

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 May 16, 2017: Regular board meeting• Library performance & activity measures May 2017• Financial reports Claims: May 2017 YTD report: May 2017 | 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. Sustainable Funding Consultant study update <ul style="list-style-type: none">• Rick Osen, Trustee and Nancy Kerr, Director | 20 min |
| 7. New business | 2 min |
| 8. Action items for next meeting | 2 min |

- Preliminary mid-biennium budget discussion

9. Open Public Meetings Act

20 min

- Training video (17 min)

10. Adjourn

Time check: 4:39

Next Regular Library Board Meeting: Tuesday, July 18, 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.

Bellingham Public Library



Regular Meeting of the Library Board of Trustees May 16, 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, Jennifer VanderPloeg and Janice Keller

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

Call to order and introductions: Regular session was called to order at 3:30 p.m. by Chair, J. Gordon.

Approve/modify agenda: Rebecca Craven moved to approve the agenda. Rick Osen seconded. Motion carried.

Public comment: No public comment.

Consent agenda: A question was posed about the amount of \$156,393 in the State report, listed under Library Revenue 3.2. It was surmised that this amount could represent the amount previously given to BPL on an annual basis by WCLS (correctly surmised). Jim McCabe asked whether library maintenance comes out of the Library or City budget, and the answer is that it comes out of the Library budget, although the Library does not own its buildings, nor does it pay to rent the Central or Fairhaven branches. A question was asked regarding the existence of a summary of what is controlled by the Board as opposed to the City. The Board has full control over expenses. The Board sometimes has to make decisions that are not politically easy, such as during times of financial downturns and layoffs. In WCLS, the cities own their buildings. Rachel Myers moved to approve the consent agenda items, which include minutes for April 18, 2017, and the April 2017 financial report and library performance and activity measures. Rick Osen seconded. Motion carried.

Board member reports:

- Board members would like to see a copy of the YTD budget in the next Board packet.
- Rick reported that he and Brian Heinrich attended the last All Staff meeting at the Library to present an overview of the upcoming consultant sustainability study as well as answer questions from staff. They were very well received, and Nancy noted that several staff members had requested that they return during the process to give updates.

- Rick has been invited to speak at the June meeting of the Local Chapter of Retired Public Employees Council of Washington.
- Jim McCabe and Nancy attended the Whatcom Community Foundation's recent presentation on encouraging community groups to seek out donors willing to put their organizations into their estate planning through donations and bequests. The Foundation has been involved with BPL since 1997. Jim will contact Rachel for some information he needs on matching funds gifts.
- Rachel distributed a 20th Anniversary Foundation brochure.
- J. noted that he and Nancy met with the Mayor for a short meeting, where they mostly discussed the sustainability study and briefed her on the two firms which responded to the RFQ. The Mayor has a recently installed white board in the room where they met, with a timeline of potential projects listed. The Library "made the list" and is listed for potential measures in 2018 or 2019. Other projects on the timeline included the jail, school district, and Regional Fire Authority.

City Council liaison report:

- April reported that a committee has been approved to look into the establishment of a Regional Fire Authority (RFA). Michael and Terry are on that committee. A steering committee will be appointed next.
- The Transportation Improvement Program is coming back up for discussion and approval. April cited some traffic concerns, such as in the Telegraph Hill area.
- The Jail packet is being brought forward for Council to decide on their direction moving forward. For example, what are the numbers if they go out to try to get 1/10 of one percent? Can some services be contracted out? There has been quite a bit of opposition, as the first tax did not pass.
- April mentioned the proposed homeless shelter property is not an option any longer.
- April and Nancy attended Racial Equity Training, sponsored by the Youth Services department and including area library staff. April thought the training extremely valuable, and will bring it to the attention of the League of Women Voters.

Friends of the Bellingham Public Library report:

- Faye expressed her thanks to April for attending the Racial Equity training, and expressed interested in more training in this area. She mentioned a book that had been used by her study group entitled "Waking up White" that treated this discussion topic.
- Faye thanked Nancy for being the keynote speaker at the Friends' recent Annual Meeting. The attendance was not large, perhaps due to the Fairhaven location, but it was a good meeting nonetheless.
- The Board meeting is being held tomorrow; they are now meeting every two months rather than monthly.
- The Ski-to-Sea Book Sale begins next week on Wednesday.

Library Director report:

- Nancy thanked the Trustees who have already had their photos taken, and noted that the quality of the photos is really excellent.
- She then discussed some of the short-term and long-term implications of Lola's departure, leaving the position of Head of Information and Digital Services. The M-team will meet to review Lola's job description to see if it needs any changes before

opening up a recruitment. In the short term, Doug, and possibly Madeline, will assist if situations arise that need immediate attention.

- As there are multiple other job descriptions that need attention, HR has suggested that the Library hire a consultant (perhaps Kara Turner) to handle all of the changes at the same time, rather than feed them into the lengthy queue in HR. HR will get back to the Library shortly regarding Kara's availability.
- Beth, Nancy and Tim will be interviewing multiple candidates next week for the two open part-time security attendant positions. Beth noted that she has received over 30 applications, so we are hoping to have two new people in place shortly.
- Nancy and J. met with Mayor Kelli, and she informed us to go ahead and make mid-cycle budget requests for what we need. Those requests might include additional funds for collection materials and processing, or technology such as an electronic sorter and RFID.
- Nancy attended a Library Tech Trends webinar, and will compile and send around some pertinent and interesting information on that topic.
- Janice provided information on the 2017 Art Walk that happened on Friday, May 5th; the Library stayed open a few extra hours that evening, offering crafts and snacks, as well as the chance to view artwork made by elementary school children from throughout Whatcom County. We were among 65 downtown businesses that participated this year. The artwork will remain on display in our building until just before Memorial Day Weekend – you may have enjoyed some of it in the stairwell on the way to this meeting.
- Janice recently updated the statistics and Trustees' names on our *Your Library at a Glance* handout. Most of you will recognize this handout, as not much else was changed on it. We use this handout when we speak to groups, as well as on tours. It is also posted on our website. We hope to fully update it later in 2017.

2016 Washington Public Libraries Annual Report: The Annual Report was discussed briefly at the beginning of the meeting under Consent Agenda. A brief explanation of the process for submitting State Reports ensued. Nancy will send out a link to the WA State Library statistics.

Sustainable Funding consultant study update: Rick reported that we received two responses to the RFQ, one from Ruth Metz Associates, the other from Berk Consulting. The former is a sole practitioner, the latter a larger firm. Both have different ways to approach the issues at hand, and both will be interviewed via Skype tomorrow. The interview panel is made up of Rick, J., Nancy, and Brian Heinrich, who have collaborated on a list of topics/questions. Rick noted that both are viable candidates.

New business: No new business.

Action items for next meeting:

- J. will not be available on the scheduled meeting date next month, so the meeting will be moved to Tuesday, June 27th, at 3:30 PM.

Meeting adjourned at 4:50 p.m.

Next Regular Library Board Meeting – June 27, 2017 at the Central Library, 210 Central Avenue, Library Board Room – at 3:30 p.m.

ATTEST
Secretary, Library Board of Trustees

Chair, Library Board of Trustees

Draft

Bellingham Public Library Performance & Activity Measures, 2017

| | | | Year to Date | | % of change YTD |
|---|----------------|----------------|----------------|----------------|--------------------|
| | May-17 | May-16 | 2017 | 2016 | |
| Holdings - Number of materials in the library's collection | | | | | |
| Physical copies added to the collection | 2,025 | 1,838 | 9,214 | 8,511 | 8.26% |
| Electronic copies added to the collection - <i>Hoopla removed March, 2016</i> | 1,349 | 906 | 4,872 | -12,112 | -140.22% |
| Physical copies withdrawn from collection | (309) | (289) | (1,750) | (7,973) | -78.05% |
| Total physical holdings | | | 200,219 | 188,755 | 6.07% |
| Total electronic holdings | | | 62,716 | 51,267 | 22.33% |
| Total Holdings (Physical and Electronic) | | | 262,935 | 240,022 | 9.55% |
| Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity | | | | | |
| Central Library | | | | | |
| Adult | 58,133 | 62,277 | 278,194 | 302,952 | -8.17% |
| Youth | 39,223 | 35,636 | 182,454 | 182,982 | -0.29% |
| Sub-Total Central | 97,356 | 97,913 | 460,648 | 485,934 | -5.20% |
| Fairhaven Branch | | | | | |
| Adult | 6,912 | 4,512 | 33,583 | 25,915 | 29.59% |
| Youth | 2,466 | 1,772 | 11,070 | 9,139 | 21.13% |
| Sub-Total Fairhaven | 9,378 | 6,284 | 44,653 | 35,054 | 27.38% |
| Barkley Branch | | | | | |
| Adult | 5,459 | 2,754 | 24,529 | 17,349 | 41.39% |
| Youth | 3,333 | 1,856 | 14,492 | 11,470 | 26.35% |
| Sub-Total Barkley | 8,792 | 4,610 | 39,021 | 28,819 | 35.40% |
| Bellingham Technical College | | | | | |
| Adult | 180 | 21 | 538 | 451 | 19.29% |
| Youth | 39 | 0 | 76 | 42 | 80.95% |
| Sub-Total BTC | 219 | 21 | 614 | 493 | 24.54% |
| Whatcom Community College | | | | | |
| Adult | 361 | 316 | 1,628 | 1,369 | 18.92% |
| Youth | 121 | 79 | 537 | 380 | 41.32% |
| Sub-Total WCC | 482 | 395 | 2,165 | 1,749 | 23.79% |
| Western Washington University | | | | | |
| Adult | 682 | 657 | 2,591 | 2,580 | 0.43% |
| Youth | 186 | 217 | 879 | 1,026 | -14.33% |
| Sub-Total WWU | 868 | 874 | 3,470 | 3,606 | -3.77% |
| Online Services | | | | | |
| NW Anytime Library Overdrive | 13,617 | 11,806 | 65,874 | 56,487 | 16.62% |
| Tumblebooks | 688 | 3,261 | 6,101 | 14,444 | -57.76% |
| Zinio | 1,343 | 1,124 | 7,630 | 7,632 | -0.03% |
| Sub-Total Online | 15,648 | 16,191 | 79,605 | 78,563 | 1.33% |
| Total Circulation | 132,743 | 126,288 | 630,176 | 634,218 | -0.64% |
| Holds Activity | | | | | |
| Holds Resolved - BPL staff filling holds for pickup at BPL & WCLS Systems | 50,889 | 47,097 | 248,029 | 241,848 | 2.56% |
| Holds Filled - holds checked out at BPL, FH, Barkley and Connections | 31,779 | 30,006 | 158,635 | 155,220 | 2.20% |
| Services | | | | | |
| Persons Visiting - Number of persons counted as they enter the libraries or visit remote website | | | | | |
| Central Library | | | | | |
| Adult | 41,472 | 43,014 | 212,325 | 225,850 | -5.99% |
| Childrens | 10,346 | 11,362 | 60,492 | 61,452 | -1.56% |
| Fairhaven Branch | 6,912 | 6,431 | 35,674 | 33,396 | 6.82% |
| Barkley Branch | 4,130 | 3,672 | 20,064 | 18,557 | 8.12% |
| Total Persons Visiting | 62,860 | 64,479 | 328,555 | 339,255 | -3.15% |
| Website Visits | 36,984 | 45,679 | 203,300 | 235,636 | -13.72% |
| This count reflects number of visits to www.bellinghampubliclibrary.org | | | | | |
| Bibliocommons Visits | 11,801 | 12,152 | 53,318 | 60,204 | -11.44% |
| This count reflects number of visits to Bibliocommons | | | | | |
| Total Website Visits | 48,785 | 57,831 | 256,618 | 295,840 | -13.26% |
| Computer Usage - Number of sessions | | | | | |
| Central Library | | | | | |
| Adult & Teen (30 terminals) | 5,431 | 4,014 | 28,364 | 27,717 | 2.33% |
| Childrens (3 terminals) | 103 | 109 | 898 | 1,031 | -12.90% |
| Fairhaven Branch (6 terminals) | 695 | 358 | 3,272 | 2,773 | 17.99% |
| Barkley Branch (4 terminals) | 309 | 158 | 1,509 | 1,273 | 18.54% |
| Total Computer Sessions | 6,538 | 4,639 | 34,043 | 32,794 | 3.81% |
| New Borrowers Registered | | | | | |
| Central Library | 342 | 441 | 2,177 | 2,449 | -11.11% |
| Fairhaven Branch | 40 | 25 | 228 | 177 | 28.81% |
| Barkley Branch | 55 | 16 | 171 | 106 | 61.32% |
| Total New Borrowers Registered | 437 | 482 | 2,576 | 2,732 | -5.71% |
| Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs | | | | | |
| Programs | 111 | 116 | 625 | 601 | 3.99% |
| Attendees | 2,790 | 3,242 | 15,608 | 16,845 | -7.34% |
| Volunteer Hours | 554 | 946 | 2,643 | 3,232 | -18.22% |

LIST OF CLAIMS AGAINST THE BOARD OF LIBRARY TRUSTEES AND THE CITY OF BELLINGHAM TO BE CONSIDERED AND APPROVED AT THE REGULAR BOARD MEETING OF JUNE 27, 2017, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

| | VENDOR | AMOUNT |
|--------------------------------------|-------------------------------------|-------------------|
| ADMINISTRATION | | |
| Software | Adobe Creative Cloud | 391.19 |
| Advertisement listing | Allied Arts of Washington | 100.00 |
| Toner, office & programming supplies | Amazon.com | 515.51 |
| Email newsletter | Constant Contact | 1,539.18 |
| Printing | Copy Source | 664.98 |
| Water @ Barkley Branch | Crystal Springs | 19.80 |
| Lost Interlibrary loan items | Davenport Public Library | 7.00 |
| Staff training | Fred Meyer | 38.53 |
| Name tags | Laserpoint Awards | 11.41 |
| Lost Interlibrary loan items | McAllen Public Library | 11.99 |
| Security software maintenance | Ninite.com | 21.74 |
| Office supplies; copier paper | Office Depot | 707.65 |
| Software | PayPal | 31.52 |
| Diesel fuel | Reisner Distributor | 109.66 |
| Copier expenses | Ricoh | 469.97 |
| Staff training | Starbucks | 34.68 |
| Barkley operating costs | Talbot Services LLC | 533.33 |
| Microfiche machine lease | Technology Unlimited | 339.14 |
| Debt collection service | Unique Management Services | 268.50 |
| Post Office box | USPS | 1,300.00 |
| Table dollies | Wayfair | 1,206.54 |
| | ADMINISTRATION Sub Total | \$8,322.32 |
| PUBLIC SERVICE | | |
| Library materials returned | Library Refunds | 51.39 |
| B & O taxes | WSDR | 41.24 |
| | PUBLIC SERVICE Sub Total | \$92.63 |
| TECHNICAL SERVICES | | |
| Book processing | Baker & Taylor | 5,402 |
| CD & DVD processing | Midwest Tape | 1,341.14 |
| ILL & tech services | OCLC | 2,086.69 |
| | TECHNICAL SERVICES Sub Total | \$8,829.69 |
| LIBRARY ACQUISITIONS | | |
| Books, recorded books, CDs, DVDs | Amazon.com & other credit purchases | 356.61 |
| Books | Baker & Taylor | 18,484.98 |
| Books | Council of State Governments | 63.59 |
| Periodicals, electronic databases | Ebsco Subscription Services | 1,805.62 |
| DVDs, CDs, recorded books | Midwest Tape | 8,927.43 |
| eBooks, audiobooks | Overdrive Inc | 2,386.60 |
| ePeriodicals | Recorded Books Inc | 115.92 |

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

MAY 2017 CLAIMS

| | | |
|---|--------------------------|--------------------|
| DVDs | Target | 10.87 |
| Books | Village Books | 50.58 |
| LIBRARY ACQUISITIONS Sub Total | | \$32,202.20 |
| GIFT FUND | | |
| Books | Baker & Taylor | 2,821.69 |
| Books | Center Point Large Print | 93.79 |
| Teen programming | Fred Meyer | 10.49 |
| Books | Gale | 198.98 |
| Teen programming | Little Caesars' | 53.19 |
| Summer Reading supplies | Lynden Tribune printing | 966.67 |
| DVDs, BCDs | Midwest Tape | 115.19 |
| Teen programming | Rudy's Pizzeria | 20.00 |
| GIFT FUND ACQUISITIONS Sub Total | | \$4,280.00 |
| TOTAL GENERAL FUND | | \$50,582.84 |
| TOTAL CLAIMS | | \$54,862.84 |

GL787

WKD - MONTHLY REPORT - GF

Report Format 712

Acc.Period 5 ending May 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 | 111,928 | 256,036 | 256,036 | 144,108 | 43.7 |
| ExO 020 | PERSONNEL BENEFITS | 44,417 | 110,529 | 110,529 | 66,112 | 40.2 |
| ExO 030 | SUPPLIES | 20,146 | 79,784 | 80,840 | 60,695 | 24.9 |
| ExO 040 | SERVICES | 166,263 | 366,226 | 366,226 | 199,963 | 45.4 |
| ExO 050 | INTERGOVT SERVICES PAYMENTS | 1,388 | 6,500 | 6,500 | 5,112 | 21.4 |
| | | ----- | ----- | ----- | ----- | ----- |
| Grp 191 | LIBRARY ADMINISTRATION | 344,141 | 819,075 | 820,132 | 475,990 | 42.0 |
| Grp 193 | LIBRARY SERVICES | | | | | |
| ExO 010 | SALARIES & WAGES | 787,708 | 1,899,743 | 1,899,743 | 1,112,035 | 41.5 |
| ExO 020 | PERSONNEL BENEFITS | 339,405 | 838,151 | 838,151 | 498,746 | 40.5 |
| ExO 030 | SUPPLIES | 186,325 | 406,465 | 413,494 | 227,169 | 45.1 |
| ExO 040 | SERVICES | 8,550 | 30,205 | 30,205 | 21,655 | 28.3 |
| | | ----- | ----- | ----- | ----- | ----- |
| Grp 193 | LIBRARY SERVICES | 1,321,988 | 3,174,564 | 3,181,594 | 1,859,606 | 41.6 |
| Grp 195 | LIBRARY FACILITIES | | | | | |
| ExO 040 | SERVICES | 190,036 | 457,103 | 457,103 | 267,067 | 41.6 |
| | | ----- | ----- | ----- | ----- | ----- |
| Report Final Totals | | 1,856,165 | 4,450,742 | 4,458,828 | 2,602,663 | 41.6 |
| | | ===== | ===== | ===== | ===== | ===== |