

**BELLINGHAM PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

**NOTICE OF MEETING
REGULAR MEETING
of August 16, 2016**

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.**

<u>AGENDA</u>	<u>TIME (approx.)</u>
1. Call to order and introductions	2 min
2. Approve/modify agenda	1 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 July 19, 2016: Regular board meeting• Library performance & activity measures July 2016• Financial reports Claims: July 2016	2 min
5. Reports <ul style="list-style-type: none">• Library Board members• City Council liaison• Friends of Bellingham Public Library• Library Director	15 min
Time check: 3:55	
6. Level of Service Standard <ul style="list-style-type: none">• Bellingham Public Library Standard(s) for Library Materials<ul style="list-style-type: none">◦ Beth Farley, Head of Collection Services; Pam Kiesner and Rick Osen	5 min

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|--|--------|
| 7. Trustee education | 15 min |
| <ul style="list-style-type: none"> • Library services to Bellingham's north side <ul style="list-style-type: none"> ◦ Review and discuss: Pam Kiesner & Bethany Hoglund, Head of Youth Services | |
| 8. 2017-2018 Budget | 25 min |
| <ul style="list-style-type: none"> • Budget deadline: August 31 • Review draft: preliminary 2017-2018 Bellingham Public Library Work Plan • Review budget summary of line items | |
| 9. BPL/WCLS Interlocal Agreement, Overview of History, 1986-2016 | 10 min |
| <ul style="list-style-type: none"> • Discussion follow-up from June 21 board meeting | |
| 10. Whatcom Community Foundation - Library Funds | 10 min |
| <ul style="list-style-type: none"> • Review and discuss | |
| Time check: 5:00 | |
| 11. Committee reports | 10 min |
| <ul style="list-style-type: none"> • Outreach Committee • Facilities Committee <ul style="list-style-type: none"> ◦ Update on 2016 Comprehensive Plan Update, Capital Facilities Chapter | |
| 12. Library Board Retreat | 15 min |
| <ul style="list-style-type: none"> • Further discussion about agenda | |
| 13. New business | 2 min |
| 14. Action items for next meeting | 2 min |
| <ul style="list-style-type: none"> • Washington State Library: report on Trustee Training on 9/20 <ul style="list-style-type: none"> ◦ Rick Osen, Trustee | |
| Time check: 5:29 | |
| 15. Adjourn | |

**Next Regular Library Board Meeting: Tuesday, September 20, 2016 – 3:30 p.m.
 Location: Central Library, 210 Central Avenue
 Bellingham, Washington**

The library meeting rooms are ADA accessible; however, if you require a sign interpreter or other hearing accommodation, please allow the library 48 hours notice. Order of agenda items may be adjusted.

Bellingham Public Library

*Library Board
August 16, 2016
Consent Agenda*



**Regular Meeting of the Library Board of Trustees
Tuesday, July 19, 2016 – Central Library
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: Rachel Myers, Marilyn Mastor, Tom Barrett and Rick Osen

Board Members Absent: J. Gordon

Library Staff: Pamela Kiesner, Lola Estelle, Beth Farley, Janice Keller, Jennifer Vander Ploeg and Wendy Jenkins

Others Present: Faye Hill, Friends of Bellingham Public Library

Call to order and introductions: Regular session was called to order at 3:30 p.m. by Vice-Chair, Rachel Myers.

Approve/modify agenda: Pam requested adding an item to #7 under Facilities Committee: Proposed street/landscaping changes at Fairhaven. Marilyn Mastor moved to approve the agenda as amended. Tom Barrett seconded. Motion carried.

Public comment: No comments.

Consent agenda: Tom Barrett moved to approve the June 21, 2016 minutes and the June 2016 performance and activity measures and financial reports. Marilyn Mastor seconded. Motion carried.

Board member's report: Rick, reflecting on an item from the Mayor's discussion with the board last month, is under the impression the Mayor sees the north-side branch/satellite and Central build/renovation as an either/or situation, but they are two different issues. Rachel talked with April recently and they both also got that impression. April intends to clarify if that was the Mayor's intent at their next meeting. Tom suggested trustees broach the subject with the Mayor if an opportunity arises.

Rachel shared (in April's absence) that April also plans to reach out to Ted Carlson concerning the Zervas report. They also think it would be useful to put north-side outreach on the agenda; perhaps have Bethany report on current Youth Services programs around the north-side, for instance in the schools and at the Madrona Clinic. A summary could be developed for sharing with the community. Pam suggested start-up and operational costs for a facility similar to Barkley could also be shared.

April also shared with Rachel that she met recently with WCC; one topic was the Learning Commons – WCC is waiting on state funding for this project to move forward. It was suggested it might be helpful if trustees contacted our state representatives about the WCC project. Rick offered to find out where the legislature budget process stands at this point.

Friends of BPL report: Faye gave greetings to the board from the Friends and reminded everyone of the next upcoming book sale: August 18-20.

Library Director's report: Pam sent information to trustees about the Washington State Library Trustee Training workshop that is scheduled for September 20 in Everett. This conflicts with our board meeting; trustees will take a look at the workshop details and determine if they would like to reschedule our board meeting.

Trustee recruitment: Pam passed out applications for trustees to share with interested/interesting candidates. The process starts with a recruitment – a news release and posting on the library and city websites. The Mayor receives and forwards the applications to Pam. We will review the applications, then interview candidates. The board makes a recommendation to the Mayor, followed by City Council approval and Mayoral appointment.

Pam met with WCLS Executive Director Christine Perkins. They suggested the two directors and board chairs meet in September to discuss our interest in studying sustainable funding strategies with annexation as one strategy. We will also invite WCLS representatives to our fall retreat. Tom commented that the word 'annexation' bristles many people and suggested the board use the word 'combination'. Pam pointed out that annexation is the state law wording, but another option may be combining into a regional library.

Pam invited Faye to speak about the new Ben Mann painting. Faye explained that the Friends decided to use donations received in memory of Vicky Marshall to commission a painting from Ben Mann for the Children's Library depicting Vicky reading to a group of children. The 4 ft. by 5 ft. painting is now hanging in the Dodson Room for all to enjoy. The Friends are working with Janice to schedule an unveiling event.

2017-2018 Budget: Pam reported the budget hasn't been released yet to departments, but that department heads did receive verbal instructions from the Mayor:

- It will be a status quo budget, which could impact our Level of Service
- When the budget is released it will include Interfund charges as well as negotiated salary increases
- We can move funds around, but do not plan on new funding
- Public safety (Fire and Police) is priority for any increases
- We still have a deficit and we won't know the impact yet of the levies going to the voters in November: EMS and Greenways
- Do not include new staff or program increases in our proposed budgets. The Mayor will meet one on one with department heads to discuss proposals for any increases.
- All of that being said, possible requests for increases include:
 - Increase pre-processing budget by \$25,000 to cover actual costs now that we have a year's experience

- Library materials – amount depending upon the Standards we adopt
- Staffing to support community outreach/programming efforts

Committee reports:

- Outreach Committee: Tom met with Dan Hammill to discuss the library and other issues.
- Facilities Committee:
 - City of Bellingham 2016 Comprehensive Plan Update: next review by City Council of Capital Facilities Chapter is August 1, 1:00-2:30 p.m.: Pam will attend this meeting and encourages trustees to attend as well. On July 27, Greg Aucutt, Assistant Planning Director, provided an overview of the chapter that includes the library; he mentioned the library's new facilities LOS standard. Pinky asked if City Council is being asked to choose low, medium, or high. The response was that there will be a rigorous review of all Level of Service standards in the document. April made a motion to include an addition to Policy CF-55: "The Central Library is a positive asset for Downtown, contributes to economic development and community well-being in the area, and should remain in the City Center." Michael Lilliquist seconded the motion and it was approved by Council. Other dates the Committee of the Whole will be discussing the Comp Plan are August 8 and 29, and September 12 and 26. A Public Hearing is scheduled for October 10 and the final work session to adopt the plan is October 24.
 - Proposed street/landscaping changes at Fairhaven Branch: Pam was contacted by Sam Shipp, Public Works Project Engineer, about proposed changes to the street and landscaping to correct the very difficult intersection at the end of 12th Street. Pam and Jennifer Vander Ploeg met with him at Fairhaven and both liked the proposed changes. Pam showed the board drawings of the changes and the board enthusiastically supported the proposed changes.

Library Board Retreat: A Doodle poll has been sent out with possible dates for a Sustainable Funding Retreat with Marcellus Turner from Seattle Public Library and Andrew Chanse from Spokane Public Library. Pam sent out 2 documents in preparation for the retreat: the 1977 *Holt Report* and the 2009 *Study Committee Report Regarding the Potential for Annexation*. Marcellus also asked if we have an interest in being invited to hear the Director of Multnomah talk to his board later this year about how they moved to a district.

The board explored ideas for the retreat agenda:

- Goals – what are the outcomes we are seeking?
 - Help educate city leaders and ourselves about other options for funding
 - Explore arguments for and against each option
 - Lessons learned from Seattle and Spokane libraries' explorations
 - Uncover related issues that could impact options
 - Set the stage for further conversations and a 2017 study – the retreat will be the first of many conversations
- Matrix of options (including no change)

- Seattle and Spokane – why did they decide against annexation?

Rachel volunteered to help structure the agenda to provide engagement, interaction and help build relationships with our colleagues.

Level of Service: Bellingham Public Library Standard for Library Materials: Pam gathered a variety of quantitative and non-quantitative standards which Rick, Beth and Pam met to discuss. Rick explained there are different ways to measure standards for materials, but not all are useful. Some standards are based on materials as a percentage of total budget, but if the budget is inadequate, the materials budget will also be inadequate. Likewise, some places look at percentage of total materials spent on digital items, but that is a collection development policy, not a level of service. He found two approaches interesting:

- Materials budget per capita – we used "per capita" for our space standard, so it is consistent and then as a community grows, the materials budget also grows.
- Collection size combined with collection age – if a collection grows because it is never weeded it is not useful. A percentage of the collection should be a certain age, for example 3-5 years.

The small group also felt it was important to note the high community usage of our library in comparison to state and national averages. More information will be gathered for the next meeting, including from the national database of statistics – the Public Library Data Service (PLDS).

New Business:

- Pam invited Janice to share information about recent and upcoming programs. Janice distributed a handout highlighting Pokemon Go (we have PokeStops and more), Summer Gymnastics in the Lecture Room, Bellingham Pride Parade, and the 48th annual Children's Craft Fair scheduled for Friday, July 29.

Action items for next meeting:

- BPL/WCLS Interlocal Agreement, Overview of History, 1986-2016
- North-side services: current offerings
- In-depth budget discussion
- Whatcom Community Foundation representative to advise us on Non-endowed Funds. Possible options are liquidate or invest all or part in a mid-term fund. It was also decided that Pam will include notice of donations and acknowledgements in her monthly Director's report.

Meeting adjourned at 5:04 p.m.

Next Regular Library Board Meeting – August 16, 2016 at the Central Library, 210 Central Ave, Library Board Room – at 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

Performance & Activity Measures, 2016

*Hikman Board
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			Year to Date		% of change YTD
	July-16	July-15	2016	2015	
Holdings - Number of materials in the library's collection					
Physical copies added to collection	1,657	1,947	11,980	12,776	-6.23%
Electronic copies added to collection - Hoopla removed March	647	863	-10,194	26,581	-138.35%
Physical copies withdrawn from collection	(4,229)	(2,754)	(12,461)	(11,596)	7.46%
Total physical holdings			187,736	194,093	-3.28%
Total electronic holdings			53,185	54,798	-2.94%
Total Holdings (Physical and Electronic)			240,921	248,891	-3.20%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity					
Central Library					
Adult	63,175	59,617	430,593	430,894	-0.07%
Youth	43,399	44,612	270,756	272,222	-0.54%
Sub-Total Central	106,574	104,229	701,349	703,116	-0.25%
Fairhaven Branch					
Adult	3,263	6,008	32,528	40,312	-19.31%
Youth	1,291	2,015	12,027	12,924	-6.94%
Sub-Total Fairhaven	4,554	8,023	44,555	53,236	-16.31%
Barkley Branch					
Adult	2,919	4,076	23,307	26,373	-11.63%
Youth	2,813	2,818	16,771	18,495	-9.32%
Sub-Total Barkley	5,732	6,894	40,078	44,868	-10.68%
Bellingham Technical College					
Adult	200	184	818	776	5.41%
Youth	12	11	70	49	42.86%
Sub-Total BTC	212	195	888	825	7.64%
Whatcom Community College					
Adult	312	286	1,909	1,782	7.13%
Youth	63	58	503	380	32.37%
Sub-Total WCC	375	344	2,412	2,162	11.56%
Western Washington University					
Adult	152	317	3,250	2,974	9.28%
Youth	58	50	1,228	675	81.93%
Sub-Total WWU	210	367	4,478	3,649	22.72%
Online Services					
Hoopla (removed March 2016)	0	1,667	0	10,383	
NW Anytime Library Overdrive	11,983	10,475	80,826	68,776	17.52%
Tumblebooks	645	991	17,101	41,365	-58.66%
Zinio	1,648	1,068	10,537	9,699	8.64%
Sub-Total Online	14,276	14,201	108,464	130,223	-16.71%
Total Circulation	131,933	134,253	902,224	938,079	-3.82%
Holds Activity					
Holds Resolved - BPL staff filling holds for pickup at BPL & WCLS Systems	49,297	48,950	339,338	329,598	2.96%
Holds Filled - holds checked out at BPL, FH, Barkley and WCC	31,978	31,516	219,482	212,800	3.14%
Services					
Persons Visiting - Number of persons counted as they enter the libraries or visit remote website					
Central Library					
Adult	43,011	47,893	312,356	325,963	-4.17%
Children's	15,393	17,260	91,200	94,080	-3.06%
Fairhaven Branch	4,763	6,767	46,022	44,820	2.68%
Barkley Branch	3,809	4,428	26,664	26,759	-0.36%
Total Persons Visiting	66,976	76,348	476,242	491,622	-3.13%
Website Visits	43,845	43,570	325,454	322,358	0.96%
This count reflects number of visits to www.bellinghampubliclibrary.org					
Bibliocommons Visits	12,487	14,135	86,165	82,440	4.52%
This count reflects number of visits to Bibliocommons					
Total Website Visits	56,332	57,705	411,619	404,798	1.69%
Computer Usage - Number of sessions					
Central Library					
Adult & Teen (30 terminals)	5,345	6,128	38,447	45,025	-14.61%
Childrens (3 terminals)	277	282	1,575	1,509	4.37%
Fairhaven Branch (7 terminals)	677	614	4,120	3,794	8.59%
Barkley Branch (4 terminals)	310	309	1,844	1,879	-1.86%
Total Computer Usage	6,609	7,333	45,986	52,207	-11.92%
New Borrowers Registered					
Central Library	501	655	3,483	4,036	-13.70%
Fairhaven Branch	50	43	298	228	30.70%
Barkley Branch	35	35	200	197	1.52%
Total New Borrowers Registered	586	733	3,981	4,461	-10.76%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs					
Programs	121	132	829	861	-3.72%
Attendees	3,556	4,325	23,593	26,859	-12.16%
Volunteer Hours	447	527	4122	4854	-15.08%

*Library Board
August 16, 2016
Consent agenda*

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

	VENDOR	AMOUNT
ADMINISTRATION		
Communications/ITSD charges	City of Bellingham (Interfund)	1,950.00
Dust buster, fans	Amazon.com	207.61
Kleenex	Cash N Carry	31.97
Printing	Copy Source	289.21
Water @ Barkley Branch	Crystal Springs	28.38
Room reservation subscription renewal	Evanced Solutions	4,410.00
Name tags	Laserpoint Awards	19.02
Newspaper storage box	Library Store	32.00
Movie license	Movie Licensing USA	596.00
Security software maintenance	Ninite.com	20.00
Office supplies; toner; label tape	Office Depot	210.80
Toner	OfficeMax	176.08
Barkley operating costs	Talbot Services LLC	533.33
Web browser license renewal	Teamsoftware Solutions	125.00
Back to Circulation conference	University of Wisconsin	300.00
Public computer licenses	WCLS	8,287.72
	ADMINISTRATION Sub Total	\$17,217.12
PUBLIC SERVICE		
Library keytags	Able Card LLC	950.90
Program supplies	Applied Digital Imaging	224.57
Desk chair/arms	Blackburn Office Equipment	439.80
Lost ILL	City of Reedsburg	24.00
Program supplies	Hardware Sales	38.86
Library materials returned	Library Refunds	60.69
Copier paper; program supplies; hold folders	Office Depot	478.48
Program supplies	OfficeMax	87.73
Copier costs	Ricoh USA	1,237.98
Debt collection	Unique Management Services	331.15
ILL postage	USPS	22.50
Patron notices (phone & mail)	WCLS	11,046.23
Receipt paper	WCP Solutions	700.80
B & O taxes	WSDR	42.92
	PUBLIC SERVICE Sub Total	\$15,686.61
OUTREACH		
Diesel fuel	Reisner Distributor	123.99
Van maintenance & repair	City of Bellingham (Interfund)	677.00
	OUTREACH SERVICES Sub Total	\$800.99
TECHNICAL SERVICES		
Laminate	General Binding Corp.	279.90
ILL & tech services	OCLC	2,082.80
Book & label tape	Office Depot	247.12
	TECHNICAL SERVICES Sub Total	\$2,609.82

LIBRARY ACQUISITIONS

Books, recorded books, CDs, DVDs	Amazon.com & other credit purchases	555.08
Books	Baker & Taylor	23,321.52
Books	Information Today Inc	439.20
DVDs, CDs, recorded books	Midwest Tape	9,856.25
eBooks, audiobooks	Overdrive Inc	1,775.03
Books	Village Books	18.10
LIBRARY ACQUISITIONS Sub Total		\$35,965.18

GIFT FUND

Summer Reading prizes	Amazon.com	229.12
Books	Baker & Taylor	1,816.29
Books	Center Point Large Print	93.79
Books	Gale	198.98
Lawn checkers supplies	Home Depot	111.53
Prime Time program fund return	Humanities Washington	1,793.15
Summer Reading prizes	Out of Print	67.34
GIFT FUND ACQUISITIONS Sub Total		\$4,310.20

TOTAL GENERAL FUND \$72,279.72

TOTAL CLAIMS \$76,589.92

Library Board
August 16, 2016
Item # 7

Bellingham Public Library
Services to north Bellingham during 2015/2016
August 2016

Introduction

Bellingham Public Library provides a wide range of library services for all ages, at our downtown location, two branch libraries and our campus "Connections" at WWU, WCC and BTC. Services are available during regular open hours at each location, all free-of-charge, open to everyone, centrally located and served by public transportation.

We also offer many services online, including: the ability to search for and place holds on books, eBooks and other items; apply for library cards and pay fines and fees; access magazines, language learning, children's educational books, puzzles and games, research databases and more; and interact with reference librarians 24/7 via Ask WA chat.

The draft 2016 Bellingham Comprehensive Plan Update, Capital Facilities and Utilities Chapter identifies Bellingham's north side as an area to be considered for additional library services. The document under consideration includes the following policy statement:

Policy CF-60: Develop a plan for library services in the northern area of the City, including consideration of a branch location or other type of co-location facility.

As we consider this work, below is a summary of services provided in north Bellingham and to key facilities that serve residents of north Bellingham during 2015 & 2016. "North Bellingham" is generally defined as areas north of I-5 and some of the Birchwood neighborhood. Providing services outside of our physical locations is a strategic plan priority, generally carried out through community partnerships and collaborations. Our limited resources to provide these services have largely been directed toward youth, families with children, and seniors in residential care settings. Staff providing the services are headquartered at the Central Library in downtown Bellingham.

Services to north Bellingham

- Provide services at Sterling Meadows, located at 512 Sterling Drive - 2015/2016
 - Sterling Meadows Apartments serves 50 agricultural workers and their families who earn 45% or less of the area median income.
 - Children's and Teen staff visit Sterling Meadows 1-2 times per month to bring programming and reading recommendations. Programs include such events as the Summer Reading program and mini-storytimes.
 - Library staff attend the Sterling Meadows annual Back-to-School Event each August.
- Collaborate with Bellingham Public Schools - 2015/2016
 - Distributed summer reading logs to all elementary students, including Cordata, Alderwood and Birchwood Elementary. This allows students to participate in Summer Reading, eliminating the barrier of traveling to the Central Library downtown to pick up Summer Reading materials.

- Children's and Teen staff conducted book talks and provided Summer Reading materials to all 6th grade students at Shuksan Middle School.
- Attended Open House/Literacy Nights at Birchwood and Alderwood Elementary Schools.
- Presented a six-week family reading program entitled "Prime Time Family Reading" to Cordata Elementary families. Funded by Humanities WA, this program was a collaboration between the library, WWU and Bellingham Public Schools.
- Alderwood, Birchwood, and Shuksan schools, although located south of I-5, draw much of their population from the north side.
- Attend English Language Learner (ELL) Family Nights at Alderwood Elementary and Shuksan Middle School, and work with schools to arrange an annual field trip to the Central Library. (2013/2014 only; program not provided in 2015/2016 because of staff limitations at the schools and at the library.)
- Lead storytimes at childcare facilities/community organizations as requested and as staff resources permit:
 - Presented storytime to Little Opportunities Playgroup (ESIT - Early Support for Infants and Toddlers) on Whatcom Community College campus; coordinated a class field trip to the Central Library.
- Collaborate with healthcare providers:
 - Provide library information and free books, funded by Whatcom Educational Credit Union, in pediatric waiting and exam rooms at:
 - PeaceHealth pediatrics, located on Cordata Parkway
 - SeaMar, located on Cordata Parkway
 - WIC, located in downtown Bellingham
 - Unity Care, located in downtown Bellingham
 - All babies born at St. Joseph's Hospital and local birth centers received a new board book and packet of library information; funded in part by the Friends of Bellingham Public Library.
- Attend Community Resource Fairs
 - Shuksan Middle School Community Resource Fair (winter)
 - Birchwood Elementary School Family Resource Fair (spring)
 - SeaMar Community Health Fair (summer)
 - PeaceHealth Jumpin' Back to School Fair (summer)
- Provide monthly outreach visits to senior care facilities, including Highgate Senior Living and North Cascades Health and Rehabilitation Center in North Bellingham.

- Provide materials pick-up and drop box service at Whatcom Community College, Bellingham Technical College and at Community Food Co-op Cordata.
- Home service is available to individuals throughout the city who are confined to their homes for three months or more. Individuals can arrange to have a family member, volunteer, or caregiver pick up and deliver pre-selected library materials to them.
- "One Card" services offered at Whatcom Community College (WCC) and Bellingham Technical College (BTC): Community members can borrow WCC and BTC library materials (with minor exceptions) using their Bellingham Public Library cards.
- Provide "pop-up" library services:
 - Monthly pop-up at Department of Social and Health Services public assistance offices on Meridian: 6 times in 2015 (also 6 times by WCLS in 2015), once in 2016. Program on hold indefinitely due to staffing limitations.
 - Pop-up at League of Women Voters event at Bellingham Technical College, February 2015.
- Whatcom READS: Daniel James Brown, author of *The Boys in the Boat*, provided a public program on writing skills Whatcom Community College, February 2015.

TO: Bellingham Public Library Board of Trustees
FROM: Pam Kiesner, Library Director
DATE: August 16, 2016
RE: 2017-2018 Library Budget

DATES

At your trustees meeting on August 16 we'll discuss our 2017-2018 library budget, due to the Finance Department on August 31. I have a budget meeting scheduled for August 26 with Mayor Kelli Linville.

WORK PLAN

The Mayor wants our department work plan to drive the budget, in other words, what do we want to achieve? Therefore, I'm including a *Draft Preliminary 2017-2018 Work Plan* in the board meeting packet for your review. Does it capture what you think we should be working on for the next couple of years?

BUDGET NUMBERS

Wendy and I received access to the budget numbers on Friday, August 5 and have been carefully reviewing them. I also met with the library's management team about what we received. Please find the budget overview in the packet. In addition to our draft work plan, I wanted to share some general thoughts and observations with you about the numbers we see and requests we will need to make:

1. Except for negotiated wage and benefits increases, there are generally no increases included. In most cases, what we see in the "Revised FY 2016" budget column is what we see for 2017 and 2018.
2. Facilities allocations are dramatically down, but Finance stated that they are still waiting on some allocations, and estimates will become actuals as they receive the correct numbers. I suspect this is the case with our Facilities numbers.
3. The baseline 2017 budget does not/should not include any new staff, programs, or additional services. Any proposed service changes, new programs, equipment or staff should be presented to the Mayor and will be considered separately.
4. The \$12,000 increase that was approved for pre-processing in 2016 is not included in 2017 or 2018. We therefore need to make the case for an additional \$25,000 to adequately and permanently fund this initiative, plus the \$12,000 that did not get carried forward. Total request: \$37,000
5. In previous years we have requested an increase in our materials budget. Please consider if you want to make a request for 2017-2018.

Library Board
August 16, 2016
Item # 8

Bellingham Public Library

Connecting our community with each other and the world

2017-2018 Preliminary Work Plan - **DRAFT**

- Develop, seek stakeholder feedback and adopt a **new Bellingham Public Library Strategic Plan** for 2018 - 2020. Current plan expires at end of 2017. *New resources needed: Staff time, some funding.*
- Complete a **study of library sustainable funding strategies** including annexation, in collaboration with City administration. *New resources needed: Consultant funding, staff time.*
- **Increase library open hours** to meet library's adopted "operational" standard (mid-range) and community demand for library service. Additional 8 hours at Central Library and 8 hours each at branch library required to meet standard. *New resources needed: Additional staff.*
- Continue exploring options for **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 a replacement facility. *New resources needed: Consultant funding.*
- Develop plan for expanded **service to north Bellingham**, including consideration of options such as: as expanded services at new Whatcom Community College Learning Commons (if funded by the state legislature); potential increased, consistent library programming at a location to be determined; and/or a satellite or co-located facility. *New resources needed: Consultant funding to help develop a plan; implementation requires facilities funding and/or partnership, additional staff, other resources.*
- Develop **materials budget and increase collections** to meet library's adopted collection standard. Increase access to materials that are in high demand. *New resources needed: funding for materials, furnishings.*
- Complete transition to purchasing most **library materials "shelf ready"** from library vendors. Pilot project complete end of 2016, staff beginning to be deployed for work at public service desks. *New resources required: Additional funding for preprocessing & cataloging expenses.*

- Continue to refine new **library website**, expected to launch late 2016 with improvements that make it easier to access library services and materials and more efficient to maintain.
- Develop a library **technology plan**, including exploring new technology initiatives and assessing existing systems, including evaluation of our current integrated library system, which is on a three-year contract that expires October 2018.
- Continue strengthening library **programming and community outreach**, as described in the library Strategic Plan 2013-2017, focusing on: early and lifelong learning; parent education; technology skills; literacy, reading and writing; current events; local issues; and equity and social justice.
- Build further **relationships with all Bellingham schools** through regularly scheduled school visits, library field trips, participation in back-to-school events and other school activities, Summer Reading promotion, collaboration on early learning and other initiatives.
- Continue as a lead sponsor of **Whatcom READS** by providing staff support, with the Friends of the Library as a primary funder. The book selection for 2017 is *The Revised Fundamentals of Caregiving* by Jonathan Evison. The Bellingham Public Library will serve as lead agency for 2018 events, with book and author to be announced in March 2017.
- Develop a comprehensive **staff development plan**, including establishing core competencies, cross-training and back-up planning and customer service training.
- Continue **aligning resources with priorities**, evaluating and streamlining work flow.
- Identify and implement new uses for our **building spaces**, to meeting the need for different kinds of spaces while taking full advantage of current facilities.
- Update library **emergency plans** and procedures, in collaboration with the City's emergency management coordinator.
- **Circulate** approximately 1.6 million items per year, **welcome** more than 800,000 annual visits to our three locations, **host** more than 40,000 program participants each year, and provide other **services** to our more than 50,000 cardholders and the community.

001-D190 - GF - Library
New Biennium CY-3 Detail

*Library Board
August 16, 2016
Item # 8*
Mode : Account
Currency : USD

Year : Fy2016 (JUN)

Scenario : DEPT

Format : Biennium CY Last 3

Unit : 1

Description	2013 ACTUALS	2014 ACTUALS	2015 ACTUALS	REVISED FY2016	2016 YTD JUN	DEPT FY2017	DEPT FY2018
34170-00 Sales of Merchandise	130	1,566	1,219	0	572	0	0
Sales of Merchandise	130	1,566	1,219	0	572	0	0
34181-01 Print/Copy Charges - Data, WP, Print, IT Svcs	14,304	14,443	15,162	15,914	7,941	15,000	15,000
GENERAL GOVERNMENT	14,434	16,009	16,380	15,914	8,513	15,000	15,000
34720-00 Library Services	1,526	1,187	1,110	1,591	474	1,100	1,100
34720-08 Intergov Library	147,381	151,360	154,539	158,432	78,197	158,432	158,432
34721-00 Library Reserve Fees	18	0	0	0	0	0	0
34722-00 Inter-Library Loan	530	392	209	0	99	0	0
34729-00 Other Library	271	255	0	0	0	0	0
Library Services	149,726	153,194	155,858	160,023	78,769	159,532	159,532
34790-01 Library Drop Box	6,072	6,357	6,357	5,150	0	6,000	6,000
Other Fees-Culture/Rec	6,072	6,357	6,357	5,150	0	6,000	6,000
CULTURE AND CHARGES FOR GOODS AND	155,798	159,551	162,215	165,173	78,769	165,532	165,532
35970-00 Library Fines	118,654	144,567	102,315	118,450	51,032	118,450	118,450
NON COURT FINES & FINES AND PENALTIES	118,654	144,567	102,315	118,450	51,032	118,450	118,450
36240-00 Facility Rental- Short	29,167	27,314	31,801	30,000	16,220	30,000	30,000
36240 Space and Facilities RENTS, LEASES,	29,167	27,314	31,801	30,000	16,220	30,000	30,000
36910-00 Sale of Scrap and	256	522	0	0	0	0	0
36941-01 Lost/Damaged	17,040	52,154	14,612	15,000	9,876	15,000	15,000
36981-00 Cashiers' Over/Short	148	71	-5	0	-9	0	0
36990-00 Obsolete - Use	0	25	0	0	0	0	0
36991-00 Misc Revenue-	0	0	0	0	15	0	0
OTHER MISC REVENUE	17,444	52,773	14,607	15,000	9,882	15,000	15,000
MISCELLANEOUS	46,611	80,086	46,408	45,000	26,103	45,000	45,000
TOTAL REVENUE	335,498	400,212	327,319	344,537	164,417	343,982	343,982
0404 Bad Debts Write Off	0	0	60	0	0	0	0
BAD DEBT EXPENSE	0	0	60	0	0	0	0
NON-EXPENDITURES	0	0	60	0	0	0	0
1101 Salaries and Wages	1,361,749	1,447,101	1,485,398	1,827,779	831,710	1,818,118	1,876,177
1103 Comp Time (Actuals)	257	1,654	997	0	877	0	0
1104 Vacation Accrual (Actuals)	130,042	139,570	150,223	0	76,473	0	0
1121 Salaries and Wages - SALARIES AND WAGES	282,994	309,507	311,049	309,507	171,100	325,313	332,372
1201 Overtime	235	1,469	463	1,020	2,390	1,020	1,020
OVERTIME AND HAZARD	235	1,469	463	1,020	2,390	1,020	1,020
SALARIES AND WAGES	1,775,276	1,899,301	1,948,130	2,138,306	1,082,550	2,144,451	2,209,569
2101 Personnel Benefits	751,586	767,445	791,063	952,740	445,430	969,552	1,020,081
PERSONNEL BENEFITS	751,586	767,445	791,063	952,740	445,430	969,552	1,020,081
PERSONNEL BENEFITS	751,586	767,445	791,063	952,740	445,430	969,552	1,020,081
3102 Forms, Printing, Binding,	7,643	4,349	7,706	10,300	4,452	10,300	10,300
3103 Office Operating Supplies	25,908	18,306	21,101	20,373	9,017	20,373	20,373
3105 Food for Consumption in	184	315	171	530	18	530	530
3107 Drugs, Meds, First Aid	0	103	243	54	0	54	54
3111 Clothing and Accessories	360	228	261	494	98	494	494
3114 Books, Publications,	287	282	283	0	0	0	0
3127 Computer Software	6,239	14,667	151	2,060	10,762	2,060	2,060
3128 Audio/Visual Supplies	2,266	4,145	218	5,305	0	5,305	5,305
3129 Copy/Print Machine	5,779	5,649	4,351	7,424	2,935	7,424	7,424
3140 Books-Library Only	185,305	187,363	186,250	232,584	79,302	232,584	232,584

**001-D190 - GF - Library
New Biennium CY-3 Detail**

Year : Fy2016 (JUN)

Scenario : DEPT

Format : Biennium CY Last 3

Mode : Account

Currency : USD

Unit : 1

Description	2013 ACTUALS	2014 ACTUALS	2015 ACTUALS	REVISED FY2016	2016 YTD JUN	DEPT FY2017	DEPT FY2018
3141 E-Subscriptions - Library	21,398	22,537	24,316	17,179	8,615	17,179	17,179
3142 Recorded Books - Library	25,260	24,881	20,125	21,855	6,123	21,855	21,855
3143 Compact Discs - Library	12,335	9,703	7,710	14,752	3,713	14,752	14,752
3144 DVDs - Library Only	44,806	48,996	51,943	41,523	27,997	41,523	41,523
3145 Periodicals - Library Only	39,672	40,647	39,996	27,318	1,670	27,318	27,318
3146 Digital Media - Library	28,135	34,555	89,600	68,826	40,413	40,526	40,526
3150 Pro-Precess Materials -	9,499	11,247	22,800	22,728	0	10,728	10,728
3199 Misc. Maint & Operating	0	52	0	5,150	0	5,150	5,150
OFFICE AND OPERATING	415,078	428,025	477,225	498,455	195,116	458,155	458,155
3206 Gasoline	0	331	0	0	0	0	0
3207 Diesel	2,082	1,730	1,453	2,122	431	2,122	2,122
FUEL CONSUMED	2,082	2,061	1,453	2,122	431	2,122	2,122
3502 Minor Equipment	9,031	6,725	7,757	9,415	5,291	9,415	9,415
3503 Office Equipment	2,807	6,723	73	2,652	0	2,652	2,652
3504 Computer Hardware	65,979	11,103	8,297	7,725	5,082	7,725	7,725
3508 Furniture	7,256	10,959	3,846	6,180	6,014	6,180	6,180
3555 Theft Sensitive Items	0	0	2,165	0	0	0	0
SMALL TOOLS AND MINOR	85,073	35,510	22,138	25,972	16,387	25,972	25,972
3607 Warehouse Clothing	24	115	120	0	0	0	0
WAREHOUSE	24	115	120	0	0	0	0
SUPPLIES	502,257	465,711	500,936	526,549	211,934	486,249	486,249
4111 Mailing Services	2,270	1,841	1,492	2,409	1,428	2,409	2,409
4114 Advertising and	184	4,512	7,277	10,300	2,056	10,300	10,300
4173 Interfund Electrical//	312	574	0	0	0	0	0
4175 Interfund IT Services	4,500	4,500	4,500	4,635	2,250	4,635	4,635
4181 Interfund Computer	0	40,840	56,861	54,857	27,429	46,196	46,196
4185 Interfund Purchasing Svc	1,684	781	1,820	1,820	910	1,843	1,843
4199 Other Professional	3,107	5,510	5,679	12,096	6,641	12,096	12,096
PROFESSIONAL SERVICES	12,057	58,557	77,629	86,117	40,714	77,479	77,479
4202 Postage and Express	432	367	367	106	215	106	106
4272 Interfund Postage	0	89	0	0	0	0	0
4281 Interfund Telecom Svc	20,982	21,925	19,926	22,388	11,990	23,672	23,672
4282 Interfund Mailroom Svc	0	0	23,459	21,439	13,026	22,726	22,726
4283 Radio Communication	0	0	0	0	0	284	284
COMMUNICATION	21,413	22,381	43,751	43,933	25,231	46,788	46,788
4301 Travel Expense	1,248	2,505	500	1,339	193	1,339	1,339
4303 Mileage Reimbursement-	2,454	1,378	2,465	2,122	230	2,122	2,122
TRAVEL	3,702	3,883	2,965	3,461	423	3,461	3,461
4406 Business and Occupation	544	493	530	721	288	721	721
TAXES & OPERATING	544	493	530	721	288	721	721
4502 Building Rental	6,400	6,400	6,400	6,790	2,667	6,790	6,790
4503 LT Equipment Rental	5,094	5,615	5,857	5,835	2,753	5,835	5,835
4506 Outside Computer	23,137	24,237	24,992	25,834	10,645	25,834	25,834
4582 IF Facilities Allocation	521,281	584,247	607,617	613,617	306,809	403,635	415,744
4583 IF Fleet Rental Alloc -	3,590	3,581	3,391	3,427	1,839	3,072	3,072
4599 Short Term Misc Rentals	0	3,267	774	0	337	0	0
OPERATING RENTALS AND	559,503	627,347	649,031	655,503	325,049	445,166	457,275
4681 Interfund Risk	44,312	44,793	40,042	40,042	20,021	38,117	38,117
INSURANCE	44,312	44,793	40,042	40,042	20,021	38,117	38,117
4703 Water/Sewer/Storm	0	6,641	11,535	11,263	6,183	11,263	11,263
UTILITY SERVICE	0	6,641	11,535	11,263	6,183	11,263	11,263
4803 Repairs and Maint -	10,481	8,849	11,294	8,745	15,498	8,745	8,745
4806 Computer Software	34,407	34,022	35,271	40,347	12,275	40,347	40,347
4881 Interfund Bldg Mnt	42,214	42,214	42,214	42,214	21,107	42,205	42,205

**001-D190 - GF - Library
New Biennium CY-3 Detail**

Year : FY2016 (JUN)

Scenario : DEPT

Format : Biennium CY Last 3

Mode : Account

Currency : USD

Unit : 1

Description	2013 ACTUALS	2014 ACTUALS	2015 ACTUALS	REVISED FY2016	2016 YTD JUN	DEPT FY2017	DEPT FY2018
4882 IF Fleet RM Alloc-	3,722	4,063	4,288	4,288	2,144	10,859	10,859
REPAIRS & MAINTENANCE	90,824	89,148	93,067	95,594	51,024	102,155	102,155
4903 Dues and Memberships	3,011	4,271	4,354	5,150	2,920	5,150	5,150
4904 Information and Credit	5,603	7,062	5,102	6,927	1,826	6,927	6,927
4907 Tuition and Registration	3,409	3,823	2,609	5,285	1,950	5,285	5,285
4909 Bank Charges and	2,130	2,306	2,517	2,122	1,379	2,122	2,122
4912 Recruitment Expenses	283	0	0	0	0	0	0
4993 Prof Licenses and Permits	0	0	65	0	0	0	0
4999 Misc Services Not	36	0	0	0	0	0	0
MISCELLANEOUS	14,470	17,461	14,646	19,484	8,075	19,484	19,484
OTHER SERVICES AND	746,826	870,704	933,198	956,118	477,008	744,634	756,743
5199 Other Intergovernmental	8,484	7,045	3,454	6,500	0	6,500	6,500
INTERGOVERNMENTAL	8,484	7,045	3,454	6,500	0	6,500	6,500
INTERGOVERNMENTAL	8,484	7,045	3,454	6,500	0	6,500	6,500
TOTAL EXPENDITURE	3,784,429	4,010,206	4,176,841	4,580,213	2,216,921	4,351,387	4,479,142
Net Surplus/(Deficit)	-3,448,931	-3,609,993	-3,849,522	-4,235,676	-2,052,504	-4,007,405	-4,135,160