are doing the same sort of adjustments with our space. Pam commented that one of the trustee candidates talked about how, in the 70's, 80's and 90's, libraries filled up with publications and lost seating. At his library, now they are taking away materials and shelving and putting the seating back in, creating community gathering spaces. Libraries need to accommodate laptops and other devices with wi-fi, electricity and seating. Rachel added that this is how the new Ferndale Library is designed – throughout the library people are just hanging out. Tom noted that Ferndale is very welcoming with low shelving and good sight-lines. Pam added that however a library is designed, it need to be very flexible so that space can be reconfigured for new uses.
- Circulation is trending down (-1.89% for 2014) – are there ways we could shift staff to new activities to bring in more patrons? More programs, focused on groups and individuals, could increase circulation. The increased hours at the branch should impact circulation in a positive way.
- In 2008 we soft-launched the Connection at WCC, but we haven't hard-launched the whole Connections program. The staffing and equipment resources are negligible. It would be good to do a push to increase awareness and use. Tom noted that he doesn't see any information about our presence when he is at WWU; perhaps we could promote the WWU Connection at the start of each semester.
- In 2014, there were over 8,500 more children's books checked out at Barkley than at Fairhaven – Barkley would be a great place to do kids programming. Pam responded that although there were not any programs at Barkley in 2014, we did have class visits there which were very successful. We are committed to doing two programs at each branch this summer; as with most of our services, it is a matter of having adequate staff resources.

**Library Board of Trustees transitions:**

- Trustee vacancy update: J., Rachel and Pam interviewed three candidates last week. Pam will notify the Mayor of their recommendation and hopes to have someone appointed by the February board meeting.

- Trustee attendance at WCLS trustee meetings: Faye was awesome at attending all of the meetings. The board is struggling with finding a trustee with the available time to regularly attend. J. asked Marvin Waschke if it would be a burden to have the WCLS representative give a report. Marvin will bring it up to his board and acknowledged they enjoyed having a BPL trustee at their meetings, noting cooperation between the two boards is critical. Wendy will request that WCLS board minutes be sent to BPL trustees so they can keep abreast of issues.
- Jack Weiss has been re-elected as 2015 City Council Liaison to the Library Board. J. acknowledged Jack's help in getting funding for expanded branch hours.

**Restoring open hours:**

- Pam mentioned earlier that the hiring process is slower with the changes occurring in the City's HR department. We do have the two Library Clerk 2 positions about to post. We will be prepared to add the 8 hours and be open to the public as soon as we get new staff up to speed.
- In the packet are the proposed new hours for Fairhaven and Barkley:

Monday, Tuesday and Saturday	10:00 a.m. - 2:00 p.m.
Wednesday, Thursday and Friday	2:00-6:00 p.m.

The Board concurred with this proposed schedule.

**Strategic Planning:**

Outreach Committee:

- 2015 trustee advocacy: Tom and Rachel are taking the initiative to meet with each Council member and the Mayor, to strengthen relationships and keep them up to date on the Library. Topics could include gratitude for funding to increase open hours, and how the library may play a part in the downtown partnership and the comprehensive plan.
- 2015 draft Projects/Activities: try to attend a meeting for each neighborhood association including the Mayor's Neighborhood Advisory Committee; reach out to the business community; create a pitch – an elevator speech with Library highlights; start a donor recognition program using posters, digital signage or the e-newsletter; and work closely with the downtown partnership.

Facilities Committee:

- With Faye's retirement from the board the committee is down to two members: J. and Pam. They will postpone picking another member until after we have a new trustee.
- Pam set up a meeting with J., Ted Carlson, Public Works Director and Rick Sepler, Planning & CD Director, to discuss collaborating with the City on the feasibility study.
- Pam attended the Capital Facilities Committee meeting on January 5; they focused on the departments most affected by a facility need – Municipal Court, Fire, Parks, Police and the Library.
- Pam and Janice met with Clark Williams, Facilities Superintendent, to discuss the Facilities Plan. The Library is scheduled to be re-carpeted in 2015/2016. This will

cost \$417,000. We will ask to put it off until 2016 so the feasibility study can be completed first. Facilities will go ahead with installing security cameras this year.

- Pam and Madeline met with a group at WCC last week. The new Learning Commons project is getting mixed messages; it is not in the Governor's budget but WCC is moving forward with planning.

2015 Library work plan priorities: The last item in the packet is *2014 Accomplishments and 2015/2016 Preliminary Work Plan*. The Library's top three priorities are due today to the Finance Department for the budget book. After discussion the board chose:

1. Working together with the citywide facilities work group, continue exploring options for renovating and expanding, or replacing the Central Library, including conducting a feasibility study with financial options, developing an updated building program, and creating a staffing and operations budget for expanded facilities. \$50,000 feasibility study included in Mayor's budget.
2. Purchase library materials pre-processed and pre-cataloged and subsequently deploy library technical services staff to other currently understaffed public or support services. We are accomplishing this primarily with current budget funds, and are updating staff job descriptions and reorganizing to redeploy staff expertise. Some slight costs in making appropriate staff changes, and some costs offset by other parts of the reorganization; project is primarily budget neutral.
3. Seek and evaluate proposals through an RFP process and select and implement a replacement for the library's Integrated Library Computer System. Project got an early start in 2015 – working now to upgrade the self-check software as part of the larger software migration. \$140,000 is set aside in the Technology Replacement Fund for the total project.
4. Reinstate eight open hours per week, four at each branch. Project includes recruiting, hiring, and training minimal staff, publicity, and operationalizing the hours. \$40,000 was added to the library budget to restore these hours.

**New business:** Director/Board retreat: J. suggested arranging a retreat a few months after we have a new trustee. Topic suggestions were:

- Revisit the 2013-2017 Strategic Plan
- Trustee education (to free up meeting time) and work on a pitch
- Visit a different library
- Invite an architect or library specialist to speak

**Action items for next meeting:** Pam will consider having Angela Beatty come and report to the board about union negotiations in an Executive Session.

**Meeting adjourned** at 5:28 p.m.

**Next Regular Library Board Meeting – February 17, 2015** at the Central Library, 210 Central Avenue, Bellingham, Washington – at 3:30 p.m.

Chair, Library Board of Trustees

ATTEST  
Secretary, Library Board of Trustees



## Bellingham Public Library Performance & Activity Measures, 2015

			Year to Date		% of change YTD
	January-15	January-14	2015	2014	
<b>Holdings - Number of materials in the library's collection</b>					
Physical copies added to the collection	2,704	2,346	2,704	2,346	15.26%
Electronic copies added to the collections	148	623	148	623	-76.24%
Physical copies withdrawn from collection	(234)	(1,989)	(234)	(1,989)	-88.24%
Total physical holdings			195,383	213,155	-8.34%
<b>Total Holdings</b>			<b>195,531</b>	<b>213,778</b>	<b>-8.54%</b>
<b>Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity</b>					
<b>Central Library</b>					
Adult	66,274	70,102	66,274	70,102	-5.46%
Youth	38,646	39,400	38,646	39,400	-1.91%
<b>Sub-Total Central</b>	<b>104,920</b>	<b>109,502</b>	<b>104,920</b>	<b>109,502</b>	<b>-4.18%</b>
<b>Fairhaven Branch</b>					
Adult	6,253	6,387	6,253	6,387	-2.10%
Youth	1,969	1,925	1,969	1,925	2.29%
<b>Sub-Total Fairhaven</b>	<b>8,222</b>	<b>8,312</b>	<b>8,222</b>	<b>8,312</b>	<b>-1.08%</b>
<b>Barkley Branch</b>					
Adult	3,839	3,951	3,839	3,951	-2.83%
Youth	2,629	2,576	2,629	2,576	2.06%
<b>Sub-Total Barkley</b>	<b>6,468</b>	<b>6,527</b>	<b>6,468</b>	<b>6,527</b>	<b>-0.90%</b>
<b>Bellingham Technical College</b>					
Adult	90	115	90	115	-21.74%
Youth	6	5	6	5	20.00%
<b>Sub-Total BTC</b>	<b>96</b>	<b>120</b>	<b>96</b>	<b>120</b>	<b>-20.00%</b>
<b>Whatcom Community College</b>					
Adult	241	259	241	259	-6.95%
Youth	44	75	44	75	-41.33%
<b>Sub-Total WCC</b>	<b>285</b>	<b>334</b>	<b>285</b>	<b>334</b>	<b>-14.67%</b>
<b>Western Washington University</b>					
Adult	469	444	469	444	5.63%
Youth	90	89	90	89	1.12%
<b>Sub-Total WWU</b>	<b>559</b>	<b>533</b>	<b>559</b>	<b>533</b>	<b>4.88%</b>
<b>Online Services</b>					
NW Anytime Library Overdrive	10,015	9,104	10,015	9,104	10.01%
Tumblebooks	5,172	4,362	5,172	4,362	18.57%
Zinio	2,026	1,370	2,026	1,370	47.88%
<b>Sub-Total Online</b>	<b>17,213</b>	<b>14,836</b>	<b>17,213</b>	<b>14,836</b>	<b>16.02%</b>
<b>Total Circulation</b>	<b>137,763</b>	<b>140,164</b>	<b>137,763</b>	<b>140,164</b>	<b>-1.71%</b>
<b>Holds Activity</b>					
Holds Resolved - BPL staff filling holds for pickup at BPL & WCLS Systems	48,586	51,403	48,586	51,403	-5.48%
Holds Filled - holds checked out at BPL, FH, Barkley and WCC	31,937	33,363	31,937	33,363	-4.27%
<b>Services</b>					
<b>Persons Visiting - Number of persons counted as they enter the libraries or visit remote website</b>					
Central Library (In February, re-opened Sundays during 2014 school-year)					
Adult	46,511	44,262	46,511	44,262	5.08%
Childrens	12,263	12,274	12,263	12,274	-0.09%
Fairhaven Branch	6,492	6,428	6,492	6,428	1.00%
Barkley Branch	2,926	3,357	2,926	3,357	-12.84%
<b>Total Persons Visiting</b>	<b>68,192</b>	<b>66,321</b>	<b>68,192</b>	<b>66,321</b>	<b>2.82%</b>
<b>Website Visits</b>					
This count reflects number of visits to www.bellinghampubliclibrary.org					
<b>Bibliocommons Visits (added July 2014)</b>	11,389		11,389		
This count reflects number of visits to Bibliocommons					
<b>Total Website Visits</b>	<b>59,674</b>	<b>49,048</b>	<b>59,674</b>	<b>49,048</b>	
<b>Computer Usage - Number of sessions</b>					
Central Library					
Adult & Teen (30 terminals)	6,514	6,155	6,514	6,155	5.83%
Childrens (3 terminals)	194	167	194	167	16.17%
Fairhaven Branch (7 terminals)	569	581	569	581	-2.07%
Barkley Branch (4 terminals)	237	224	237	224	5.80%
<b>Total Computer Usage</b>	<b>7,514</b>	<b>7,127</b>	<b>7,514</b>	<b>7,127</b>	<b>5.43%</b>
<b>New Borrowers Registered</b>					
Central Library	590	551	590	551	7.08%
Fairhaven Branch	21	38	21	38	-44.74%
Barkley Branch	23	20	23	20	15.00%
<b>Total New Borrowers Registered</b>	<b>634</b>	<b>609</b>	<b>634</b>	<b>609</b>	<b>4.11%</b>
<b>Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs</b>					
Programs	97	67	97	67	44.78%
Attendees	2,328	2,155	2,328	2,155	8.03%
<b>Volunteer Hours - includes Friends of the Library beginning 03/2014</b>	<b>503</b>	<b>146</b>	<b>503</b>	<b>146</b>	

LIST OF CLAIMS AGAINST THE BOARD OF LIBRARY TRUSTEES AND THE CITY OF BELLINGHAM TO BE CONSIDERED AND APPROVED AT THE REGULAR BOARD MEETING OF FEBRUARY 17, 2015, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
<b>ADMINISTRATION</b>		
Communications/ITSD charges	City of Bellingham (Interfund)	1,849.00
E-Rate consultant	Adtec	330.00
VGA adapter	Amazon.com	39.21
Family Fair booth	Bellingham Herald	689.00
Email marketing	Constant Contact	599.00
Printing	Copy Source	1,149.95
Water @ Barkley Branch	Crystal Springs	(7.95)
State Director's meeting	Dumas Bay Centre	66.60
Mileage reimbursement	Donna Graddock	100.80
Egan promotion	H Street Design Studio	650.00
Mileage reimbursement	Stacy James	124.32
Mock Printz selection & training	Jennifer Lovchik	59.92
Security software maintenance	Ninite.com	20.00
Office supplies, toner	Office Depot	318.01
Scanners, monitors, keyboards	OfficeMax	2,003.74
Horizon software maintenance	Sirsidynix	19,380.66
Mark Anderson Prediction luncheon table	TAG NW	185.62
Barkley operating costs	Talbot Services LLC	533.33
Stamps	USPS	9.80
Director dues	Washington Library Association	150.00
	<b>ADMINISTRATION Sub Total</b>	<b>\$28,251.01</b>
<b>PUBLIC SERVICE</b>		
Brawny wipes	Bay City Supply	53.65
Program supplies	Discount School Supplies	92.89
Security attendant shirts	Land's End	130.44
Library materials returned	Library Refunds	270.61
Room reservation cancellation	Library Refunds	100.00
Copy paper & supplies	Office Depot	77.59
Shelving for Barkley	OPTO International	255.27
Program supplies	Petty Cash	109.86
Copier costs	Ricoh USA	876.22
Program supplies	Target	31.57
Debt collection	Unique Management Services	608.60
ILL postage	USPS	15.15
Patron notices (phone & mail)	WCLS	6,675.80
	<b>PUBLIC SERVICE Sub Total</b>	<b>\$9,297.65</b>
<b>OUTREACH</b>		
Diesel fuel	Reisner Distributor	120.01
Van maintenance & repair	City of Bellingham (Interfund)	637.00
	<b>OUTREACH SERVICES Sub Total</b>	<b>\$757.01</b>



**TECHNICAL SERVICES**

Mendery towels	Amazon.com	105.64
Book processing	Baker & Taylor	297.19
Audio/visual supplies	Demco	551.10
CD & DVD processing	Midwest Tape	694.10
ILL & tech services	OCLC	2,027.48
Labels	Stickybusiness.com	512.46
<b>TECHNICAL SERVICES Sub Total</b>		<b>\$4,187.97</b>

**LIBRARY ACQUISITIONS**

Books, recorded books, CDs, DVDs	Amazon.com & other credit purchases	1,030.63
Books	Baker & Taylor	4,334.24
Periodicals	Bellingham Alive	65.22
Books	Cavendish Square Publishing	210.78
Books	Grey House Publishing	490.29
Books	LogisTech Inc	345.99
DVDs, CDs, recorded books	Midwest Tape	6,989.53
Periodicals	New Readers Press	45.36
Books	Omnigraphics Inc	220.99
Periodicals	Outdoor Journal	165.20
eBooks, audiobooks	Overdrive Inc	1,973.67
Hoopla, book on cds	Recorded Books Inc	12,090.51
Books	Risk Management Association	417.63
Books	Village Books	124.71
WA Digital Library Consortium	Washington State Library	21,467.47
<b>LIBRARY ACQUISITIONS Sub Total</b>		<b>\$49,972.22</b>

**GIFT FUND**

Early Literacy Kits; books	Amazon.com	438.70
Books	Baker & Taylor	3,245.81
Books	Center Point Large Print	83.88
Books	Gale	39.06
CDs	Live Music Recording	15.00
Book club kit boxes	Office Depot	154.57
Early Learning Center supplies	Yeagers	99.90
<b>GIFT FUND ACQUISITIONS Sub Total</b>		<b>\$4,076.92</b>

**TOTAL GENERAL FUND \$92,465.86**

**TOTAL CLAIMS \$96,542.78**

*Library Board  
February 17, 2015*

**Kiesner, Pamela N.**

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*Item # 7*

**From:** Kiesner, Pamela N.  
**Sent:** Wednesday, February 11, 2015 4:20 PM  
**To:** 'David Christensen'  
**Cc:** Jenkins, Wendy K.  
**Subject:** RE: 17th Board meeting agenda item

Hi David,

The meeting begins at 3:30; I expect this item to be at about 3:45, so recommend that you are there at that time - we meet here in the Board Room. I plan to include your email message in the Library Board packet going out tomorrow.

We will send you a copy of the agenda, David.

Pam

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**Pamela Nyberg Kiesner, Director**

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Note: My incoming/outgoing email messages are subject to public disclosure requirements per RCW 42.56

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**From:** David Christensen [mailto:[cdm@masterplanning.com](mailto:cdm@masterplanning.com)]  
**Sent:** Wednesday, February 11, 2015 4:13 PM  
**To:** Kiesner, Pamela N.  
**Cc:** David Christensen, AIA, LEED ap; RHH; Robby Robinson  
**Subject:** 17th Board meeting agenda item

Pam,

As Requested,

Bellingham Library Board Meeting  
Agenda Item

**Temporary Const. Easement Request**

Recommendation request for temporary Construction easement along south property line at Fairhaven Library in exchange for improvements to property.

**Specifically:**

A new 2 story commercial building will be erected on the empty property south of the Fairhaven library. The new building wall will be within 6" of the property line. The owner would like a temporary construction easement of 10' to build this wall without having to install steel shoring and piling. In exchange for this temporary use, the owner will replace the landscaping and install terraced plazas in this area for Library patron use.

We would desire that the Library Board make something like the following recommendation:

*The City Of Bellingham Library Board recommends approval to the City Planning and Community Development for a temporary 10' construction easement along the Fairhaven library south property line as requested by proponents. This easement term is for 1 year from the time construction commences with approved permits. The request also includes a permanent max. 18" easement for underground concrete footing along the south property line. In exchange for this easement, The Developer will replace all damaged landscape plantings, no windows will be on the north side of building and new terraced plazas will be built on the SW side of the Library for Public Library use, similar to exhibit plans provided. No library patron access will be affected.*

Or something to that effect....I will bring the plans to the meeting...10AM on 17th?

Dave

David E. Christensen AIA, LEED AP  
Architect and Planner

**CDM**

**Christensen Design Management**

P.O. Box 5068,  
1108 11th Street, Suite 304B  
Bellingham, WA 98227-5068

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<http://www.masterplanning.com/>



Please consider the environment before printing this e-mail

GL787

WKD - QUARTERLY REPORT - GF

Acc.Period 12 ending December 31, 2014

Transaction status 1  
 Rounding to Whole Dollars

		YTD Actual	Adopted Budget	Revised Budget	Variance From Revised	%% Complete
Dpt 0190	LIBRARY					
Grp 191	LIBRARY ADMINISTRATION					
Ex0 010	SALARIES & WAGES	201,008	240,956	224,956	23,948	89.4
Ex0 020	PERSONNEL BENEFITS	81,124	103,687	99,895	18,771	81.2
Ex0 030	SUPPLIES	40,972	32,441	37,797	3,176-	108.4
Ex0 040	SERVICES	175,259	201,763	191,765	16,506	91.4
Grp 191 LIBRARY ADMINISTRATION		498,363	578,847	554,413	56,050	89.9
Grp 193	LIBRARY SERVICES					
Ex0 010	SALARIES & WAGES	1,698,293	1,701,217	1,709,275	10,982	99.4
Ex0 020	PERSONNEL BENEFITS	686,322	694,816	711,758	25,436	96.4
Ex0 030	SUPPLIES	424,738	433,738	439,179	14,441	96.7
Ex0 040	SERVICES	61,969	61,124	61,124	845-	101.4
Ex0 050	INTERGOVT SERVICES PAYMENTS	7,045	6,500	6,500	545-	108.4
Grp 193 LIBRARY SERVICES		2,878,367	2,897,395	2,927,836	49,469	98.3
Grp 195	LIBRARY FACILITIES					
Ex0 040	SERVICES	633,102	626,461	626,461	6,641-	101.1
Report Final Totals		4,009,832	4,102,703	4,108,710	98,878	97.6





Whatcom  
Community Foundation

Library Board  
February 17, 2015  
Item # 9

GIVING HERE MATTERS

February 4, 2015

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

BOARD OF DIRECTORS

- Sati Mookherjee  
*Chair*
- Steve Swan  
*Vice Chair*
- Kevin DeYoung  
*Secretary / Treasurer*
- Kira Bravo
- Aaron Brown
- Jennifer Hine
- Brenda-Lee Karasik
- Cheryl Macpherson
- Fred Miller
- Chuck Robinson
- Bob Trunek

Grant # 20150271

Dear Pam:

We are pleased to advise you that our Board of Directors has authorized an unrestricted grant of \$1,800.06 to the Bellingham Public Library. This grant is paid from Whatcom Community Foundation's Bayview Fund, a designated fund established by Frederick Bond to benefit 8 local organizations. Each year, your organization will receive a distributable portion of the fund.

Our check for \$1,800.06, payable to Bellingham Public Library, is enclosed. This grant may be used for purposes that benefit your organization. Kindly acknowledge receipt of this grant and let us know, in general terms, how you intend to use it.

Should this gift ever be acknowledged publicly, please report it as a gift from the "Bayview Fund of the Whatcom Community Foundation."

STAFF

- Mauri Ingram  
*President & CEO*
- Pam Muchlhausen  
*Director of Finance*
- Pamela Jones  
*Director of Advancement & Programs*
- Missy Belles  
*Assistant to the President*
- Shannon Elmendorf  
*Scholarships Coordinator*
- Rachel Myers  
*Development & Programs Manager*

Sincerely,

Mauri Ingram  
President and CEO  
Whatcom Community Foundation



Library Board  
 February 17, 2015  
 Item # 10

2014 Staff Development

	Travel *	Mileage **	Registration
<b>Budgeted in 2014</b>	<b>\$2,060.00</b>	<b>\$ 2,060.00</b>	<b>\$5,000.00</b>
<b>Washington State Public Library Directors meeting</b>			
Pam Kiesner - Summer - Federal Way	\$82.00		\$92.00
Pam Kiesner - Winter - Federal Way	\$148.60	\$129.92	\$92.00
<b>Back in Circulation Again</b>			
Jen Vander Ploeg - Wisconsin - October	\$1,085.52	\$134.40	\$300.00
<b>Brigid Collins - Darkness to Light training</b>			\$80.00
8 staff - September			
<b>Lead the Change workshop</b>			
Janice Keller, Madeline Sheplor - Seattle - September	\$14.00	\$100.24	\$400.00
Rachel Myers, Katie Bray			
<b>Eventbrite workshops</b>			
Supervisor Essentials - Jennifer Vander Ploeg			\$325.00
Bilingual Storytime - Mandee Manes			\$0.00
<b>WLA Conference - Wenatche - Apr 30-May 2</b>			
Jennifer Lovchik, Katie Bray, Mandee Manes	\$433.07		\$530.00
<b>WASHYARG Meeting</b>			
Jennifer Lovchik - March		\$110.88	
<b>Sound Selectors Meeting</b>			
Bethany Hoglund - May - West Seattle		\$107.35	
<b>Mental Health Aid Workshop</b>			
6 staff members - Everett		\$70.56	
<b>Nurturing Pathways Youth Services training</b>			
Bethany, Bernice, Mandee - Seattle		\$95.54	
<b>Pacific NW Booksellers Association Trade Show</b>			
Beth Farley, Katie Bray - Tacoma - September	\$727.75	\$136.64	
<b>Project Management Training with WCLS</b>			
Portion not covered by WSL grant or WCLS reimbursement			\$186.14
<b>Puget Sound Collection Development</b>			
Beth Farley, Katie Bray - November - Seattle	\$13.80		
<b>Washington Finance Officers Association - Grant workshop</b>			
Wendy Jenkins - December - Everett		\$63.84	\$125.00
<b>Washington State Library Continuing Ed Grant</b>			
Claudia Levy - Facilitation Skills			\$300.00
\$900 paid by grant			
<b>Whatcom Dispute Resolution Center</b>			
Understanding Conflict - Lance Shiel, Tim Kelley			\$135.00
<b>Technology Alliance Group prediction lunch</b>			
Table			\$185.62
<b>Youth Mental Health First Aid - Compass Health</b>			
Jennifer Lovchik, Lesley Norman		\$31.97	\$24.00
<b>ALA Webinars</b>			
How to Respond to a Security Incident (11 attendees)			\$108.00
Facebook in the Library			\$100.00
<b>Mileage Reimbursement</b>			
Donna Grasdock - travel between branches		\$189.06	
Stacy James - travel between branches		\$124.32	
Katie Bray - driving Cheryl Strayed to events		\$16.80	
Mandee Manes - delivering Summer Reading materials		\$67.07	
<b>City of Bellingham Interfund</b>			
CPR/First Aid Course (Parks Dept) - 5 @ \$35			\$175.00
Safety At Work (Police Dept) - 12			\$675.00
<b>TOTALS</b>	<b>\$2,504.74</b>	<b>\$1,378.59</b>	<b>3832.76</b>
<b>REMAINING</b>	<b>-\$444.74</b>	<b>\$681.41</b>	<b>\$1,167.24</b>

\*Travel: expenses to and from staff meetings and conferences: airfare, hotel, meals.  
 \*\* Mileage: staff reimbursement for use of their personal vehicles to travel to work functions.

## 2014 Staff Development - free of charge

<u>Webinars</u>		<u>Sponsored by</u>	<u>#</u>
1/2/2014	Marketing Your Library App	WSL	2
1/3/2014	WorldShare ILL "Start Here" webinar	OCLC	3
1/7/2014	Library Edge	WSL	1
1/16/2014	Congress.gov orientation	Library of Congress	1
1/20/2014	IT Academy webinar	WSL	3
1/29/2014	Midwest Tape Audiobooks	GoToWebinar	1
3/25/2014	Addiction and recovery, Central Recovery Press	Library Journal	1
4/2/2014	Creating interactive videos from really boring talking heads	Vignetteslearning.com	1
4/3/2014	Debut Authors	BookList	1
4/4/2014	Managing patron-initiated ILL requests in WorldCat Discovery	OCLC	3
5/5/2014	SirsiDynix BLUEcloud demo	SirsiDynix	1
6/25/2014	Introduction for Foundation Maps	Foundation Center	1
7/1/2014	Learn-Free.org	GCF	1
7/1/2014	Connecting your patron to free online learning	Washington State Library	7
7/7/2014	RDA Cataloging	WSL	1
7/9/2014	Maker spaces	Webjunction	1
7/11/2014	Innovation in the Library	Webjunction	1
7/17/2014	How to Respond to a Security Incident in Your Library	ALA	1
7/28/2014	Ask-WA	WSL	1
8/5/2014	SignUp Boot Camp	Evanced Solutions	1
8/10/2014	CircIT NXT Self-Checkout software demo	TechLogic	3
8/12/2014	Bullies, Jerks and Other Annoyances: Defuse the Difficult People	GoTo Webinar	1
8/14/2014	Top ten skills for teaching tech to patrons	Webjunction	1
8/18/2014	Glassdoor employment website	Glassdoor	1
8/20/2014	Cloud computing, what is it?	Webjunction/Montana St. Lib.	1
8/20/2014	Reader's Advisory with Duncan Smith	WSL	1
8/26/2014	Explore the Overdrive app	Overdrive	1
9/11/2014	Banned Books Webinar	School Library Journal	1
9/12/2014	Value Line webinar/tutorials	Value Line	1
9/17/2014	Facebook in the Library: Enhancing Service & Engaging Users	ALA	1
9/18/2014	Taming tech tools for libraries	Webjunction	1
10/12/2014	Patron-initiated ILL with OCLC Direct request webinar	OCLC	3
10/13/2014	Ingram i-page demo	Ingram	2
10/14/2014	Travel books	Baker and Taylor	1
10/15/2014	CollectionHQ webinar	Collection HQ	1
<u>Workshops/demonstrations</u>			
3/5/2014	Mental Health First Aid workshop - Everett	WSL	6
4/2-4/4	Project Management Training	WCLS/BPL	6
4/17/2014	Summer Sites 2014: What's New and What's Coming	BiblioCommons	3
5/29/2014	SirsiDynix BLUEcloud demo	SirsiDynix	1
6/6/2014	Leading Without Authority - WCLS (Whatcom Central)	WSL	4
6/14/2014	Union Negotiation Training	WSCCCE	2
6/27/2014	Retail Management Best Practices	SBDC	1
7/10/2014	Logos Tour	Technology Alliance Group	1
7/29/2014	Hoopla Demo	Midwest Tape	1
8/20/2014	Novelist Training	WCLS	3
8/20/2014	Reader's Advisory training with Duncan Smith	Novelist	1
8/26/2014	CircIT NXT Self-Checkout Software demo	Tech Logic	1
9/8/2014	Facilitation Training with Claudia Levy	WCLS/BPL	6
9/19/2014	Leading without Authority - Facilitation Training	WSL	14
9/24/2014	David Matteson Narrative Storytelling Training	NWESD	2
9/25/2014	Darkness to light, stewards of children	Brigid Collins	1
9/30/2014	Hoopla Demo and Meeting	Midwest Tape	1
10/9-10/2014	Network Days	Foundation Center	1
10/15/2014	iPage Demo	Ingram	1
11/6/2014	David Matteson Dinner and Dialogue	NWESD	2
<u>City of Bellingham training</u>			
1/10/2014	Lean Training	COB	5
2/25/2014	SIRE Agenda Bill software training	COB	1
3/19/2014	Personnel Actions (PA) training	COB	1
3/27/2015	PSCD Quarterly Meeting	COB	1
3/31/2014	Attendance & Tardiness Policy training	COB	7
4/1/2014	Attendance Policy Overview	COB	1
5/19/2014	Harassment Awareness and Prevention for Supervisors	COB	1
7/5/2014	Cemetery tour	COB	1
7/30/2014	Attendance Policy Compliance Training	COB	1
8/13/2014	Safety in the workplace (4 hrs)	COB	1
8/19/2014	First Aid	Museum	1
9/12/2014	Painless Performance Improvement	Human Resources	2
11/2/2014	Bargaining Training	COB	1
11/13/2014	PSCD Quarterly Meeting	COB	1
online	Microsoft Office Web Apps Essentials	Lynda.com	1
online	Microsoft Lync 2013 Essentials	Lynda.com	1
online	Microsoft Excel 2013 Essentials	Lynda.com	1
online	Microsoft Publisher 2007	Lynda.com	1
<u>Funded by the Friends of BPL</u>			
10/25/2014	Digging Deeper on Children's Physical Development		3