

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.**

| AGENDA | TIME (approx.) |
|--|-----------------------|
| 1. Call to order and introductions | 2 min |
| 2. Approve/modify agenda | 2 min |
| 3. Public comment This time is set aside for members of the public to make comments or ask questions. We ask that remarks be limited to three to five minutes. | 5 min |
| 4. Consent agenda All matters listed on the consent agenda are considered routine and may be approved in a single motion. A trustee may ask that an item be removed from the consent agenda and considered separately. <ul style="list-style-type: none">• Communications and FYI• Minutes February 17, 2015: Regular board meeting• Library performance & activity measures February 2015• Financial reports Claims: February 2015 | 2 min |
| 5. Reports <ul style="list-style-type: none">• Library Board members• City Council liaison• WCLS trustee• Library Director | 10 min |
| 6. Whatcom Community Foundation <ul style="list-style-type: none">• Reports on activity from July 1, 2014 through December 31, 2014 on these funds: <i>ENDOWMENT</i><ul style="list-style-type: none">○ Bellingham Public Library Agency Endowment Fund○ Bellingham Public Library Endowment Designated Fund | 10 min |

Time check: 3:41

NON-ENDOWMENT

- Bellingham Public Library Fund - Capital
 - Bellingham Public Library Fund - Fairhaven Branch Materials
 - Bellingham Public Library Fund - Materials
 - Bellingham Public Library Fund - Unrestricted
 - Discuss endowment distribution of \$8,900 **Time check: 4:01**
- 7. Budget update** 10 min
- City of Bellingham 2015-2016 Adopted Biennial Budget:
Bellingham Public Library budget summary
- 8. Policy review** 10 min
- Confidentiality Policy - review updates
- Time check: 4:21**
- 9. Strategic Planning** 15 min
- Outreach Committee report
 - Facilities Committee report
- Time check: 4:36**
- 10. Building next to Fairhaven Branch** 10 min
- Review and approve Board response to Dave Christensen's request for approval
- 11. Operations update**
- Whatcom READS! report and upcoming programs
- 12. New business** 10 min
- 13. Action items for next meeting** 5 min
- Time check: 5:01**
- 14. Executive session** 30 min
- To review the performance of a public employee:
conduct the annual review of the Library Director
[RCW 42.30.110 (1)(g)]
- 15. Adjourn** **Time check: 5:31**

Next Regular Library Board Meeting: April 21, 2015 – 3:30 p.m.

**Location: Barkley Branch Library, 3111 Newmarket Street, Suite 103
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
March 17, 2015

Kiesner, Pamela N.

From: Sheplor, Madeline A.
Sent: Tuesday, March 10, 2015 8:39 AM
To: Grp.LI
Subject: Online Payments

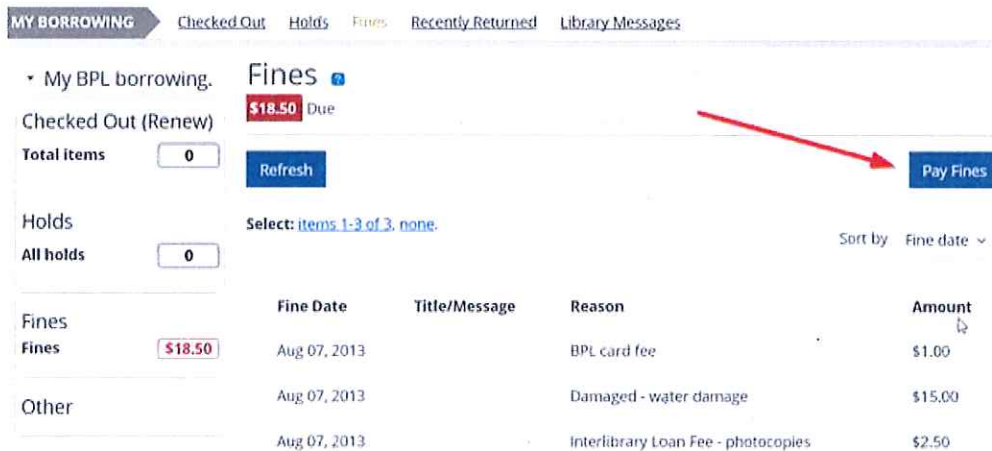
F&I

Good news!

Good morning,
Patrons are now able to pay their fines online via BiblioCommons and the City of Bellingham website.

BiblioCommons

- Patrons must log into their account first.
- If there are fines on the account a **Pay Fines** button will appear.
- When you click on **Pay Fines** a new window will open to the Online Payments page of the City website. Patrons will be brought directly to the section for paying library fines/fees.
- Patrons must log in again using their library barcode and PIN. The BiblioCommons username will not work.



MY BORROWING | Checked Out | Holds | **Fines** | Recently Returned | Library Messages

My BPL borrowing. **Fines** \$18.50 Due

Checked Out (Renew) **0** Refresh Pay Fines

Holds **0** Select: items 1-3 of 3. none. Sort by: Fine date

| Fines | Fine Date | Title/Message | Reason | Amount |
|-----------------------------------|--------------|---------------|-------------------------------------|---------|
| Fines \$18.50 | Aug 07, 2013 | | BPL card fee | \$1.00 |
| Other | Aug 07, 2013 | | Damaged - water damage | \$15.00 |
| | Aug 07, 2013 | | Interlibrary Loan Fee - photocopies | \$2.50 |

City of Bellingham website (Online Payments page)

- Patrons can go to the City Online Payments page <http://www.cob.org/services/payments.aspx>
- Library fines and fees are listed under the **Fines** heading.
- Patrons will then be prompted to enter their library barcode and PIN.

Online Payments



Fines

Library Fines and Fees, Parking Tickets, Traffic Citations



Business Registrations

Reduce the registration time by weeks by applying online



Taxes

City Business and Occupation (B&O) Tax



Recreation

EZ Reg Parks and Recreation Activities



Utilities

Water, Sewer, and Stormwater



Reservations

Public Library Community Rooms



Permits

Boats, Building, Fire, Parking



Other City Invoices and Fees

General City Invoices, Public Disclosure Requests, Job Applications

We will be adding a "payments" page to the library website very soon. This new page will have a link to COB Online Payments, plus include information about fines, accruals, collections, etc.

Please let me know if you have questions.

p.s. I encourage you to pay a fine online if you haven't already. ☺

Madeline Sheplor

Head of Technical Services

Bellingham (WA) Public Library

msheplor@cob.org

p: 360-778-7227 f: 360-778-7294

www.bellinghampubliclibrary.org

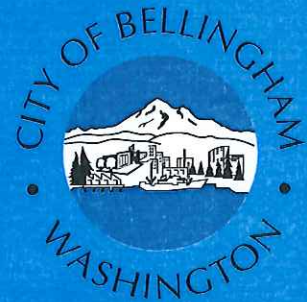
"Like" us: www.facebook.com/bellinghampubliclibrarywa

Note: My incoming and outgoing email messages are subject to public disclosure requirements

*City Board
March 17, 2015*

FYI

Bellingham City Council Annual Report



2014

Progress on the City of
Bellingham's Legacies and
Strategic Commitments



Clean, Safe Drinking Water

- Participated in Lake Whatcom Policy Group focusing on the Homeowner Incentive Program to reduce phosphorous, and worked to accelerate investments in clean-up
- Protected 107 acres of land in the Lake Whatcom Watershed from development that could harm water quality

Healthy Environment

- Wrote a letter to Puget Sound Energy encouraging divestment in coal-generated electricity
- Passed a resolution supporting safety for rail oil tanker cars
- Passed a resolution to create quiet zones from train horns in residential neighborhoods
- Formed a City Council Energy Work Group
- Formed an Energy Leadership Team for the Georgetown University Energy Prize Competition and drafted an Energy Plan to reduce Bellingham's energy use

Vibrant, Sustainable Economy

- Adopted the City Center Implementation Strategy to tie together Downtown, Old Town, the Waterfront, and surrounding areas; includes the renovation of the Federal Building
- Revised the Downtown Plan for the first time in 20 years to ensure that City services keep pace with a resurgent downtown economy

Safe and Prepared Community

- Made an initial vote to authorize a Residential Safety Program and laid the ground work for a 2015 start to ensure basic health and safety standards for Bellingham renters
- Voted to move forward with safety improvements for the Alabama Street corridor
- Increased funding for a patrol officer

Mobility and Connectivity Options

- Adopted the City's first-ever Bicycle Master Plan
- Approved funding for the first bicycle boulevard on Texas Street in the Roosevelt Neighborhood
- Through the Transportation Benefit District, expanded funding for more bike lanes, sidewalks, and road repairs

Equity and Social Justice

- Voted to fund the Homeless Outreach Team to provide access to services for people in need
- Spearheaded the creation of Public Access Television on BTV10, providing six hours of air time per week
- Passed a Resolution recognizing the second Monday in October as Coast Salish Day in honor of the Lummi and Nooksack Tribes
- Flew the Pride flag at City Hall during Pride weekend
- Passed the Mayor's increased budget for human services and housing
- Voted to fund an intensive case management program

Quality, Responsive City Services

- Improved citizen access to City Council information through the SIRE agenda/minutes management software
- Approved funding for a second code enforcement officer
- Adopted the City's first Biennial Budget

Access to Quality of Life Amenities

- Approved funding to expand the hours of two branch libraries in Barkley and Fairhaven

Sense of Place

- Participated in multi-jurisdictional activities as part of the 2016 update to the Comprehensive Plan to encourage high-quality urban development

Bellingham City Council
210 Lottie Street
Bellingham, WA 98225

www.cob.org/council
cemail@cob.org
360.778.8200

IMPROVED EFFICIENCY

2014 was a year of advancement in regard to internal Council operations.

The Council revised and improved its Rules of Procedure covering rules of order, election of officers, and guidelines for public comment.

The Council Members received iPads on which to access meeting agendas. The dais in Council Chambers was furnished with electrical outlets at each chair so Members can use their iPads during Council meetings.

The Council switched to an electronic agenda management system. SIRE provides one-stop access to agenda materials, minutes, and videos at www.cob.org/meetings. This switch streamlined the agenda-building process and decreased the number of paper packets printed as part of the City's overall effort to reduce paper.

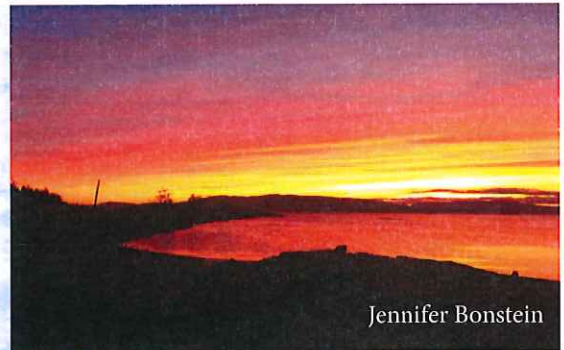
The year ended with the appointment of a new Council Member after the resignation of Bellingham's Ward 3 representative.

This Annual Report features accomplishments related to the City's Legacies and Strategic Commitments. To find out more and to read a scorecard, visit www.cob.org/data/metrics/.



Cynthia St. Clair

Cynthia St. Clair



Jennifer Bonstein



Jacob Jones



Chris Coffin



Jamie Valenta

Bellingham Public Library



**Regular Meeting of the Library Board of Trustees
Tuesday, February 17, 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.

Board Members Present: J. Gordon, Marilyn Mastor, Rachel Myers, Tom Barrett, and Rick Osen.

Library Staff: Pamela Kiesner, Janice Keller and Wendy Jenkins.

Others Present: June Hahn, WCLS Board representative; Faye Hill and Karen Hannah, Friends of Bellingham Public Library representatives; Michael Lilliquist, City Council.

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

Welcome new library trustee, Rick Osen: J. welcomed Rick and invited him to introduce himself. Rick has lived in Bellingham since 1976 and worked for the WWU libraries for 36 years. His primary responsibilities were in facilities management, budget and personnel.

Approve/modify agenda: Marilyn Mastor moved to approve the agenda. Rachel Myers seconded. Motion carried.

Public comment: Michael Lilliquist commented that he was attending the board meeting for three reasons: he is interested in the proposed new building going in next to Fairhaven Branch; he wanted to meet the new board trustee; and he believes this will be an interesting year for the library and wants to be involved.

Karen Hannah handed out flyers for the Friends upcoming Spring Book Sale scheduled for March 5-7. She added that it will be cramped with tax aid going on at the same time.

Consent agenda: Tom Barrett moved to approve the January 20, 2015 minutes and the January 2015 performance & activity measures and financial report. Marilyn Mastor seconded. Motion carried.

Board member reports: Tom contacted Barkley Company to follow up on the library being allowed to use the currently empty office space adjoining the reading area – he thinks this space will soon be available for library use. Tom took the opportunity to inform Jeff Kochman about all of the ways we promote the Barkley Branch.

Rachel announced she will be hosting this year's Whatcom READS! main event at the Mount Baker Theatre, and introducing Mayor Linville.

City Council liaison: Jack reported Council will soon be updating the City's Comprehensive Plan, including the Capital Facilities component. A public meeting is scheduled for March 17 at the Squalicum Boathouse.

Library Director report: Pam distributed the new board roster to the trustees.

WLA is scheduled for April 15-17 at the Tulalip Conference Center. We have about 17 staff members going, with at least 3 staff presenting. Detailed schedule information will be sent to the trustees.

Janice has prepared an Op-Ed for the Herald, *Library connects our community with each other and the world*, which should print this week.

Pam will schedule her performance appraisal by the board for the March board meeting – this will be in Executive Session. At Rachel's request, Pam will send out the city's appraisal form to trustees for their review.

Pam attended the State Directors' meeting last month, preceded by a day-long meeting of municipal library directors. Marcellus Turner, Director of Seattle Public Library, called the meeting of municipal directors to discuss sustainable funding. Seattle is half-way through their 7-year levy and Spokane's levy runs out at the end of 2017. It was a good discussion about potential funding options including state funds for capital projects once a project is "shovel ready."

Subjects covered at the all directors' meeting included:

- A marketing presentation, by OrangeBoy, on targeting young adults
- An attorney presentation about library legal issues
- Pam did a presentation on the Library Council of Washington
- The Secretary of State, Kim Wyman, discussed co-locating the State Library with Archives and possible legislation to keep kids safe in libraries

The Burlington Public Library Director is retiring.

We issued an RFP for a new Integrated Library System which closes on February 27.

Pam is meeting with Myron Carlson, Facilities Manager, about two maintenance items on the docket for facilities: carpeting and roof replacement.

Pam met with David Strauss, the architect who designed the new Ferndale Library, at his request.

Pam will be helping the YMCA with their annual fund-raising campaign.

WCLS Trustee report: June Hahn reported that their board discussed having their representative provide a report to the BPL board and agreed to the idea. South Whatcom Library will be re-opening soon in a temporary location. Their board is also working on a performance evaluation for the director, Christine Perkins. OrangeBoy is going to be hosting a webinar for them next week about marketing for libraries.

Building next to Fairhaven Branch: David Christensen, from Christensen Design Management, provided building plan information concerning the new building next to the Fairhaven Branch – they are calling it the Orca Building. The current design is for a 15,000 square foot, 2-story building. David proposed that, in exchange for a temporary building easement and a permanent footing easement, the builder will provide a terraced plaza with landscaping on the south side of the Fairhaven Library. David asked the Board for a recommendation supporting this design and the easement. After discussion, it was decided that Pam would draft a letter conveying that the Board supports, in principle, the idea of the design, subject to review from the city, including Parks and other appropriate city departments.

Financial report 4th quarter 2014: Pam reported that we spent 98% of a 4.1 million budget. The remaining balance was primarily in personnel costs due to vacancies; a portion of the balance is being re-appropriated to our 2015 budget.

Whatcom Community Foundation: Pam received from the Foundation the yearly Bayview Fund grant distribution totaling \$1,800.06. Tom Barrett moved the distribution be placed in the Library Gift Fund to be available for planning purposes. Marilyn Mastor seconded. Rachel Myers abstained. Motion carried.

Personnel update:

- 2014 Staff Development report: in the packet is an overview of staff continuing education. The first spreadsheet documents the trainings we paid for. The second spreadsheet documents free training that staff participated in. Including the Friends staff development funding, we spent nearly \$10,000 on continuing staff education. J. conveyed the Board's support for this critical training with the variety of new devices and formats in libraries.
- Vacancies update: Pam informed the board that testing will be happening at the end of February for the two open Library Clerk 2 positions, followed by interviews early in March. She hopes we can fill the positions, and following training, be able to expand open hours at both branches by the end of April.

Pam also updated the Board on Madeline's reduced schedule and the Acquisition Specialist's upcoming retirement. Anytime there is a vacancy, Pam and the management team review the job description and take a look at the overall organization of the library. Pam has been communicating with staff about reorganizations and cross-training that will provide more flexibility and back-up. She will present an updated organization chart review on the board's agenda soon.

Strategic Planning:

Outreach Committee: the committee is committed to reaching out to neighborhood associations and businesses so that when we ask for community support, they will know us. Tom reported that this past month he:

- Attended the City Hall birthday party where he met Roxanne Murphy, Councilwoman;
- Attended the Alabama Hill Neighborhood Association meeting;
- Met with Pam, Janice, Darby Cowles (Senior Planner) and Tara Sundin (Economic Development Manager) about joint planning opportunities. Darby's and Tara's current focus is on rehabilitating Maritime Heritage Park;
- Attended the Barkley Neighborhood Association;
- Will be attending the King Mountain Neighborhood Association at the end of March.

Facilities Committee:

- J. and Pam met with Rick Sepler (Planning and Community Development Director) and Ted Carlson (Public Works Director) about collaborating with the City on the Capital Facilities Plan and Feasibility Study for the Central Library.
- Rick Osen volunteered to be the 2nd board member on the Facilities Committee.

New business: Director/Board retreat: J. suggested that mid-year or fall would be a good time to hold a retreat, after the Comprehensive Plan is done. The Mount Baker Theatre Encore Room or Woodstock Farm were suggested as possible venues.

Action items for next meeting:

- Fairhaven Building (Orca Building) response
- Director's performance appraisal

Executive session: the board went into Executive Session at 5:11 p.m. for the purpose of hearing a labor negotiations update from Angela Beatty, HR Analyst and Pam Kiesner, Library Director. The Executive Session adjourned at 5:31 and the board went back into Regular Session. There was no action as a result of the Executive Session.

Meeting adjourned at 5:32 p.m.

Next Regular Library Board Meeting – March 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

| | February-15 | February-14 | Year to Date | | % of change |
|---|----------------|----------------|----------------|----------------|----------------|
| | | | 2015 | 2014 | YTD |
| Holdings - Number of materials in the library's collection | | | | | |
| Physical copies added to the collection | 1,378 | 1,250 | 4,082 | 3,596 | 13.52% |
| Electronic copies added to the collections | 230 | 341 | 378 | 964 | -60.79% |
| Physical copies withdrawn from collection | (2,518) | (6,523) | (2,752) | (8,512) | -67.67% |
| Total physical holdings | | | 194,243 | 207,882 | -6.56% |
| Total Holdings | | | 194,391 | 208,505 | -6.77% |
| Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity | | | | | |
| Central Library | | | | | |
| Adult | 59,308 | 62,096 | 125,582 | 132,198 | -5.00% |
| Youth | 35,962 | 36,924 | 74,608 | 76,324 | -2.25% |
| Sub-Total Central | 95,270 | 99,020 | 200,190 | 208,522 | -4.00% |
| Fairhaven Branch | | | | | |
| Adult | 5,525 | 6,012 | 11,778 | 12,399 | -5.01% |
| Youth | 1,642 | 1,959 | 3,611 | 3,884 | -7.03% |
| Sub-Total Fairhaven | 7,167 | 7,971 | 15,389 | 16,283 | -5.49% |
| Barkley Branch | | | | | |
| Adult | 3,507 | 3,558 | 7,346 | 7,509 | -2.17% |
| Youth | 2,290 | 2,422 | 4,919 | 4,998 | -1.58% |
| Sub-Total Barkley | 5,797 | 5,980 | 12,265 | 12,507 | -1.93% |
| Bellingham Technical College | | | | | |
| Adult | 119 | 132 | 209 | 247 | -15.38% |
| Youth | 6 | 13 | 12 | 18 | -33.33% |
| Sub-Total BTC | 125 | 145 | 221 | 265 | -16.60% |
| Whatcom Community College | | | | | |
| Adult | 240 | 308 | 481 | 567 | -15.17% |
| Youth | 50 | 76 | 94 | 151 | -37.75% |
| Sub-Total WCC | 290 | 384 | 575 | 718 | -19.92% |
| Western Washington University | | | | | |
| Adult | 422 | 493 | 891 | 937 | -4.91% |
| Youth | 192 | 114 | 282 | 203 | 38.92% |
| Sub-Total WWU | 614 | 607 | 1,173 | 1,140 | 2.89% |
| Online Services | | | | | |
| NW Anytime Library Overdrive | 9,395 | 7,839 | 19,410 | 16,943 | 14.56% |
| Tumblebooks | 6,822 | 4,409 | 11,994 | 8,771 | 36.75% |
| Zinio | 1,409 | 994 | 3,435 | 2,364 | 45.30% |
| Sub-Total Online | 17,626 | 13,242 | 34,839 | 28,078 | 24.08% |
| Total Circulation | 126,889 | 127,349 | 264,652 | 267,513 | -1.07% |
| Holds Activity | | | | | |
| Holds Resolved - BPL staff filling holds for pickup at BPL & WCLS Systems | 44,811 | 45,619 | 93,397 | 97,022 | -3.74% |
| Holds Filled - holds checked out at BPL, FH, Barkley and WCC | 28,586 | 28,836 | 60,523 | 62,199 | -2.69% |
| Services | | | | | |
| Persons Visiting - Number of persons counted as they enter the libraries or visit remote website | | | | | |
| Central Library (In February, re-opened Sundays during 2014 school-year) | | | | | |
| Adult | 44,447 | 42,648 | 90,958 | 86,910 | 4.66% |
| Childrens | 12,958 | 12,236 | 25,221 | 24,510 | 2.90% |
| Fairhaven Branch | 6,094 | 5,957 | 12,586 | 12,385 | 1.62% |
| Barkley Branch | 3,307 | 3,361 | 6,233 | 6,718 | -7.22% |
| Total Persons Visiting | 66,806 | 64,202 | 134,998 | 130,523 | 3.43% |
| Website Visits | 43,159 | 44,161 | 91,444 | 93,209 | -1.89% |
| This count reflects number of visits to www.bellinghampubliclibrary.org | | | | | |
| Bibliocommons Visits (added July 2014) | 10,091 | 0 | 21,480 | 0 | |
| This count reflects number of visits to Bibliocommons | | | | | |
| Total Website Visits | 53,250 | 44,161 | 112,924 | 93,209 | |
| Computer Usage - Number of sessions | | | | | |
| Central Library | | | | | |
| Adult & Teen (30 terminals) | 6,273 | 5,901 | 12,787 | 12,056 | 6.06% |
| Childrens (3 terminals) | 219 | 160 | 413 | 327 | 26.30% |
| Fairhaven Branch (7 terminals) | 466 | 472 | 1,035 | 1,053 | -1.71% |
| Barkley Branch (4 terminals) | 262 | 181 | 499 | 405 | 23.21% |
| Total Computer Usage | 7,220 | 6,714 | 14,734 | 13,841 | 6.45% |
| New Borrowers Registered | | | | | |
| Central Library | 476 | 449 | 1,066 | 1,000 | 6.60% |
| Fairhaven Branch | 28 | 30 | 49 | 68 | -27.94% |
| Barkley Branch | 13 | 19 | 36 | 39 | -7.69% |
| Total New Borrowers Registered | 517 | 498 | 1,151 | 1,107 | 3.97% |
| Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs | | | | | |
| Programs | 121 | 87 | 219 | 154 | 42.21% |
| Attendees | 4,274 | 3,479 | 6,652 | 5,634 | 18.07% |
| Volunteer Hours - includes FOBPL beginning 03/2014 | 540 | 132 | 1,043 | 278 | 275.18% |

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 MARCH 17, 2015, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

| | VENDOR | AMOUNT |
|---------------------------------------|------------------------------------|-------------------|
| ADMINISTRATION | | |
| Communications/ITSD charges | City of Bellingham (Interfund) | 1,910.00 |
| Key copies | Accurate Lock & Security | 4.24 |
| Director & Institution dues; webinar | American Library Association | 1,104.00 |
| Desk lamp | Amazon.com | 42.64 |
| WLA presenter meeting - parking | AMPCO Parking | 15.00 |
| Library card poster | Applied Digital Imaging | 47.56 |
| Workshop | Bellingham Technical College | 75.00 |
| Kleenex | Cash N Carry | 66.72 |
| Library truck wrap | Chazzam Signs | 1,200.00 |
| Board room coffee | Community Food Co-op | 8.45 |
| Printing | Copy Source | 425.53 |
| Water @ Barkley Branch | Crystal Springs | (2.57) |
| Electrical cords | Hardware Sales | 29.49 |
| WLA presenter meeting - mileage | Bethany Hoglund | 102.93 |
| Graphics | iStock | 325.00 |
| WA Public Libraries Directors meeting | Pamela Kiesner | 157.10 |
| Name tags | Laserpoint Awards | 8.15 |
| WLA presenter meeting - mileage | Jennifer Lovchik | 114.88 |
| Security software maintenance | Ninife.com | 20.00 |
| Office supplies, toner | Office Depot | 202.17 |
| Institution and trustee dues | Washington Library Association | 1,643.48 |
| | ADMINISTRATION Sub Total | \$7,499.77 |
| PUBLIC SERVICE | | |
| Key copies | Accurate Lock & Security | 11.89 |
| Acylic displays | Brodart | 30.71 |
| Signage equipment | Demco | 60.13 |
| First aid kit replacements | Grainger | 5.05 |
| Library materials returned | Library Refunds | 136.88 |
| Copy paper & supplies | Office Depot | 551.79 |
| Copier costs | Ricoh USA | 948.89 |
| Acylic displays | Staples | 338.76 |
| DVD & CD mailers | Uline | 120.12 |
| Debt collection | Unique Management Services | 286.40 |
| Lost ILL book | University of Idaho Library | 373.89 |
| ILL postage | USPS | 33.10 |
| | PUBLIC SERVICE Sub Total | \$2,897.61 |
| OUTREACH | | |
| Diesel fuel | Reisner Distributor | 126.30 |
| Van maintenance & repair | City of Bellingham (Interfund) | 655.00 |
| | OUTREACH SERVICES Sub Total | \$781.30 |

TECHNICAL SERVICES

| | | |
|-------------------------------------|--------------------------|-------------------|
| Book processing | Baker & Taylor | 742.25 |
| Audio/visual supplies | Demco | 218.19 |
| Disc polisher supplies | Disc Go Technologies Inc | 928.77 |
| CD & DVD processing | Midwest Tape | 837.10 |
| ILL & tech services | OCLC | 2,027.48 |
| Book & label tape | Office Depot | 98.51 |
| TECHNICAL SERVICES Sub Total | | \$4,852.30 |

LIBRARY ACQUISITIONS

| | | |
|---------------------------------------|-------------------------------------|--------------------|
| Books, recorded books, CDs, DVDs | Amazon.com & other credit purchases | 1,376.99 |
| Books | Baker & Taylor | 13,766.59 |
| Periodicals | Business Pulse | 54.00 |
| Periodicals, electronic databases | Ebsco Subscription Services | 1,176.88 |
| Books | Grey House Publishing | 490.29 |
| DVDs, CDs, recorded books | Midwest Tape | 5,259.07 |
| Books | National Underwriters | 250.00 |
| Hoopla, book on cds | Recorded Books Inc | 144.78 |
| LIBRARY ACQUISITIONS Sub Total | | \$22,518.60 |

GIFT FUND

| | | |
|---|--------------------------|-------------------|
| Early Literacy Kits; books | Amazon.com | 36.28 |
| Books | Baker & Taylor | 1,732.91 |
| Books | Center Point Large Print | 91.18 |
| Books | Gale | 198.01 |
| Recorded books, DVDs | Midwest Tape | 1,297.93 |
| Whatcom READS! coasters | Printglobe | 228.85 |
| GIFT FUND ACQUISITIONS Sub Total | | \$3,585.16 |

TOTAL GENERAL FUND \$38,549.58

TOTAL CLAIMS \$42,134.74



Whatcom
Community Foundation

February Board
March 17, 2015
Item # 6

February 2015

GIVING HERE MATTERS

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

RE: Bellingham Public Library Agency Endowment Fund

Dear Pam,

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

I hope 2015 is off to an excellent start for you. I want to take this opportunity to express the profound gratitude we at the Foundation feel for you, our community's steadfast supporters, and the opportunities that are made possible because we work together as community. We are pleased to send you the enclosed reports showing activity on the Bellingham Public Library Funds for six months ending December 31, 2014.

We are enclosing a check in the amount of \$8,900 from the Bellingham Public Library Agency Endowment Fund. We are required by law to pay out the full distributable amount of all agency designated funds every year. Kindly acknowledge receipt of this grant, and let us know, in general terms, how you intend to use it.

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. As you know, your supporters may make contributions to the Fund at any time. We would love to work with you to continue to build your fund. Please let us know if you would like to discuss ways in which we can collaborate to promote this opportunity to provide long term support for your work and mission.

You have probably already heard that we have moved into our new home at the Whatcom Center for Philanthropy, at 1500 Cornwall Avenue. The Whatcom Center for Philanthropy is an unprecedented venture between the Chuckanut Health Foundation, United Way of Whatcom County and the Whatcom Community Foundation. While we have always collaborated closely, this arrangement creates an environment where connections are made, ideas are shared and even more great things can happen. If you haven't visited us yet, we would love to give you a tour sometime soon!

Thank you for the important work Bellingham Public Library does to make living here better. We look forward to learning more about your aspirations for our community because we know that when we work together we can make Whatcom County an even better place for all of us to live.

Sincerely,

Mauri Ingram
President & CEO
Whatcom Community Foundation

- 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





Whatcom
Community Foundation

Item #6

GIVING HERE MATTERS

Bellingham Public Library Agency Endowment Fund
Activity from July 1, 2014 through December 31, 2014:

| | |
|-------------------------------|------------------------------------|
| Opening Fund Balance | 238,929.19 |
| Transfers | 0.00 |
| Receipts | |
| Grant Income | 0.00 |
| Pledge Income | 0.00 |
| Gift Income | 0.00 |
| In-kind Gifts | 0.00 |
| Dividends and Interest | 2,828.03 |
| Investment Income (Loss) | 3,127.41 |
| Other Income | 0.00 |
| | <hr/> |
| Subtotal Receipts | \$ 5,955.44 |
| Disbursements | |
| Grants awarded | 0.00 |
| Foundation Services Support | 1,780.20 |
| Program Expense | 0.00 |
| Gift Liquidation Expense | 0.00 |
| Other Expenses | 0.00 |
| | <hr/> |
| Subtotal Disbursements | \$ 1,780.20 |
| Closing Fund Balance | <u><u>\$ 243,104.43</u></u> |



Whatcom
Community Foundation

Item #6

GIVING HERE MATTERS

**Bellingham Public Library Endowment
Designated Fund
Activity from July 1, 2014 through December 31, 2014:**

| | |
|-------------------------------|-----------------------------------|
| Opening Fund Balance | 45,820.97 |
| Transfers | 0.00 |
| Receipts | |
| Grant Income | 0.00 |
| Pledge Income | 0.00 |
| Gift Income | 0.00 |
| In-kind Gifts | 0.00 |
| Dividends and Interest | 542.35 |
| Investment Income (Loss) | 599.76 |
| Other Income | 0.00 |
| | <hr/> |
| Subtotal Receipts | \$ 1,142.11 |
| Disbursements | |
| Grants awarded | 0.00 |
| Foundation Services Support | 341.40 |
| Program Expense | 0.00 |
| Gift Liquidation Expense | 0.00 |
| Other Expenses | 0.00 |
| | <hr/> |
| Subtotal Disbursements | \$ 341.40 |
| Closing Fund Balance | <u><u>\$ 46,621.68</u></u> |



Whatcom
Community Foundation

Item #6

GIVING HERE MATTERS

Bellingham Public Library Fund - Capital
Activity from July 1, 2014 through December 31, 2014:

| | |
|-------------------------------|-----------------------------------|
| Opening Fund Balance | 72,554.02 |
| Transfers | 0.00 |
| Receipts | |
| Grant Income | 0.00 |
| Pledge Income | 0.00 |
| Gift Income | 0.00 |
| In-kind Gifts | 0.00 |
| Dividends and Interest | 3.56 |
| Investment Income (Loss) | 0.00 |
| Other Income | 0.00 |
| | <hr/> |
| Subtotal Receipts | \$ 3.56 |
| Disbursements | |
| Grants awarded | 0.00 |
| Foundation Services Support | 1,451.08 |
| Program Expense | 0.00 |
| Gift Liquidation Expense | 0.00 |
| Other Expenses | 0.00 |
| | <hr/> |
| Subtotal Disbursements | \$ 1,451.08 |
| Closing Fund Balance | <u><u>\$ 71,106.50</u></u> |



Whatcom
Community Foundation

Item #6

GIVING HERE MATTERS

Bellingham Public Library Fund - Fairhaven Branch Materials
Activity from July 1, 2014 through December 31, 2014:

| | |
|-------------------------------|------------------------------|
| Opening Fund Balance | 127.41 |
| Transfers | 0.00 |
| Receipts | |
| Grant Income | 0.00 |
| Pledge Income | 0.00 |
| Gift Income | 120.00 |
| In-kind Gifts | 0.00 |
| Dividends and Interest | 0.00 |
| Investment Income (Loss) | 0.00 |
| Other Income | 0.00 |
| | <hr/> |
| Subtotal Receipts | \$ 120.00 |
| Disbursements | |
| Grants awarded | 0.00 |
| Foundation Services Support | 4.95 |
| Program Expense | 0.00 |
| Gift Liquidation Expense | 0.00 |
| Other Expenses | 0.00 |
| | <hr/> |
| Subtotal Disbursements | \$ 4.95 |
| Closing Fund Balance | <hr/> <hr/> \$ 242.46 |



Whatcom
Community Foundation

Item # 6

GIVING HERE MATTERS

Bellingham Public Library Fund - Materials
Activity from July 1, 2014 through December 31, 2014:

| | |
|-------------------------------|----------------------------------|
| Opening Fund Balance | 1,527.13 |
| Transfers | 0.00 |
| Receipts | |
| Grant Income | 0.00 |
| Pledge Income | 0.00 |
| Gift Income | 7,349.40 |
| In-kind Gifts | 0.00 |
| Dividends and Interest | .16 |
| Investment Income (Loss) | 0.00 |
| Other Income | 0.00 |
| | <hr/> |
| Subtotal Receipts | \$ 7,349.56 |
| Disbursements | |
| Grants awarded | 0.00 |
| Foundation Services Support | 177.53 |
| Program Expense | 0.00 |
| Gift Liquidation Expense | 0.00 |
| Other Expenses | 0.00 |
| | <hr/> |
| Subtotal Disbursements | \$ 177.53 |
| Closing Fund Balance | <u><u>\$ 8,699.16</u></u> |



Whatcom
Community Foundation

Item #6

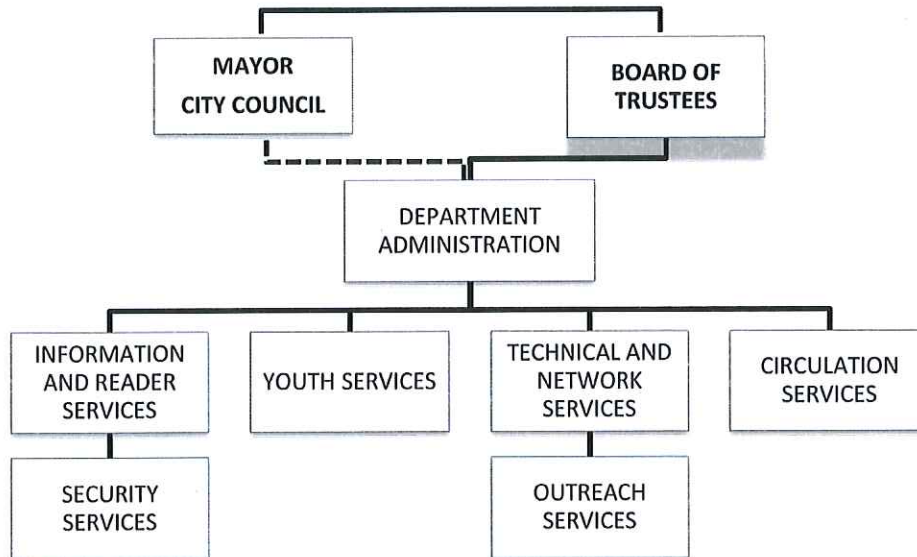
GIVING HERE MATTERS

Bellingham Public Library Fund - Unrestricted
Activity from July 1, 2014 through December 31, 2014:

| | |
|-------------------------------|----------------------------------|
| Opening Fund Balance | 3,766.15 |
| Transfers | 0.00 |
| Receipts | |
| Grant Income | 0.00 |
| Pledge Income | 0.00 |
| Gift Income | 450.00 |
| In-kind Gifts | 0.00 |
| Dividends and Interest | .18 |
| Investment Income (Loss) | 0.00 |
| Other Income | 0.00 |
| | <hr/> |
| Subtotal Receipts | \$ 450.18 |
| Disbursements | |
| Grants awarded | 0.00 |
| Foundation Services Support | 75.32 |
| Program Expense | 0.00 |
| Gift Liquidation Expense | 0.00 |
| Other Expenses | 0.00 |
| | <hr/> |
| Subtotal Disbursements | \$ 75.32 |
| Closing Fund Balance | <u><u>\$ 4,141.01</u></u> |

Library Board
March 17, 2015
Item #7

BELLINGHAM PUBLIC LIBRARY



Dashed line indicates an advisory relationship.

Deep shadow with solid line on box indicates a direct advisory relationship with an organization outside the City of Bellingham.

Bellingham Public Library Mission

Connecting our community with each other and the world

READ ▪ **LEARN** ▪ **MEET** ▪ **DISCOVER**

Description of Services

The Bellingham Public Library serves as the community's primary information center and offers the following core services in support of its mission. Excellent customer service is a top priority in implementing each one of these public services which contribute to the quality of living and learning in Bellingham.

Materials

- Bellingham Public Library holds a diverse collection of library materials and information in a variety of print and non-print formats. Examples include books, eBooks, magazines, newspapers, visual and audio materials, and electronic databases. The Library's collection emphasizes children's materials and materials for people who work with children. It focuses on reading readiness, early learning, establishing library and reading habits, and promoting the joy of reading and lifelong learning. The collection represents a diverse, popular, general interest public library audience. Greater collection depth is emphasized in local and regional history, local documents, and genealogy.

Library Department

Access

- Library resources are available at the Central Library, the Fairhaven and Barkley branch libraries, and also may be accessed and reserved by customers through the Library's virtual branch: www.bellinghampubliclibrary.org. Public Library materials may be dropped off and picked up at a variety of partnership locations throughout the community, including at these educational institution libraries: Western Washington University, Bellingham Technical College, Whatcom Community College, and Northwest Indian College. Through an interlocal agreement with the Whatcom County Library System (WCLS), library materials owned by Bellingham Public Library and WCLS are available to all residents through a shared online catalog of materials. Additionally, members of the public now have free access to the resources at all academic libraries. Access to other materials and resources held by cooperating local and national libraries of all types are available electronically or through other cooperative arrangements.

Assistance

- Reader's advisory and information assistance are provided for customers of all ages, as they search for the resources they need to succeed in their personal, work, school, or community activities. Computer and database classes, as well as library orientations, are regularly offered for children and adults. Assistance with library and information resources is available by telephone, in person, by appointment, or on the library's website.

Programs

- The Library collaborates with other City departments, volunteers, and community organizations or individuals each year to sponsor or co-sponsor educational and informational programs. Programs offered to community members about issues affecting their lives connect people with the information and library resources they need for lifelong enrichment and education.

Place

- Bellingham Public Libraries are important community centers in a city that values reading and learning. Community groups use the libraries for meetings, educational events, and public forums. The libraries connect the community together by serving as neutral, welcoming places for citizens to gather, study, discuss, and learn.

Visit the Library's virtual branch at www.bellinghampubliclibrary.org

Library Department

Bellingham Public Library Budget Summary

The Library is funded primarily by the General Fund. The [Library Gift Fund](#) is used for accumulation and expenditure of grants and donations to the Library and is usually spent on books and other library materials.

| Funding Sources | 2011 Actual | 2012 Actual | 2013 Actual | 2014 Adopted | 2015 Budget | 2016 Budget |
|--------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| General | 3,444,575 | 3,571,084 | 3,784,430 | 4,102,703 | 4,270,784 | 4,382,725 |
| Library Gift | 77,751 | 55,670 | 52,114 | 25,750 | 25,750 | 26,522 |
| TOTAL ALL SOURCES | 3,522,326 | 3,626,754 | 3,836,544 | 4,128,453 | 4,296,534 | 4,409,247 |

| Expenditures by Type | 2011 Actual | 2012 Actual | 2013 Actual | 2014 Adopted | 2015 Budget | 2016 Budget |
|-------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Salaries and Benefits | 2,345,192 | 2,450,302 | 2,526,863 | 2,740,676 | 2,844,247 | 2,937,599 |
| Supplies | 527,231 | 461,220 | 552,356 | 491,929 | 497,838 | 512,771 |
| Interfund Supplies | 64 | 52 | 24 | - | - | - |
| Other Services and Charges | 79,754 | 94,066 | 106,220 | 142,470 | 143,098 | 147,391 |
| Interfund Services | 560,362 | 616,215 | 642,597 | 746,878 | 804,851 | 804,986 |
| Intergovernmental Services | 9,723 | 4,899 | 8,484 | 6,500 | 6,500 | 6,500 |
| Subtotal of Operations | 3,522,326 | 3,626,754 | 3,836,544 | 4,128,453 | 4,296,534 | 4,409,247 |
| TOTAL EXPENDITURES | 3,522,326 | 3,626,754 | 3,836,544 | 4,128,453 | 4,296,534 | 4,409,247 |

| | | | | | | |
|-------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| TOTAL PAID STAFF | 40.0 | 41.0 | 41.3 | 43.8 | 44.6 | 44.6 |
|-------------------------|-------------|-------------|-------------|-------------|-------------|-------------|

[Budgeted positions are listed](#) in the personnel section.

Bellingham Public Library Budget Summary - Revenues

General Fund

| Revenues by Sub-type | 2011 Actual | 2012 Actual | 2013 Actual | 2014 Adopted | 2015 Budget | 2016 Budget |
|---|----------------|----------------|----------------|-----------------|----------------|----------------|
| Intergovernmental Service Revenues | 139,733 | 143,506 | - | - | - | - |
| Intergovernmental Subtotal | 139,733 | 143,506 | - | - | - | - |
| General Government Services | 14,407 | 14,347 | 14,434 | 15,450 | 15,450 | 15,914 |
| Culture & Recreation Services | 5,250 | 2,120 | 155,798 | 152,171 | 160,362 | 165,173 |
| Charges for Services Subtotal | 19,657 | 16,467 | 170,232 | 167,621 | 175,812 | 181,087 |
| Non Court Fines, Forfeitures, Penalties | 124,994 | 132,380 | 118,654 | 131,050 | 115,000 | 118,450 |
| Fines & Penalties Subtotal | 124,994 | 132,380 | 118,654 | 131,050 | 115,000 | 118,450 |
| Rents, Leases & Concessions | 29,511 | 28,956 | 29,167 | 30,000 | 30,000 | 30,000 |
| Contributions & Donations (Private) | - | 63 | - | - | - | - |
| Other Miscellaneous Revenue | 23,602 | 20,118 | 17,444 | 20,000 | 15,000 | 15,000 |
| Miscellaneous Subtotal | 53,113 | 49,137 | 46,611 | 50,000 | 45,000 | 45,000 |
| TOTAL REVENUES | 337,497 | 341,490 | 335,497 | 348,671 | 335,812 | 344,537 |

The difference between the department's revenues and expenditures is made up from General Fund reserves or revenues shared by multiple departments.

Library Department

Bellingham Public Library Budget Summary – Revenues (continued)

Library Gift Fund

For detail on the [Library Gift Fund](#), see the fund statement in the Fund Budgets section of the document.

Bellingham Public Library Budget Summary - Expenditures

General Fund

| Expenditures by Sub-type | 2011 Actual | 2012 Actual | 2013 Actual | 2014 Adopted | 2015 Budget | 2016 Budget |
|--|------------------|------------------|------------------|------------------|------------------|------------------|
| Salaries & Wages | 1,697,529 | 1,752,120 | 1,775,042 | 1,941,173 | 2,011,250 | 2,050,925 |
| Overtime & Hazard Duty | 152 | 278 | 235 | 1,000 | 1,000 | 1,020 |
| Salaries & Wages Subtotal | 1,697,681 | 1,752,398 | 1,775,277 | 1,942,173 | 2,012,250 | 2,051,945 |
| Personnel Benefits | 647,511 | 697,904 | 751,586 | 798,503 | 831,997 | 885,654 |
| Personnel Benefits Subtotal | 647,511 | 697,904 | 751,586 | 798,503 | 831,997 | 885,654 |
| Office & Oper. Supplies | 408,834 | 374,896 | 415,077 | 438,903 | 444,812 | 458,155 |
| Fuel Consumed | 2,109 | 2,052 | 2,082 | 2,060 | 2,060 | 2,122 |
| Small Tools & Minor Equip | 38,537 | 29,597 | 85,073 | 25,216 | 25,216 | 25,972 |
| Warehouse Supplies | 64 | 52 | 24 | - | - | - |
| Supplies Subtotal | 449,544 | 406,597 | 502,256 | 466,179 | 472,088 | 486,249 |
| Professional Services | 7,775 | 3,289 | 5,561 | 34,081 | 24,083 | 24,805 |
| Communication | 136 | 170 | 432 | 103 | 103 | 106 |
| Travel | 1,916 | 2,707 | 3,702 | 4,120 | 3,360 | 3,461 |
| Taxes & Operating Assessments | 597 | 595 | 544 | 700 | 700 | 721 |
| Operating Rentals & Leases | 27,022 | 27,347 | 34,631 | 37,339 | 37,339 | 38,459 |
| Utility Service | - | - | - | - | 10,935 | 11,263 |
| Repairs & Maintenance | 26,432 | 41,799 | 44,888 | 45,662 | 47,662 | 49,092 |
| Miscellaneous | 15,876 | 17,164 | 14,472 | 20,465 | 18,916 | 19,484 |
| Interfund Professional Services | 6,955 | 7,572 | 6,496 | 46,121 | 63,181 | 63,316 |
| Interfund Communication | 18,508 | 19,644 | 20,982 | 21,787 | 43,827 | 43,827 |
| Interfund Op Rentals & Leases | 490,324 | 494,692 | 524,871 | 587,900 | 611,299 | 611,299 |
| Interfund Insurance | 40,832 | 43,895 | 44,312 | 44,793 | 40,042 | 40,042 |
| Interfund Repairs & Maintenance | 3,743 | 50,412 | 45,936 | 46,277 | 46,502 | 46,502 |
| Other Services & Charges Subtotal | 640,116 | 709,286 | 746,827 | 889,348 | 947,949 | 952,377 |
| Intergovernmental Prof Servs | 9,723 | 4,899 | 8,484 | 6,500 | 6,500 | 6,500 |
| Intergovernmental Svcs Subtotal | 9,723 | 4,899 | 8,484 | 6,500 | 6,500 | 6,500 |
| TOTAL EXPENDITURES | 3,444,575 | 3,571,084 | 3,784,430 | 4,102,703 | 4,270,784 | 4,382,725 |

Library Gift Fund

For detail on the [Library Gift Fund](#), see the fund statement in the Fund Budgets section of the document.

Library Department

Bellingham Public Library Program Groups

Department revenues in both Library Gift and General funds are generated by the program group as shown below.

| Revenues by Group | 2011 Actual | 2012 Actual | 2013 Actual | 2014 Adopted | 2015 Budget | 2016 Budget |
|--------------------------------------|----------------|----------------|----------------|-----------------|----------------|----------------|
| <i>Library Services</i> | 409,227 | 390,424 | 406,438 | 373,671 | 360,812 | 369,537 |
| Subtotal of Revenues by Group | 409,227 | 390,424 | 406,438 | 373,671 | 360,812 | 369,537 |

Department expenditures are allocated to the program groups as shown below.

| Expenditures by Group | 2011 Actual | 2012 Actual | 2013 Actual | 2014 Adopted | 2015 Budget | 2016 Budget |
|-------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| <i>Library Administration</i> | 471,001 | 485,116 | 477,316 | 578,847 | 578,731 | 592,863 |
| <i>Library Services</i> | 2,564,604 | 2,604,506 | 2,795,733 | 2,923,145 | 3,057,037 | 3,155,290 |
| <i>Library Facilities</i> | 486,721 | 537,132 | 563,495 | 626,461 | 660,766 | 661,094 |
| TOTAL EXPENDITURES | 3,522,326 | 3,626,754 | 3,836,544 | 4,128,453 | 4,296,534 | 4,409,247 |

Group Descriptions

The Library Administration group accounts for administrative operations of the Library.

The Library Services group accounts for library operations including Children’s Services, Circulation Services, which includes Branch and Outreach Services, Information and Reader Services, and Technical and Network Services.

The Library Facilities group accounts for custodial services and most maintenance projects for Library facilities.

Library Department

Bellingham Public Library 2015-16 Work Plan

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.

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.

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 this project.

Reinstate eight open hours per week, four at each branch. Project includes recruiting, hiring, and training minimal staff, publicity, and operational hours. \$40,000 was added to the library budget to restore these hours.

Library Activity Measures

| Library | 2005 Actual | 2006 Actual | 2007 Actual | 2008 Actual | 2009 Actual | 2010 Actual | 2011 Actual | 2012 Actual | 2013 Actual | 2014 Actual |
|--|----------------|-----------------|----------------|----------------|----------------|----------------|----------------|--------------------------|----------------|----------------|
| COLLECTION | | | | | | | | | | |
| Materials Exp per capita | \$5.27 | \$5.28 | \$6.34 | \$7.17 | \$5.87 | \$4.78 | \$4.38 | \$4.09 | \$4.30 | \$4.64 |
| Collection Expenditures as a % of Operating Budget | 12.4% | 12.0% | 14.0% | 13.8% | 12.3% | 12.1% | 10.1% | 9.1% | 9.1% | 9.4% |
| CIRCULATION (In Thousands) - Number of items checked out or renewed | | | | | | | | | | |
| Central Library | 1,101.7 | 1,110.1 | 1,173.0 | 1,274.4 | 1,459.7 | 1,445.0 | 1,466.8 | 1,455.0 | 1,454.3 | 1,254.0 |
| Barkley Branch | | (began 9/13/08) | | 16.2 | 71.3 | 71.0 | 72.3 | 77.4 | 85.2 | 80.3 |
| Fairhaven Branch | 94.0 | 96.5 | 112.0 | 125.7 | 59.2 | 99.0 | 100.4 | 96.8 | 101.3 | 97.4 |
| Bellingham Technical College | | | | | | (began 9/2011) | | 0.2 | 0.8 | 1.2 |
| Western Washington University | | | | | | (began 9/2011) | | 0.8 | 4.3 | 6.4 |
| Whatcom Community College | | (began 9/24/07) | | 0.4 | 2.5 | 4.1 | 4.0 | 4.8 | 4.4 | 4.8 |
| Digital Check-outs | | | | | | | | (began tracking in 2014) | | 190.5 |
| TOTAL | 1,195.8 | 1,206.6 | 1,285.5 | 1,418.8 | 1,594.2 | 1,619.0 | 1,645.4 | 1,638.7 | 1,653.3 | 1,632.0 |
| Circulation per Capita | 16.5 | 16.4 | 17.0 | 18.7 | 20.9 | 20.9 | 20.3 | 20.1 | 20.1 | 19.7 |
| <i>Per Capita refers to City of Bellingham population. Population served includes patrons from outside the City.</i> | | | | | | | | | | |
| % of borrower self-checked items | | 33% | 43% | 45% | 45% | 48% | 52% | 52% | 56% | 54% |
| Turnover (circulation / holdings) | 4.06 | 4.06 | 4.44 | 5.46 | 6.34 | 6.75 | 7.32 | 7.38 | 7.47 | 7.38 |
| PERSONS VISITING (In Thousands) - Number of persons counted as they enter the libraries | | | | | | | | | | |
| Central Library | 627.8 | 666.2 | 654.7 | 789.9 | 845.2 | 745.9 | 742.7 | 723.7 | 706.2 | 709.5 |
| Fairhaven Branch | 74.4 | 78.6 | 89.6 | 104.1 | 52.8 | 55.5 | 77.6 | 77.0 | 76.8 | 74.4 |
| Barkley Branch | | | | | 26.3 | 35.2 | 42.0 | 41.6 | 42.8 | 47.0 |
| TOTAL | 702.2 | 744.9 | 744.3 | 894.0 | 924.3 | 836.7 | 862.3 | 842.2 | 825.8 | 830.9 |
| Website Visits (In Thousands) | n/a | 236.4 | 277.0 | 317.9 | 410.8 | 481.6 | 627.0 | 654.5 | 619.8 | 611.8 |

Fund Budgets

Library Gift Fund: Accumulates donations to the Library which are generally used to purchase books and materials. The fund is managed by the [Library](#).

| Library Gift Fund (126) | 2011 | 2012 | 2013 | 2014 | 2014 | 2015 | 2016 |
|---------------------------------|----------------|----------------|----------------|---------------|---------------|---------------|---------------|
| Revenues and Sources | Actual | Actual | Actual | Adopted | Revised | Budget | Budget |
| Expenditures and Uses | Actual | Actual | Actual | Budget | Budget | | |
| Beginning Reserves | 57,670 | 51,649 | 44,912 | 6,000 | 63,739 | 6,000 | 5,250 |
| Revenues: | | | | | | | |
| Intergovernmental Rev | 510 | - | 999 | - | - | - | - |
| Miscellaneous | 71,220 | 48,934 | 69,942 | 25,000 | 25,000 | 25,000 | 25,000 |
| Subtotal of Revenues | 71,730 | 48,934 | 70,941 | 25,000 | 25,000 | 25,000 | 25,000 |
| Fund Total Sources | 129,400 | 100,583 | 115,853 | 31,000 | 88,739 | 31,000 | 30,250 |
| Expenditures: | | | | | | | |
| Supplies | 77,751 | 54,675 | 50,124 | 25,750 | 60,750 | 25,750 | 26,522 |
| Services | - | 995 | 1,990 | - | - | - | - |
| Subtotal of Expenditures | 77,751 | 55,670 | 52,114 | 25,750 | 60,750 | 25,750 | 26,522 |
| Ending Reserves | 51,649 | 44,913 | 63,739 | 5,250 | 27,989 | 5,250 | 3,728 |
| Fund Total Uses | 129,400 | 100,583 | 115,853 | 31,000 | 88,739 | 31,000 | 30,250 |

Olympic Pipeline Incident Fund: Accounts for funds dedicated to implementing maintenance and monitoring tasks pursuant to the Olympic Pipeline Whatcom Creek Restoration Plan; the fund is managed by the [Public Works Department](#).

| Olympic Pipeline Incident Fund (131) | 2011 | 2012 | 2013 | 2014 | 2014 | 2015 | 2016 |
|--------------------------------------|----------------|----------------|----------------|---------------|----------------|----------------|----------------|
| Revenues and Sources | Actual | Actual | Actual | Adopted | Revised | Budget | Budget |
| Expenditures and Uses | Actual | Actual | Actual | Budget | Budget | | |
| Beginning Reserves | 690,252 | 661,235 | 601,643 | 44,956 | 521,997 | 503,477 | 482,225 |
| Revenues: | | | | | | | |
| Miscellaneous | 6,655 | 7,434 | 4,853 | 4,593 | 4,593 | 3,353 | 3,353 |
| Subtotal of Revenues | 6,655 | 7,434 | 4,853 | 4,593 | 4,593 | 3,353 | 3,353 |
| Fund Total Sources | 696,907 | 668,669 | 606,496 | 49,549 | 526,590 | 506,830 | 485,578 |
| Expenditures: | | | | | | | |
| Salaries and Benefits | - | - | - | 14,005 | 14,005 | 14,375 | 18,485 |
| Supplies | 5,706 | 10,378 | 16,319 | 6,000 | 6,000 | 6,000 | 6,180 |
| Services | 2,595 | 30,096 | 30,853 | - | 2,520 | - | - |
| Interfund Services | 27,255 | 26,435 | 36,004 | 588 | 588 | 714 | 669 |
| Intergovernmental Exp | 117 | 117 | 1,322 | - | - | - | - |
| Subtotal of Expenditures | 35,673 | 67,026 | 84,498 | 20,593 | 23,113 | 21,089 | 25,334 |
| Ending Reserves | 661,234 | 601,643 | 521,998 | 28,956 | 503,477 | 485,741 | 460,244 |
| Fund Total Uses | 696,907 | 668,669 | 606,496 | 49,549 | 526,590 | 506,830 | 485,578 |

Helman Board
March 17, 2015
Item #8

Marked up copy

Bellingham Public Library Policy

Title: 5.101 CONFIDENTIALITY

Code: 5 Circulation Services
Chapter: 5.100 Circulation Records

Type of Policy: Departmental
Date Developed: 21 November 2006
Date Revised: ~~27 February 2007~~ 17 March, 2015
Revised by: Pam Klesner, Jennifer Vander Ploeg
Developed by: Pam Klesner
Approved By: Library Board of Trustees

Cancel: Section IV, Personnel Policies and Procedures, Confidentiality of Patron Records; Section IV, Personnel Policies and Procedures, Privacy of Circulation Records; Section VIII Circulation Policies and Procedures, Confidentiality of Circulation Records; 5.102 Retaining Circulation Records

See Also: **Codes and Laws:** RCW 40.14 Preservation and destruction of public records
RCW 42.17.310 Duty to disclose or withhold information -- Otherwise provided
Other resources: Privacy: an Interpretation of the Library Bill of Rights (ALA)
Policy on Confidentiality of Library Records (ALA)
Whatcom County Library System Policy on Confidentiality of Patron Records
Internal Documents: [Library Staff Code of Ethics, Confidentiality and Patron Account guidelines](#)

Scope

This policy applies to all staff and patrons of the Bellingham public libraries.

Definitions

Inactive library account: a patron's account is considered inactive when there has been no check out activity for three (3) years.

Minor: persons under the age of eighteen (18).

Personally identifiable information: information that is directly associated with a specific person such as a person's name, home address, telephone number, e-mail address, birth date.

Records: [Information maintained in order to conduct operations of the library. Records include, but are not limited to: registration records, circulation records, materials request lists, financial information and computer booking records.](#)

Policy/Conditions

1. Library protects the privacy of its patrons.

Privacy is essential to the free and unrestricted use of library resources. Patrons have the right to search for information without fear of scrutiny. Protecting patron privacy is in accordance with the Constitution of the United States, the laws of the State of Washington and American Library Association policies and interpretations.

2. **Library guards the identity of library patrons by not creating or retaining records such as:**

- information sought or received in reference interviews
- materials consulted, online sites visited or databases used
- frequency of visits

3. **Library ensures the confidentiality of records with personally identifiable information and deletes them as soon as possible.**

Records are deleted when their original purpose has been satisfied. These include records such as:

- exhibit applications, program signups
- holds requested
- items requested for purchase

4. **Library ensures the confidentiality of circulation records with personally identifiable information but retains these records as set forth below:**

To satisfy library recordkeeping requirements, these records are retained and then deleted:

- backups tapes are retained for one (1) week for the purpose of database integrity
- 'last patron use' information is retained for up to two (2) months for purposes of damage assessment
- inactive patron accounts with no fees or fines are deleted after three (3) years

~~To comply with State records retention standards for at least six (6) years, these records are retained for ten (10) years. These records are retained for ten (10) years, State records retention standards require at least six (6), and are~~ then deleted:

- patron records with resolved or unresolved fees or fines
- meeting room invoices

5. **Library encourages patrons to become familiar with the privacy policies of library partners and external websites**

~~Library may enter into agreements with reputable third-party partners in order to provide certain services to library patrons. Information that a patron submits voluntarily to a third party is not subject to library control, and therefore the library cannot guarantee the same level of confidentiality and privacy. Patrons are encouraged to read and become familiar with the privacy policies of these third-party partners.~~

~~The library website contains links to external websites not maintained by the Bellingham Public Library. The library is not responsible for user privacy when visiting other websites. Once patrons link to another website, they are no longer subject to the library's Confidentiality Policy, but to the privacy policy or statement of the website to which they have linked.~~

6. Patrons have access to their records.

Patrons can access their own records:

- online using their library card and [telephone-PIN](#) number
- over the phone with proper identification
- in person using their library card

Patrons can allow others to access their records by:

- ~~authorizing others to use their library card providing their physical card to the person they wish to have access~~
- ~~authorizing others to pick up hold items~~

Parents or guardians [who hold financial responsibility for the account](#) can access their minor child's records:

- online using their child's library card and [telephone-PIN](#) number
- over the phone with proper identification
- in person using their child's library card

Commented [VJM1]: Implies that pick up holds allows someone else access to personal records, which could be confusing. If this is what we intend, the application form should be updated to explain that. The application asks if they want others to pick up holds, it does not advise that you are authorizing access to personal information. I would propose that this topic fits more closely under item 8.

76. Library respects the privacy of young adult patrons.

In accordance with the laws of Washington State, a young adult is considered a minor until age 18. While a young adult is a minor, a parent or guardian has the right to determine the level of confidentiality that young adult retains over their circulation records. The Library encourages discussion between parent or guardian and young adult to mutually determine this level of confidentiality.

Commented [VJM2]: This has been an issue in the situation where the parents are not together. Have had 2 recent complaints where the father was given account and financial information but the mother was responsible for the account - therefore we were providing her financial info to someone that she didn't feel should have it.

87. Library guards the privacy of hold items on self pickup shelves.

- safeguards are used, but privacy is not guaranteed
- patrons can choose an additional privacy safeguard of directing the library to place materials in a privacy envelope, ~~or speaking with staff about other available options~~
- ~~authorizing others to pick up hold items~~ patrons can authorize others to pick up holds on their behalf by having staff note this permission on their library account

98. Library staff respect the privacy of records with personally identifiable information.

Records with personally identifiable information will only be accessed by Library staff when it is essential for library business.

109. Library releases private records to others only under this condition:

When the Library receives a court order from a court of competent jurisdiction showing good cause, library staff will notify the Library Director or designee who will then consult with the City Attorney before replying to the order.

| **110. Library Board reviews this policy.**

This policy is periodically reviewed, revised, or reaffirmed by the Library Board of Trustees.

Item # 8

Bellingham Public Library Policy

Clear copy

Title: 5.101 CONFIDENTIALITY
Code: 5 Circulation Services
Chapter: 5.100 Circulation Records
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Date Revised: 17 March, 2015
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- inactive patron accounts with no fees or fines are deleted after three (3) years

These records are retained for ten (10) years and are then deleted:

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- meeting room invoices

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11. Library Board reviews this policy.

This policy is periodically reviewed, revised, or reaffirmed by the Library Board of Trustees.

Library Board
March 17, 2015
Item # 10

TO: Chris Comeau, Jackie Lynch, Jason Napier, Jason Porter, Kimberly Barker,
Leslie Bryson, Martin Kjelstad, Rene Beliveau

FROM: Pam Kiesner, Library Director

DATE: March 17, 2015

RE: Proposed building south of the Fairhaven Branch Library

David Christensen attended the February 17, 2015 meeting of the Bellingham Public Library Board of Trustees and asked if the board would recommend approval to the City Planning and Community Development Department of the temporary construction easement he is seeking; the request also includes a permanent max. 18" easement for underground concrete footing.

The trustees reviewed his documents and discussed the project. While library trustees do not have the authority to grant approvals for easements, they appreciate Dave's outreach to them. Trustees especially appreciate proposed design elements that offer safe and attractive walkways and seating areas adjacent to both our buildings, and the developer's intention to appropriately re-landscape areas currently containing grass and mature trees.

The trustees support, in principle, the idea of his design, subject to review from the city, including Parks and other appropriate city departments. The trustees look forward to reviewing the final development plans to discuss how they will impact the Fairhaven Library once the plans have been reviewed and approved by the city.

Copy: Library Board of Trustees
Ted Carlson, Director, Public Works
Rick Sepler, Director, Planning and Community Development