

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 – 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 May 19, 2015: Regular board meeting• Library performance & activity measures May 2015• Financial reports Claims: May 2015	2 min
	Time check: 3:41
5. Reports <ul style="list-style-type: none">• Library Board members• City Council liaison• Library Director	15 min
	Time check: 3:56
6. Operations update <ul style="list-style-type: none">• Single Service Desk• Library Metrics	25 min

7. Committee reports

20 min

- Outreach Committee
- Facilities Committee

Time check: 4:24

8. New business

10 min

9. Action items for next meeting

5 min

Time check: 4:54

10. Executive Session

- Labor negotiations update
 - Angela Beatty, HR Analyst
and Pam Kiesner, Library Director

11. Adjourn

Next Regular Library Board Meeting: July 21, 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.

Bellingham Public Library



**Regular Meeting of the Library Board of Trustees
Tuesday, May 19, 2015 – Central Library
Library Board Room – 3:30 p.m.**

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

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

Library Staff: Pamela Kiesner, Bethany Hoglund, Janice Keller, Jennifer Vander Ploeg and Wendy Jenkins.

Others Present: Lori Jump, WCLS Board representative.

Call to order and introductions: Regular session was called to order at 3:32 p.m. by Chair, J. Gordon.

Approve/modify agenda: Marilyn Mastor moved to approve the agenda. Rick Osen seconded. Motion carried.

Public comment: No comment.

Consent agenda: Tom requested three changes to the April 21 minutes – all on page 3, under Strategic Planning, Outreach Committee:

1. First bullet: change "discussed the Comprehensive Plan" to "discussed the Library and the Comprehensive Plan"
2. Second bullet: change "Contacted April Barker" to "Met with April Barker"
3. Third bullet: change "Invited Jeff Kochman to the board meeting" to "The Outreach Committee invited residents of the Barkley condominiums and apartments to the board meeting"

Tom Barrett moved to approve the April 21, 2015 minutes as revised and the April 2015 performance & activity measures and financial report. Rick Osen seconded. Motion carried.

Board member reports: J. attended the Main Street 101 workshop at the RevitalizeWA conference. He reported that this is a national organization that provides materials and resources to bring more energy into downtown areas. Pam attended the Open Plenary session which Mayor Kelli introduced.

City Council liaison report: City Council has been involved in ongoing discussion concerning the new jail being planned and the related sales tax vote that will most likely happen in November. So far, 6 of the necessary 7 cities have signed off on the sales tax option – Bellingham is the remaining city. City Council could be voting on this issue on June 15. The outcome will impact the ability to pass a bond for a new library.

Jack also reported that WTA is working on strategic planning. The first public comment opportunity is Wednesday, May 20 at 5:00 p.m. This plan will impact bus line routes to established and future libraries.

WCLS trustee report: Lori Jump reported that WCLS has hired a consulting firm, Orange Boy, to help with their Strategic Plan. They have also issued an RFP for a marketing consultant. Their board is discussing board development – are they doing the best they can with their responsibilities – and they are open to a joint session with the BPL board. They have a new Deputy Director and, as of this morning, a new Children's Director.

Library Director's report: Pam has scheduled Brian Henshaw, COB Finance Director, to provide a City finance update at the July board meeting.

The Friends Ski-to-Sea book sale starts tomorrow. Their Annual Meeting was held on April 25 with Christine Perkins, WCLS Executive Director, as keynote speaker.

Whatcom READS! 2016 is being organized. The featured book is *A Tale for the Time Being* by Ruth Ozeki. BPL is the lead agency for 2016; Janice is heading up the committee. As a glimpse into the structure, Pam explained there is a Whatcom READS! committee that meets monthly and also a Whatcom READS! Board of Directors made up of a representative from each partnering agency. This year Pam is the President of the board. A governing board was established so that they could become a 501c3 agency which is able to accept grants and gifts. This board meets quarterly.

Pam met with the Dean of Libraries for the Mongolian National University of Education, his interpreter and a representative from WWU. Pam led them on a tour of our facility. The Dean was very interested in our Connections.

Pam is involved in bargaining with two unions – AFSCME 114 and 114L.

At the Department Head retreat Pam recently attended, they discussed guiding principles and values that were developed years ago. Moonwater, from the Whatcom Dispute Resolution Center, facilitated.

Pam is one of several Department Heads that have been invited to attend a City Council retreat. She will provide a Library update.

Pam has been asked to be on the Board of Directors for the YMCA.

Trustee education: Summer Reading for kids, teen and adults – 2015

Summer Reading begins June 6 with the theme *Every Hero Has a Story*. Bethany handed out sample programs for each age group: birth to 5; 5-12; teens; and adults. Bethany thanked the board for their previous blanket approval for the teen fine forgiveness program. Rachel encouraged everyone to attend the Annual Craft Fair, calling it, "a phenomenal program."

Operations update:

- New branch hours began May 4: Janice Keller reported the new hours launch has gone smoothly and we are receiving very positive feedback about the extra open hours as well as the newly adjusted open times for the branches. She reminded the board that Sunday closure will begin Memorial Day weekend and continue until after Labor Day weekend.
- Programs update:
 - The Timothy Egan event, *Indiana Jones with a Camera*, that was held at the Mount Baker Theatre on April 27, was a huge success with 1325 in attendance. People were thrilled that it was free of charge – that opened it up to everybody. It was filmed and should be available for viewing soon on BTV10 as well as our website, Facebook and YouTube pages. Pam added that the Mayor authorized the use of the Theatre as one of the City's free uses.
 - BA~CON 2015 was held this past Saturday, May 16, at the Syre Student Center. This event, which was created by Jennifer Lovchik, is in its' sixth year. It had 357 participants and over 30 vendors – it has blossomed into a wonderful community event.
- Single-point service desk: progress is underway for the move to a single-point desk that will be located in the space between where the current reference and circulation desks are. Facilities will start the remodel next Monday while the library is closed. The goals are to increase customer service (by not shuttling patrons between 2 separate desks), increase use of self-checkout stations, use staff more efficiently and improve the flow in and out of the building.
- Status report on staff vacancies: the posting for a Tech Services Specialist closes on Friday, May 22. With HR's new structure it has taken longer than anticipated to fill this vacancy. Madeline continues working part-time, telecommuting from home all days except for Wednesdays. Her job description is currently being worked on and will probably post in the fall. Interviews have just concluded for 5 open Page positions.

Strategic Planning:

Outreach Committee:

- Tom reported he had a good talk with Gene Knutson (who is a big fan of Barkley Branch) and worked with April Barker to arrange attending Birchwood Neighborhood Association's September meeting.

Facilities Committee:

- Interview with Zervas Group on 4/27: J., Rick and Pam met with Sharon and went over the draft ideas discussed at the Board's last meeting. J. followed up with Sharon last week and, based on her analysis so far, she shared a few insights:
 - The current library building is not meeting the needs
 - This building could be repurposed without a huge undertaking

- Muni Court could use the main floor
- Parks could use the lower level
- The Muni Court site would satisfy many of the library's assessed needs

Pam added that the Mayor recently asked her if we had started our feasibility study. Pam responded that we are waiting for the Facilities Master Plan to be completed. Pam suggested inviting Ted Carlson, Public Works Director, to the next board meeting.

New business:

- J. will contact Ted about the June board meeting.
- Rachel attended a planned giving training in Seattle – it is anticipated that in the next 5 to 8 years there will be the largest ever transfer of wealth through giving. Rachel suggested now is a good time to discuss promoting our Endowment Fund at the Whatcom Community Foundation. Rachel and Janice will meet and determine the best way for Rachel to share key elements and language with the board. Tom suggested all board members research planned giving in the meantime.

Action items for next meeting: The board will wait to arrange a retreat until after the Facilities Master Plan is complete, hopefully identifying if we will be staying in or leaving this building so we can proceed with our feasibility study. Some of the retreat time could be shared with WCLS.

Executive Session: The board went into Executive Session at 4:43 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 5:06 p.m. and the board went back into Regular Session. There was no action as a result of the Executive Session.

Meeting adjourned at 5:06 p.m.

Next Regular Library Board Meeting – June 16, 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**

	May-15	May-14	Year to Date		% of change
			2015	2014	YTD
Holdings - Number of materials in the library's collection					
Physical copies added to the collection	2,130	1,851	9,306	8,764	6.18%
Electronic copies added to the collection - Hoopla added March	716	416	52,541	2,607	1915.38%
Physical copies withdrawn from collection	(2,883)	(4,543)	(8,468)	(15,497)	-45.36%
Total physical holdings			193,751	204,126	
Total Holdings (Physical and Electronic)			246,292	206,733	19.14%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity					
Central Library					
Adult	58,346	64,655	311,182	332,297	-6.35%
Youth	34,616	36,526	186,713	192,816	-3.17%
Sub-Total Central	92,962	101,181	497,895	525,113	-5.18%
Fairhaven Branch					
Adult	5,405	5,948	28,868	30,462	-5.23%
Youth	1,479	1,802	8,740	9,865	-11.40%
Sub-Total Fairhaven	6,884	7,750	37,608	40,327	-6.74%
Barkley Branch					
Adult	3,719	3,745	18,519	19,440	-4.74%
Youth	2,523	2,523	13,073	13,081	-0.06%
Sub-Total Barkley	6,242	6,268	31,592	32,521	-2.86%
Bellingham Technical College					
Adult	73	68	451	478	-5.65%
Youth	4	11	24	46	-47.83%
Sub-Total BTC	77	79	475	524	-9.35%
Whatcom Community College					
Adult	270	343	1,287	1,571	-18.08%
Youth	44	47	267	311	-14.15%
Sub-Total WCC	314	390	1,554	1,882	-17.43%
Western Washington University					
Adult	443	470	2,296	2,518	-8.82%
Youth	111	103	580	476	21.85%
Sub-Total WWU	554	573	2,876	2,994	-3.94%
Online Services					
Hoopla (added March, 2015)	2,774	0	6,108	0	
NW Anytime Library Overdrive	9,491	8,677	48,529	42,833	13.30%
Tumblebooks	7,712	5,846	33,738	25,433	32.65%
Zinio	1,402	1,089	7,597	5,545	37.01%
Sub-Total Online	21,379	15,612	95,972	73,811	30.02%
Total Circulation	128,412	131,853	667,972	677,172	-1.36%
Holds Activity					
Holds Resolved - BPL staff filling holds for pickup at BPL & WCLS Systems	44,769	47,019	233,429	242,335	-3.68%
Holds Filled - holds checked out at BPL, FH, Barkley and WCC	28,950	30,696	150,969	155,832	-3.12%
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	44,097	45,412	232,398	228,996	1.49%
Childrens	10,833	11,773	62,539	62,861	-0.51%
Fairhaven Branch	5,939	6,321	31,259	31,060	0.64%
Barkley Branch	3,879	4,144	17,847	19,241	-7.24%
Total Persons Visiting	64,748	67,650	344,043	342,158	0.55%
Website Visits					
This count reflects number of visits to www.bellinghampubliclibrary.org	45,181	45,734	231,424	232,841	-0.61%
Bibliocommons Visits (added July 2014)	10,624		53,246	0	
This count reflects number of visits to Bibliocommons					
Total Website Visits	55,805	45,734	284,670	232,841	
Computer Usage - Number of sessions					
Central Library					
Adult & Teen (30 terminals)	5,896	6,295	32,504	31,946	1.75%
Childrens (3 terminals)	160	157	989	796	24.25%
Fairhaven Branch (7 terminals)	504	552	2,489	2,639	-5.68%
Barkley Branch (4 terminals)	239	243	1,297	1,123	15.49%
Total Computer Sessions	6,799	7,247	37,279	36,504	2.12%
New Borrowers Registered					
Central Library	468	544	2,634	2,535	3.91%
Fairhaven Branch	36	35	127	147	-13.61%
Barkley Branch	35	21	115	94	22.34%
Total New Borrowers Registered	539	600	2,876	2,776	3.60%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs					
Programs	88	63	587	388	51.29%
Attendees	2,213	1,525	17,408	12,416	40.21%
Volunteer Hours - includes Friends of the Library beginning 03/2014	1,016	1,038	3,785	2,894	

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 JUNE 16, 2015, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
ADMINISTRATION		
Communications/ITSD charges	City of Bellingham (Interfund)	1,942.00
Galaxy tablet & case	Amazon.com	469.93
Data drop	Baron Telecommunications	453.84
Printing	Copy Source	1,006.78
Sirsidynix User Group membership	Cosugi	100.00
Water @ Barkley Branch	Crystal Springs	24.17
Monitors	Dell	266.99
WASHYARG meeting mileage	Jennifer Lovchik	112.70
Summer of Learning presentation - 2013	Mandee Manes	113.57
Security software maintenance	Ninite.com	20.00
Office supplies, toner	Office Depot	157.60
Toner; LCD arms; cables	OfficeMax	1,003.22
Conference	RevitalizeWA	95.00
Barkley operating costs	Talbot Services LLC	533.33
Volunteer management training	Virginia Lang	65.00
Travel reimbursements	Washington Library Association	117.33
	ADMINISTRATION Sub Total	\$6,481.46
PUBLIC SERVICE		
Courier bags	A. Rifkin Company	394.35
Receipt tape	Bellingham Business Machines	163.06
Library materials returned	Library Refunds	129.88
Copy paper & supplies	Office Depot	35.04
Copier costs	Ricoh USA	994.12
DVD & CD mailers	Uline	316.10
Debt collection	Unique Management Services	340.10
Post Office box	USPS	1,240.00
ILL postage	USPS	13.75
	PUBLIC SERVICE Sub Total	\$3,626.40
OUTREACH		
Diesel fuel	Reisner Distributor	136.39
Van maintenance & repair	City of Bellingham (Interfund)	655.00
	OUTREACH SERVICES Sub Total	\$791.39

TECHNICAL SERVICES

Books processing	Baker & Taylor	1,120.13
Laminate	General Binding Corp.	558.94
CD & DVD processing	Midwest Tape	741.45
ILL & tech services	OCLC	1,973.57
TECHNICAL SERVICES Sub Total		\$4,394.09

LIBRARY ACQUISITIONS

Books, recorded books, CDs, DVDs	Amazon.com & other credit purchases	704.46
Books	Baker & Taylor	14,278.75
Books	Center Point Large Print	91.18
Periodicals, electronic databases	Ebsco Subscription Services	1,789.35
Books	Gale	237.74
Books	Grey House Publishing	386.94
DVDs, CDs, recorded books	Midwest Tape	5,968.32
eBooks, audiobooks	Overdrive Inc	1,738.48
Periodicals	Puget Sound Maritime Historical Society	60.00
Books	Usborne Books	264.13
LIBRARY ACQUISITIONS Sub Total		\$25,519.35

GIFT FUND

Books	Amazon.com	123.80
Books	Baker & Taylor	2,605.94
GIFT FUND ACQUISITIONS Sub Total		\$2,729.74

TOTAL GENERAL FUND \$40,812.69

TOTAL CLAIMS \$43,542.43

“We are working today so future generations will benefit from...”

Clean, Safe Drinking Water

- Protect & improve drinking water sources
- Limit development in Lake Whatcom watershed
- Use efficient, ecological treatment techniques
- Maintain reliable distribution system
- Promote water conservation

Healthy Environment

- Protect & improve the health of lakes, streams & bay
- Protect & restore ecological functions & habitat
- Reduce contributions to climate change
- Conserve natural & consumable resources

Vibrant Sustainable Economy

- Support a thriving local economy across all sectors
- Promote inter-dependence of environmental, economic & social interests
- Create conditions that encourage public & private investment
- Foster vibrant downtown & other commercial centers
- Preserve farmland & the agricultural economy

Sense of Place

- Support sense of place in neighborhoods
- Encourage development within existing infrastructure
- Preserve historic & cultural resources
- Protect natural green settings & access to open space
- Support people-to-people connections

Safe & Prepared Community

- Prevent and respond to emergencies
- Prevent and respond to crime
- Ensure safe infrastructure
- Increase community readiness and resilience

Mobility & Connectivity Options

- Provide safe, well-connected mobility options for all users
- Maintain & improve streets, trails & other infrastructure
- Limit sprawl
- Increase infrastructure for bicycles, pedestrians & non-single-occupancy vehicle modes of transportation
- Reduce dependence on single-occupancy vehicles

Access to Quality of Life Amenities

- Maintain & enhance publicly owned assets
- Foster arts, culture & lifelong learning
- Provide recreation & enrichment opportunities for all ages & abilities
- Ensure convenient access to & availability of parks & trails citywide

Quality, Responsive City Services

- Deliver efficient, effective & accountable municipal services
- Use transparent processes & involve stakeholders in decisions
- Provide access to accurate information
- Recruit, retain & support quality employees

Equity & Social Justice

- Provide access to problem-solving resources
- Support safe, affordable housing
- Increase living wage employment
- Support services for lower-income residents
- Cultivate respect & appreciation for diversity

Legacies and Strategic Commitments

Adopted by Bellingham City Council
July 13, 2009



Item # 6

Item # 6

Access to Quality of Life Amenities		Name	Prior Value	Most Recent Value	Trend Over # of Periods	Most Recent Period
<input checked="" type="checkbox"/>		Community Status: Access to quality of life amenities				
<input checked="" type="checkbox"/>		Indicator: Percent of residents surveyed rating overall quality of life in Bellingham as "good" or "excellent"	93%	94%		2013
<input checked="" type="checkbox"/>		Indicator: Percent of City within 1/2 mile of either a neighborhood park or community park	70.00%	80.00%		2013
<input checked="" type="checkbox"/>		Indicator: Percent of City within 1/2 mile of a trail	88.86%	88.86%		2013
<input checked="" type="checkbox"/>		City Contribution: Access to quality of life amenities				
<input checked="" type="checkbox"/>		City Measure: Hours per year Bellingham Public Library is open to the public	4,641	4,780		2014
<input checked="" type="checkbox"/>		City Measure: Hours per year Whatcom Museum is open to the public	3,584	3,632		2014
<input checked="" type="checkbox"/>		City Measure: Number of annual Museum participants	73,758	73,101		2014
<input checked="" type="checkbox"/>		City Measure: Number of annual visitors to Bellingham Public Library	842,242	825,772		2013
<input checked="" type="checkbox"/>		City Measure: Number of Parks and Recreation program visits	321,900	323,550		2013
<input checked="" type="checkbox"/>		City Measure: Percent of residents surveyed rating the job the City is doing creating opportunities for education in culture and the arts as "good" or "excellent"	76%	84%		2013
<input checked="" type="checkbox"/>		City Measure: Percent of residents surveyed rating the job the City is doing maintaining parks and trails as "good" or "excellent"	89%	90%		2013

Strategic Commitments

- Maintain and enhance publicly owned assets
- Foster arts, culture and lifelong learning
- Provide recreation and enrichment opportunities for all ages and abilities
- Ensure convenient access to and availability of parks and trails citywide

City Legacy Scorecards

- Clean, Safe Drinking Water
- Healthy Environment
- Vibrant Sustainable Economy
- Sense of Place
- Safe and Prepared Community
- Mobility and Connectivity
- Access to Quality of Life Amenities
- Equity and Social Justice
- Quality, Responsive City Services

[How to read a scorecard \(video\)](#)

In the City of Bellingham performance measures system, metrics for the Bellingham Public Library are tracked in two Legacy areas: *Access to Quality of Life Amenities* and *Sense of Place*. More information and complete interactive scorecards for these and all city performance measures can be found on the City of Bellingham website at www.cob.org/metrics.



Sense of Place		Name	Prior Value	Most Recent Value	Trend Over # of Periods	Most Recent Period
<input type="checkbox"/>	Community Status: Sense of Place		53	54	4	2014
<input type="checkbox"/>	Indicator: Number of historic properties and districts listed on Local, State, and/or National Historic Registers		62.35%	62.42%	2	2014
<input type="checkbox"/>	Indicator: Percent of Whatcom County population residing in cities and Bellingham urban growth area					
<input type="checkbox"/>	City Contribution: Sense of Place					
<input type="checkbox"/>	City Measure: Acres of natural open space per 1000 population		20.6	20.7	1	2014
<input type="checkbox"/>	City Measure: Cumulative number of artwork and historical donations accepted into Museum Collections since 1941		5,244	5,300	10	2014
<input type="checkbox"/>	City Measure: Number of materials maintained by Bellingham Public Library		242,070	222,465	1	2014
<input type="checkbox"/>	City Measure: Percent new residential units within City located in urban village areas		36%	88%	2	2014
<input type="checkbox"/>	City Measure: Percent of residents surveyed rating the job the City is doing planning for growth as "good" or "excellent"		38%	41%	3	2013
<input type="checkbox"/>	City Measure: Percent of residents surveyed rating the job the City is doing protecting neighborhood livability as "good" or "excellent"		74%	70%	1	2013

Strategic Commitments

- Support sense of place in neighborhoods
- Encourage development within existing infrastructure
- Preserve historic and cultural resources
- Protect natural green settings and access to open space
- Support people-to-people connections

City Legacy Scorecards

- [Clean, Safe Drinking Water](#)
- [Healthy Environment](#)
- [Vibrant Sustainable Economy](#)
- [Sense of Place](#)
- [Safe and Prepared Community](#)
- [Mobility and Connectivity](#)
- [Access to Quality of Life Amenities](#)
- [Equity and Social Justice](#)
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