

**BELLINGHAM PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

**NOTICE OF MEETING
REGULAR MEETING
of TUESDAY, DECEMBER 18, 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 minutes.	3 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 November 27, 2018: Regular board meeting • Library performance & activity measures November 2018 • Financial reports Claims: November 2018 YTD report: November 2018	4 min
5. Reports • Board Chair: 2018 Accomplishments • Library Board members • City Council liaison • Friends of Bellingham Public Library • Library Director	15 min
6. Election of Board officers	5 min
Time check: 4:00	
7. 2019-2020 Budget update • Rick Osen, Board Chair and Rebecca Judd	5 min
8. Facilities Committee report • Final report from RMC Architects	15 min

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|--|-------------------------|
| 9. Integrated Library System (ILS) update | 5 min |
| • Jon McConnel, Head of Digital Services | |
| | Time check: 4:25 |
| 10. Strategic plan update | 15 min |
| • Rachel Myers, Board Vice-Chair | |
| 11. Policies review | 15 min |
| • Eligibility for Library Service – action requested | |
| 12. New business | 5 min |
| 13. Action items for next meeting | 2 min |
| | Time check: 5:02 |
| 14. Adjourn | |

Next Regular Library Board Meeting: Tuesday, January 15, 2019 – 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.



THE BELLINGHAM HERALD

Library could offer homeless women a place to stay warm on frigid days

BY KIE BELVEA
kbelvea@bhamherald.com

BELLINGHAM

The downtown Bellingham Public Library could be a warm place for up to 50 homeless women to go during bitterly cold days this winter.

Homeless women staying at Fountain Community Church's emergency winter shelter must

leave the church at 7 a.m. On days when the weather is harsh and the Lighthouse Mission's Drop-In Center on West Holly Street is full, a meeting room in the basement of the library, 210 Central Ave., would be used as a day shelter.

The church's emergency winter shelter is now open nightly through March 1.

"On the coldest days of the year, we all need to come to-

gether to help our most vulnerable neighbors," library Director Rebecca Judd said in an interview.

The winter shelter opens amid increasing homelessness in Whatcom County.

Compared to last year, the number of people who are homeless in the county has increased by nearly 10 percent to 815, according to the annual census conducted in January.

The Point In Time Count, as it's known, provides a snapshot, and advocates have said that the actual number of homeless is higher.

Fountain Community Church, located on Broadway Street in Bellingham, expects to provide emergency overnight shelter for an average of 45 to 50 women each night over three months. That's up from an average of 30 to 35 women a night last year.

The Lighthouse Mission and Fountain Community Church, keeping an eye on such things as wind and temperatures in the forecast, will determine when the women need to go to the library's room for the day, Rick Sepler, Planning and Community Development director for Bellingham, said in an interview. How often might the library's room be used as a day shelter for the women?

That could depend, in part, on winds blowing south from the Fraser River Valley in British Columbia. They're known for bringing frigid temperatures to Whatcom County.

SEE LIBRARY, 2A

FROM PAGE 1A

LIBRARY

"I'm hopeful we won't have to use it," Seppler said of the library. "But, then again, I'm always hopeful we won't have harsh weather."

But, the city wanted to have a contingency just in case.

"We would be imprudent, going into winter, not having a fallback, especially being alerted that our existing shelter might be full," Seppler said.

Judd said using the library's room as a daytime shelter — marking the first time the library would be used in such a capacity — was part of a larger effort by numerous departments.

"As a department of the city, we look for ways to align our work with city priorities," she said.

If the room is unavailable, the women may be shifted to other parts of

the library.
And, if absolutely necessary, City Hall could be used to shelter the women during the day, Seppler said.

"Over the past year, the library has made it a priority to expand our learning around the complex issues of homelessness," Judd said.

To do so, the library selected a training program called "The Librarian's Guide to Homelessness," which was developed by Ryan Dowd, the executive director of a homeless shelter in Illinois.

"Many of our staff considered it to be the best training they had ever taken," Judd said.

Kyle Relyea: 360-715-2234, @kterelyea

FROM PAGE 1A

COMEY

court hearing about Comey's request; a motion to quash the subpoena was withdrawn.

In a statement Sunday, Rep. Bob Goodlatte, R-Va., chairman of the Judiciary Committee, said: "There was no need to use baseless litigation in an attempt to run out the clock on this Congress, and I am glad that it was withdrawn. Mr. Comey will join us for a closed-door

transcribed interview later this week. We will release the transcript of his interview to the public as soon as possible after the interview, in the name of our combined desire for transparency."

With Democrats a month away from seizing the majority in the House and preparing to issue their own wave of subpoenas against Trump administration officials,

House Republicans are trying to leverage the short time they have left in power to question Comey and make a case that the nation's top law enforcement agencies — the FBI and Justice Department — have been tainted by partisan bias against the president.

Trump fired Comey in May 2017 as he was leading an investigation into whether Trump's campaign colluded with the Russian government to direct the outcome of the 2016 presidential election. Trump explained the dis-

missal by citing Comey's handling of the investigation into Hillary Clinton's use of a private email server.

Trump's former personal lawyer and fixer, Michael Cohen, who was the point person at the Trump Organization to negotiate a deal to build a grand skyscraper in Moscow, pleaded guilty Thursday to lying to Congress about the duration of the negotiations and the extent of the involvement of Trump — who is identified in court documents as "individual 1."

FROM PAGE 1A

TRADE

China will be buying massive amounts of products from us."

In a long-sought concession to the U.S., China agreed to label fentanyl, the deadly synthetic opioid responsible for tens of thousands of American drug deaths annually, as a

confrontation toward engagement. This changes the tone and direction of the bilateral conversation."

The Trump-Xi meeting was the marquee event of Trump's whirlwind two-day trip to Argentina for the G-20 summit after the

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IT'S AN INCREDIBLE DEAL.

President Donald Trump

worth and 10 percent on the other \$200 billion. Trump had planned to raise the tariffs on the \$200 billion to 25 percent

ingly hurt corporate earnings and the U.S. economy are a key reason why U.S. stock prices have been sinking this fall.

Joining other forecasters, economists at the Organization for Economic Co-operation and Development last week downgraded their outlook for global economic growth next year to 3.5 percent from a previous 3.7 percent. In doing so,



Dec. 11, 2018

Dear Families,

We are excited to share a new partnership between Bellingham Public Schools and Bellingham Public Library called ConnectED. This partnership will give all students in all grades access to educational resources and learning materials through our local libraries and on the Internet. ConnectED complements our 1:1 technology initiative, which provides one laptop for every student in middle and high school and infuses additional classroom technology in our elementary schools, especially in grades 3-5.

Through ConnectED, the library creates an account for each Bellingham student. With this account, students can:

- Borrow two physical items at a time, such as books, CDs or DVDs, from any Bellingham Public Library location
- Borrow five digital items at a time, such as eBooks or audio eBooks, to read or listen to on a computer or other device.
- Use computers with internet access at any of the library locations.
- Access other educational resources using the library's website from school or home

To enable the use of a student ID as a library card number, we will share only the following student information with the public library system:

- Student ID
- Student Name (First, Middle & Last)
- School Name
- Date of Birth
- Home Address
- Home Telephone Number
- Parent Email Address

Information shared with Bellingham Public Libraries will only be used to create ConnectED accounts and for no other purpose.

If you would like your child to be able to access public library resources using their school ID, **you do not need to do anything**. Your child will automatically be enrolled in ConnectED.

To opt your student out of this ConnectED program, please contact your school librarian.

We look forward to joining together in this partnership, which will give students easier access to books and other resources that will help them succeed!

For more information, read about ConnectED at <https://www.bellinghampubliclibrary.org/kids-teens/connected>

Sincerely,

Kurt Gazow
Executive Director, Technology

BellinghamPublicLibrary



Regular Meeting of the Library Board of Trustees Tuesday, November 27, 2018 – Central Library Lecture Room 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: Rick Osen, Rachel Myers, Rebecca Craven, Jim McCabe and Vernon Johnson

Library Staff: Rebecca Judd, Bethany Hoglund, Janice Keller, Jon McConnel, Katie Bray, Suzanne Carlson-Prandini and Wendy Jenkins

Others Present: Dana, homeless advocate

Call to order and introductions: Regular session was called to order at 3:30 p.m. by Chair, Rick Osen. Rick introduced Katie Bray, Public Services Librarian.

Approve/modify agenda: Rebecca Craven moved to approve the agenda. Rachel Myers seconded. Motion carried.

Consent agenda: Rebecca Craven moved to approve the October 23, 2018 Regular meeting minutes and the October 2018 performance and activity measures and financial reports. Jim McCabe seconded. Motion carried.

Board Chair report:

- On November 8, Rachel, Jim, Rick and 5 library staff members attended the Whatcom Literacy Council breakfast with librarian, author and literary critic Nancy Pearl.
- There is one small change to the 2019 Board Meeting dates that were discussed last month: the May meeting will be held at Fairhaven Branch Fireplace Room because the Friends will be using the Lecture Room for book sale set-up.
- Rick and Rebecca Judd had a positive meeting with Mayor Kelli on November 13 – the Mayor feels the Library is working smoothly and Rick commended the staff for this.

Board member reports:

- Jim reported that Rebecca Judd did a nice job presenting to the Cordata Neighborhood Association.
- Rachel commented that the Whatcom Community Foundation is planning a page in the upcoming Community Report dedicated to telling the story of Bob and George, the donors who recently established a \$2.5 to \$3 million dollar endowment fund for the Library. Rachel will bring copies to the next meeting.

City Council liaison report: No report.

Friends of BPL report: No report.

Library Director report:

- The ILS has been front and center this past month. Jon will provide more detail later in the meeting, but Rebecca pointed out that staff have been building out four tracks:
 - 1) Implementation of the actual system.
 - 2) Staff training with emphasis on December 3 and January 2 – the two days we will be closed for intensive training. We have communications out in multiple places.
 - 3) Limited service from January 3rd through the 7th – we will be finished with Horizon, but not online with Polaris until January 8. We want to make sure we have the best service available during this time. Patrons will not be able to place holds, renew books, or access their accounts. They will be able to check out and have access to digital services. This will need to be communicated to the public.
 - 4) Staff support after the go-live day.
- The Lecture Room will be serving as an Emergency Cold Weather Day Center this winter. Our participation in this City initiative is grounded in two principles: on the coldest days of the year we all need to work together to support our most vulnerable neighbors and, as a department of the City, we are looking for ways to align our priorities. We will get 24-hour notice to work out the details about the best use of space. City partners will be providing staff and food. The Library will not serve as an Emergency Cold Weather Day Center during the FOBPL book sale.

Whatcom READS: Katie Bray reported that the 2019 Whatcom READS title is *The Big Burn, Teddy Roosevelt & the Fire That Saved America*, by Timothy Egan. Egan will be in Whatcom County March 7th and 8th – at the Mount Baker Theatre at 7:00 p.m. on the 7th and at Mount Baker High School in Deming at 8:30 a.m. on the 8th. Whatcom READS has a huge slate of programming beginning in January. Three programs will be hosted here at Central Library: Escape the Flames: The Big Burn Escape Room on February 4 and 11 from 5:00 – 7:30 p.m.; Triple Nickel will feature “Bob” Bartlett, a member of the first all-black paratrooper unit which fought the 1945 Mt. Baker fire; and Wildfire and Resilience, featuring local author Leslie Wharton who was caught in and survived a wildfire. Katie said Whatcom READS is also one of the first non-profits participating in Bellingham Cocktail Week, the first week in February, by having a book discussion at one of the participating locations – details are still being finalized. The 2020 title will be announced at the Mount Baker Theatre event. More information can be found at the website whatcomreads.org.

2019-2020 Budget update: Rebecca reported that December 10 is the day that City Council will approve the final reading of the budget. We are not anticipating any changes.

Facilities Committee report: The Committee is reviewing a draft of the RMC Architects final report. It should be available to distribute in December. Rick said the report summarizes the process, notes that this is the first step, and provides cost estimates. The estimate for the work to do the main floor project is within a million dollars. Jim added that the ‘rule of thumb’ of \$100 a square foot is pretty accurate.

Integrated Library System (ILS) update: Jon reported that so far we are on track to go-live with Polaris on January 8. The training plan is well underway. One thing that hasn't been mentioned yet is that one of the third-party systems – Class Point of Sale – needs custom work to adjust it to work with Polaris. IT is working with a vendor consultant and they expect it to be ready on January 14. From January 1-14 we will not be able to take payment for fines on accounts. Overall, we know there will be discoveries after we go-live, but the team is doing a good job now of finding and solving issues.

OnBase option for agenda packet – discussion: Jon explained that the Library has been offered the opportunity to use a different method of pulling together agendas and minutes. The City uses OnBase software for a variety of tasks and uses the Agendas and Minutes modules for City Council and other departments, boards and committees. Jon showed the website – meetings.cob.org. Benefits to going with this system are we would no longer have to host the data ourselves, OnBase automatically would fulfill state-wide retention requirements, and it would provide the opportunity to review and update how board packets look and what we include. Initial set-up would require quite a bit of work for IT, but once set up, OnBase could provide a more efficient work flow. If we have personnel changes, it could be easier to train compared to our current manual process. Janice added that this would make decision making and records more visible – the Board is a governing body of the City of Bellingham. The implementation deadline is flexible, perhaps beginning work in the spring and going-live July 1. Rick asked the Trustees to think about this and, after the first of the year, the Board will consider what they would like to see in the packet.

Strategic plan update: Rachel reported that the Committee met on November 14. Rebecca Judd collected 20-25 examples of strategic plans from similar sized libraries, local libraries and libraries that had used the Transforming Communities framework from the Harwood Institute. The Committee members – Rick, Rachel, Rebecca J. and Janice – have been going through the examples, ranking the top 10. Once the Committee has narrowed the examples down to 5-10, they will share with the whole Board and the M-team. Rachel has found the process thought provoking and valuable as we think about how we want to shape and communicate our process. Rebecca J. clarified that Elisabeth, the Capstone student from Western, did a lot of work researching and gathering links for the examples. Jim asked if, concerning the north side, the Board should consider developing a Level of Service standard based on location, adding that, for example, the Parks & Recreation Space Plan has a LOS standard objective to have a neighborhood park within 0.5 miles and a community park within 1 mile. Rick recalled that early in the Library's LOS project this was considered, but they found that very few libraries used location as a criteria. Rick added that the strategic plan definitely needs to consider services to the north side. Jim said that at Rebecca's presentation to Cordata, she stressed we need to understand what services everybody needs and then look at how the strategic plan can accomplish this within our resources. Rachel expects to be able to have more information at the next board meeting.

Policies review:

- Eligibility for Library Service – discussion: Bethany referred to the materials provided in the packet: current Eligibility for Library Service policy; draft update of the policy; matrix of pros and cons used to develop the draft updated policy. She provided talking points in the decision-making process:

- We strive to serve all in the community. We've stated that aspirational goal when describing our community, but our current policy doesn't match our words. This recommended update aims to raise the equity of library card acquisition as well as to further align our policies and procedures with WCLS.
- According to the policy as it stands, only those able to provide proof of address in Bellingham are eligible to get a BPL library card and have borrowing privileges.
- About 18 months ago, WCLS changed their procedures – photo ID is required to verify identity, but verification of address is not required.
- It was fine to have our libraries be different on this policy and procedure until we began issuing library cards according to a patron's resident location. We now issue WCLS cards to greater Whatcom County residents and BPL cards to Bellingham residents – this now creates an awkward situation where we require some to show proof of address, but not others. This appears preferential to some patrons.
- Additionally, our goal is to serve our community regardless of their housing status. Adjusting the policy and accompanying procedures to meet this service philosophy is the major policy revision in this recommendation.

Proposed policy changes are:

- The Scope as been expanded from "This policy applies to all visitors to the Bellingham Public Library online, and at physical locations" to "The Bellingham Public Library provides circulating materials for public use. This policy defines who is eligible for a Bellingham Public Library card and any limitations to borrowing privileges of physical or digital materials. The Library Board of Trustees authorizes the Library Director to develop and implement effective procedures and guidelines in accordance with the policy."
- In section 1, the 3rd bullet has been changed from "Rent meeting rooms" to "Reserve community space." A 5th bullet has been added, "Sign on to free wifi."
- Section 3 is where the meat of the changes to this policy are. Current policy reads:

"Library cards are available at no charge to residents of Bellingham and Whatcom County.
Individual adults must provide photo ID and proof of their current address.

Parents or legal guardians must provide photo ID and proof of their current address when requesting a library card for youth.

New residents without proof of residency may be offered one-time, limited borrowing services.

Individuals who work in Bellingham or Whatcom County must provide photo ID, proof of their current address, and proof of employment in Bellingham or Whatcom County.

Institutions or businesses must provide written approval from the owner and/or an official authorized to enter into contracts on behalf of the organization.

Library card holders of the Whatcom County Library System may use their cards to access materials and services at Bellingham Public Library locations."

Updated draft reads:

"Library cards are available at no charge to residents of Bellingham with verification of identity and eligibility."

The following individuals and groups are eligible for borrowing privileges:

- Individuals who live in Bellingham, their spouses and underage dependents.
- Individuals who work, own property or attend school in Bellingham, their spouses and underage dependents.
- Youth under 18 with a parent or guardian signature. Youth under 18 without a parent or guardian signature may apply for a limited use card. Youth under 18 who are demonstrably free of parental control can apply for a full use card without a parent or guardian signature.
- Individuals taking responsibility for the borrowing activity of schools, day care, and non-profit organizations located in Bellingham.

Applicants can obtain more specific information on verification of identity and eligibility on the Library's public website and/or by asking a Library staff member.

Appropriate arrangements will be made for those who are unable to sign for themselves or who are physically unable to come to the library.

Library card holders of the Whatcom County Library System may use their cards to access materials and services at Bellingham Public Library locations and vice versa."

➤ A new section was added, section 7 reads:

"Borrowers are normally expected to present their card for checkout."

Borrowers are normally expected to present their library card each time they wish to borrow materials from the library. In lieu of the library card, a borrower may check out on their account in person with ID. However, if the computer system is down, borrowers are required to present their cards to borrow materials."

Bethany summed up stating that the goal is to introduce and discuss the revision at this meeting and adopt a revised policy at the December Board meeting.

Rebecca Craven suggested numbering all headings – currently Scope, Policy/Conditions, and Definitions at the start of the policy are not numbered. She also commented that in section 1 there is no reference to Reference Librarians and, in section 3, bullet 3 doesn't make reference to residency while the first two bullets do – she suggested using "resident youth" in bullet 3. She voiced support of the draft.

Jim asked if the draft update mirrors WCLS philosophically and procedurally? Bethany responded that it does.

Rachel commented that the draft update improves access to people who could benefit from access.

Rebecca Craven asked how the draft update aligns with the School District student accounts project that is currently in process. Bethany explained that ConnectedED will provide cards to every school student, but it won't provide for homeschooled students or unenrolled youth. The adjusted policy draft will be presented at next month's meeting.

- Rules of Conduct – review/possible action: Rebecca Judd pointed out that there are two proposed changes:
 1. Under Definitions, the Person in Charge (PIC) has been adjusted so that there isn't one model for the main floor and another model for the Children's

Department. The proposed change reads, "If the incident originates at the Central Library: The Security and Information Attendant on duty is the Person in Charge. In their absence, the Person in Charge (PIC) at the Help Desk is responsible."

2. In section 1, a sentence has been added at the end, "Exceptions must be authorized by the Library Director or designee." This addition was precipitated by the Public Comment from last month's meeting. Rebecca Judd and Rick met and discussed this and determined, rather than changing the whole policy, adding the possibility for an exception by the Director would allow for unique, emergency situations. Rebecca Judd also had a conversation with a local veterinary clinic to see if a person could leave a pet for short periods of time – this issue with the crated cat isn't just a library issue, but a broader issue. Rebecca Judd commended Suzanne Carlson-Prandini for her work on this policy. Rebecca Craven commented that this is an elegant way to solve the policy matter, with the stipulation that if, over time, it consumes too much of the Director's time, it should be revisited.

Jim McCabe moved to approve the revised policy. Rebecca Craven seconded. Motion carried.

New Business:

- Rick referred to the Guiding Principles document in the packet regarding public and staff spaces. This was drafted by the Management Team and vetted by staff. Rick invited the Board to weigh in on the document. It will go into the final RMC Architects report. Our Level of Service (LOS) standards will also go into the report.

Action items for next meeting:

- Election of Board officers
- Strategic Plan samples
- RMC Architects final report
- Eligibility for Library Service policy

Public comment: Dana, a homeless patron and advocate, arrived after Public Comment but requested to speak on the Eligibility for Library Service policy. Dana asked the Board to consider, on top of the removal of the need for address verification, also allowing, at the Director's discretion, the need for photo identification as the process to obtain ID can sometimes take months. Dana also commented that if a child is homeless, or not an enrolled student, or without guardianship, they can currently be denied library service. The Library can be a lifeline – we don't want people to feel isolated.

Meeting adjourned at 4:45 p.m.

Next Regular Library Board Meeting – December 18, 2018 at the Central Library, 210 Central Avenue, Library Lecture Room – at 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

**Bellingham Public Library
Performance & Activity Measures, 2018**

	November-18	November-17	Year to Date		% of change
			2018	2017	YTD
Holdings - Number of materials in the library's collection					
Physical copies added to the collection	2,126	1,473	20,628	19,945	3.42%
Electronic copies added to the collection	1,353	1,509	13,091	11,747	11.44%
Physical copies withdrawn from the collection	(241)	(430)	(27,944)	(32,816)	-14.85%
Total physical holdings			173,032	179,884	-3.81%
Total electronic holdings			84,256	71,067	18.56%
Total Holdings (Physical and Electronic)			257,288	250,951	2.53%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity					
Central Library					
Adult	54,606	57,205	633,418	620,503	2.08%
Youth	42,033	41,995	476,047	444,026	7.21%
Sub-Total Central	96,639	99,200	1,109,465	1,064,529	4.22%
Fairhaven Branch					
Adult	7,116	7,082	81,348	74,715	8.88%
Youth	2,341	2,488	26,674	26,192	1.84%
Sub-Total Fairhaven	9,457	9,570	108,022	100,907	7.05%
Barkley Branch					
Adult	5,517	5,403	62,690	57,259	9.48%
Youth	3,513	3,361	38,777	35,745	8.48%
Sub-Total Barkley	9,030	8,764	101,467	93,004	9.10%
Bellingham Technical College					
Adult	103	80	791	908	-12.89%
Youth	22	13	136	152	-10.53%
Sub-Total BTC	125	93	927	1,060	-12.55%
Whatcom Community College					
Adult	428	261	3,555	3,188	11.51%
Youth	114	74	819	1,112	-26.35%
Sub-Total WCC	542	335	4,374	4,300	1.72%
Western Washington University					
Adult	613	475	5,297	4,954	6.92%
Youth	249	269	2,522	1,957	28.87%
Sub-Total WWU	862	744	7,819	6,911	13.14%
Online Services					
NW Anytime Library Overdrive	18,546	14,407	196,266	151,214	29.79%
RBdigital	2,729	1,322	16,804	15,926	5.51%
Sub-Total Online	21,275	15,729	213,070	167,140	27.48%
Total Circulation	137,930	134,435	1,545,144	1,437,851	7.46%
Holds Activity					
Holds Resolved - BPL staff filling holds for pickup at BPL & WCLS Systems	51,201	52,163	569,660	549,774	3.62%
Holds Filled - holds checked out at BPL, FH, Barkley and Connections	32,823	32,845	368,160	351,577	4.72%
Services					
Persons Visiting - Number of persons counted as they enter the libraries or visit remote website					
Central Library					
Adult	38,827	38,583	452,361	470,339	-3.82%
Children's	9,956	10,802	129,386	135,720	-4.67%
Fairhaven Branch	6,447	6,874	78,760	78,503	0.33%
Barkley Branch	4,380	3,693	49,138	44,985	9.23%
Total Persons Visiting	59,610	59,952	709,645	729,547	-2.73%
Website Visits	38,816	38,994	456,355	439,111	3.93%
This count reflects number of visits to www.bellinghampubliclibrary.org					
Bibliocommons visits					
This count reflects number of visits to Bibliocommons					
Total Website Visits	49,935	49,458	588,539	560,246	5.05%
Computer Usage - Number of sessions					
Central Library					
Adult & Teen (30 terminals)	4,740	4,946	57,766	61,171	-5.57%
Children's (3 terminals)	156	152	2,046	1,993	2.66%
Fairhaven Branch (6 terminals)	518	524	6,590	7,102	-7.21%
Barkley Branch (4 terminals)	290	261	3,177	3,415	-6.97%
Total Computer Usage	5,704	5,883	69,579	73,681	-5.57%
New Borrowers Registered					
Central Library	370	328	5,052	4,645	8.76%
Fairhaven Branch	39	45	458	519	-11.75%
Barkley Branch	28	33	391	382	2.36%
Total New Borrowers Registered	437	406	5,901	5,546	6.40%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs					
Programs	94	112	1,159	1,264	-8.31%
Attendees	2,179	2,730	32,562	32,148	1.29%
Volunteer Hours	349	422	6,359	5,759	10.42%

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 DECEMBER 18, 2018, IN
 ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
ADMINISTRATION		
ALA Midwinter Conference registration	American Library Association	565.00
Data drop	Baron Telecommunications	644.09
Brawny wipes	Bay City Supply	160.96
WLA Conference reimbursement	Suzanne Carlson-Prandini	416.94
Membership	Chamber of Commerce	330.00
Lunch presentation	City Club	13.00
Lost Interlibrary Loan item	College of St. Benedict	39.00
Email newsletter	Constant Contact	246.22
Printing; copier paper	Copy Source	120.71
Water @ Barkley Branch	Crystal Springs	25.26
Mendery supplies	Demco	28.73
Acrylic displays	Displays2Go	153.38
March conference registration	Emerald City Comic Con	27.50
First aid supplies	Grainger	6.72
Copier leases	Great America Financial Services	648.95
Putty knives	Home Depot	2.13
Name tags	Laserpoint Awards	12.50
Stamps	Minuteman Press	51.36
Security software maintenance	Ninite.com	21.74
Copies (September & October)	Oasys Inc.	1,106.01
Office supplies; copier paper; toner	Office Depot	1,104.54
Library membership	Pacific Northwest Library Assoc.	150.00
Program supplies	Petty Cash	80.67
Truck fuel	Reisner Distributor	217.86
Software	SearchWP LLC	68.70
Barkley operating costs	Talbot Services LLC	533.33
Microfiche machine lease	Technology Unlimited	339.14
ILL mailers	Uline	(57.70)
Debt collection service	Unique Management Services	349.05
Institution dues	Washington Library Association	1,383.00
Borrower notices - 3rd quarter	WCLS	1,380.16
B & O taxes	WSDR	17.05
Desktop Licenses	Zones	1,757.37
ADMINISTRATION Sub Total		\$11,943.37
PUBLIC SERVICE		
Library materials returned	Library Refunds	99.80
PUBLIC SERVICE Sub Total		\$99.80
TECHNICAL SERVICES		
Book processing	Baker & Taylor	5,221.09
CD & DVD processing	Midwest Tape	620.41
ILL & tech services	OCLC	2,887.35
TECHNICAL SERVICES Sub Total		\$8,728.85

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

NOVEMBER 2018 CLAIMS

LIBRARY ACQUISITIONS

Books, recorded books, CDs, DVDs	Amazon.com	784.17
Books	American Library Association	177.19
Books	Baker & Taylor	18,026.48
Periodicals	Ebsco Subscription Services	19,555.81
Books	HMA Publishing	61.80
Electronic database	Infogroup Library Division	1,000.00
DVDs, CDs, recorded books	Midwest Tape	6,160.67
Database, periodicals	Newsbank	5,419.00
eBooks, audiobooks	Overdrive Inc	8,346.49
ePeriodicals	Recorded Books Inc	10,240.47
Books	Russian Publishing House	277.46
Books	Scholastic Library Publishing	(569.40)
Books	West Payment Center	359.79
Books	Whatcom Co Historical Society	130.44

LIBRARY ACQUISITIONS Sub Total \$69,970.37

GIFT FUND

Photo background	Amazon.com	19.56
Books	Baker & Taylor	3,819.37
Books	Center Point Large Print	291.80
Teen programming	Fred Meyer	101.43
Books	Gale	198.64
Teen programming	McKay's Taphouse	30.81
Program supplies	Petty cash	28.81
Books	Reading is Fundamental	1,968.00
Space planning project	RMC Architects	1,543.80
Teen programming	Rudy's Pizzeria	20.00

GIFT FUND ACQUISITIONS Sub Total \$8,022.22

TOTAL GENERAL FUND \$90,742.39

TOTAL CLAIMS \$98,764.61

GL787

WKD - MONTHLY REPORT - GF

Report Format 712

Acc.Period 11 ending November 30, 2018

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	222,332	261,808	253,365	31,033	87.8
ExO 020	PERSONNEL BENEFITS	97,737	118,000	120,962	23,225	80.8
ExO 030	SUPPLIES	70,473	79,784	93,914	23,441	75.0
ExO 040	SERVICES	327,102	345,667	354,285	27,183	92.3
ExO 050	INTERGOVT SERVICES PAYMENTS		6,500	6,006	6,006	
Grp 191	LIBRARY ADMINISTRATION	717,644	811,758	828,532	110,888	86.6
Grp 193	LIBRARY SERVICES					
ExO 010	SALARIES & WAGES	1,853,008	1,969,453	2,003,603	150,595	92.5
ExO 020	PERSONNEL BENEFITS	812,031	900,588	922,961	110,931	88.0
ExO 030	SUPPLIES	462,760	406,465	451,590	11,170-	102.5
ExO 040	SERVICES	22,825	30,205	32,885	10,060	69.4
Grp 193	LIBRARY SERVICES	3,150,624	3,306,711	3,411,039	260,415	92.4
Grp 195	LIBRARY FACILITIES					
ExO 040	SERVICES	430,813	469,212	468,041	37,227	92.1
Report Final Totals		4,299,081	4,587,681	4,707,612	408,531	91.3

Bellingham Public Library

Rebecca Judd, Director



Our People



On Monday, December 3 the Library was closed for staff training, and by all accounts the day was a great success. **Thank you** to Alison Kuiken, Jenni Johnson, Bernice Chang, Jen VanderPloeg, and Jon McConnel for creating and delivering such a high-quality educational experience and to the management team for coordinating and leading activities throughout the day. Training for Library pages took place this past week, and we are now turning our attention to the limited service days January 1-7 with Bethany Hoglund managing the closure day schedule on January 2 and the operational logistics of storing over 15,000 item returns. Kudos to all Library staff for creating a learning environment, problem-solving together, and bringing so much goodwill and talent to this major undertaking.

Security attendant Lucas Huyber has accepted a position with the Bellingham Police Department, and we wish him all the best as he begins a career in law enforcement. His last day will be December 27, and we will be looking to fill this high priority position as quickly as possible.

Welcome to our newest Library clerk Rob Werner. Rob is a current Master's in Library Science (MLS) student at the University of Washington and previously worked as a Library page.

Our Services

From Jon McConnel, Head of Digital Services:

Digital Services continues to place focus on the migration to Polaris. Workstations are ready; the City's Point of Sale system is in active development for integration with Polaris; and work is underway on reaching out to third party service vendors to have them switch their authentication over to the new database at the appropriate moment. The systems that are required for go-live are either through testing, or in the midst of testing, so I feel we're in a good position.

Training has continued in a variety of flavors – vendor on-site, vendor webinars, and in-house trainers. With more staff exploring the system, questions are coming in about how things will work, which means learning even more about the new system in order to provide answers! There is still a lot of set-up left to do, especially for reporting, but little of it is required at go-live.

From Beth Farley, Head of Collection Services:

Collection Services staff, with help from other departments, were able to shift nonfiction shelving as part of a larger project to integrate the oversize collection. Integrating the nonfiction collections will provide library patrons with a better browsing experience and will support future space planning efforts.

Polaris training for Collection Services staff continued this past month. Staff are currently building infrastructure in preparation for 2019 ordering and processing.

BellinghamPublicLibrary

Rebecca Judd, Director



From Jen VanderPloeg, Head of Public Services and Operations:

We are working through updating all our public services procedures to ensure that staff have accurate materials to help them navigate patron transactions when Polaris goes online in January.

Impressions about Polaris from staff during training have been very positive as they see the improved functionality and can start to envision how it will increase our ability to serve patrons effectively.

From Janice Keller, Manager of Communications, Community Relations, and Programming:

Patron and staff communications for the Polaris system update continue to be a priority. We are especially mindful that the days of service limitations (Jan. 1-7) and the closure day for staff training (Jan. 2) coincide with holiday closures, so we are aiming to reduce confusion during this time of many schedule and service changes. Other priorities in recent weeks have included prioritizing goals and major projects for 2019, helping finalize Whatcom READS 2019 events and publicity, and handling emerging time-sensitive tasks during this "all hands on deck" time of transition at the library.

From Bethany Hoglund, Head of Youth Services:

The library hosted Dr. Marley Jarvis from UW's Institute for Brain Learning and Sciences (iLABS) to discuss findings regarding screen media use with young children in relation to brain development and learning. The Lecture Room was filled with parents and educators, eager to ask questions and learn. The ConnectED program, the collaboration with Bellingham School District and the library, is on the cusp of launching. This program provides public library accounts to all students enrolled in the Bellingham School District. Information about ConnectEd is available on the library website.

Our Spaces

The severe cold weather **Emergency Day Center** was featured in the Bellingham Herald on December 3 and has generated both compliments and questions. As a reminder, use will be limited to 50 women from the Fountain Community Church overnight shelter and will be staffed by a community partner (Lighthouse Mission). The Lecture Room will not be available as a severe weather Emergency Day Center January 1-14 (ILS migration) and January 22-26 (FOBPL book sale). We will also make adjustments for outside programs as needed. The Emergency Day Center will be activated when two conditions are met: dangerously cold temperature and capacity concerns at Lighthouse Mission (generally the second half of the month).

As a separate initiative, the City of Bellingham has permitted Winter Haven as a temporary tent encampment in the parking lot of City Hall. The Library has no role in Winter Haven other than to provide information about this community resource. HomesNow! will manage the site.

You may have seen construction in the Library plaza this past week. The bricks have been replaced with concrete and the new bicycle racks will be installed soon.

Bellingham Public Library

Rebecca Judd, Director



Our Community

The Bellingham Public Library was featured as a new member on Chamber of Commerce social media this past month. I attended a networking breakfast in November and look forward to future Chamber events.

Jane Blume, longtime Library director at Bellingham Technical College, will retire on December 31 and will be greatly missed by staff and students alike. Jane also served as an active member of the Whatcom READS Board. She will be replaced by Dawn Hawley, currently eLearning coordinator at BTC.

Respectfully submitted,
Rebecca Judd

WE'RE GETTING A NEW COMPUTER SYSTEM



January 1-7, 2019 Library Services Limited

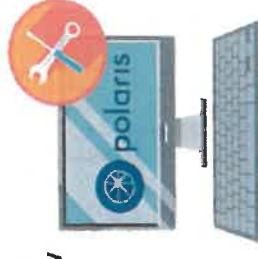
See details on reverse.
Thank you for your patience!

Bellingham Public Library
READ • LEARN • MEET • DISCOVER



Services Limited During System Update January 1-7, 2019

The update to our Integrated Library System will impact library use during the first days of the new year. All locations will be closed January 1 & 2, and services limited during January 1-7, 2019.



Check OUT only January 1-7

- No items will be checked IN. Keep your items a week longer! During this time, no items will be due and no overdue fines will be charged.
- No holds will be placed on books or other physical library materials from Jan. 1-7. Holds already waiting for you won't expire.
- No payments will be taken for fines, fees or other financial transactions from Jan. 1-14.
- Self-checkout stations will be unavailable.
- No items will be processed through our "Request An Item" system from Dec. 10 to Jan. 7.

Services available January 1-7

- Checking out books and other items available on our shelves.
- Checking out most digital items (eBooks, eAudiobooks, and eMagazines) as well as using resources such as NewsBank, Consumer Reports, Ancestry.com, Mango Languages, and other tools.
- Searching the catalog, though holds cannot be placed.
- Using library public computers, printers, and free wireless access at all our locations.

Patrons will be kept informed via the library website and catalog, social media, and information provided at each library location.

Thank you for your patience during this time. For more information, talk with our staff or visit the Bellingham Public Library website.

www.bellinghampubliclibrary.org

Bellingham Public Library Policy

Title:	5.201 ELIGIBILITY FOR LIBRARY SERVICE
Code:	5 Circulation Services
Chapter:	5.200 Eligibility for services
Type of Policy:	Departmental
Date Developed:	22 August 1997
Date Revised:	November 14, 2018
Revised by:	Bethany Hoglund, Rebecca Judd
Developed by:	Pam Kiesner
Approved By:	Library Board of Trustees
Cancels:	Section VIII Subsection Circulation Policies and Procedures, Registration Rules and Routines

Scope

The Bellingham Public Library provides circulating materials for public use. This policy defines who is eligible for a Bellingham Public Library card and any limitations to borrowing privileges of physical or digital materials. The Library Board of Trustees authorizes the Library Director to develop and implement effective procedures and guidelines in accordance with the policy.

Policy/Conditions

Definition(s)

Resident: A person who lives, works, owns property or attends school in Bellingham.

1. The library offers services to the public without requiring a library card.

Anyone may visit the library to:

- Browse and consult the library's print and online collections
- Attend free programs open to the public
- Reserve community spaces
- Use library computers to access the Internet and/or other in-library online resources
- Sign on to free wifi
- Request assistance with answering informational or research questions.

2. Library card holders have access to additional services.

These services include:

- Borrowing and reserving library items
- Accessing online e-titles and subscription services

3. Library cards are available at no charge to residents of Bellingham with verification of identity and eligibility.

The following individuals and groups are eligible for borrowing privileges:

- Individuals who live in Bellingham, their spouses and underage dependents.
- Individuals who work, own property or attend school in Bellingham, their spouses and underage dependents.

- Residents under age 18 with a parent or guardian signature. Residents under age 18 without a parent or guardian signature may apply for a limited use card. Residents under age 18 who are demonstrably free of parental control can apply for a full use card without a parent or guardian signature.
- Individuals taking responsibility for the borrowing activity of schools, day care, and non-profit organizations located in Bellingham.

Applicants can obtain more specific information on verification of identity and eligibility on the Library's public website and/or by asking a Library staff member.

Appropriate arrangements will be made for those who are unable to sign for themselves or who are physically unable to come to the library.

Library card holders of the Whatcom County Library System may use their cards to access materials and services at Bellingham Public Library locations and vice versa.

4. Library cards are available at no charge to card holders of other public libraries within Washington State with verification of identity and eligibility.

Applicants must provide a public library card from their local jurisdiction and photo ID.

Borrowing privileges for interlibrary loans, electronic materials and/or access to online services may be limited.

5. Library cards may be purchased by those who do not meet the criteria in sections 3 and 4 above.

Visitors to the area may choose to either

- Pay a monthly fee that allows for short-term, limited borrowing privileges.
- Pay a renewable, annual fee to borrow physical materials. Access to electronic materials is limited.

6. Access to library services may be suspended.

Library services may be suspended if card holder has:

- Lost or overdue items
- Unpaid fines or fees

Access to other library services may be suspended to those who are excluded or trespassed from the library.

7. Borrowers are normally expected to present their card for checkout.

Borrowers are normally expected to present their library card each time they wish to borrow materials from the library. In lieu of the library card, a borrower may check out on their account in person with ID. However, if the computer system is down, borrowers are required to present their cards to borrow materials.

8. Library Board reviews this policy.

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