

**BELLINGHAM PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

**NOTICE OF MEETING
REGULAR MEETING
of TUESDAY, JANUARY 16, 2018**

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
Lecture 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. • Communications and FYI • Minutes December 19, 2017: Regular board meeting • Library performance & activity measures December 2017 • Financial reports Claims: December 2017 YTD report: December 2017	2 min
5. Reports • Library Board members • City Council liaison • Friends of Bellingham Public Library • Library Director	15 min
	Time check: 3:55
6. 2017 gift and donation report • Library Gift Fund • Friends of Bellingham Public Library	10 min
7. Board Trustee recruitment update	5 min
	Time check: 4:10

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|--|-------------------------|
| 8. ConnectED: A Pilot Project between BPL and the Bellingham Public Schools <ul style="list-style-type: none"> • MOU - action requested <ul style="list-style-type: none"> ◦ Bethany Hoglund, Head of Youth Services | 10 min |
| 9. Library policy revision <ul style="list-style-type: none"> • Interlibrary Loan Policy | 10 min |
| 10. Vancouver Public Library presentation <ul style="list-style-type: none"> • Rachel Myers and Jim McCabe | 15 min |
| Time check: 4:45 | |
| 11. New business <ul style="list-style-type: none"> • Level of Service standard: Staffing FTE | 10 min |
| 12. Action items for next meeting <ul style="list-style-type: none"> • Changing meeting date: March 20, 2018 to March 13, 2018 | 2 min |
| Time check: 4:57 | |
| 13. Executive Session <ul style="list-style-type: none"> • Annual Performance Review of the Library Director | 30 min |
| 14. Adjourn | Time check: 5:27 |

Next Regular Library Board Meeting: Tuesday, February 20, 2018 – 3:30 p.m.
Location: Lecture Room, 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.

BellinghamPublicLibrary



Regular Meeting of the Library Board of Trustees Tuesday, December 19, 2017 – 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: J. Gordon, Rick Osen, Rebecca Craven and Jim McCabe

Library Staff: Nancy Kerr, Beth Farley, Bethany Hoglund, Janice Keller, Jennifer Vander Ploeg, Jon McConnel and Wendy Jenkins

Others Present: April Barker, City Council Liaison; Faye Hill, Friends of BPL; Norman Grossman

Call to order and introductions: Regular session was called to order at 3:31 p.m. by Chair, J. Gordon.

Approve/modify agenda: The Vancouver Public Library presentation will be moved to January's meeting. Rebecca Craven moved to approve the agenda. Rick Osen seconded. Motion carried.

Public comment: Norman Grossman expressed that he feels that homeopathy is a dangerous practice and also that it is not recognized by the FDA as acceptable medical treatment. He provided a copy of an article concerning the FDA's plans to restrict some homeopathic remedies. He requested that the Board rule that homeopathy presentations should no longer be part of the SkillShare program. Janice explained that presentations are not necessarily supported by the library and that presenter applicants have requirements they must follow. Posting a disclaimer was suggested as a possible solution.

Consent agenda: Rick Osen moved to approve the November 21, 2017 Regular meeting minutes and the November 2017 performance and activity measures and financial reports. Rebecca Craven seconded. Motion carried.

Board member reports:

- Jim mentioned that he also visited the Vancouver Public Library and will share information at the next meeting.
- Rick reported that he and Brian Heinrich attended the November All Staff meeting to answer staff questions about the funding study and the next steps in the process.
- Rebecca has been working on trustee recruitment.

- J. recognized and thanked Rick for his help with the funding study and the personnel committee creation.

City Council liaison report: April reported that Council is recessed for the remainder of the year. The homelessness demonstration disbanded on Monday – the Mayor is working on finding temporary housing, while Council unanimously has agreed to not divert their attention away from 2018 plans to find a dedicated space for the homeless.

The Council reorganization meeting is January 8. April expressed that even if she is no longer the library liaison, she will send relevant information to Nancy and the Board.

Friends of BPL report: Faye shared holiday greetings from the Friends. She also congratulated and thanked J. for all of his years of service. January book sale starts on the 23rd.

Library Director's report:

- We have 6 new pages – we are fully staffed and trained which makes a big difference.
- We received three separate donations, one specifically earmarked for Children's materials.
- Jen Vander Ploeg has taken on the giant puzzle of scheduling the Help Desk.
- Nancy noted that we had fewer incident reports while the homelessness demonstration was going on. The M-team is putting together answers to the questions raised by the homelessness training and will review the Code of Conduct next.
- There is a discrepancy with the contract end date and invoicing with our current Integrated Library System (ILS). Adjusting the contract end date will allow us time to go through the ILS RFP process.
- Nancy contacted Barkley Corporation about patron concerns that there are no handicapped parking spaces near the library entrance. Barkley responded that they agree with these concerns and are looking into providing a space.

Library Board of Trustees transitions:

- Celebrating J. Gordon's 11 years of service: Nancy read the Mayoral Proclamation and then Janice revealed a poster with a delightful picture of J. posed with kayak paddles that states, "Best wishes to our fearless leader."
- Election of Library Board Chairperson and Vice Chairperson for 2018: Jim McCabe nominated Rick Osen for 2018 Chairperson. Rebecca Craven seconded. Motion carried. Rick Osen nominated Rachel Myers for 2018 Vice Chairperson. Rebecca Craven seconded. Motion carried.
- Trustee recruitment update: we have four solid applications for the trustee vacancy. It was decided to post an application close date of December 31. After this, Nancy will forward the applications to trustees to review. Interviews will be conducted by the Director and two Trustees. The Board will then recommend a candidate to the Mayor.

Level of Service Standard for Staffing FTE: Nancy has gathered statistics and created a spreadsheet that she will share with Rick in January. They will report back to the board at the January meeting.

Minimum staffing at Central and branches: Nancy and the M-team are working on establishing minimum staffing levels to operate the buildings safely. They have already determined that a minimum of two staff members is required to open the branches. They think probably seven staff members will be required at Central. Rick asked if the City has a minimum staffing policy. Nancy will find out.

Library policy revision: Janice pointed out the draft proposed policy *Use of Meeting Rooms Policy* that would replace the current *Public Use of Community Rooms Policy*. She is working with the Parks and Legal departments, as well as staff. In anticipation of these changes we have allowed reservations in 2018 from January through March, but have limited the available times to when staff is available. There have been concerns from the public – long-time meeting room users that will no longer be able to use the rooms if we make this change. Parks has expressed the willingness to administer the reservations and payments for the three Fairhaven rooms, but there are a host of things that need to happen before final agreement. We also want to manage the Central library spaces free of charge for non-profit users.

Janice just heard back from Legal, who suggested that the draft not be quite so open-ended or discretionary – perhaps strike the word 'may.'

Jim clarified that this is policy, will procedures follow? Janice responded that yes, procedures follow and this is the opportunity to include direction for procedures. April asked if there would be a limit to the number of meetings a year. She is familiar with other organizations' limits including language to minimize the possibility of groups making the space a regular 'home.' Janice answered that yes, there will be language that limits the number of uses so that rooms are available to more groups.

Rebecca Craven moved that this policy be adopted, with the following changes:

- Under Scope: "This policy applies to all meeting rooms with Bellingham Public Library facilities" be changed to "This policy applies to all meeting rooms managed by Bellingham Public Library."
- Under Policy/Conditions 1. - 3rd bullet: "Such agreements may be subject" be changed to "Such agreements are subject."
- Under Policy/Conditions 3.: "Library may offer meeting rooms" be changed to "Library offers meeting rooms."
- Under Policy/Conditions 3. - 1st bullet: "Library may offer use" be changed to "Library offers use."

Rick commented that he supports this, but suggests immediate follow-up with the Mayor and Finance Officer so that there are no surprises. Jim McCabe seconded. Motion carried.

Vancouver Public Library presentation: postponed until January meeting.

Action items for next meeting:

- Vancouver Public Library presentation
- FTE Level of Service standard
- Trustee applications
- Executive Session: Annual Performance Review

Executive Session: The Board went into Executive Session at 5:00 p.m. to receive the Performance Review report from Lorna McGowen-Smith, LMS Human Resource Services. No action was taken as a result of the Executive Session and the meeting was called back into regular session at 6:15.m.

Meeting adjourned at 6:15 p.m.

Next Regular Library Board Meeting – January 16, 2018 at the Central Library, 210 Central Avenue, Lecture Room – at 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

Bellingham Public Library

Performance & Activity Measures, 2017

	December-17	December-16	Year to Date 2017	2016	% of change YTD
Holdings - Number of materials in the library's collection					
Physical copies added to the collection	600	1,215	20,545	20,400	0.71%
Electronic copies added to the collection - <i>Hoopla removed March, 2016</i>	1,579	1,312	13,326	-4,059	
Physical copies withdrawn from the collection	(136)	(204)	(32,952)	(15,862)	107.74%
Total physical holdings			180,348	192,755	-6.44%
Total electronic holdings			71,165	59,320	19.97%
Total Holdings (Physical and Electronic)			251,513	252,075	-0.22%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity					
Central Library					
Adult	56,366	55,671	676,869	725,294	-6.68%
Youth	36,548	31,352	480,574	454,325	5.78%
Sub-Total Central	92,914	87,023	1,157,443	1,179,619	-1.88%
Fairhaven Branch					
Adult	7,219	6,657	81,934	62,537	31.02%
Youth	2,232	2,076	28,424	21,503	32.19%
Sub-Total Fairhaven	9,451	8,733	110,358	84,040	31.32%
Barkley Branch					
Adult	5,408	4,438	62,667	43,556	43.88%
Youth	2,889	2,476	38,634	29,583	30.60%
Sub-Total Barkley	8,297	6,914	101,301	73,139	38.50%
Bellingham Technical College					
Adult	24	25	932	1,067	-12.65%
Youth	11	6	163	111	46.85%
Sub-Total BTC	35	31	1,095	1,178	-7.05%
Whatcom Community College					
Adult	141	104	3,329	3,021	10.20%
Youth	52	113	1,164	953	22.14%
Sub-Total WCC	193	217	4,493	3,974	13.06%
Western Washington University					
Adult	350	289	5,304	5,142	3.15%
Youth	202	129	2,159	1,839	17.40%
Sub-Total WWU	552	418	7,463	6,981	6.90%
Online Services					
NW Anytime Library Overdrive	14,808	12,344	166,022	143,162	15.97%
Tumblebooks - discontinued November, 2017	0	1,877	7,867	33,334	-76.40%
Zinio	1,286	1,619	17,212	18,235	-5.61%
Sub-Total Online	16,094	15,840	191,101	194,731	-1.86%
Total Circulation	127,536	119,176	1,573,254	1,543,662	1.92%
Holds Activity					
Holds Resolved - BPL staff filling holds for pickup at BPL & WCLS Systems	46,442	46,562	596,216	578,965	2.98%
Holds Filled - holds checked out at BPL, FH, Barkley and Connections	30,958	30,664	382,535	374,286	2.20%
Services					
Persons Visiting - Number of persons counted as they enter the libraries or visit remote website					
Central Library					
Adult	37,692	42,720	508,031	528,518	-3.88%
Children's	9,705	10,307	145,425	151,748	-4.17%
Fairhaven Branch	6,702	6,699	85,205	82,310	3.52%
Barkley Branch	4,031	3,636	49,016	46,262	5.95%
Total Persons Visiting	58,130	63,362	787,677	808,838	-2.62%
Website Visits	37,079	38,062	476,190	538,363	-11.55%
This count reflects number of visits to www.bellinghampubliclibrary.org					
Bibliocommons visits	10,408	10,747	131,543	147,268	-10.68%
This count reflects number of visits to Bibliocommons					
Total Website Visits	47,487	48,809	607,733	685,631	-11.36%
Computer Usage - Number of sessions					
Central Library					
Adult & Teen (30 terminals)	5,025	4,776	66,196	65,515	1.04%
Children's (3 terminals)	191	213	2,184	2,627	-16.86%
Fairhaven Branch (6 terminals)	552	551	7,654	7,115	7.58%
Barkley Branch (4 terminals)	241	263	3,359	3,349	0.30%
Total Computer Usage	6,009	5,803	79,393	78,606	1.00%
New Borrowers Registered					
Central Library	314	311	5,295	5,941	-10.87%
Fairhaven Branch	33	26	580	511	13.50%
Barkley Branch	21	23	416	393	5.85%
Total New Borrowers Registered	368	360	6,291	6,845	-8.09%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs					
Programs	75	73	1,339	1,392	-3.81%
Attendees	1,790	1,976	33,938	37,920	-10.50%
Volunteer Hours	362	784	6,121	7,052	-13.20%

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

DECEMBER 2017 CLAIMS

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 JANUARY 16, 2018, IN
 ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
ADMINISTRATION		
Courier bags	A. Rifkin Company	763.01
Toner; chair; hand truck; TV	Amazon.com	1,920.06
Table; chairs	Blackburn Office Equipment	1,809.86
Lost Interlibrary Loan item	Brigham Young University	29.00
Printing; copier paper	Copy Source	889.23
Water @ Barkley Branch	Crystal Springs	15.22
Copier leases	Great America Financial Services	1,026.14
Hole saw kit; tool bag; organizer	Home Depot	161.50
WLA Conference	Hotel Murano	181.63
Name tags	Laserpoint Awards	20.11
Programming mileage reimbursement	Jennifer Lovchik	200.25
Movie license - Funimation	Movie Licensing USA	75.00
Security software maintenance	Ninite.com	21.74
Copies	Oasys Inc.	984.25
Office supplies; copier paper; toner	Office Depot	957.97
WLA Conference reimbursement	Laura Pen	75.59
Screen recognition	Pickford Film Center	200.00
Book kit software	Plymouth Rocket	706.55
Diesel fuel	Reisner Distributor	143.25
Website software	Rocket Genius	31.52
Barkley operating costs	Talbot Services LLC	533.33
Microfiche machine lease	Technology Unlimited	339.14
Mobile hotspot	TechSoup	19.57
ILL mailers & tape	Uline	331.28
Debt collection service	Unique Management Services	751.80
Interlibrary loan postage	USPS	22.50
WLA Conference reimbursement	Jen Vander Ploeg	113.55
Institution dues	Washington Library Association	1,383.00
B & O taxes	WSDR	78.96
SEO for website	Yoast	67.75
	ADMINISTRATION Sub Total	\$13,852.76
PUBLIC SERVICE		
Library materials returned	Library Refunds	123.49
	PUBLIC SERVICE Sub Total	\$123.49
TECHNICAL SERVICES		
Book processing	Baker & Taylor	6,832.60
CD & DVD processing	Midwest Tape	911.83
ILL & tech services	OCLC	2,202.49
	TECHNICAL SERVICES Sub Total	\$9,946.92
LIBRARY ACQUISITIONS		
Books, recorded books, CDs, DVDs	Amazon.com & other credit purchases	52.23

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

DECEMBER 2017 CLAIMS

Books	Baker & Taylor	20,452.37
Electronic database	Ebsco Subscription Services	6,529.00
eBook hosting	Gale	(163.05)
Books	Grey House Publishing	519.64
Books	High School Yearbooks	150.00
Books	Information Today Inc	470.70
DVDs, CDs, recorded books	Midwest Tape	7,190.48
Books	New Readers Press	56.16
Database, periodicals	Newsbank	4,965.00
eBooks, audiobooks	Overdrive Inc	3,886.72
DVDs	PBS	32.11
Books	Risk Management Association	422.23
Periodicals	Seattle Daily Journal	220.00

LIBRARY ACQUISITIONS Sub Total \$44,783.59

GIFT FUND

Books	Baker & Taylor	10,494.48
Books	Center Point Large Print	291.80
Programming advertisement	Entertainment News NW	613.00
Teen programming	Fred Meyer	68.44
Books	Gale	309.96
Teen programming	H Mart	39.13
Teen programming	Haggen	7.98
Teen programming	McKay's Taphouse	40.47
Teen programming	Rudy's Pizzeria	20.00
Early literacy kits	Whatcom County Library System	856.00

GIFT FUND ACQUISITIONS Sub Total \$12,741.26

TOTAL GENERAL FUND \$68,706.76

TOTAL CLAIMS \$81,448.02

GL787

WKD - MONTHLY REPORT - GF

Report Format 712

Acc.Period 12 ending December 31, 2017

Transaction status 1
Rounding to Whole Dollars

		YTD Actual	Adopted Budget	Revised Budget	Variance From Revised	%% Complete
Dpt 0190	LIBRARY					
Grp 191	LIBRARY ADMINISTRATION					
ExO 010	SALARIES & WAGES	264,479	256,036	256,036	8,443-	103.3
ExO 020	PERSONNEL BENEFITS	107,567	110,529	110,529	2,962	97.3
ExO 030	SUPPLIES	62,552	79,784	80,840	18,289	77.4
ExO 040	SERVICES	352,188	366,226	366,226	14,039	96.2
ExO 050	INTERGOVT SERVICES PAYMENTS	5,609	6,500	6,500	891	86.3
Grp 191	LIBRARY ADMINISTRATION	792,395	819,075	820,132	27,737	96.6
Grp 193	LIBRARY SERVICES					
ExO 010	SALARIES & WAGES	1,865,593	1,899,743	1,899,743	34,150	98.2
ExO 020	PERSONNEL BENEFITS	815,778	838,151	838,151	22,373	97.3
ExO 030	SUPPLIES	475,341	406,465	413,494	61,846-	115.0
ExO 040	SERVICES	27,525	30,205	30,205	2,680	91.1
Grp 193	LIBRARY SERVICES	3,184,238	3,174,564	3,181,594	2,644-	100.1
Grp 195	LIBRARY FACILITIES					
ExO 040	SERVICES	458,274	457,103	457,103	1,171-	100.3
Report Final Totals		4,434,906	4,450,742	4,458,828	23,922	99.5

2017 DONATIONS TO LIBRARY GIFT FUND

Date	Donated By:	Amount	In Memory/Honor of:	Purpose:
1/3/2017	Patron	\$368.55		Barkley Early Learning Space
1/10/2017	Patron	\$1,300.00		Children's books
1/25/2017	Whatcom Community Foundation	\$900.00		Bring Your Light to the Library program
1/31/2017	Misc donations for January	\$11.93		
2/2/2017	Anonymous	\$500.00		
2/17/2017	Patron	\$300.00		Children's programming
2/23/2017	Patron	\$1,000.00		Books, CDs, DVDs
2/23/2017	Whatcom Community Foundation	\$12,901.41		Children's materials - distribution
2/28/2017	Misc donations for February	\$22.80		
3/31/2017	Misc donations for March	\$9.60		
4/10/2017	D.U.P.I. Garden Club	\$25.00		In memorium of Ruth McLeod
4/14/2017	Patron	\$200.00		Early Literacy
4/17/2017	Whatcom Young Writers	\$549.08		
4/30/2017	Misc donations for April	\$8.10		
5/19/2017	Patron	\$50.00		In memorium of Peggy Scafe
5/27/2017	1st Christian Church book group	\$125.00		Book Club kit
5/30/2017	Village Books	\$289.00		Children's materials
5/31/2017	Misc donations for April	\$5.84	% of sales for Children's Book Week	
6/8/2017	Patron	\$1,000.00		In honor of Carol Brach
6/19/2017	Patron	\$75.00		In memorium of Marjory Craig
6/28/2017	NW Education Service District	\$100.00		Early Learning Space
6/30/2017	Misc donations for June	\$32.00		
7/28/2017	Patron	\$50.00		Children's books
7/31/2017	Misc donations for July	\$11.68		Fairhaven materials
8/3/2017	Patron	\$200.00		
8/31/2017	Misc donations for August	\$16.80		In memorium of Clark Blake
9/6/2017	Patron	\$25.00		
9/30/2017	Misc donations for September	\$21.10		
10/31/2017	Misc donations for October	\$38.80		
11/22/2017	Patron	\$100.00		
11/30/2017	Misc donations for November	\$4.73		Children's materials
12/6/2017	Patron	\$1,300.00		
12/7/2017	Patron	\$300.00		Books on textiles
12/20/2017	G.I.F.T.	\$84.60		
12/27/2017	Patron	\$100.00		
12/30/2017	Patron	\$250.00		
12/31/2017	Misc donations for December	\$10.25		
TOTAL 2017		\$22,286.27		

FRIENDS of BELLINGHAM PUBLIC LIBRARY DONATIONS - 2017

Date	Amount	Purpose:
1/25/2017	\$800.00	Display space
1/25/2017	\$1,750.00	Teen programs
1/25/2017	\$5,500.00	Summer Reading
1/25/2017	\$25,000.00	Collection support
1/25/2017	\$500.00	Youth author event
1/25/2017	\$600.00	Charging station
4/19/2017	\$5,000.00	Adult programming
Total gift fund donations	\$39,150.00	
3/15/2017	\$5,000.00	Whatcom READS
6/16/2017	\$5,000.00	Raise a Reader
Total direct-to-vendor donations	\$10,000.00	
Total Friends donations	\$49,150.00	
TOTAL COMBINED 2017 DONATIONS		\$71,436.27

BellinghamPublicLibrary

TO: Library Board of Trustees

FROM: Nancy Kerr, Director; Bethany Hoglund, Head of Youth Services

DATE: January 16, 2018

SUBJECT: ConnectED

ConnectED

A Pilot Project Between the Bellingham Public Library and Bellingham Public Schools January 2018 - August 2018

Attached is a draft MOU for the ConnectED program. Modeled after the Whatcom County Library System's successful collaboration with the Mt. Baker School District, this partnership has the goal of ensuring each Bellingham Public School student has a public library account to help meet their educational resource needs.

For some students and families, needing to physically visit the public library is a barrier to access and service. This program eliminates that barrier by automatically creating a limited-use library account for each student using their school-issued ID. Those accounts can be used for physical library materials, or to access digital library materials such as eBooks, eAudiobooks and homework help databases.

Key details regarding ConnectED student accounts:

- Limit of two physical items checked out at a time.
- Full access to online digital resources.
- All borrowing policies apply.
- ConnectED accounts will not be sent to Collection Services. Upon MOU expiration, any outstanding fines and fees on student accounts will be waived.
 - This eliminates liability of Bellingham Public Schools and continues to create barrier free access for students by providing a "clean slate" rather than rolling over balances that might bar access.
 - Providing accounts in the context of education, access to information and resources outweighs the potential liability BPL holds.
 - WCLS reports their ConnectED accounts are primarily used for digital checkouts.
- The project and MOU will be reviewed and re-signed yearly, allowing flexibility for changes should they be necessary.
- This project is opt-out through the school district.
- Some students will have two library accounts: one limited student account and one regular library account. We are comfortable with this redundancy.

**DRAFT MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
THE BELLINGHAM PUBLIC LIBRARY AND
BELLINGHAM PUBLIC SCHOOLS**

THIS MEMORANDUM OF UNDERSTANDING (this "MOU") is made and entered into by and between the BELLINGHAM PUBLIC LIBRARY ("BPL") and BELLINGHAM PUBLIC SCHOOLS ("BPS").

WHEREAS, students attending BPS may struggle to obtain a BPL library card, with family or on their own, due to difficulties with distance or transportation; and

WHEREAS, BPS students need and deserve access to library resources and materials to succeed in school, thrive at home, and become their best selves; and

WHEREAS, BPL builds and maintains collections of physical and virtual material expressly for the growth, edification, academic achievement and enjoyment of the young people in our service area; and

WHEREAS, BPS supports their students' use of BPL resources, in and out of school;

NOW, THEREFORE, BPL and BPS agree as follows:

1. **Goals and Scope.** This MOU will facilitate a joint effort between BPS and BPL, to be known as ConnectED, to improve access to physical and digital library materials and services from BPL for BPS students.

BPS student IDs will be enabled as limited-use BPL library accounts. In school, BPS students will be able to access BPL digital products, including but not limited to downloadable eBooks and eAudiobooks, databases, magazines, etc. using their BPS student ID and a PIN. At BPL libraries, BPS students will be able to check out a limited number of physical materials including but not limited to books, audiobooks on CD, DVDs, magazines, and other circulating items, using the same BPS student ID and PIN. BPS students will also have access to BPL in-library internet stations. BPL staff visiting BPS facilities may also distribute books and other items brought with them, checking them out to students on site using student ID accounts.

These enabled ConnectED accounts will operate for one year, beginning with the start of the school year and ending just before the start of the

next school year. At the end of that time period, all balances accrued from fines, fees, and damaged or lost items will be waived off all Connected student accounts.

These accounts will function in addition to and independent of any other BPL account a student may have.

2. **Term.** This MOU is effective on the date of the final signature, and shall remain in effect through August 31, 2018, unless terminated as provided herein. This MOU may be renewed annually upon mutual agreement of the parties. Either party may terminate this MOU upon providing the other party with ninety (90) days prior written notice.
3. **Superintendent's Authorization to Release Directory Information to BPL.** In order for students to access public library materials for checkout and access BPL online resources, the BPS Superintendent hereby authorizes BPS to make the necessary student "directory information" as defined by the federal Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C. § 1232g; 34 CFR Part 99) from the student management system available to BPL on a regular basis. Sharing this information enables BPS students to use the resources of BPL with their school identification numbers. The information to be made available is as follows ("Student Data"):

Student ID Number
First Name
Middle Name
Last Name
School Name
Date of Birth
Family 1/Guardian 1 Address
Family 1 Primary Telephone Number
Family 1 Primary 1 email address

4. **Duties of BPS Regarding Student Data Sharing.**
 - a) BPS will assign staff to work with BPL to facilitate the transmission of Student Data on a regular schedule.
 - b) BPS will update BPL with changes to Student Data elements or workflow needs.
 - c) BPS will coordinate notification to parents and guardians about sharing Student Data, including information regarding the ability to opt-out of such sharing, all as required by FERPA.

- d) BPS will ensure that the Student Data for those students whose parents or guardians have opted-out is not shared with BPL.

5. **Duties of BPL Regarding Student Data Sharing**

- a) BPL will assign staff to work with BPS staff to facilitate the transmission of Student Data on a regular basis.
- b) BPL will maintain the confidentiality of registration and circulation records, including Student Data, in compliance with RCW 42.56.310.
- c) BPL will update BPS if data elements or workflow require changes.
- d) BPL will commit the resources necessary to fulfill the goals of this MOU.

6. **Notices.** All notices under this MOU shall be in writing and sent to the address listed below for each party:

Bellingham Public Library

Attn: Bethany Hoglund
Head of Youth Services
Bellingham Public Library
CS 9710
Bellingham, WA 98227-9710

Bellingham Public Schools

Attn: Kurt Gazow
Executive Director of Technology
Bellingham Schools
1306 Dupont St
Bellingham, WA 98225

7. **Ownership and Protection of Student Data:** BPL and its staff will maintain the confidentiality of Student Data exchanged as part of this MOU as required by applicable law and BPL Confidentiality Policy. Student Data provided by BPS to BPL under this MOU will remain the exclusive property of BPS. BPL shall not possess nor assert any lien or other right against or to said Student Data, except as may be required by applicable law. No Student Data will be sold, assigned, leased, or otherwise disposed of to third parties by or on behalf of BPL, its employees or agents, except as may be required by applicable law.

BPL will disclose Student Data only to its personnel with a need to access Student Data as a necessary part of the performance of this MOU. BPL

acknowledges and agrees that the Confidential Information is protected by applicable law, including but not limited to FERPA. BPS agrees to comply, and agrees to require BPL personnel to comply, with all applicable laws relating to the access, use and disclosure of Student Data.

8. **Ownership and Protection of Borrowing Information:** The parties define "Borrowing Information" as the records generated by students' use of BPL resources and 3rd party services that link individual students to specific items or information. Such Borrowing Information will remain the exclusive property of BPL. Borrowing Information is protected by the BPL Confidentiality Policy and by applicable law, including but not limited to RCW 42.56.310. Borrowing Information will not be shared with BPS.
9. **Additional Provisions Regarding Student Data and Borrowing Information.**
The parties will each cooperate fully in resolving any actual or suspected acquisition or misuse of Student Data or Borrowing Information. Notwithstanding the terms of sections 7 and 8 of this MOU, the parties may disclose Student Data or Borrowing Information if disclosure is required by law in response to a valid order of a court of competent jurisdiction or authorized government agency, provided that the disclosing party must provide the other party prompt notice of the order and at the other party's request and expense, reasonably cooperate with efforts to receive a protective order or otherwise limit disclosure.

To the extent permitted by law, upon termination or expiration of this MOU, BPL shall promptly destroy all of the Student Data that may be in BPL's possession or control.

To facilitate program evaluation, BPL will share summary statistics generated from ConnectED-related Borrowing Information.
10. **Responsibility for Borrowed Physical Materials.** BPL will not hold BPS financially responsible for fines and fees assessed on student accounts.
11. **No Assignment or Delegation.** Neither party may assign its rights or delegate its duties under this MOU.
12. **Entire Agreement.** This instrument contains the entire agreement between the parties hereto and no modification shall be valid or binding unless the modification is in writing, duly dated, and signed by both parties.

13. **Facsimile and Scanned Signatures.** This MOU may be executed in one or more counterparts and via facsimile signature, the counterparts and facsimiles of which, when taken together, shall be deemed to constitute an entire and original of this MOU.

[Signatures Page Immediately Follows]

BELLINGHAM PUBLIC LIBRARY

By _____
Nancy Kerr
Library Director

Date _____

BELLINGHAM PUBLIC SCHOOLS

By: _____
Dr. Greg Baker
Superintendent

Date: _____

Form Approved:

By: _____
City of Bellingham Legal Services

Bellingham Public Library Policy

Title: 4.303 INTERLIBRARY LOAN POLICY

Code: 4 Public Services
Chapter: 4.300 Information Services

Type of Policy: Departmental
Date Developed: 22 August 1997
Date Revised: 13 May 1999; 18 October 2011; 07 December 2016
Revised by: Pam Kiesner, Beth Farley
Developed by: Claudia McCain
Approved By: Library Board of Trustees

Cancels: previously numbered Section VIII, Subsection Circulation Policies and Procedures

See Also: **Library policy:**
[5.201 Eligibility for library service policy](#)
Other resources:
[American Library Association Interlibrary Loan Code for the United States](#)
[Copyright Law of the United States \(Title 17\)](#)

Scope

This policy applies to all patrons who have borrowing privileges at the Bellingham Public Library.

Definitions

Bellingham Public Library: referred to as library in this policy.

Interlibrary loan (ILL): the process by which a library requests material from, or supplies material to, another library. This service provides patrons access to material not available at their local library.

Policy/Conditions

1. Library provides interlibrary loan service.

As an extension of its mission, the Bellingham Public Library provides interlibrary loan services so patrons ~~may can~~ access material not found in its local collections. The library ~~will may~~ request material that is not owned or circulated by the library or by the Whatcom County Library System.

2. Library supports and complies with interlibrary loan codes and standards.

The Library complies with the American Library Association Interlibrary Loan Code for the United States. This code includes compliance with the U.S. Copyright

Law. The Library follows the standards of the current edition of the ALA *Interlibrary Loan Practices Handbook*.

3. Library may limit interlibrary loan services for selected materials.

~~Lending: The library seeks to satisfy local demand for materials, so does not lend high-demand items with holds, feature film DVDs or items published in the current year.~~

~~Borrowing: In order to contain the costs of interlibrary loan service the library is unable to request television shows on DVD, or items published within the current year.~~

Library Director or designee establishes procedures for interlibrary loan services, including setting limits for lending and borrowing. Limits based on format, publication date, number of items requested, and other factors may be set to match services to available resources.

4. Library may require patrons to pay interlibrary loan charges or fees.

Patrons will abide by the terms and conditions of lending libraries, including charges for lost or damaged materials.

For items not picked up by patron within the agreed loan period, the item will be returned and any fees incurred will be charged to the patron's account.

Patron is responsible for any lending or copying fees as determined by the lending library. Payments for materials must be made before the patron uses the item.

5. Library Board reviews this policy.

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