

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
Library Board Room – 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 October 18, 2016: Regular board meeting• Library performance & activity measures October 2016• Financial reports Claims: October 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. Whatcom Community Foundation support for Foundation Center database <ul style="list-style-type: none">• Recognition of \$8,975 gift to the Library for a 5-year subscription	5 min
7. 2017 WCLS Interlocal Agreement <ul style="list-style-type: none">• Update	10 min
8. Trustee recruitment update <ul style="list-style-type: none">• Interviews scheduled for November 30	5 min

- Committee: J. Gordon, Rachel Myers, Pam Kiesner
- Consider recommending that committee has Library Board authority to recommend finalist to the Mayor

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|---|-------------------------|
| 9. Personnel update | 10 min |
| <ul style="list-style-type: none"> • Interim Library Director search review and update <ul style="list-style-type: none"> ◦ Rick Osen | |
| 10. 2017-2018 budget | 10 min |
| <ul style="list-style-type: none"> • 2017 Library Rates & Fees <ul style="list-style-type: none"> ◦ Review and approve • Remaining Budget schedule for City Council <ul style="list-style-type: none"> ◦ Nov 28: Special meeting for further discussion, if needed ◦ Dec 5 & 12: Approval, with final on 12/12 | |
| | Time check: 4:35 |
| 11. Public Library Trustee Grants | 5 min |
| <ul style="list-style-type: none"> • Washington State Library grants available for trustee training | |
| 12. Committee reports | 5 min |
| <ul style="list-style-type: none"> • Outreach Committee • Facilities Committee | |
| 13. 2017 regular Library Board of Trustees meeting schedule | 5 min |
| <ul style="list-style-type: none"> • Review and approve | |
| 14. 2017 City of Bellingham holidays & other library closures | 5 min |
| <ul style="list-style-type: none"> • Review | |
| 15. New business | 2 min |
| 16. Action items for next meeting | 2 min |
| <ul style="list-style-type: none"> • Staff recognition • Library Board of Trustees transitions • Library Board 2016 accomplishments and 2017 goals | |
| 17. Adjourn | Time check: 5:00 |

Next Regular Library Board Meeting: Wednesday, December 14, 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
November 16, 2016
Consent
agenda

Regular Meeting of the Library Board of Trustees Tuesday, October 18, 2016 – Fairhaven Branch 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, Tom Barrett and Rick Osen

Board Members Absent: J. Gordon and Marilyn Mastor

Library Staff: Pamela Kiesner, Janice Keller and Wendy Jenkins

Others Present: April Barker, City Council Liaison; 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: Rick Osen moved to approve the agenda. Tom Barrett seconded. Motion carried.

Public comment: No comments.

Consent agenda: Rick Osen moved to approve the September 20, 2016 minutes and the September 2016 performance and activity measures and financial reports. Tom Barrett seconded. Motion carried.

Board member reports: Rachel commented that she and her daughter are happy Fairhaven Library customers now that Saturday is open all day.

City Council liaison report: April reported that the Mayor is having all departments present budget narratives to City Council – 2016 Accomplishments and 2017-2018 Work Plan, with very little dollar amounts discussed. When Pam gave her budget narrative, April did ask her how much the Library had requested in order to maintain current service levels – \$90,000.

Friends of BPL report: Faye Hill pointed out that the September 20, 2016 minutes reflected in "Others Present" that she was in attendance – she was not, it was Chris Johnson who attended. The approved minutes will be corrected.

Library Director's report: Pam reported that in August we received a donation from the Birchwood Garden Club to purchase new gardening books.

J. and Pam met with Christine Perkins, WCLS Director, and Marvin Waschke, WCLS Board Chair, to discuss the 2017 Interlocal Agreement. The Interlocal will likely be on the November or December board meeting agenda.

The article in the packet, *The Phyllis and Charles Self Learning Commons to break ground 2017*, states that the WCC Learning Commons will break ground in the summer of 2017. Pam contacted Howard Fuller, WCC Library Director, who informed Pam that this project has not been fully funded yet.

BPL patrons can now check out at the La Conner Regional Library. We sent notice to all Washington State libraries inquiring if they would like to participate in state-wide library access – La Conner responded positively.

Pam was interviewed by Herald reporters Dean Kahn, for a Prime Time feature, and Robert Mittendorf, for an article about libraries of the future.

National Friends of Libraries Week, October 16-22, 2016: Rachel read aloud *A Resolution Commending the Friends of the Bellingham Public Library*. The resolution, along with the Mayor's resolution, will be presented to the Friends at a Saturday, October 22, event, *Story Time in the Northwest*, which will celebrate Vicky Marshall's love of stories. Ben Mann will be in attendance to unveil his painting that was commissioned by the Friends in her memory. Tom Barrett moved to approve the Resolution. Rick Osen seconded. Motion carried.

Library Board retreat debrief: Pam inquired when the Trustees would like to reschedule the Sustainable Funding Board Retreat that was cancelled due to bad weather. After discussion, it was decided to reschedule in February or early March – a new Interim Director, Trustee and possibly Council Liaison, should be settled in by then.

Trustee recruitment update and process: Pam received five applications from the Mayor's office. One applicant does not meet the residency requirement. Pam will forward applications to Trustees, who can then provide feedback as to which applicants to interview. The Mayor then interviews the board-recommended candidate.

Personnel update: Rick reported that he met with city staff about the Interim Director search. They agreed to use the services of Kara Turner from Turner HR Services, Inc. The position was posted on October 7, which is open until filled, but with a response date of October 28 for first consideration. Rick has a meeting on October 31 with HR contacts, Holly and KayCee, to go over applications, as well as a meeting with Kara early in November. They will arrange Skype interviews, hopefully followed by in-person interviews on November 17. Pam added that there will be an informal gathering for staff to meet the candidates.

2017-2018 budget update: Pam shared the 2015-2016 Accomplishments and 2017-2018 Work Plan with City Council at the October 10 budget work session. She thanked Rick for

attending with her. Department Heads were instructed by the Mayor to present three highlights of 2015-2016 and their work plan for 2017-2018. In August, departments were presented with a no-increases budget for 2017-2018 and told they could move money among line items, but could not increase anything. This was followed by one-on-one meetings with the Mayor – this was the opportunity for Department Heads to request budget increases needed to sustain current services. Pam requested \$90,500 as approved by the board. The Mayor included an increase for the library of \$50,000 for 2017 in her budget to the Council. After Council has heard from all departments, they will hold a Special Meeting on November 28 for any further budget discussion. April added that public safety is the Mayor's first priority and she anticipated very few tweaks to the budget. Budget approval is scheduled for December 5, with final on December 12.

Whatcom READS! 2017: Janice distributed copies of the 2017 Whatcom READS! selection, *The Revised Fundamentals of Caregiving* by Jonathan Evison as well as event posters and handouts. There will be a variety of programs with the primary events being held March 9-11, 2017. The main event will be Friday, March 10 at the Mount Baker Theatre. Whatcom READS! is funded in large part by the Friends.

Committee reports:

- Outreach Committee: nothing to report.
- Facilities Committee: nothing to report.

2017 Interlocal Agreements for Connections: Tom Barrett moved to approve the 2017 Interlocal Agreements with our BTC, WCC and WWU Connections. Rick Osen seconded. Motion carried.

New Business: No new business.

Action items for next meeting:

- Tentative 2017 Library Board meeting dates.
- 2017 holidays and library closures.

Meeting adjourned at 4:15 p.m.

Next Regular Library Board Meeting – November 15, 2016 at Central Library, 210 Central Avenue, Board Room – at 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

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

*Library Board
November 16, 2016
Consent Agenda*

	October-16	October-15	Year to Date 2016	2015	% of change YTD
Holdings - Number of materials in the library's collection					
Physical copies added to the collection	1,832	1,042	17,594	17,388	1.18%
Electronic copies added to the collection - Hoopla removed March	1,024	967	-6,561	30,989	-121.17%
Physical copies withdrawn from the collection	(289)	(3,760)	(15,295)	(23,857)	-35.89%
Total physical holdings			190,516	186,444	2.18%
Total electronic holdings			55,342	59,206	-6.53%
Total Holdings (Physical and Electronic)			245,858	245,650	0.08%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity					
Central Library					
Adult	58,372	61,236	614,454	612,180	0.37%
Youth	37,447	38,121	386,568	388,466	-0.49%
Sub-Total Central	95,819	99,357	1,001,022	1,000,646	0.04%
Fairhaven Branch					
Adult	6,545	6,476	49,403	58,997	-16.26%
Youth	1,997	2,342	17,176	19,410	-11.51%
Sub-Total Fairhaven	8,542	8,818	66,579	78,407	-15.09%
Barkley Branch					
Adult	4,306	4,235	34,829	38,534	-9.61%
Youth	2,988	2,884	24,181	26,276	-7.97%
Sub-Total Barkley	7,294	7,119	59,010	64,810	-8.95%
Bellingham Technical College					
Adult	53	60	970	986	-1.62%
Youth	11	10	89	68	30.88%
Sub-Total BTC	64	70	1,059	1,054	0.47%
Whatcom Community College					
Adult	317	309	2,599	2,407	7.98%
Youth	120	110	719	556	29.32%
Sub-Total WCC	437	419	3,318	2,963	11.98%
Western Washington University					
Adult	599	415	4,362	3,938	10.77%
Youth	194	157	1,529	944	61.97%
Sub-Total WWU	793	572	5,891	4,882	20.67%
Online Services					
Hoopla (removed March 2016)	0	2,610	0	18,222	
NW Anytime Library Overdrive	12,687	10,499	118,320	99,871	18.47%
Tumblebooks		4,216	22,664	48,316	-53.09%
Zinio	1,709	1,353	15,075	13,677	10.22%
Sub-Total Online	14,396	18,678	156,059	180,086	-13.34%
Total Circulation	127,345	135,033	1,292,938	1,332,848	-2.99%
Holds Activity					
Holds Resolved - BPL staff filling holds for pickup at BPL & WCLS Systems	47,666	49,501	483,044	473,337	2.05%
Holds Filled - holds checked out at BPL, FH, Barkley and Connections	32,043	32,069	312,987	305,957	2.30%
Services					
Persons Visiting - Number of persons counted as they enter the libraries or visit remote website					
Central Library					
Adult	43,898	46,045	446,078	465,712	-4.22%
Children's	12,916	12,898	129,742	133,948	-3.14%
Fairhaven Branch	7,396	7,163	69,031	65,596	5.24%
Barkley Branch	4,281	4,749	38,751	40,781	-4.98%
Total Persons Visiting	68,491	70,855	683,602	706,037	-3.18%
Website Visits	44,247	45,740	457,298	457,532	-0.05%
This count reflects number of visits to www.bellinghampubliclibrary.org					
Bibliocommons visits	12,955	13,788	125,397	121,160	3.50%
This count reflects number of visits to Bibliocommons					
Total Website Visits	57,202	59,528	582,695	578,692	0.69%
Computer Usage - Number of sessions					
Central Library					
Adult & Teen (30 terminals)	5,750	6,356	56,058	63,782	-12.11%
Childrens (3 terminals)	226	280	2,230	2,379	-6.26%
Fairhaven Branch (7 terminals)	527	537	6,058	5,607	8.04%
Barkley Branch (4 terminals)	332	278	2,839	2,779	2.16%
Total Computer Usage	6,835	7,451	67,185	74,547	-9.88%
New Borrowers Registered					
Central Library	476	578	5,228	5,978	-12.55%
Fairhaven Branch	31	38	456	363	25.62%
Barkley Branch	35	25	342	330	3.64%
Total New Borrowers Registered	542	641	6,026	6,671	-9.67%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs					
Programs	140	154	1,195	1,191	0.34%
Attendees	3,669	4,032	32,937	36,065	-8.67%
Volunteer Hours	466	445	5878	6706	-12.35%

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

	VENDOR	AMOUNT
ADMINISTRATION		
Communications/ITSD charges	City of Bellingham (Interfund)	(351.00)
Monitor mounts; toner; paper cutter	Amazon.com	313.97
Data drop	Baron Telecommunications	295.52
Anti-fatigue mat	Bay City Supply	68.48
Printing	Copy Source	313.65
Water @ Barkley Branch	Crystal Springs	7.50
Name tags	Laserpoint Awards	19.02
Internet reservation software (Cassie)	Librarica	892.50
Movie license - Funimation	Movie Licensing USA	75.00
Security software maintenance	Ninite.com	20.00
Office supplies; toner	Office Depot	616.02
Barkley operating costs	Talbot Services LLC	533.33
Back to Circulation conference	United Airlines	1,058.40
Website hosting	WP Engine	99.00
Use tax	WSDO	9.86
	ADMINISTRATION Sub Total	\$3,971.25
PUBLIC SERVICE		
Program supplies	Cash N Carry	28.16
Lost ILL book	Del Mar College Library	40.00
Program supplies	Haggen	5.00
Library materials returned	Library Refunds	312.12
Room reservation cancellations	Library Refunds	111.25
Copier paper; program supplies	Office Depot	264.84
Program supplies	OfficeMax	18.96
Lost ILL book	Reinhardt University	75.00
Lost ILL book	Richland Public Library	16.95
Copier costs	Ricoh USA	588.45
Microfiche lease	Technology Unlimited	384.36
ILL mailers	Uline	221.61
Debt collection	Unique Management Services	259.55
ILL postage	USPS	38.00
Display photos	Whatcom Museum Foundation	43.48
Program parking	WWU	26.00
B & O taxes	WSDR	59.53
	PUBLIC SERVICE Sub Total	\$2,493.26
OUTREACH		
Truck rental	Fountain Motors	311.98
Diesel fuel	Reisner Distributor	105.64
Van maintenance & repair	City of Bellingham (Interfund)	677.00
	OUTREACH SERVICES Sub Total	\$1,094.62
TECHNICAL SERVICES		
Book processing	Baker & Taylor	5,827.40

CD & DVD processing	Midwest Tape	577.95
ILL & tech services	OCLC	2,086.69
Barcodes (patrons)	Sirsidynix	928.84
Sticker scrapers	Townsend Pricing, Inc.	28.81

TECHNICAL SERVICES Sub Total \$9,449.69

LIBRARY ACQUISITIONS

Books, recorded books, CDs, DVDs	Amazon.com & other credit purchases	72.13
Books	Baker & Taylor	21,764.72
Polk directory	City Directories	282.62
Books	Code Revisers Office	248.27
Books	High School Yearbooks	150.00
DVDs, CDs, recorded books	Midwest Tape	7,677.49
eBooks, audiobooks	Overdrive Inc	1,169.44
Periodicals	Panorama of Russia	246.00
Periodicals	Seattle Times	1,340.33
Books	Whatcom Co Real Estate Research	100.00

LIBRARY ACQUISITIONS Sub Total \$33,051.00

GIFT FUND

Books	Baker & Taylor	1,570.74
Website refresh design	Big Fresh Inc.	12,980.00
Teen programming	Cash N Carry	51.90
Books	Center Point Large Print	93.79
Teen programming	Fred Meyer	47.73
Books	Gale	198.98
Early Learning Center supplies	Lakeshore Learning Materials	409.01
DVDs, BCDs	Midwest Tape	176.55
Summer Reading STEM books	Reading is Fundamental	1,000.00

GIFT FUND ACQUISITIONS Sub Total \$16,528.70

TOTAL GENERAL FUND \$50,059.82

TOTAL CLAIMS \$66,588.52

BELLINGHAM PUBLIC LIBRARY RATES and FEES
Effective March 24, 2016

*Library Board
November 16, 2016
Item #10*

Library Rates and Fees are set by the Library Board of Trustees		Last Revised	2012 Revenue	2013 Revenue	2014 Revenue	2015 Revenue	2016 YTD Revenue
Description	Rate or Fee						
Overdue fines							
Adult items on any card (2 day grace period)	\$.25/day/item	2013	\$125,886	\$110,073	\$111,791	\$98,280	\$75,715
Children's and Young Adult (teen) items	no fine	2016					
Maximum fines		2013					
Paperback, magazine, Youth items	\$5.00						
All other Adult materials	\$10.00						
Other fees							
Adult Holds not picked up	\$0.50	2005	\$4,899	\$5,618	\$3,205	\$5,902	\$4,829
Non-Resident borrower fee	\$52/year	2008	\$1,694	\$1,581	\$1,187	\$1,110	\$581
Senior Non-Resident borrower fee	\$26/year	2008					
Visitor fee	\$5/month	2005					
Library Card replacement	\$1.00	2010	\$1,595	\$1,619	\$1,566	\$1,219	\$919
Photocopies/Print copies		2009	\$14,347	\$14,304	\$14,443	\$15,162	\$13,067
Black and White	.15/copy						
Color	.50/copy						
Interlibrary Loans (postage only)	cost	eliminated 2012	\$129	\$530	\$392	\$209	\$231
Lost and Damaged Library Materials	replacement cost	2010	\$11,385	\$13,018	\$20,397	\$17,738	\$15,635
Processing fee (for lost or damaged items)	\$0.00	eliminated 2016	\$2,469	\$4,022	\$3,548	\$1,360	\$0
In-depth research	\$0.00	eliminated 2016	\$318	\$301	\$255	\$0	\$0
Facility use rates		2013	\$28,956	\$29,167	\$27,314	\$31,801	\$25,508
Central Library Lecture Room							
Non-Commercial Groups	\$25/hour						
Commercial	\$50/hour						
Central Library Conference Room							
Non-Commercial Groups	\$15/hour						
Commercial	\$25/hour						
Fairhaven Branch Auditorium							
Non-Commercial Groups	\$25/hour						
Commercial	\$65/hour						
Fairhaven Branch Fireplace Room							
Non-Commercial Groups	\$20/hour						
Commercial	\$40/hour						
Fairhaven Branch Northwest Room							
Non-Commercial Groups	\$20/hour						
Commercial	\$40/hour						

from WSL

Library Board
November 16, 2014
Item # 11

Public Library Trustee grants

Washington State Library (WSL) is adding a component to the Professional Development grants for board training. This will allow public libraries to hire trainers or facilitators to conduct trustee training. These grants would support training to address the board's needs conveniently at their local venues and on their schedules.

- These grants do not fund individual trustee training; the intent is that trustees train together as a board.
- The board must be the legally constituted board of a Washington public library established as per the Revised Code of Washington.
- Training could be part of a regular board meeting or a workshop session.
- These grants are not for training of Friends of the Libraries Boards or library foundation boards. Such training is outside of the purposes of the Library Services and Technology Act (LSTA) as defined by Institute of Museum and Library Services (IMLS).

WSL will give preference to cooperative, multi-library board projects. For example, two library boards from different libraries could share training. In this case, the application would come from the sponsoring library, the match requirement would be made by the sponsoring library, and the grant reimbursement would go to that library. Libraries can arrange to share costs between (among) themselves if desired.

These grants are subject to the same rules as other Professional Development grants:

- The library applies and is reimbursed; not individuals.
- There is a maximum amount awarded per library per calendar year: \$3000.
- The applicant library is required to provide a 25% match for the allowable costs, which can be waived if the library serves a population of less than 5,000.

WSL has budgeted \$15,000 for the initial pilot project for these grants.

Possible training topics:

- Working together and evaluating your board
- Understanding the library's budget and budget cycle
- Taxation or levy lid lifts – law and process
- Annexation – law and process
- Working with and evaluating the library director
- Parliamentary procedure
- Working with media, serving as a spokesperson for the board, public speaking

Application to bring professional training to public library boards.

TO: Library Board of Trustees
FROM: Pam Kiesner, Library Director
DATE: November 16, 2016
SUBJECT: 2017 Regular Library Board Meeting Schedule

Each year the Board reviews the day of week, time of day, and location for its meetings in the upcoming year. If you agree to continue as you have in previous years, those meeting dates are tentatively listed below. We will discuss this schedule at your Board meeting.

**Bellingham Public Library – Board of Trustees
2017 Schedule of Regular Board Meetings**

Regular Board Meetings are held on the third Tuesday of each month. Meetings are usually held in the Library Board Room at the Bellingham Public Central Library, 210 Central Avenue, except as noted below. Meetings usually commence at 3:30 p.m. The public is welcome to attend, and is encouraged to check the library's website for changes.

2017

Wednesday, January 18

Tuesday, February 21

Tuesday, March 21

Tuesday, April 18

Barkley Branch Library

Tuesday, May 16

Tuesday, June 20

Tuesday, July 18

Tuesday, August 15

Tuesday, September 19

Tuesday, October 17

Fairhaven Branch Library

Tuesday, November 21

Tuesday, December 19

TO: Library Board of Trustees
FROM: Pam Kiesner, Library Director
DATE: November 16, 2016
SUBJECT: 2017 City-observed holidays and other library closures

City-observed holidays for 2017, for your information:

Holiday	Day	Date
New Year's Day holiday	Monday	January 2
Martin Luther King, Jr. Day	Monday	January 16
President's Day	Monday	February 20
Memorial Day	Monday	May 29
Independence Day	Tuesday	July 4
Labor Day	Monday	September 4
Veterans Day	Friday	November 10
Thanksgiving Day	Thursday	November 23
Day after Thanksgiving	Friday	November 24
Christmas Day	Monday	December 25
Day after Christmas	Tuesday	December 26

Other Library closures planned for 2017:

- **Closed** New Year's Day, Sunday, January 1, 2017
- **Closed** on Sunday, April 16, 2017. While not a city-observed holiday, the Library has typically closed on Easter Sunday because of low use.
- **Closed** on Sunday, December 24, 2017, expecting low use.