

**BELLINGHAM PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

**NOTICE OF MEETING
REGULAR MEETING
of TUESDAY, JANUARY 15, 2019**

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.**

AGENDA	TIME (approx.)
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 December 18, 2018: Regular board meeting • Library performance & activity measures December 2018 • Financial reports Claims: December 2018 YTD report: December 2018	4 min
5. Reports • Board Chair • Library Board members • City Council liaison • Friends of Bellingham Public Library • Library Director	10 min
Time check: 3:50	
6. Personnel and policy report • Rick Osen, Board Chair; Rebecca Judd, Director; Jennifer Vander Ploeg, Head of Public Services	5 min
7. 2018 gift and donation report • Library Gift Fund • Friends of Bellingham Public Library	5 min
8. Facilities Committee report • Rick Osen, Board Chair	5 min

- | | |
|--|-------------------------|
| 9. Integrated Library System (ILS) update | 5 min |
| • Jon McConnel, Head of Digital Services | |
| | Time check: 4:10 |
| 10. 2019 Goals | 15 min |
| • Rebecca Judd, Director | |
| 11. New business | 5 min |
| 12. Action items for next meeting | 2 min |
| | Time check: 4:32 |
| 13. Adjourn | |

A Strategic Planning work session will be held directly after this meeting in the Library Board Room, Central Library, 210 Central Avenue, Bellingham, Washington.

**Next Regular Library Board Meeting: Tuesday, February 19, 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.

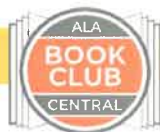
United for Libraries



Programs
**AT
THE**



Spotlight on Book Club Picks



Saturday, January 26, 2:00 PM – 4:00 PM
Washington State Convention Center, Exhibits Hall

Visit participating exhibitors for author signings and giveaways (while supplies last), to find new titles perfect for your book club, and for information about ALA's Book Club Central (www.bookclubcentral.org), a place for engaging content and information for book clubs designed in consultation with expert librarians. Authors signing books will include **Nancy Pearl, Debbie Macomber, Karen Russell, Blake Crouch, Martha Hall Kelly, and Louisa Morgan**. Sponsored by Book Club Central, United for Libraries, Booklist, and Conference Services. For a complete listing of Spotlight events, visit www.ala.org/united/spotlight.



Nancy Pearl



Debbie Macomber



Karen Russell



Blake Crouch



Martha Hall Kelly



Louisa Morgan

Boards of Trustees, Friends Groups & Library Foundations Brown Bag Lunch With an Expert

Sunday, January 27, 11:30 AM – 1:00 PM
Sheraton Seattle, Willow

Library Trustees, Friends Groups, Foundations, and staff are invited for roundtable discussions on trends in fundraising, corporate engagement strategies, leveraging Friends as ambassadors, intellectual freedom, and more. Topics will be facilitated by United for Libraries staff, board members, member leaders, and experts in the field. Bring your lunch; dessert will be provided.

Gala Author Tea sponsored by **referenceUSA**

Sunday, January 27, 2:00 PM – 4:00 PM
Grand Hyatt Seattle, Leonessa Ballroom

Advance tickets: \$60 (\$55 United for Libraries division members)

Onsite tickets: \$65 (if available)

Event code: UNI1

Bestselling authors **Wayétu Moore, Juliet Grames, Chris Pavone, Annie Ward, Clare Mackintosh, and G. Willow Wilson** will discuss their writing lives and forthcoming books. A light offering of tea, finger sandwiches, and a variety of sweet treats will be served. A book signing will follow. United for Libraries will recognize the winners of the 2018 National Friends of Libraries Week Awards during this event.



Wayétu Moore



Juliet Grames



Chris Pavone



Annie Ward



Clare Mackintosh



G. Willow Wilson

How to Register

TO ATTEND THE FULL ALA MIDWINTER MEETING

Those registering for the full ALA Midwinter Meeting can attend any of the nonticketed United for Libraries events and, for an additional cost, add the United for Libraries Gala Author Tea, sponsored by ReferenceUSA, onto their conference registration. To register, visit www.alamidwinter.org.

TO ATTEND ONLY UNITED FOR LIBRARIES PROGRAMS

(including "United for Libraries Institute: Trustees, Friends, and Foundations")

If you wish to attend only United for Libraries programs, you can receive a free exhibits-only pass by using the promotional code "TRUSTEES" (without quotation marks) on the bottom of the "Demographic Information" page during registration at www.alamidwinter.org. This pass grants admission to the exhibits from Saturday through Monday (it does not include the exhibits opening on Friday) and all United for Libraries non-ticketed programs. You are not required to be a United for Libraries member to obtain the pass. You can add the United for Libraries Gala Author Tea sponsored by ReferenceUSA onto your exhibits-only pass, but you must purchase a ticket (event code: UNI1). The United for Libraries Institute is free, but registration is required (event code: UNI2). To add it when you register for the exhibits-only pass, search for "United for Libraries Institute" on the "Sessions & Events" page.

**Visit United for Libraries
and Book Club Central in
the exhibits at booth 2307**

United for Libraries
Association of Library Trustees,
Advocates, Friends and Foundations
A division of the American Library Association

For more information on these events, visit
www.ala.org/united/midwinter
or email united@ala.org

Debbie Macomber photo credit to Timothy Archibald; Blake Crouch photo credit to Jesse Giddings; Wayétu Moore photo credit to Yoni Levy; Juliet Grames photo credit to Katherine Grimes; Chris Pavone photo credit to Sam McIntosh; Clare Mackintosh photo credit to Astrid di Colalanza.



United for Libraries Institute: Trustees, Friends, and Foundations

Saturday, January 26, 11:30 AM – 4:00 PM

Seattle Central Library (in the Microsoft Auditorium), 1000 Fourth Ave, Seattle WA

Library Trustees, Friends groups, Foundations, and staff are invited to join a free afternoon of expert speakers and learning opportunities.

Join the rally for libraries at 11:00 AM!

Prior to registration, plan to attend a media event and rally for libraries with ALA President *Loida Garcia-Febo* at 11:00 AM at the Seattle Central Library, 1000 Fourth Avenue, on Level 3 (near the Fifth Avenue Entrance). Join Garcia-Febo, Seattle's Chief Librarian *Marcelus Turner*, Washington Library Association President *Rhonda Gould*, elected officials, and fellow library Trustees, Friends, and Foundation members for this inspiring advocacy event! Email andra.addison@spl.org to receive a free T-shirt to wear at the rally, or for more information. Everyone is invited!

11:30 AM – 12:30 PM **Registration/Meet & Greet**

12:30 PM – 12:45 PM **Welcome & Introductions**

Paula K. Beswick, board member, United for Libraries and Co-Chair, United for Libraries Program Committee

12:45 PM – 1:30 PM **Libraries, Volunteerism, and the Meaning of Life**

Keynote by *Jan Masaoka*, Director of California Association of Nonprofits



Jan Masaoka

1:30 PM – 1:50 PM **The E's of Libraries: Eliminating the Library Reality-Perception Gap**

Charity Tyler, Executive Director, Cedar Rapids (Iowa) Public Library Foundation and Co-Chair, United for Libraries Program Committee

Paula Miller, Director, Baltimore County (Md.) Public Library

1:50 PM – 2:00 PM **"What's Your E?"**

Discuss with your neighbor, 5 minutes each

2:00 PM – 2:15 PM

Break

2:15 PM – 2:30 PM

Library Giving Day

Jonna Ward, Chief Executive Officer, Seattle Public Library Foundation

2:30 PM – 3:50 PM

Working Together: Friends, Foundations, Trustees, & Libraries

Panel Discussion with Q&A

• **BUILDING A DIVERSE FOUNDATION BOARD**
Ross Baker, Past President, Seattle Public Library Foundation



Ross Baker

• **BARRIERS TO ENGAGING MILLENNIAL TRUSTEES**
Tess Wilson, LYNCS Outreach Librarian, Carnegie Library of Pittsburgh and United for Libraries Emerging Leader



Tess Wilson

• **LEVERAGING YOUR COMMUNITY AMBASSADORS WITH YOUR FRIENDS**

Julia Stringfellow, Professor, University Archivist and Library Faculty Chair, and Maureen Rust, Assistant Professor, Student Engagement and Community Outreach Librarian, Central Washington University



Maureen Rust

• **THE ROLE OF THE LIBRARY AND LIBRARY DIRECTOR WITH SUPPORT GROUPS: ALIGNING MISSIONS AND STRATEGIC DIRECTION**

Susan Gregory, Director, Bozeman (Mont.) Public Library



Susan Gregory

3:50 PM – 4:00 PM

Wrap-up

New Location!

AARP Tax-Aide Services 2019

Free tax preparation assistance offered by IRS-certified volunteers
through the AARP Foundation Tax-Aide Program

Assistance provided on first-come, first-served basis.
Appointments not needed or available.

Saturday, January 26, 2019 through Monday, April 15, 2019
including President's Day February 18, 2019

Monday-Thursdays	Saturday
3:30 PM-6:30 PM	12:30 PM-4:00 PM
(Doors open at 2:45 PM)	(Doors open at 11:45 AM)
Spanish translation available Wednesday and Saturday sessions	

New Location!

First Congregational Church of Bellingham

2401 Cornwall Avenue

Map & Parking Information
on Back Side

AARP Foundation



New Tax-Aide Location!

First Congregational Church
2401 Cornwall Avenue

Approximately 3/4 mile from the Central Library

Directions from library: North on Commercial Street, right onto Young Street, left onto Cornwall Street, left onto Logan Street, to parking lot on right, behind the church.

Free Parking: In church parking lot off Logan Street, as well as free on-street parking.

Building Access: Enter door from parking lot at back of church, off Logan Street.

Handicap Accessible Entrance: Front of church, at Morris Street and Cornwall Avenue.

BellinghamPublicLibrary



Regular Meeting of the Library Board of Trustees Tuesday, December 18, 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, Jennifer Vander Ploeg and Wendy Jenkins

Others Present: Faye Hill, Friends of BPL

Call to order and introductions: Regular session was called to order at 3:33 p.m. by Chair, Rick Osen.

Approve/modify agenda: Jim McCabe moved to approve the agenda. Rebecca Craven seconded. Motion carried.

Public comment: no comment.

Consent agenda: Rachel Myers moved to approve the November 27, 2018 Regular meeting minutes and the November 2018 performance and activity measures and financial reports. Jim McCabe seconded. Motion carried.

Board Chair report: Rick distributed a document he wrote, titled *BPL Board of Trustees – 2018 Highlights (See Attachment #1. All attachments are located at the end of minutes)*. Rick commented that this was a momentous year for the Board and for the Library and thanked everyone for the work that was done to make this year successful.

Board member reports: Rachel mentioned that she ran into Mayor Kelli, who shared that she is enjoying working with Rebecca and Rick and is excited about the space changes that are planned.

City Council liaison report: no report.

Friends of BPL report: Faye expressed good wishes for the holidays, from the Friends, to the Board and Library staff. The next book sale will start on Wednesday, January 23.

Library Director report:

- Rebecca pointed out the handout in the packet concerning the Library's limited service days, January 1-7, 2019. This information is available to patrons on the website and in-house.
- The Emergency Day Center logistics are being fine-tuned – a test run of the contact system was just accomplished. Rebecca and Janice are the 24-hour contacts (which includes evenings and weekends). Suzanne Carlson-Prandini and Wendy are business hour contacts. Vanessa Blackburn is the communications point person for this project.
- A ConnectED informational letter is included in the packet, and Bethany mentioned it in the Director's Report. Today Jon submitted the ticket to SirsiDynix to import the student account barcodes. Rebecca thanked Bethany and Jon for their work on this project.
- The Library is featured in an episode of the program *We'll Meet Again*, which airs tonight at 8 p.m. Suzanne Carlson-Prandini helped with the research for this episode.

Jim commented that Whatcom READS 2019 is receiving a lot of good publicity. Rick thanked the management team for contributing to the Director's Report. Rick also offered congratulations to Lucas Huyber, Security & Information Attendant, for his new assignment with the Police department.

Election of Board officer:

- Jim McCabe nominated Rick Osen for Chair. Rachel Myers seconded. Motion carried.
- Rick Osen nominated Rachel Myers for Vice-Chair. Rebecca Craven seconded. Motion carried.

2019-2020 Budget update: Rebecca reported that Council passed the budget on December 10. We have put in requests to fill the new positions, so they are in the queue in Human Resources.

Facilities Committee report: Rick distributed the final report from RMC Architects (*Handout #1 can be accessed at <https://www.bellinghampubliclibrary.org/wp-content/uploads/2018/12/BPL-FINAL-REPORT.pdf>*). The report is a good summary of the process we went through, plus it outlines that there is more to be done in the future.

Rick and Rebecca received copies of the draft RFQ for architectural and engineering consultant services for the upcoming remodel of the Central Library main floor. Rick anticipates the RFQ will be published soon, as the suggested date for submittals is February 12, 2019. Staff can direct questions about the RFQ to the Purchasing office. Eric Johnston, Assistant Public Works Director, and James Simpson, Facilities Project Manager, have both been critical to this process.

Integrated Library System (ILS) update: Jon reported that we are still on target to go-live with Polaris on January 8, 2019. The past few weeks have been focused on training with Public Services staff, the pages, Collection Services staff, and webinars on a variety of areas. IT reported to Jon that they estimate they are 95% done with the Point of Sale Class software adjustment, so they are on track for the next development deadline of January 14. Progress is being made on 3rd party vendor connections such as self-check and computer login. From

a Public Services point of view, we are almost ready to go-live. Jon stressed that some behind-the-scenes elements will still be in process after we go-live. Rick applauded everyone, especially Jon, for all of the hard work that goes into this process. Jon pointed out that Jen Vander Ploeg is handling the Public Services communication – writing procedures for staff. The Library will be closed on January 2 for staff training on the transition software that will be used between the time Horizon is shut down (December 31) and Polaris goes live (January 8).

Strategic plan update: Rachel reported the committee read through nearly 30 strategic plan samples and then narrowed the samples down to nine. Rachel distributed packets of the top choices to Board members and staff. (*Handout #2 can be accessed at <https://www.bellinghampubliclibrary.org/wp-content/uploads/2019/01/Sample-Library-Plans.pdf>*). She also handed out a document outlining the four criteria for evaluation:

- Structure: What are the basic elements of each plan? Are there interesting outliers, elements that seem different or creative?
- Content: What are libraries talking about in these plans? Themes?
- Look and Feel: These are marketing documents as well as strategic plans. What adjectives come to mind as you consider the look and feel of each plan?
- Overall Impression: Both positive and negative.

Rachel asked that Board members and interested staff rate the plans. Right after next month's board meeting, there will be a Strategic Plan work session in the Library Board Room. Rachel noted that there are one-page plans included because the goal is to have a plan that is easily accessible.

Rebecca Craven asked if the City has a strategic plan. Janice responded the City has a Legacies and Strategic Commitments document; she will check on the current status of this document.

Policies review: Bethany referred to the Eligibility for Library Service policy draft in the packet. She pointed out the revisions made that were suggested at last month's meeting:

- A bullet has been added under item 1 that reads: Request assistance with answering informational or research questions.
- There was some clarification needing regarding minors so the phrase 'youth under 18' in the 3rd bullet under item 3 was changed to 'residents under 18.'

Rebecca Craven moved that the Eligibility for Library Service policy as presented be approved. Jim McCabe seconded. Motion carried.

New Business:

- Rick commented that we plan to review more policies in the coming year as we try to align our policies with WCLS's. He suggested that the Board's Personnel Committee be expanded to the Personnel and Policy Committee so that policy changes can be considered before board meetings. Rebecca Craven has agreed to continue as a member of that committee. Jim has agreed to continue on the Facilities Committee next year.
- Rick pointed out that Damani is helping out with the Capstone internship program.

- Rachel asked when the next expired Trustee term is. Jim's partial 1st term expires in March and he is interested in a 2nd term. Rick and Rebecca Judd will talk with the Mayor about reappointing Jim. Wendy will send out the Trustee term document to board members.
- Rachel will take responsibility for coordinating doing something for staff to support them during the ILS migration process on January 9 or 10.

Action items for next meeting:

- Strategic Plan work session
- 2019 Goals

Meeting adjourned at 4:16 p.m.

Next Regular Library Board Meeting – January 15, 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

Attachments:

- Attachment #1: BPL Board of Trustees – 2018 Highlights

BPL BOARD OF TRUSTEES

2018 Highlights

This brief document is a reflection on this year's work of the Bellingham Public Library's Board of Trustees in its role as the governing body of the library. It is meant to list highlights that mark the year, and not necessarily be a comprehensive review of all of the Board's more regular work.

PERSONNEL

- Vernon Damani Johnson was appointed as a new trustee to replace the position vacated by J. Gordon's departure after his 11 years of service.
- The Board, with the assistance of the city's Human Resources Department, administrated a limited "360" evaluation of Interim Library Director Nancy Kerr, the first such formal evaluation undertaken by the Board in recent years.
- The Board, again with HR assistance, conducted a Library Director search from March-May. The process resulted in the hiring of Rebecca Judd, effective July 16. During the course of the process, the Board appointed Bethany Hoglund as Acting Library Director for the period of May 16-July 15.

LEVEL OF SERVICE STANDARDS

- The Board, with considerable assistance from library management, completed a package of Level of Service Standards, an effort that began in late 2015. The established standards include four interrelated services: library facilities space, number of open hours, library materials budget, and number of library staff.

BUDGET

- ✓ The Board worked closely with library management, the Mayor's Office, and City Finance to develop the library's budget requests for the 2019-20 biennium.
- ✓ The budget requests were closely aligned towards making progress to meet the adopted Level of Service Standards recommended by the City Council in November, 2017.
- ✓ Library operating budget increases were approved for additional library materials funding, a modest increase in library staff, and funding for the new ILS that BPL will be operating in partnership with the Whatcom County Library System.
- ✓ Capital funds were allotted to the library for purchasing a materials sorter and for the library to make facility infrastructure and operational improvements.

SPACE PLANNING & IMPROVEMENTS

- ❖ The Board authorized the use of gift fund money to hire RMC Architects to work with the Board, library management, and the city's Public Works Department on a space planning project for the Central Library facility.
- ❖ The result of the planning project was a decision to utilize the capital funds budgeted for 2019-20 to provide significant improvements related to staff operations, public use and infrastructure upgrades on the main floor of the library building. The Board and library management understand that this project will be the first phase in a series of future budget requests to upgrade library facilities.

Bellingham Public Library
Performance & Activity Measures, 2018

	December-18	December-17	Year to Date		% of change
			2018	2017	YTD
Holdings - Number of materials in the library's collection					
Physical copies added to the collection	216	600	20,844	20,545	1.46%
Electronic copies added to the collection	1,376	1,579	14,467	13,326	8.56%
Physical copies withdrawn from the collection	(8,451)	(136)	(36,395)	(32,952)	10.45%
Total physical holdings			164,797	180,348	-8.62%
Total electronic holdings			85,632	72,646	17.88%
Total Holdings (Physical and Electronic)			250,429	252,994	-1.01%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity					
Central Library					
Adult	54,567	56,366	687,985	676,869	1.64%
Youth	36,474	36,548	512,521	480,574	6.65%
Sub-Total Central	91,041	92,914	1,200,506	1,157,443	3.72%
Fairhaven Branch					
Adult	7,307	7,219	88,655	81,934	8.20%
Youth	2,094	2,232	28,768	28,424	1.21%
Sub-Total Fairhaven	9,401	9,451	117,423	110,358	6.40%
Barkley Branch					
Adult	5,343	5,408	68,033	62,667	8.56%
Youth	3,401	2,889	42,178	38,634	9.17%
Sub-Total Barkley	8,744	8,297	110,211	101,301	8.80%
Bellingham Technical College					
Adult	40	24	831	932	-10.84%
Youth	7	11	143	163	-12.27%
Sub-Total BTC	47	35	974	1,095	-11.05%
Whatcom Community College					
Adult	292	141	3,847	3,329	15.56%
Youth	86	52	905	1,164	-22.25%
Sub-Total WCC	378	193	4,752	4,493	5.76%
Western Washington University					
Adult	448	350	5,745	5,304	8.31%
Youth	174	202	2,696	2,159	24.87%
Sub-Total WWU	622	552	8,441	7,463	13.10%
Online Services					
NW Anytime Library Overdrive	19,491	14,808	215,757	166,022	29.96%
RBDigital	2,338	1,286	19,142	17,212	11.21%
Sub-Total Online	21,829	16,094	234,899	183,234	28.20%
Total Circulation	132,062	127,536	1,677,206	1,565,387	7.14%
Holds Activity					
Holds Resolved - BPL staff filling holds for pickup at BPL & WCLS Systems	48,732	46,442	618,392	596,216	3.72%
Holds Filled - holds checked out at BPL, FH, Barkley and Connections	31,884	30,958	400,044	382,535	4.58%
Services					
Persons Visiting - Number of persons counted as they enter the libraries or visit remote website					
Central Library					
Adult	44,677	37,692	497,038	508,031	-2.16%
Children's	8,428	9,705	137,814	145,425	-5.23%
Fairhaven Branch	6,516	6,702	85,276	85,205	0.08%
Barkley Branch	4,559	4,031	53,697	49,016	9.55%
Total Persons Visiting	64,180	58,130	773,825	787,677	-1.76%
Website Visits	37,895	37,079	494,250	476,190	3.79%
This count reflects number of visits to www.bellinghampubliclibrary.org					
Bibliocommons visits	10,684	10,408	142,868	131,543	8.61%
This count reflects number of visits to Bibliocommons					
Total Website Visits	48,579	47,487	637,118	607,733	4.84%
Computer Usage - Number of sessions					
Central Library					
Adult & Teen (30 terminals)	4,643	5,025	62,409	66,196	-5.72%
Children's (3 terminals)	141	191	2,187	2,184	0.14%
Fairhaven Branch (6 terminals)	545	552	7,135	7,654	-6.78%
Barkley Branch (4 terminals)	238	241	3,415	3,656	-6.59%
Total Computer Usage	5,567	6,009	75,146	79,690	-5.70%
New Borrowers Registered					
Central Library	294	290	5,346	4,935	8.33%
Fairhaven Branch	26	33	484	552	-12.32%
Barkley Branch	24	18	415	400	3.75%
Total New Borrowers Registered	344	341	6,245	5,887	6.08%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs					
Programs	43	75	1,191	1,339	-11.05%
Attendees	1,310	1,790	33,827	33,938	-0.33%
Volunteer Hours	337	362	6,696	6,121	9.40%

LIST OF CLAIMS AGAINST THE BOARD OF LIBRARY TRUSTEES AND THE CITY OF BELLINGHAM TO BE
 CONSIDERED AND APPROVED AT THE REGULAR BOARD MEETING OF JANUARY 15, 2018, IN
 ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
ADMINISTRATION		
Membership dues	American Library Association	220.00
Projector; tripod; monitor mounts; misc	Amazon.com	882.41
Mendery supplies	Brodart Co.	271.84
Networking breakfast	Chamber of Commerce	16.00
Mileage reimbursement	Bernice Chang	45.62
Email newsletter	Constant Contact	364.15
Printing; copier paper	Copy Source	305.13
Water @ Barkley Branch	Crystal Springs	25.33
Hand truck	Home Depot	63.85
Mileage reimbursement	Stacy James	30.90
Programming mileage reimbursement	Jennifer Lovchik	264.11
Security software maintenance	Ninite.com	21.74
Copies	Oasys Inc.	652.73
Office supplies; copier paper; toner	Office Depot	1,198.97
Truck fuel	Reisner Distributor	231.26
Custom labels	Stickybusiness.com	668.23
Barkley operating costs	Talbot Services LLC	533.33
Microfische machine lease	Technology Unlimited	339.14
Debt collection service	Unique Management Services	420.65
Membership dues	Washington Library Association	90.00
Receipt paper	WCP Solutions	1,197.87
Children's Literature Conference registration	Western Washington University	250.00
B & O taxes	WSDR	108.54
SEO for website	Yoast	67.75
	ADMINISTRATION Sub Total	\$8,269.55
PUBLIC SERVICE		
Library materials returned	Library Refunds	177.81
	PUBLIC SERVICE Sub Total	\$177.81
TECHNICAL SERVICES		
Book processing	Baker & Taylor	5,871.77
CD & DVD processing	Midwest Tape	807.65
ILL & tech services	OCLC	2,269.24
	TECHNICAL SERVICES Sub Total	\$8,948.66
LIBRARY ACQUISITIONS		
Books, recorded books, CDs, DVDs	Amazon.com & other credit purchases	1,179.63
Books	Baker & Taylor	21,248.48
Periodicals	Ebsco Subscription Services	8,572.00
Books	Information Today Inc	481.03
DVDs, CDs, recorded books	Midwest Tape	7,080.51
eBooks, audiobooks	Overdrive Inc	2,025.80
DVDs	PBS	48.85

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

DECEMBER 2018 CLAIMS

Periodicals	Seattle Daily Journal	220.00
LIBRARY ACQUISITIONS Sub Total		\$40,856.30
GIFT FUND		
Books	Baker & Taylor	4,228.36
Books	Center Point Large Print	145.90
RMC Architects final report	Copy Source	366.70
Teen programming	Fred Meyer	43.65
Books	Gale	198.64
Whatcom READS	Good Eye Design	332.50
Teen programming	McKay's Taphouse	23.17
Space planning project	RMC Architects	7,135.00
GIFT FUND ACQUISITIONS Sub Total		\$12,473.92
TOTAL GENERAL FUND		\$58,252.32
TOTAL CLAIMS		\$70,726.24

GL787

WKD - MONTHLY REPORT - GF

Report Format 712

Acc.Period 12 ending December 31, 2018

Transaction status 1

Rounding to Whole Dollars

		YTD	Adopted	Revised	Variance	%%
		Actual	Budget	Budget	From Revised	Complete
Dpt 0190	LIBRARY					
Grp 191	LIBRARY ADMINISTRATION					
ExO 010	SALARIES & WAGES	243,184	261,808	253,365	10,181	96.0
ExO 020	PERSONNEL BENEFITS	107,816	118,000	120,962	13,146	89.1
ExO 030	SUPPLIES	74,997	79,784	93,914	18,917	79.9
ExO 040	SERVICES	348,083	345,667	354,285	6,203	98.3
ExO 050	INTERGOVT SERVICES PAYMENTS		6,500	6,006	6,006	
		-----	-----	-----	-----	-----
Grp 191	LIBRARY ADMINISTRATION	774,079	811,758	828,532	54,453	93.4
Grp 193	LIBRARY SERVICES					
ExO 010	SALARIES & WAGES	2,028,499	1,969,453	2,003,603	24,896-	101.2
ExO 020	PERSONNEL BENEFITS	889,732	900,588	922,961	33,229	96.4
ExO 030	SUPPLIES	520,393	406,465	451,590	68,803-	115.2
ExO 040	SERVICES	27,363	30,205	32,885	5,522	83.2
		-----	-----	-----	-----	-----
Grp 193	LIBRARY SERVICES	3,465,987	3,306,711	3,411,039	54,948-	101.6
Grp 195	LIBRARY FACILITIES					
ExO 040	SERVICES	468,976	469,212	468,041	935-	100.2
		-----	-----	-----	-----	-----
Report Final Totals		4,709,042	4,587,681	4,707,612	1,430-	100.0
		=====	=====	=====	=====	=====

Bellingham Public Library

Rebecca Judd, Director



Our People

It is difficult to say enough about the enormous team effort that has gone into making Polaris a reality. Working with an abbreviated timeline, our staff stepped up to meet each new challenge with flexibility, grace, a can-do attitude, and hard work. What an incredible achievement. Beyond our walls, we thank our wonderful partners at WCLS and the City of Bellingham departments who contributed time and talent to this project: ITSD, Legal, Finance, and Purchasing. We did it!

Georgi Huddle, longtime library clerk, retired at the end of the year. We will miss her dedicated public service and excellent reading recommendations. Congratulations to Abby Wilson, who will begin as a clerk, filling Georgi's vacant position, on January 16. We are thrilled to see her in this new role.



Photo: 2018 Holiday breakfast

The Library staff association hosted a holiday breakfast potluck for our December staff meeting. At this meeting, we honored and celebrated the following library anniversaries: Shari (40 years), Donna (35 years), Sally (30 years), Diane (25 years), David (25 years), Jenni (20 years), Suzanne (15 years), Allison (15 years), and Jeff (10 years).

With sadness, I share the sad news that library co-worker and friend Fay Fenske passed away in early January. Fay had worked at the library for over 30 years before retiring in the spring of last year.

Our Services

From Jon McConnel, Head of Digital Services: Polaris is up! It works!

Bellingham Public Library

Rebecca Judd, Director



From Beth Farley, Head of Collection Services:

Collection Services staff continued preparations for transferring acquisitions, cataloging, serials and interlibrary loan prior to the Polaris migration. I'm proud of and thankful for their teamwork, collaboration and brain power during this time. In addition, CS staff were able to get physical and excuse themselves from a day at the gym by completing the nonfiction shelving project in preparation for integrating the oversize collection in the months to come.

From Jen VanderPloeg, Head of Public Services and Operations:

Over the past week, staff have volunteered to trade shifts, take extra shifts, travel to the branches, shelve carts, and check in on co-workers at the Help Desk. The support within the team has been phenomenal.

As part of an effort to move all city employees out of the 114 b-scale salary range, Human Resources has spearheaded an effort to reclassify our library pages into the regular salary scale. This will mean higher hourly wages, a revised classification specification, and a new job title: library assistants.

An additional 35 staff now have access to Windows and a City of Bellingham email address. ITSD staff provided training in email/Windows policy and best practice.

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

Our upgrade to Polaris and communications about patron impacts during this transition was the focus of our communications efforts in late December/early January.

Celebrating a new year means tax season is right around the corner, with many people looking to their local library for tax preparation information and assistance. AARP Tax Aide services begin January 26, 2019 and will again be offered at the First Congregational Church on Cornwall Avenue. Library collaboration with Tax-Aide remains even though the service location has changed. We created maps and schedules, available at our three locations and on the library website, and our main line phone tree includes a recorded message providing detailed information.

From Bethany Hoglund, Head of Youth Services:

The ConnectED partnership with the Bellingham School District is underway! This program went live just prior to Winter Break and we've already received supportive comments from teachers, school librarians and families who are benefitting from this program that automatically provides each student with a BPL account. When school is out, the Children's Library is busy!

Staff conducted numerous successful programs ranging from crafts to movie matinees in December.

Bellingham Public Library

Rebecca Judd, Director



Our Spaces



When talking about our spaces this past month, one word comes to mind: Boxes! Thank you again to the Friends of the Bellingham Public Library for loaning boxes during our limited service days and to everyone who taped boxes, packed boxes, unpacked boxes, moved boxes, and bought extra boxes. By Thursday, January 10, all backlogged materials had been checked in and moved to shelving carts. An incredible accomplishment!

Photo: Bernice Chang and Tad McGuire

Our Community

As we begin our return to regular operations following the migration to Polaris, I would like to take a moment to thank the Bellingham community. With few exceptions, Library patrons were understanding of the training days, gracious about limited service in early January, and cheered us on when we were up and running. Many had gone through computer migrations in their own workplaces and complimented our calm, even approach to change and our excellent public communications. This support has meant a lot to all of us.

Respectfully submitted,
Rebecca Judd

2018 DONATIONS TO LIBRARY GIFT FUND

Date	Donated By:	Amount	In Memory/Honor of:	Purpose:
1/3/2018	Patron	\$100.00		
1/8/2018	Patron	\$25.00		
1/31/2018	January misc donations	\$35.10		
2/5/2018	Anonymous	\$1,000.00		
2/9/2018	Patron	\$20.00		
2/28/2018	February misc donations	\$38.60		Book club kit
3/5/2018	1st Congregational church book group	\$125.00		
3/12/2018	Patron	\$50.00		
3/13/2018	Patron	\$125.00		Book club kit
3/29/2018	Patron	\$50.00		
3/31/2018	March misc donations	\$25.70		
4/10/2018	Anonymous	\$200.00		
4/18/2018	WCF distribution	\$13,421.45		Undesignated to date
4/18/2018	WECU	\$1,000.00		Spanish & Bilingual Children's STEM books
4/27/2018	Patron	\$200.00		
4/30/2018	April misc donations	\$27.34		
5/2/2018	Patron	\$30.00		
5/4/2018	Cordata Park Place book group	\$125.00		In memoriam of Dick Lyon
5/7/2018	Patron	\$125.00		Book club kit
5/31/2018	May misc donations	\$10.72		Girls & science
6/30/2018	June misc donations	\$19.71		
7/9/2018	Child Care Resources	\$2,000.00		
7/10/2018	Patron	\$100.00	Kathy Kelly	Early Learning Space
7/13/2018	Estate of Christina White	\$35,150.00		In memoriam of Kathy Kelly
7/30/2018	Patron	\$300.00		Fairhaven materials
7/31/2018	July misc donations	\$10.70		Children's materials
8/2/2018	Willows Book Group	\$625.00		
8/20/2018	Patron	\$1,000.00		Book club kits
8/31/2018	August misc donations	\$11.57		Large Print materials
9/30/2018	September misc donations	\$7.34		
10/22/2018	Patron	\$2,027.51		Science books
10/24/2018	Over 70 book club	\$150.00		Book club kit
10/24/2018	Patron	\$100.00		
10/31/2018	October misc donations	\$19.34		
11/13/2018	Birchwood Garden Club	\$200.00		Gardening books
11/16/2018	WCF Anderson Family grant	\$200.00		Science related books
11/30/2018	November misc donations	\$4.43		
12/6/2018	Patron	\$1,300.00		Children's non-fiction
12/19/2018	Patron	\$25.00		
12/22/2018	Patron	\$150.00		
12/31/2018	WCF Materials distribution	\$9,500.00		Materials
12/31/2018	December misc donations	\$8.23		
TOTAL 2018		\$69,742.74		

FRIENDS of BELLINGHAM PUBLIC LIBRARY DONATIONS - 2018

Date	Amount	Purpose:
1/30/2018	\$2,500.00	Parent Education
1/30/2018	\$20,000.00	Collection Support
1/30/2018	\$1,750.00	Teen Programming
1/30/2018	\$5,500.00	Summer Reading
4/3/2018	\$3,000.00	Book club kits
12/13/2018	\$5,956.00	Staff Development
Total gift fund donations		
	\$38,706.00	
5/16/2018	\$5,000.00	Books for Babies program
5/16/2018	\$7,500.00	Whatcom READS 2019
Total direct-to-vendor donations		
	\$12,500.00	
Total Friends donations		
	\$51,206.00	
TOTAL COMBINED 2018 DONATIONS		
	\$120,948.74	

Bellingham Public Library
2019 Organizational Goals
DRAFT 1/2/2019

Summary: Major organizational goals for 2019 are outlined below and represent initiatives that require resourcing outside of our current library service delivery model. Specific objectives for meeting these goals will be organized by division and assigned staff oversight. Quarterly progress against these goals will be brought to the Board of Trustees in April, July, October and December.

Organizational Goals

- 1) Working closely with community groups and City of Bellingham stakeholders, update Library's strategic plan to reflect a shared vision of service for the next five years**
- 2) In partnership with COB Public Works and ITSD, redesign main floor of the Central Library to improve patron access to collections, increase collaborative meeting spaces, and streamline workflow**
- 3) Implement 2019-20 Level of Service increases in the areas of Staffing, Materials, and Facilities; develop proposal for mid-term adjustment**
- 4) In partnership with Whatcom County Library System, fully implement the new Integrated Library System (ILS) to improve efficiency, security, and access to materials**
- 5) In partnership with Whatcom County Library System, update fines and fees schedule and confidentiality policy to best meet patron and Library needs**
- 6) Evaluate current safety and security procedures and implement recommended improvements**
- 7) Improve operational infrastructure and workflow to increase efficiency and public experience**