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.

AGENDA	TIME (approx.)

1. **Call to order and introductions** — 2 min

2. **Approve/modify agenda** — 1 min

3. **Public comment** — 5 min
   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.

4. **Consent agenda** — 2 min
   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**
     April 18, 2017: Regular board meeting
   - **Library performance & activity measures**
     April 2017
   - **Financial reports**
     Claims: April 2017

5. **Reports** — 15 min
   - Library Board members
   - City Council liaison
   - Friends of Bellingham Public Library
   - Library Director

   Time check: 3:55

6. **2016 Washington Public Libraries Annual Report** — 5 min
   - Bellingham Public Library

7. **Sustainable Funding Consultant study update** — 20 min
   - Rick Osen, Trustee and Nancy Kerr, Director

   Time check: 4:20

8. **New business**   2 min

9. **Action items for next meeting**   2 min

10. **Adjourn**   **Time check: 4:24**

**Next Regular Library Board Meeting: Tuesday, June 20, 2017 – 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.

BellinghamPublicLibrary

Regular Meeting of the Library Board of Trustees
Tuesday, April 18, 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, Rachel Myers, Rick Osen, Rebecca Craven and Jim McCabe
Library Staff:	Nancy Kerr, Janice Keller and Wendy Jenkins
Others Present:	April Barker, City Council Liaison; Faye Hill, Friends of BPL

Call to order and introductions: Regular session was called to order at 3:37 p.m. by Chair, J. Gordon.

Approve/modify agenda: Rachel Myers moved to approve the agenda. Rick Osen seconded. Motion carried.

Public comment: No comment.

Consent agenda: Rachel pointed out that the circulation statistics for Barkley and Fairhaven are both up significantly from last year. It was noted that branch hours were increased in 2016. Nancy added that another factor is that staff do a good job of rotating the branch collections. Rachel also noted that Barkley circulation is impressive given how small the branch space is. Jim asked if any of the statistics were looked at monthly by staff. Nancy responded that all are looked at monthly. Janice mentioned that it is in the 2017-2018 Work Plan to take a close look at what stats we report and how they are presented – we will be asking board members which stats they find helpful. Rick Osen moved to approve the March 21, 2017 Regular meeting minutes and the March 2017 performance and activity measures and financial reports. Rachel Myers seconded. Motion carried.

Board member reports: Rachel had lunch with Erika Nuerenberg, the new WCLS trustee and they primarily discussed the Birch Bay site that WCLS is considering purchasing for a branch. If purchased, this would be the first building that WCLS would be providing.

J. had lunch with Brad Cornwell, another WCLS trustee. J. was curious about the board's conversations concerning annexation. Brad informed J. that their board was aware that BPL is going to go through a sustainable funding study process which will include looking at annexation.

J. also reported that he and Nancy had met with the Mayor. J. asked the Mayor for clarification about the Barkley lease agreement – should the board or the City sign the agreement? The Mayor answered that she thinks the library should be the point of contact.

City Council liaison report: April reported that she was told by the Port Commissioner that the Port would most likely be voting tonight to purchase the land that the City was hoping to use for a new homeless shelter. The shelter was a project that Council had been working on for 18 months, so April was very discouraged.

She also shared the good news that the Council had verbally agreed to reserve the 2nd of two planned townhall-style meetings for a conversation about library services. This meeting will be held sometime in September (the 1st meeting will be on the homeless issue).

Friends of BPL report: Faye reported that the Friends' Annual Meeting is this Saturday, April 22 at 10:00 a.m. at the Fairhaven Branch Fireplace Room. Everyone is welcome – there will be treats and Nancy will be the keynote speaker. The Annual Meeting is held to honor the Friends volunteers for their huge donation of time and hard work.

Library Director's report: Barkley Company is in the process of repainting Barkley Branch.

Nancy reminded the trustees of Janice's email concerning trustee photos. She also invited new trustees to a behind-the-scenes library tour.

Nancy reported that there have been a couple of after-hours incidents at Fairhaven Branch. A review of the after-hours procedures is being done so that we can tighten security.

Nancy distributed a hand-out about the Arch of Healing & Reconciliation which is being planned for the northeast corner of the library block (Lee Memorial Lawn). Installation may coincide with adding ADA accessibility to the lower library entrance as well as removing the broken fountain. Jim asked if maintenance of the sculpture has been addressed. April responded that the process is going through the Parks department as well as the Arts Commission. April added that installation is scheduled for September 4 and a mock cutout to show the scale of the sculpture is scheduled for May 2 at 5:30 p.m.

Janice is analyzing data and statistics about Community Room usage and bookings, looking at in-house needs and outside reservations. Information will be provided to the Board when the project is complete.

The changeover from paper to electronic timesheets for all library staff is now complete. We had great help from Human Resources and the transition went smoothly.

A Library team – Jennifer Lovchik, Katie Bray and Nancy – will be participating in the Trivia Bee this Friday.

Jim asked how often the Management Team meets and if he could attend a meeting. Nancy responded that they meet weekly and trustees would be welcome to attend.

Events update: Janice reported on recent and upcoming programs:

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- The library partnered with WWU for a two-hour Academy for Lifelong Learning class; Nancy, Lola Estelle and Julie Mauermann shared cool, innovative things that libraries are doing.
- April 9-15 was National Library Week. We had a couple of displays and the Friends celebrated staff with cookies, an excellent salad bar, as well as origami flowers and tile coasters for all staff.
- April is National Poetry Month and we will be hosting a variety of local poets.
- This week Jewell Parker Rhodes, author of *Towers Falling*, is speaking at the Library and at Whatcom Museum.
- The March for Science is happening on April 22; they have reserved the Lecture Room and back lawn as its operations center.
- On Friday, May 5 we will being staying open late to be part of the Children's Art Walk 2017. There will be performances, displayed student art and snacks.
- Behind the scenes work is ongoing for Whatcom READS! 2018.
- Summer Reading kicks off June 1 – more information will be shared at the next board meeting.
- The next session of Kaleidoscope Play and Learn is on April 26. This program happens almost weekly and is an opportunity for young children who do not attend preschool to come together.

Rates and Fees: Removal of the 50-cent expired hold fee has been approved by the WCLS board. Nancy suggests we wait to take action until we have a chance to look at Community Room fees and to talk with the Mayor.

RFQ for Library Consultant Study - update: Rick reported that he and Brian Heinrich, Deputy Administrator, began work in early April. They decided to use a Request for Qualifications (RFQ) rather than a Request for Proposals (RFP) – the RFQ will post tomorrow on the City website with a May 5 proposal due date. They gathered, with the help of Nancy, Marcellus and Andrew, a list of 10-12 prospective consultants who will be invited to participate. Rick, Brian and Nancy will review the proposals. The goal is to have a deliverable report by September or October. This initial RFQ is for $25,000; if we need to go beyond the initial phase, we will use a second RFQ or RFP.

The goal is to identify strategies that preserve (and potentially enhance) the high quality services provided to the community by the library into the future and the scope of the work includes:
- Definition of services provided
  1) Analysis of services currently provided
  2) Assessment of level of services and programs not being met with current budget
  3) Redefine current budget level based on findings
  4) Project future budget needs – e.g., service area growth, inflation, technology, new services, etc.
  5) Project future budget levels

- Analyze potential funding options
  1) Local levy for BPL
  2) Annexation to Whatcom County Library System (WCLS)

3) Evaluate consortium opportunities with WCLS
4) Status quo
5) Other options

Rebecca commented that this addresses level of services not being met with current budget, but what about what is not happening due to facilities constraints? Nancy responded that this will be looked at without going into a full-scale facilities study.

Rebecca asked if we will be asking the consultants to look beyond financial considerations for annexation. Rick responded, yes, what we have referred to as a cultural audit will be addressed.

Board housekeeping: Jim volunteered to be on the Outreach Committee with Rachel.

New Business:
- No new business

Action items for next meeting:
- Community Room fees and philosophy.
- J. has a conflict with the June meeting – it was determined to maintain the June board date considering that it is very possible an additional meeting will need to be scheduled with the funding study process.
- All-City Sasquatch competition being held at Happy Valley Elementary.

Meeting adjourned at 5:02 p.m.

Next Regular Library Board Meeting – May 16, 2017 at the Central Library, 210 Central Avenue, Library Board Room – at 3:30 p.m.

Chair, Library Board of Trustees

ATTEST
Secretary, Library Board of Trustees

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Bellingham Public Library
Performance & Activity Measures, 2017

			Year to Date		% of change
	April-17	April-16	2017	2016	YTD
Holdings - Number of materials in the library's collection					
Physical copies added to the collection	1,516	1,709	7,189	6,673	7.73%
Electronic copies added to the collection - Hoopla removed March, 2016	1,093	697	3,523	-13,018	-127.06%
Physical copies withdrawn from collection	(271)	(280)	(1,441)	(7,684)	-81.25%
Total physical holdings			198,503	187,206	6.03%
Total electronic holdings			61,367	50,361	21.85%
Total Holdings (Physical and Electronic)			259,870	237,567	9.39%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity					
Central Library					
Adult	53,153	62,624	220,061	240,675	-8.57%
Youth	33,540	37,750	143,231	147,346	-2.79%
Sub-Total Central	86,693	100,374	363,292	388,021	-6.37%
Fairhaven Branch					
Adult	6,711	4,400	26,671	21,403	24.61%
Youth	2,054	2,121	8,604	7,367	16.79%
Sub-Total Fairhaven	8,765	6,521	35,275	28,770	22.61%
Barkley Branch					
Adult	5,106	3,391	19,070	14,595	30.66%
Youth	2,754	2,444	11,159	9,614	16.07%
Sub-Total Barkley	7,860	5,835	30,229	24,209	24.87%
Bellingham Technical College					
Adult	112	95	358	430	-16.74%
Youth	14	3	37	42	-11.90%
Sub-Total BTC	126	98	395	472	-16.31%
Whatcom Community College					
Adult	323	239	1,267	1,053	20.32%
Youth	127	83	416	301	38.21%
Sub-Total WCC	450	322	1,683	1,354	24.30%
Western Washington University					
Adult	456	624	1,909	1,923	-0.73%
Youth	153	202	693	809	-14.34%
Sub-Total WWU	609	826	2,602	2,732	-4.76%
Online Services					
Hoopla (removed March, 2016)	0	0	0	0	
NW Anytime Library Overdrive	12,994	11,283	52,257	44,681	16.96%
Tumblebooks	553	2,458	5,413	11,183	-51.60%
Zinio	1,571	1,490	6,287	6,508	-3.40%
Sub-Total Online	15,118	15,231	63,957	62,372	2.54%
Total Circulation	119,621	129,207	497,433	507,930	-2.07%
Holds Activity					
Holds Resolved - BPL staff filling holds for pickup at BPL & WCLS Systems	47,858	47,338	197,140	194,751	1.23%
Holds Filled - holds checked out at BPL, FH, Barkley and Connections	30,997	30,719	126,856	125,214	1.31%
Services					
Persons Visiting - Number of persons counted as they enter the libraries or visit remote website					
Central Library					
Adult	42,427	44,489	170,853	182,836	-6.55%
Childrens	11,659	11,966	50,146	50,090	0.11%
Fairhaven Branch	5,772	6,525	25,997	26,965	-3.59%
Barkley Branch	4,765	3,764	15,934	14,885	7.05%
Total Persons Visiting	64,623	66,744	262,930	274,776	-4.31%
Website Visits	39,653	44,039	166,316	189,957	-12.45%
This count reflects number of visits to www.bellinghampubliclibrary.org					
Bibliocommons Visits	10,538	11,412	41,517	48,052	-13.60%
This count reflects number of visits to Bibliocommons					
Total Website Visits	50,191	55,451	207,833	238,009	-12.68%
Computer Usage - Number of sessions					
Central Library					
Adult & Teen (29 terminals)	5,747	5,921	22,933	23,703	-3.25%
Childrens (3 terminals)	150	208	795	922	-13.77%
Fairhaven Branch (6 terminals)	637	573	2,577	2,415	6.71%
Barkley Branch (4 terminals)	347	283	1,200	1,115	7.62%
Total Computer Usage	6,881	6,985	27,505	28,155	-2.31%
New Borrowers Registered					
Central Library	383	530	1,835	2,008	-8.62%
Fairhaven Branch	40	21	188	152	23.68%
Barkley Branch	28	21	116	90	28.89%
Total New Borrowers Registered	451	572	2,139	2,250	-4.93%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs					
Programs	120	127	510	485	5.15%
Attendees	2,725	2,812	12,743	13,603	-6.32%
Volunteer Hours	376	456	2,089	2,286	-8.62%

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 MAY 16, 2017, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
ADMINISTRATION		
Communications/ITSD charges	City of Bellingham (Interfund)	1,918.00
USB hub; headsets	Amazon.com	206.86
Nameplate	Bay Engraving	19.57
Database overlay	Bibliocommons	8,745.27
Printing	Copy Source	690.07
Water @ Barkley Branch	Crystal Springs	17.59
Laminate/cases	Demco	2,215.67
Program posters	FedEx Office	151.09
Stampers	Minuteman Press	143.05
Movie license	Motion Picture Licensing	186.71
Domain name renewal	Network Solutions	244.90
Security software	Ninite.com	21.74
Office supplies; copier paper	Office Depot	601.31
Whatcom READS! canopies	Pacific Party Canopies	424.50
Copier expenses	Ricoh	1,153.47
Barkley operating costs	Talbot Services LLC	533.33
Microfische machine lease	Technology Unlimited	339.14
Security software maintenance	Trebron Company	2,388.68
ILL mailers	Uline	262.90
Debt collection service	Unique Management Services	554.90
Institution dues	Washington Library Association	1,711.00
Borrower notices - 1st quarter	WCLS	1,387.56
	ADMINISTRATION Sub Total	**$23,917.31**
PUBLIC SERVICE		
Library materials returned	Library Refunds	120.00
Room reservation cancellations	Library Refunds	115.00
B & O taxes	WSDR	49.68
	PUBLIC SERVICE Sub Total	**$284.68**
OUTREACH		
Diesel fuel	Reisner Distributor	140.13
Van maintenance & repair	City of Bellingham (Interfund)	1,136.00
	OUTREACH SERVICES Sub Total	**$1,276.13**
TECHNICAL SERVICES		
Book processing	Baker & Taylor	4,600.09
CD & DVD processing	Midwest Tape	1,552.78
ILL & tech services	OCLC	2,086.69
	TECHNICAL SERVICES Sub Total	**$8,239.56**

LIBRARY ACQUISITIONS

Books, recorded books, CDs, DVDs	Amazon.com & other credit purchases	400.94
Books	Baker & Taylor	15,254.47
Books	Cole Information Services	454.31
Books	Manufacturers News	140.11
DVDs, CDs, recorded books	Midwest Tape	9,915.96
eBooks, audiobooks	Overdrive Inc	3,921.98
Books	Paypal	90.40
Periodicals	Puget Sound Maritime Historical Society	60.00
Databases	Value Line Publishing	4,150.00
	LIBRARY ACQUISITIONS Sub Total	**$34,388.17**

GIFT FUND

Books	Baker & Taylor	3,953.54
Books	Center Point Large Print	93.79
Teen programming	Fred Meyer	114.91
Books	Gale	198.98
Teen programming	McKay's Taphouse	33.40
DVDs, BCDs	Midwest Tape	257.51
Teen programming	Rudy's Pizzeria	20.00
	GIFT FUND ACQUISITIONS Sub Total	**$4,672.13**

TOTAL GENERAL FUND	**$68,105.85**
TOTAL CLAIMS	**$72,777.98**

2017

SUMMER READING

PICK UP YOUR
BINGO CARD
AT YOUR
LOCAL LIBRARY

wc
ns
whatcom county
library system

Bellingham
Public Library

JUNE 1 THROUGH AUGUST 31

Library Information #1.1-1.28

Identification

1.1*	FSCS Number	WA0050
1.2*	Library Name	Bellingham Public Library
1.3*	Street Address	210 Central Ave
1.4*	City	Bellingham
1.5*	Zip Code	98225
1.6*	Mailing Address	210 Central Ave., CS-9710
1.7*	Mailing City	Bellingham
1.8*	Mailing Zip Code	98227
1.9*	County	Whatcom
1.10*	Phone Number	(360) 778-7323
1.11	Name of Library Director	Nancy Kerr
1.12	Email Address of Library Director	nkerr@cob.org
1.13	Fax Number of Library Director	(360) 778-7295
1.14	Person Completing this Survey	Lola Estelle
1.15	E-Mail Address of Person Completing this Survey	lestelle@cob.org

Reporting Period

1.16*	Reporting Period Start Date [mm/dd/yyyy]	01/01/2016
1.17*	Reporting Period End Date [mm/dd/yyyy]	12/31/2016

General Information

1.18	Number of Resident Registered Users (residing within the Legal Service Area)	46,466
1.19	Number of Registered Non-Resident Users (residing outside the Legal Service Area)	124
1.20*	Total Combined Registered Users (1.18 + 1.19 + 1.20a)	46,590
1.20a	If you only have a Total for Combined Registered Users, report it here	N/A
1.21	Charges for Non-Resident Users	$52
1.22*	Number of Central Libraries	1
1.23*	Number of Branch Libraries	2
1.24*	Number of Bookmobiles	0
1.25	Number of Other Outlets	21
1.26	Grand Total All Outlets (1.22* + 1.23* + 1.24* + 1.25)	24
1.27	Square Footage of Library System (Main and Branches)	55,670
1.28*	Legal Service Area Boundary Change	No

Staff Information #2.1-2.6

Paid Staff Full-Time Equivalents

2.1*	Librarian FTEs with Master's from ALA Accredited Program	8.75
2.2	Titled Librarian FTEs without Master's from ALA Accredited Program	0.00
2.3*	Total Librarian FTEs (2.1* + 2.2)	8.75

| 2.4* | All Other Paid Staff FTEs | 38.67 |
| 2.5* | Total Paid Staff FTEs (2.3* + 2.4*) | 47.42 |

Volunteers

| 2.6 | Annual Volunteer Hours | 7,052 |

Library Revenue #3.1-3.17

Operating Revenue

Local Government Revenue

3.1	Local (From Your Jurisdiction)	$4,219,047
3.2	Local (From Contracting Entities)	$156,393
3.3	Local (Other, Leasehold Excise Tax, etc.)	$0
3.4	Timber Tax	$0
3.5*	Total Local Government Revenue (3.1 + 3.2 + 3.3 + 3.4)	$4,375,440

State Government Revenue

| 3.6* | State Government Revenue (NOT grants from State Library) | $0 |

Federal Government Revenue

3.7	LSTA	$338
3.8	Other Federal Government Revenue	$0
3.9*	Total Federal Government Revenue (3.7 + 3.8)	$338

Other Operating Revenue

| 3.10* | Other Operating Revenue | $235,025 |

Total Operating Revenue

| 3.11* | Grand Total Operating Revenue (3.5* + 3.6* + 3.9* + 3.10*) | $4,610,803 |

Capital Revenue

3.12*	Local Government Capital Revenue	$0
3.13*	State Government Capital Revenue	$0
3.14*	Federal Government Capital Revenue	$0
3.15*	Other Capital Revenue	$0
3.16*	Total Capital Revenue (3.12* + 3.13* + 3.14* + 3.15*)	$0

Grand Total All Revenue

| 3.17 | Grand Total All [Operating and Capital] Revenue (3.11* + 3.16*) | $4,610,803 |

Library Expenditures #4.1-4.24

Operating Expenditures

Personnel Expenditures

4.1*	Salaries and Wages Expenditures	$2,123,910
4.2*	Employee Benefit Expenditures	$897,739
4.3*	Total Staff Expenditures (4.1* + 4.2*)	$3,021,649

Collection Expenditures

Print Materials Expenditures

4.4	Book Material Expenditures	$227,360
4.5	Non Book Print Material Expenditures	$25,219
4.6*	Total Print Material Expenditures (4.4 + 4.5 or 4.6a)	$252,579

4.6a	If you only have a Total for Print Material Expenditures, report it here	N/A

Collection Expenditures

Electronic Materials Expenditures

4.7	Database Licensing Expenditures	$36,993
4.8	Non Database Licensing Electronic Materials Expenditures	$70,532
4.9*	Total Electronic Materials Expenditures (4.7 + 4.8)	$107,525

Collection Expenditures

Other Materials Expenditures

4.10*	All Other Materials Expenditures	$95,531
4.11*	Total Collection Expenditures (4.6* + 4.9* + 4.10* or 4.11a)	$455,635
4.11a	If you only have a Total for Collection Expenditures, report it here	N/A

Other Operating Expenditures

4.12	Technology Expenditures	$195,513
4.13	Library Building Maintenance Expenditures	$668,305
4.14	You Are a City Library and City Itself Maintains the Library Building?	No
4.15	Building Maintenance Amount the City Provides	N/A
4.16	Miscellaneous Other Operating Expenditures	$270,457
4.17*	Total Other Operating Expenditures (4.12 + 4.13 + 4.16)	$1,134,275

Total Operating Expenditures

4.18*	Grand Total Operating Expenditures (4.3* + 4.11* + 4.17*)	$4,611,559

Capital Expenditures

4.19	Land Expenditures	$0
4.20	Building Expenditures	$0
4.21	Furniture and Equipment Expenditures	$0
4.22	Other Capital Expenditures	$0
4.23*	Total Capital Expenditures (4.19 + 4.20 + 4.21 + 4.22)	$0

Grand Total All Expenditures

4.24	Grand Total All [Operating and Capital] Expenditures (4.18* + 4.23*)	$4,611,559

Library Collection #5.1-5.14

Written Materials

5.1*	Print Materials	161,690
5.2*	Electronic Books (E-Books)	45,045

Audio Materials

5.3*	Audio Materials, Physical Units	12,438
5.4*	Audio Materials, Downloadable Units	13,444
5.5	Total Audio Materials (5.3* + 5.4* or 5.5a)	25,882
5.5a	If you only have a Total for Audio Materials, report it here	N/A

Video Materials

5.6*	Video Materials, Physical Units	17,055
5.7*	Video Materials, Downloadable Units	0
5.8	Total Video Materials (5.6* + 5.7* or 5.8a)	17,055

5.8a	If you only have a Total for Video Materials, report it here	N/A

Miscellaneous Materials

5.9	Other Library Materials	417
5.10	Total Holdings (5.1* + 5.2* + 5.5 + 5.8 + 5.9 or 5.10a)	250,089
5.10a	If you only have a Total for Holdings, report it here	N/A

Current Print Serial Subscriptions

5.11*	Current Print Serial Subscriptions	380

Electronic Collections (Databases)

5.12a*	Local (Purchased by the Library) and Other Cooperative Agreements Combined	27
5.12b*	Statewide Database Licensing Project [This Field is Auto-Filled]	14
5.13*	Total Electronic Collections (5.12a* + 5.12b*)	41

Depository

5.14	Federal or State Depository?	No

Library Service Measures #6.1-6.33

Annual Service Measures

6.1*	Annual Public Service Hours	5,664
6.2*	Annual Library Visits	808,838

Reference Transactions

6.3	Reference Transactions (Non-Virtual)	54,860
6.4	Virtual Reference Transactions	1,339
6.5*	Total Combined Annual Reference Transactions (6.3 + 6.4 or 6.5a)	56,199
6.5a	If you only have a Total for Combined Reference Transactions, report it here	N/A
6.6	Does the Library offer Virtual Reference service 24 hours a day, 7 days a week?	Yes

Collection Use

6.7*	Circulation of Physical Materials	1,314,587
6.8*	Circulation of Electronic Materials	201,016
6.9*	Total Circulation of Materials (6.7* + 6.8*)	1,515,603
6.10*	Successful Retrieval of Electronic Information (Electronic Collection/Database Use)	N/A
6.11*	Electronic Content Use (6.8* + 6.10*)	201,016
6.12*	Total Collection Use (6.7* + 6.8* + 6.10*)	1,515,603

Subsets of Circulation (breakout of different, including overlapping, components of circulation)

6.13	Number of Renewals	39,049
6.14*	Circulation of Children's Materials	536,103
6.15	Circulation of Adult Materials	905,436

Interlibrary Loans

6.16	Interlibrary Loans Provided to Other Libraries you share a catalog with	N/A
6.17	Interlibrary Loans Provided to Other Libraries you do not share a catalog with	2,789
6.18*	Total Interlibrary Loans Provided to Other Libraries (6.16 + 6.17)	2,789

6.19	Interlibrary Loans Received from Other Libraries you share a catalog with	N/A
6.20	Interlibrary Loans Received from Other Libraries you do <u>not</u> share a catalog with	5,598
6.21*	Total Interlibrary Loans Received from Other Libraries (6.19 + 6.20)	5,598

Library Programs

6.22*	Children's Programs	749
6.23*	Young Adult Programs	93
6.24	Adult Programs	564
6.25*	Total Number of Programs (6.22* + 6.23* + 6.24 or 6.25a)	1,406
6.25a	If you only have a Total for Programs, report it here	N/A

Program Attendance

6.26*	Children's Program Attendance	27,988
6.27*	Young Adult Program Attendance	2,709
6.28	Adult Program Attendance	7,055
6.29*	Total Program Attendance (6.26* + 6.27* + 6.28 or 6.29a)	37,752
6.29a	If you only have a Total for Program Attendance, report it here	N/A

Summer Reading Program

| 6.30 | Number of Summer Reading Program Participants | 5,068 |

Library Cooperative Organizations

| 6.31 | Is the Library in Cooperation with Other Organizations? | Yes |

Which Type of Organizations is the Library in Cooperation with?

6.32a	Public Libraries	Yes
6.32b	Academic Libraries	Yes
6.32c	Medical Libraries	No
6.32d	Club Libraries	Yes
6.32e	K-12 Schools	Yes
6.32f	Museums	Yes
6.32g	Community Centers	Yes
6.32h	Non-Profit Organizations	Yes
6.32i	Tribal Organizations	Yes
6.32j	Other Cooperative Organizations	N/A

Library Cooperative Arrangements

Which Type of Cooperative Arrangements does the Library Participate in?

6.33a	Joint Facility	Yes
6.33b	Joint Collection/Catalog	Yes
6.33c	Joint Purchasing	Yes
6.33d	Joint Reference Services	Yes
6.33e	Joint Training	Yes
6.33f	Joint Telecom Services	Yes

Electronic Measures #7.1-7.32

All Computers

7.1	Total Computers Used by Staff Only	58
7.2	Total Computers Used by General Public	86
7.3	Grand Total Computers (7.1 + 7.2)	144

Internet Computers (subset of Total Computers)

7.4	Number of Internet Computers Used by Staff Only	58
7.5*	Number of Internet Computers Used by General Public	69
7.6	Does the library provide WiFi internet access to patrons?	Yes
7.7*	Number of Wireless Sessions	N/A

Laptop Lab Computers

7.8	Number of Laptop Labs	1
7.9	Number of Computers designated as part of a Laptop Lab, not counted elsewhere	10

Internet Connections

Primary Connectivity

7.10a	Type of Internet Access	Fiber Optic
7.10b	Internet Access Speed	>= 1 Gbps (Greater than or equal to 1 Gbps)
7.10c	Number of Computers with this Internet Connection Type & Speed	144

Secondary Connectivity

7.11a	Type of Internet Access	N/A
7.11b	Internet Access Speed	N/A
7.11c	Number of Computers with this Internet Connection Type & Speed	N/A

Tertiary Connectivity

7.12a	Type of Internet Access	N/A
7.12b	Internet Access Speed	N/A
7.12c	Number of Computers with this Internet Connection Type & Speed	N/A

Additional Connectivity 1

7.13a	Type of Internet Access	N/A
7.13b	Internet Access Speed	N/A
7.13c	Number of Computers with this Internet Connection Type & Speed	N/A

Additional Connectivity 2

7.14a	Type of Internet Access	N/A
7.14b	Internet Access Speed	N/A
7.14c	Number of Computers with this Internet Connection Type & Speed	N/A
7.15	Total Number of Computers with Internet Connections (7.10c + 7.11c + 7.12c + 7.13c + 7.14c)	144

Electronic Information

7.16	Number of Licensed Database Searches (In-Library and Remote)	N/A
7.17	Library's Web Page Address	http://www.bellinghampubliclibrary.org
7.18	Number of Virtual Visits to Networked Library Services	685,631
7.19	Number of OPAC (Online Public Access Catalog) Sessions	521,624
7.20	Number of Electronic Holds Placed	578,965
7.21	Number of Electronic Renewals Placed	174,775
7.22	Percentage of Time Public Internet Computers In Use	85%
7.23*	Number of Uses (Sessions) of Public Internet Computers Per Year	78,606

Library Automation

7.24	Automated System Vendor	SirsiDynix
7.24a	Other Automated System Vendor	N/A
7.25	Automated System Name and Version	Horizon 7.5 HIP 3.2

Internet Filtering

7.26	Does the Library offer Filtering on Staff Internet Computers?	Yes
7.27	Does the Library offer Filtering on Public Internet Computers?	No
7.28	Is the Library CIPA Compliant?	No
7.29	Filtering Solution Used	Other Filtering Solution
7.29a	Other Filtering Solution	N/A
7.30	Costs Associated with Implementing Filtering Solution	N/A

Universal Service Rate (E-Rate) Discounts

7.31	Does the Library File for E-Rate Discounts?	No

If yes above, which E-Rate Service Discounts Does the Library Apply for?

7.32a	Telecommunications Services	N/A
7.32b	Internet Access	N/A
7.32c	Internal Connections	N/A

Salary #8.1-8.123

Director

8.1	Minimum	54.59
8.2	Medium	57.46
8.3	Maximum	60.33

Non MLS Director

8.4	Minimum	N/A
8.5	Medium	N/A
8.6	Maximum	N/A

Assistant Director for Management Services

8.7	Minimum	N/A
8.8	Medium	N/A
8.9	Maximum	N/A

Assistant Director for Public Services

8.10	Minimum	N/A
8.11	Medium	N/A
8.12	Maximum	N/A

Personnel Director

8.13	Minimum	N/A
8.14	Medium	N/A
8.15	Maximum	N/A

Manager Main Branch

8.16	Minimum	N/A
8.17	Medium	N/A
8.18	Maximum	N/A

Automated Systems Manager

8.19	Minimum	N/A

8.20	Medium	N/A
8.21	Maximum	N/A

Managing Librarian - Small Branch

8.22	Minimum	N/A
8.23	Medium	N/A
8.24	Maximum	N/A

Managing Librarian - Medium Branch

8.25	Minimum	N/A
8.26	Medium	N/A
8.27	Maximum	N/A

Managing Librarian - Large Branch

8.28	Minimum	N/A
8.29	Medium	N/A
8.30	Maximum	N/A

Managing Librarian - Very Large Branch

8.31	Minimum	N/A
8.32	Medium	N/A
8.33	Maximum	N/A

Department Manager

8.34	Minimum	31.53
8.35	Medium	37.10
8.36	Maximum	42.66

Librarian 1

8.37	Minimum	27.02
8.38	Medium	31.78
8.39	Maximum	36.55

Librarian 2

8.40	Minimum	28.30
8.41	Medium	33.30
8.42	Maximum	38.30

Supervisory Library Associate

8.43	Minimum	23.50
8.44	Medium	25.67
8.45	Maximum	28.04

Senior Library Associate

8.46	Minimum	19.68
8.47	Medium	21.53
8.48	Maximum	23.50

Library Associate

8.49	Minimum	18.57
8.50	Medium	20.27
8.51	Maximum	22.17

Library Assistant 1

8.52	Minimum	17.46
8.53	Medium	19.11
8.54	Maximum	20.89

Library Assistant 2

8.55	Minimum	N/A

| 8.56 | Medium | N/A |
| 8.57 | Maximum | N/A |

Page

8.58	Minimum	11.00
8.59	Medium	11.22
8.60	Maximum	11.56

Superintendent of Maintenance

8.61	Minimum	N/A
8.62	Medium	N/A
8.63	Maximum	N/A

Facilities Supervisor

8.64	Minimum	N/A
8.65	Medium	N/A
8.66	Maximum	N/A

Maintenance Worker

8.67	Minimum	N/A
8.68	Medium	N/A
8.69	Maximum	N/A

Custodian

8.70	Minimum	N/A
8.71	Medium	N/A
8.72	Maximum	N/A

Bookmobile Driver

8.73	Minimum	N/A
8.74	Medium	N/A
8.75	Maximum	N/A

Delivery Driver

8.76	Minimum	N/A
8.77	Medium	N/A
8.78	Maximum	N/A

Public Information Officer

8.79	Minimum	31.52
8.80	Medium	34.75
8.81	Maximum	38.31

Graphic Technician

8.82	Minimum	N/A
8.83	Medium	N/A
8.84	Maximum	N/A

Press Operator

8.85	Minimum	N/A
8.86	Medium	N/A
8.87	Maximum	N/A

Administrative Secretary

8.88	Minimum	22.22
8.89	Medium	24.50
8.90	Maximum	27.01

Secretary

| 8.91 | Minimum | N/A |

8.92	Medium	N/A
8.93	Maximum	N/A

Accounting Technician

8.94	Minimum	N/A
8.95	Medium	N/A
8.96	Maximum	N/A

Accounting Clerk

8.97	Minimum	N/A
8.98	Medium	N/A
8.99	Maximum	N/A

Personnel Specialist

8.100	Minimum	N/A
8.101	Medium	N/A
8.102	Maximum	N/A

Personnel Analyst

8.103	Minimum	N/A
8.104	Medium	N/A
8.105	Maximum	N/A

Computer Operator

8.106	Minimum	N/A
8.107	Medium	N/A
8.108	Maximum	N/A

Collection Development Coordinator

8.109	Minimum	N/A
8.110	Medium	N/A
8.111	Maximum	N/A

Computer Information Professional

8.112	Minimum	28.04
8.113	Medium	30.65
8.114	Maximum	33.47

Network Administrator with Degree or Certification

8.115	Minimum	N/A
8.116	Medium	N/A
8.117	Maximum	N/A

Network Administrator without Degree or Certification

8.118	Minimum	N/A
8.119	Medium	N/A
8.120	Maximum	N/A

Training Coordinator

8.121	Minimum	N/A
8.122	Medium	N/A
8.123	Maximum	N/A

Compensation #9.1-9.36

Benefits

9.1	FICA	Yes
9.2	Shift Differential	Yes
		No

9.3	Longevity Pay	
9.4	What is your Pension Type?	State

Who is covered?

9.5	Employer Paid Medical Insurance	Employee, Spouse, and Dependents
9.6	Employer Paid Dental Insurance	Employee, Spouse, and Dependents
9.7	Employer Paid Vision Insurance	Employee, Spouse, and Dependents

Who pays for?

9.8	Long Term Disability Insurance	Employer
9.9	Short Term Disability Insurance	None
9.10	Deferred Compensation	Shared
9.11	Life Insurance	Employer
9.12	Tuition Reimbursement	None

Holiday Leave (in days per year)

9.13	Regular Exempt	11
9.14	Regular Union	11
9.15	Regular Other	11
9.16	Floater Exempt	1
9.17	Floater Union	1
9.18	Floater Other	1

Vacation Leave (in hours per month)

9.19	Minimum Exempt	10.00
9.20	Minimum Union	7.33
9.21	Minimum Other	14.67
9.22	Minimum Other	10.00
9.23	Maximum Exempt	20.00
9.24	Maximum Union	18.67
9.25	Maximum Other	18.67
9.26	Maximum Other	18.67
9.27	Limited Accrual On Vacation Leave	Yes

Sick Leave (in hours per month)

9.28	Minimum Exempt	8
9.29	Minimum Union	8
9.30	Minimum Other	8
9.31	Minimum Other	8.00
9.32	Maximum Exempt	8
9.33	Maximum Union	8
9.34	Maximum Other	8
9.35	Maximum Other	8.00
9.36	Limited Accrual On Sick Leave	Yes

Branch Data #10.1-10.26

10.1*	Branch Name	Barkley Branch Library
10.2*	FSCS Number	WA0050-004
10.3*	Street Address	3111 Newmarket St., Suite 103
10.4*	City	Bellingham
10.5*	Zip Code	98226
10.6*	County	Whatcom

10.7*	Phone	(360) 778-7290
10.8	Relationship to Library	Neither
10.9*	Outlet Type Code	Branch
10.10	Metropolitan Status Code	CC
10.11*	Square Footage of Public Library Outlet (Branch)	1,420
10.12*	Number of Bookmobiles Associated with this Outlet (Branch)	0
10.13	Librarian FTEs with Master's from ALA Accredited Program	0.00
10.14	Titled Librarian FTEs without Master's from ALA Accredited Program	0.00
10.15	All Other Paid Staff FTEs	1.13
10.16	Branch Library Holdings	4,530
10.17	Annual Circulation	69,593
10.18	Hours Open Weekly (Posted)	28.00
10.19a	Open Sunday	No
10.19b	Open Monday	Yes
10.19c	Open Tuesday	Yes
10.19d	Open Wednesday	Yes
10.19e	Open Thursday	Yes
10.19f	Open Friday	Yes
10.19g	Open Saturday	Yes
10.20*	Public Service Hours Per Year (Actual Hours)	1,128
10.21*	Number of Weeks the Library was Open (Actual Weeks)	52
10.22a	If the Library was open less than 52 weeks, did the Library experience a temporary closure due to any of the following? Weather, Wildfire, other natural phenomena	No
10.22b	Construction (New or Remodel)	No
10.22c	Relocation	No
10.22d	Budget	No
10.22e	Other	No
10.23	Total Computers Used by Staff Only	2
10.24	Total Computers Used by General Public	6
10.25	Number of Internet Computers Used by Staff Only	2
10.26	Number of Internet Computers Used by General Public	4
10.1*	Branch Name	Bellingham Public Library
10.2*	FSCS Number	WA0050-002
10.3*	Street Address	210 Central Ave
10.4*	City	Bellingham
10.5*	Zip Code	98225
10.6*	County	Whatcom
10.7*	Phone	(360) 778-7323
10.8	Relationship to Library	Neither
10.9*	Outlet Type Code	Central Library
10.10	Metropolitan Status Code	CC
10.11*	Square Footage of Public Library Outlet (Branch)	44,000
10.12*	Number of Bookmobiles Associated with this Outlet (Branch)	0

10.13	Librarian FTEs with Master's from ALA Accredited Program	8.75
10.14	Titled Librarian FTEs without Master's from ALA Accredited Program	0.00
10.15	All Other Paid Staff FTEs	38.67
10.16	Branch Library Holdings	173,749
10.17	Annual Circulation	1,152,517
10.18	Hours Open Weekly (Posted)	56.00
10.19a	Open Sunday	Yes
10.19b	Open Monday	Yes
10.19c	Open Tuesday	Yes
10.19d	Open Wednesday	Yes
10.19e	Open Thursday	Yes
10.19f	Open Friday	Yes
10.19g	Open Saturday	Yes
10.20*	Public Service Hours Per Year (Actual Hours)	2,786
10.21*	Number of Weeks the Library was Open (Actual Weeks)	52
10.22a	If the Library was open less than 52 weeks, did the Library experience a temporary closure due to any of the following? Weather, Wildfire, other natural phenomena	No
10.22b	Construction (New or Remodel)	No
10.22c	Relocation	No
10.22d	Budget	No
10.22e	Other	No
10.23	Total Computers Used by Staff Only	54
10.24	Total Computers Used by General Public	69
10.25	Number of Internet Computers Used by Staff Only	54
10.26	Number of Internet Computers Used by General Public	54
10.1*	Branch Name	Fairhaven Branch Library
10.2*	FSCS Number	WA0050-003
10.3*	Street Address	1117 12th Street
10.4*	City	Bellingham
10.5*	Zip Code	98225
10.6*	County	Whatcom
10.7*	Phone	(360) 778-7188
10.8	Relationship to Library	Neither
10.9*	Outlet Type Code	Branch
10.10	Metropolitan Status Code	CC
10.11*	Square Footage of Public Library Outlet (Branch)	10,250
10.12*	Number of Bookmobiles Associated with this Outlet (Branch)	0
10.13	Librarian FTEs with Master's from ALA Accredited Program	0.00
10.14	Titled Librarian FTEs without Master's from ALA Accredited Program	0.00
10.15	All Other Paid Staff FTEs	1.13
10.16	Branch Library Holdings	9,941
10.17	Annual Circulation	80,273

10.18	Hours Open Weekly (Posted)	28.00
10.19a	Open Sunday	No
10.19b	Open Monday	Yes
10.19c	Open Tuesday	Yes
10.19d	Open Wednesday	Yes
10.19e	Open Thursday	Yes
10.19f	Open Friday	Yes
10.19g	Open Saturday	Yes
10.20*	Public Service Hours Per Year (Actual Hours)	1,144
10.21*	Number of Weeks the Library was Open (Actual Weeks)	52
10.22a	If the Library was open less than 52 weeks, did the Library experience a temporary closure due to any of the following?	No
	Weather, Wildfire, other natural phenomena	
10.22b	Construction (New or Remodel)	No
10.22c	Relocation	No
10.22d	Budget	No
10.22e	Other	No
10.23	Total Computers Used by Staff Only	2
10.24	Total Computers Used by General Public	12
10.25	Number of Internet Computers Used by Staff Only	2
10.26	Number of Internet Computers Used by General Public	9

FOR STATE USE ONLY #11.1-11.9

Administrative Data

11.1*	LIB ID	WA0050
11.2*	FSCS ID	WA0050
11.3*	Name	Bellingham Public Library
11.4*	Interlibrary Relationship Code	NO
11.5*	Legal Basis Code	CI
11.6*	Administrative Structure Code	MO
11.7*	FSCS Public Library Definition	Y
11.8*	Geographic Code	CI1
11.9*	Population of the Legal Service Area	84,850