

BELLINGHAM PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

NOTICE OF MEETING
REGULAR MEETING
of TUESDAY, JANUARY 16, 2024, 3:30 p.m.

Publication of the agenda and the approximate times are a guide to, and not a limitation on, the activities of Trustees. Order of agenda items may be adjusted.

Central Library, 210 Central Avenue, Bellingham, Washington
Lecture Room – 3:30 p.m.

<u>AGENDA</u>	<u>TIME (approx.)</u>
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We acknowledge that we gather on territory that has been the traditional and ancestral homeland to the Lhaq'temish (the Lummi People), the Nooksack People, and other Coast Salish tribes of this region Since Time Immemorial.

We honor our shared responsibility to this land and these waters, we commit to learning from Indigenous wisdom, and we strive to repair and deepen our relationships as neighbors and friends.

- | | |
|---|-------|
| 1. Call to order and introductions | 1 min |
| 2. Approve/modify agenda | 1 min |
| 3. Public comment
This time is set aside for members of the public to make comments.
Remarks will be limited to three minutes. | 3 min |
| 4. Consent agenda (see packet materials)
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: December 19, 2023: Regular board meeting• Library performance & activity measures: December 2023• Financial reports
Claims: December 2023
YTD report: December 2023
4th Quarter Patron Use of Databases and Learning Resources
4th Quarter Donated Funds review | 2 min |
| 5. Reports <ul style="list-style-type: none">• Board Chair• Library Board members• City Council liaison• Friends of Bellingham Public Library• Library Director (see packet materials) | 8 min |

Time check: 3:45

- | | |
|---|-------------------------|
| 6. Celebrating Jim McCabe's 7 years of service | 10 min |
| <ul style="list-style-type: none">• March 2017-March 2024• Rick Osen, Chair | |
| 7. Trespass appeal – Action item | 10 min |
| <ul style="list-style-type: none">• Rebecca Judd, Director | |
| 8. Trespass appeal draft procedures – discussion (see packet materials) | 10 min |
| <ul style="list-style-type: none">• Rebecca Judd, Director | |
| | Time check: 4:15 |
| 9. 2024 Library Giving Day focus – discussion | 10 min |
| <ul style="list-style-type: none">• Rick Osen, Chair | |
| 10. Agreement Between Bellingham Public Library and Whatcom County Library System for the Operation and Maintenance of an Integrated Library System – Action item (see packet materials) | 5 min |
| <ul style="list-style-type: none">• Rebecca Judd, Director | |
| 11. 2024 Action Plan – Action item (see packet materials) | 5 min |
| <ul style="list-style-type: none">• Rebecca Judd, Director | |
| | Time check: 4:35 |
| 12. New business | 3 min |
| 13. Agenda items for next meeting | 2 min |
| | Time check: 4:40 |
| 14. Adjourn | |

Accessibility:

The Bellingham Public Library Lecture Room is ADA accessible. Elevator access to the lower floor is available at the Central Avenue entrance. If you require a sign interpreter or other accommodation, please allow the library 48 hours' notice. For additional accommodation, contact the Administrative Assistant at 778-7220 in advance of the meeting. Thank you.

Next Regular Library Board Meeting: Tuesday, February 20, 2024 – 3:30 p.m.
Location: Lecture Room, Central Library, 210 Central Avenue
Bellingham, Washington

FROM THE NEWSROOM

I grew up with libraries and will forever love them. Getting my library card when I moved to a new town always felt as if it made me an official member of the community. Already fond of the Bellingham Public Library, my appreciation for it grew after reading Charlotte Alden's [recent story](#).

Since the pandemic, there has been an increase in behavioral health-related and substance use-related issues in the library, Charlotte reports. So the library is teaming up with Lake Whatcom Residential & Treatment Center to expand its services. Behavioral health specialists will be onsite to answer questions, connect folks with services and so much more.

The move is, without a doubt, a boon to Bellingham and offers a glimmer of hope for the New Year, as the community continues to navigate a trifecta of crises: homelessness, drug use and mental health.

— Isaac Stone Simonelli, enterprise/investigations reporter

Search



NEWS

Homelessness

Bellingham Library, WTA expand help for behavioral health gap

Mental health counseling, training added in public spaces after uptick in crisis needs

December 27, 2023 at 5:00 a.m.



Whatcom Transportation Authority terminal expeditor Andrew Butcher provides support to riders, whether they need help finding the right bus or a dose of Narcan. In his time with WTA, he's seen more and more people in crisis. ([Hailey Hoffman/Cascadia Daily News](#)).

By **CHARLOTTE ALDEN**
Staff Reporter



Editor's Note: This story is part of an occasional series covering the impact of homelessness in Whatcom County.

Bring services to where people are.

That's a theme in some recent actions by local public agencies: meet people who might need behavioral health and other services where they tend to congregate — in public spaces.

It's the thinking behind a recent effort to bring a behavioral health specialist to the Bellingham Public Library in January.

As one of the few truly public indoor spaces in the city, library usage is high. More than 1,000 people use the facility every day, Bellingham Public Library director Rebecca Judd said. Since the pandemic, as homelessness, drug use and mental health needs have grown in the broader community, there's also been an increase in behavioral health-related and substance use-related issues in the library.



The Opportunity Council hosts weekly "Community Resource Connections" classes in the library's Skillshare space that aim to connect people to resources. (*Finn Wendt/Cascadia Daily News*)

The move, recently funded by Bellingham City Council and Whatcom County Council, will contract with the Lake Whatcom Residential & Treatment Center to provide seven-days-a-week help to reduce risks for drug use and provide intervention for declining mental health conditions.

Judd said the increase prompted the need for this program. Library workers are not trained as social workers, she added, and this position will take some of the weight off other staff members.

She said this program has been associated with homelessness, but she hopes it will also help a broader population struggling with mental health concerns.

Starting Jan. 1, 2024, the behavioral health specialist will build relationships, answer questions, connect people to services and offer intervention if people have greater needs, Judd said. It supplements weekly drop-in support by social service agencies in the library.



People utilize the sitting space beyond the stacks of nonfiction books at the Bellingham Public Library's central branch. *(Finn Wendt/Cascadia Daily News)*

Malora Christensen, response systems manager at the Whatcom Health Department, said it makes “good sense” to have a specialized person on the library team to “support library patrons who might have some needs that go well beyond what a librarian will do.”

“We want to take the appropriate services to the places where people already are as opposed to, ‘Hey, here's some support, you have to come here at this time to stand on this line,’” Christensen said. “This really is, in action, meeting people where they’re at.”

Transit agency adds new roles, beefs up training

Beyond the library, the Whatcom Transportation Authority also provides a space for people to sit and warm up during the day. The WTA provides 50,000 six-ride tickets a year to low-income or disabled community members a year through social service agencies to help people get around, Public Information Officer Maureen McCarthy said.

“People who are cool, they can ride the bus and just go from one bus to the next,” said Andrew Butcher, a terminal expeditor at WTA. People are also permitted to sit inside terminals, as long as they follow stated rules.

Butcher is in charge of “maintaining order” at the Bellingham station — meaning he helps direct people to the right buses, but also helps people who need support. He said there’s been an uptick of people in crisis around the stations.

Bringing in “transit safety officers” in July has been part of the solution. While not behavioral health specialists, McCarthy said they’re trained to not only de-escalate situations if people are acting in a threatening way, but also to be “resource providers” and establish relationships with people.

Butcher said the safety officers have been great in terms of mellowing out behavioral issues at the station and on transit, although he emphasized that incidents of violence and drug use on transit are extremely rare. He said the safety officers are “non-confrontational.”

Increasing training has been another aspect of WTA’s approach. All operations supervisors, transit safety officers and expeditors have received Ryan Dowd’s de-escalation training for those who interact with people experiencing homelessness, McCarthy said in an email.

Now, the WTA is developing training in-house to provide transit operators with skills to resolve conflict on a bus. It will be offered to all front-line employees once a year.

Narcan training and the overdose antidote naloxone are also available to transit employees now, after Butcher revived someone at the Cordata Station in January who overdosed in a portable toilet. Butcher and colleague Kevin Goldsberry recently received a 2023 Northwest Washington Red Cross Call to Action Award for their efforts in reviving the person.

The increased support and training reflect a new reality of public agencies pivoting to meet different needs in the community.

Judd said she’s seen a shift in the role of the library. Before, the “free and open space” of a library was a backdrop to library services, but now, it’s swapped. “Maintaining a welcoming and inclusive public space takes a lot of our time and attention and care right now,” she said.

Butcher said transit workers have always been part of the “social fabric,” but now they’re connecting people to food banks, hot meals, shelters and even just talking with people who don’t have people to talk to.

“Anyone who’s facing the public, especially with marginalized people who are experiencing homelessness, we’ve taken on an entirely new role,” Butcher said.

A previous version of this story misstated the name of the Whatcom Transportation Authority. The story was updated to reflect this change at 9:07 a.m. on Wednesday, Dec. 27. Cascadia Daily News regrets this error.

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Inside Bellingham: December 29, 2023

Farewell and welcome to elected leaders, plus book recommendations to end your year: A news roundup from the City of Bellingham

December 29, 2023 - by City of Bellingham Communications Team

"Lake Padden Stars" by Tomas Calderon.

Bookish highlights to cap off your year: What better way to celebrate the new year than with some recommendations from our favorite library staff! As part of their [end-of-year highlights](#), the Bellingham Public Library staff compiled their [2023 Staff Picks Lists](#), the best-loved library materials that staff read, watched or listened to throughout the year. From nonfiction to graphic novels and movie recommendations to children's books, you're sure to find something to love too!

Thank you for your service: We say farewell and thank you this weekend to outgoing Bellingham Mayor Seth Fleetwood and outgoing City Councilmember Kristina Michele Martens.

Mayor Seth Fleetwood completes his term of office after serving as Mayor during one of the most tumultuous and challenging times in Bellingham history. He brought commitment and collaboration to the position and assembled a strong leadership team that served as a driving force in maintaining Bellingham's vision and resilience in the face of these challenges. Mayor Fleetwood and his team share a long list of accomplishments over the last four years in addition to leading the City through the COVID-19 pandemic. More details, links to a City Council resolution in his honor and a video of their remarks, on our [Honoring Mayor Seth Fleetwood page](#).

Councilmember Kristina Michele Martens, the first Black woman to serve on the Bellingham City Council, completes her two-year term of office having served with candor and compassion. She is known as a steadfast advocate for community members — especially those representing historically underserved communities — and for “walking the talk.” More details, links to a City Council resolution in her honor and a video of their remarks, on our [Honoring Councilmember Kristina Michele Martens page](#).

Welcoming new elected officials: The Bellingham City Council will host a public swearing-in ceremony for new and returning City elected officials at 7 p.m. January 8, 2024. Municipal Court Judge Debra Lev will administer the ceremonial oath of office to Mayor-elect Kim Lund, new City Councilmember Jace Cotton, and returning City Councilmembers Lisa Anderson, Dan Hammill and Hannah Stone. Each officially assumes their responsibilities on January 1, 2024.

Happy New Year!



Bellingham Public Library staff celebrate the winter holidays

Media Contact

Janice Keller
Communications Director
jkeller@cob.org or (360) 778-8115
cob.org/news

CONNECT with Bellingham Public Library

Library Board
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Getting Crafty at the Central Library

Tuesday, January 23, Wednesday, February 21, Wednesday, March 20 / 4:00-6:00 p.m.

For ages 6 – 12. Join us for some crafting fun! Each month we will focus on a new craft or put out a bunch of supplies and have open crafting time. All supplies and snacks are provided. *Pre-registration is required — space is limited.

Watch Salmon Eggs Transform!

Thanks to the Nooksack Salmon Enhancement Association (NSEA), the public can watch chum salmon eggs transform into alevin and fry in a 55-gallon aquarium at the Bellingham Public Library Children's Department this winter/early spring. The eggs will arrive in late January. We'll tend to them, watch them grow, and do lots of reading about salmon life-cycles. Then we'll release them into Whatcom Creek in a public event on March 30.

Bellingham READS 2024

Bellingham Public Library hosts a monthly book discussion with an in-person meeting at noon at the Central Library or a virtual meeting at 6:30 pm. All are welcome to attend.

Details at BellinghamPublicLibrary.org

Jan. 23 – *The Plover* by Brian Doyle

Feb. 27 – *Red Paint* by Sasha taq'šəblu LaPointe

Mar. 26 – *Fever in the Heartland* by Timothy Egan

Apr. 23 – *A Place for Us* by Fatima Farheen Mirza

May 28 – *What Happened to You* by Bruce D. Perry & Oprah Winfrey

Jun. 25 – *The Island of Missing Trees* by Elif Shafak

Jul. 23 – *Vacationland: True Stories from Painful Beaches* by John Hodgman

Aug. 27 – *Remarkably Bright Creatures* by Shelby Van Pelt

Sep. 24 – *The House of Doors* by Twan Eng Tan

Oct. 22 – Voting on 2025 titles and *Moonbird* by Phillip Hoose

Nov. 26 – *The Red Address Book* by Sofia Lundberg

Dec. 17 – *The Wager* by David Grann



BellinghamPublicLibrary.org

STORYTIME SCHEDULE, January – March 2024

No storytimes on January 15 and February 19 as our library locations will be closed.

Little Storytime

Bellis Fair Branch: Wednesdays, January 10 – March 27 / 10:05-10:35 a.m. / 10:45-11:15 a.m. / 11:25-11:55 a.m.

Central Library: Mondays, January 8 – March 25 / 10:05-10:35 / 10:35-11:05 / 11:05-11:35 a.m.

Thursdays, January 11 – March 28 / 10:05-10:35 / 10:35-11:05 a.m. / 11:05-11:35 a.m.

For children ages birth to 3 with an adult partner.

Preschool Storytime

Bellis Fair Branch: Wednesdays, January 10 – March 27 / 12:05-12:35 p.m.

Central Library: Thursdays, January 18 – March 28 / 3:00-3:30 p.m.

For children ages 3 to 5 with an adult partner.

Time for Tales, Central Library

Thursdays, January 11 – March 28 / 1:30-2:15 p.m.

For children ages 5 to 9 with families welcome. Enjoy fun stories, songs and a craft.

Baby Time, Central Library

Mondays, January 22 – February 26 / 3:00-4:00 p.m.

Fridays, January 26 – March 1 / 10:30-11:30 a.m.

For babies ages birth to 12 months with an adult partner. Songs, rhymes, bounces, movement, and stories! **Pre-registration is required!** Call **360-778-7200** or email Bernice at bchang@cob.org for registration information.

Note: you are registering for all 6 weeks.

Stories and Play, Central Library

Fridays, February 2 – March 29: 10:05 – 11:05 a.m. / 11:30 a.m. – 12:30 p.m.

For children ages 3 to 5. This is a storytime and facilitated play experience for young children and the adults who take care of them. Come enjoy stories, songs, play and activities.

Builders Club

Fairhaven Branch, Fireplace Room: Wednesdays, January 10, February 14, March 13 / 3:30 – 5:30 p.m.

Central Library, Lecture Room: Tuesdays, January 30, February 27, March 26 3:30 – 5:30 p.m.

For children ages 4 to 12. Unleash the builder in you! All supplies are provided, including Legos, straw connectors, and more! Duplos and other blocks will also be available for younger children.

Pajama Storytime, Central Library

Wednesday, January 17, February 14, March 13 / 6:15-6:45 p.m.

For children ages 3 to 8 with siblings and family. Join us with your favorite stuffy for a fun, cozy storytime with books, songs and felt activities. Wear your jammies (pajamas) if you'd like!

Cuentos y cantos / Stories and Songs

Los sábados, el 13 de enero – 10 de febrero / Saturdays, January 13 – February 10

Los sábados, el 24 de febrero – 23 de marzo / Saturdays, February 24 – March 23 11:05-11:45 a.m.

El centro de aprendizaje temprano, La sucursal del centro comercial Bellis Fair / Early Learning Center, Bellis Fair Mall Branch

Una hora de cuentos bilingües para niños y sus cuidadores/familias. Disfrute de cuentos y canciones divertidos en español y inglés.

A bilingual storytime for kids and their caregivers/families. Enjoy fun stories and songs in both Spanish and English.

2024 VIRTUAL LEARNING OPPORTUNITIES



SCAN TO SIGN UP FOR
EVENT NOTIFICATIONS
OR VISIT
allhandswhatcom.org

ALL HANDS WHATCOM

TH. JAN 18
NOON - 1PM

INTRODUCING WRIC & WWW.WHATCOMRESOURCES.ORG

Whatcom Resource Information Collaborative (WRIC): Participants will learn about the newly formed WRIC, how to utilize it, and the plans for future WRIC expansion.

TU. FEB 6
NOON-1PM

INTRODUCING THE MAC GROUP

A Multi-Agency Coordinating Group was convened in 2023 to coordinate the ongoing community-wide response efforts to the opioid crisis and identify short-term objectives to reduce drug related deaths and mitigate impacts to public safety. Join us to learn more about the work of the MAC Group.

WED. FEB 21
6-7PM

PARENTING! SURVIVING THE TEEN YEARS

Parenting is not easy, and can be extra challenging in the teen years. Most youth report their parents/caregivers are the biggest influence in decisions to not use substances. Learn skills and simple actions to support youth and reduce risks.

MON. MAR 4
NOON-1:30PM

POLICY ADVOCACY

Join us for a discussion of local, state, and federal policies that impact our community's ability to effectively address the opioid/Fentanyl crisis, reduce overdose deaths, and support effective prevention and treatment programs.

TH. MARCH 14
TBD

THE SCIENCE & POWER OF HOPE

Hope science says high hope is the most reliable predictor of thriving for individuals and communities. Dive deeper into the Science of Hope, and learn the theory and to raise hope within individuals, families, schools, non-profit organizations and communities.

TU. APR 9
9-10:30AM

OPIOID TREATMENT IN WHATCOM CO.

The landscape of treatment options can be challenging to navigate and understand. Join us to learn more about the local treatment programs available in Whatcom County, how they work, and what's being done to expand those options.

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2024 COMMUNITY EVENTS



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ALLHANDSWHATCOM.ORG

ALL HANDS WHATCOM

TUES. MARCH 26
5:00-8:00PM

NATIVE TRANSFORMATIONS IN THE PNW **Coast Salish stories of strength and resilience**

All Hands is partnering with Children of the Setting Sun Productions and NW Indian College for a powerful evening of connection and learning. Join us for a salmon dinner, and viewing the documentary, which looks at the legacy of historical strengths and resilience of Coast Salish people through four intimate portraits of tribal members' journey of healing and wellness to overcome the impacts of the opioid crisis. Presentation to follow.



Scan QR code to view the trailer

T/W JUNE 25 & 26
8:30AM-4:30PM

2024 OPIOID SUMMIT: NEXT GEN!

Supporting our community's youth through prevention, connection, and healing

Our 2024 Summit is inspired by the amazing Next Gen panel of young people from the 2023 Summit, and the overwhelming requests from the community to prioritize actions that: prevent youth addiction, support healthy families, and build systems and services that will help our young people thrive. Join us for a packed two day event of learning and action.

FRI AUGUST 9
8:30AM-2:30PM

RE-ENTRY SIMULATION

Building empathy & reimagining our community's pathway from incarceration

All Hands Whatcom is partnering with Kitsap Strong and Up From Slavery to bring a powerful in-person opportunity to our community. This eye-opening simulation sheds a light on the significant obstacles faced for those fresh out of incarceration and attempting to navigate the system upon their release. Following the simulation, participants will have the opportunity to help reimagine what our local systems of re-entry support can and should look like.

***All Hands events are only possible with
the generous support of our local sponsors!***

We need your support!

Join us.

Contact:

Emily@ChuckanutHealthFoundation.org



**CHUCKANUT
HEALTH FOUNDATION**

Investing today for a healthier tomorrow.



Regular Meeting of the Library Board of Trustees
Tuesday, December 19, 2023 – 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: Jim McCabe, Rebecca Craven, Kristy Van Ness and Kendra Bradford
Board Members Absent: Rick Osen
City Council Library Liaison: Absent
Library Staff: Rebecca Judd, Annette Bagley, Bethany Hoglund, Jon McConnel, Jennifer Vander Ploeg, Miranda LeonJones and Wendy Jenkins
FOBPL Representative: Carol Comeau, Friends of BPL Board Liaison
Guest Presenters: Sarah Chaplin, Assistant City Attorney, Sr

Call to order and introductions: Regular session was called to order at 3:30 p.m. by Vice-Chair, Jim McCabe.

Approve/modify agenda: Rebecca Craven moved to approve the agenda. Kristy Van Ness seconded. Motion carried.

Public comment: No comments

Consent agenda: Rebecca Judd pointed out that we will have the full 2023 year of statistics to report at the January meeting. She asked the trustees to consider if they want to continue to compare the current year statistics with 2019 or return to comparing with the previous year. Kristy Van Ness and Rebecca Craven both expressed a desire to return to comparing the current year with the previous year. Kristy Van Ness moved to approve the November 21, 2023 Regular meeting minutes and the November 2023 performance and activity measures and financial reports. Rebecca Craven seconded. Motion carried.

Board Chair report:

- Jim McCabe noted he attended Mayor Fleetwood's going away gathering and thanked him for his support during his term.

Board member reports:

- No reports

City Council liaison report:

- Absent

Friends of BPL report:

- Carol reported January book sale dates will be:
 - Thursday, the 25th – 10:00 a.m.-7:00 p.m.
 - Friday, the 26th – 10:00 a.m.-6:00 p.m.
 - Saturday the 27th – 10:00 a.m.-1:00 p.m. (half price) and 1:00 p.m.-4:00 p.m. (\$5 bag)
- Carol shared that Kathie Wilson reported that Nearly New sales have averaged almost \$100 a day.
- The Friends received another \$20,000 anonymous donation, to be “used where it is most needed.”

Library Director report:

- Rebecca welcomed Miranda LeonJones as our new Events Coordinator. On her first day she attended a 90-minute learning session BPL hosted in the Lecture Room that consisted of a replay of the August 1 author talk from *An Evening with Sam Quinones* followed by a 30-minute Q&A. The session was open to all City of Bellingham staff and was well attended by a variety of departments.
- Rebecca and Bethany attended a holiday party hosted by the Barkley Talbot Group. The Talbot Group is preparing for a master planning project in 2024. Rebecca mentioned that Bethany will be featured in an upcoming Barkley Village newsletter.
- Rebecca, Jen, Annette and Rebecca Craven all attended the Miller Hull project kickoff meeting on Dec. 19. Because of the need to encumber funds for the ARPA grant by 2024-year end, this project will be operating on a quick timeline. Public Works will be managing the project, with Jen as the lead for the library.

2024 Board of Trustees elections:

- Jim nominated Rick Osen to continue as Chair. Rebecca Craven seconded. Motion carried.
- Kristy nominated Rebecca Craven as Vice-Chair. Jim seconded. Motion carried.

Rules of Conduct policy edits:

- Bethany, referring to the draft policy included in the packet, explained that after talking with staff about stumbling blocks from last winter, a project was initiated to modify the Rules of Conduct to provide tools that will enable a safer environment. This is not a comprehensive update of the policy but focuses on items 4 and 6.

After discussion, Rebecca Craven moved to approve the updated policy with these amendments: add “Small” before “discreet” for item 6; move “in accordance with Meeting Room Use Rules” to the front of the sentence in the first bullet of item 6; add Bellis Fair branch to Library property under Definition. Kristy Van Ness seconded. Motion carried.

Planned Giving initiative:

- Rachel Myers explained there are two draft documents in the packet for review and approval. The first is the *Bellingham Public Library & Whatcom Community Foundation Fund Development Roles & Responsibilities*. The intent of this document is to create clarity between BPL and WCF. It documents the current relationship between the two organizations and outlines a change in procedure that would allow WCF to share donor contact information with BPL. Currently, WCF isn't stewarding donors, and BPL can't steward donors.
- It was noted that we need a companion document to clarify the roles and responsibilities of the Trustees and library staff. As City employees, library staff cannot solicit donations, though there are administration tasks around processing donations and thanking donors.
- The second document in the packet is the *Bellingham Public Library Legacy Society Cover page* that is to be paired with the *BPL Legacy Society Gift Form*. Rachel clarified that creating a legacy society would make it easier for people to include the library in estate plans. Kristy explained that a legacy society would be a new element of responsibility for Trustees. The idea is for the form to be filled out (not a legal financial document) and then provided to a trustee committee for processing and stewardship. Rachel envisions the form being available on our website as well as copies available for distribution. Kristy added that this process can be considered a test to determine if it is sustainable.
- Rachel updated the document with discussed suggestions. The next step is to share the Roles & Responsibilities document with WCF.

2024 Draft Action Plan:

- Rebecca Judd began her talk by explaining that she attempted to make the 2024 Action Plan as realistic as possible, but that it has been challenging to predict what will be needed. In 2023, our public space took a lot of time, attention and resources with emergencies and emerging community needs. We accomplished many things in 2023 that weren't on our radar for the 2023 Action Plan. For instance, the Library was the first City department other than Police and Fire to administer Narcan. In addition, Jen spent months working on the project to install air quality sensors in the restrooms. Another highlight included working with Whatcom County Health and Community Services and the City's Planning Department to fund an embedded behavioral health specialist at the Central library. Rebecca presented the 2024 Action Plan (included in the packet). After discussion, Rebecca agreed to make revisions and to bring the Plan back to the Board for approval at the January meeting.

New Business:

- No new business

Agenda items for next meeting:

- 2024 Action Plan

Executive Session:

- The Board and Sarah Chaplin, Assistant City Attorney, Sr., met and discussed potential litigation relating to a trespass appeal. Jim McCabe made a motion to reconsider Johnathan Roberson's

trespass appeal at the January Board meeting and to review library procedure for appealing a trespass. Rebecca Craven seconded. Motion carried.

- Vice-Chairman Jim McCabe called the meeting back to order.

Meeting adjourned at 5:15 p.m.

Next Regular Library Board Meeting – January 16, 2024 – Central Library Lecture Room – 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

**Bellingham Public Library
Performance & Activity Measures, 2023**

	December		Year to Date			YTD comparison 2023 with 2019
	2023	2022	2023	2022	2019	
Holdings - Number of materials in the library's collection						
Physical copies added to the collection	1,780	986	23,515	24,249	29,481	-20.24%
Electronic copies purchased by BPL	87	139	2,203	2,309	1,054	109.01%
Physical copies withdrawn from the collection	(309)	(320)	(25,687)	(19,081)	(24,238)	5.98%
Total physical holdings			179,817	176,967	182,853	-1.66%
Total electronic holdings available to BPL			155,606	129,303	87,472	77.89%
Total Holdings (Physical and Electronic)			335,423	306,270	270,325	24.08%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity						
Central Library						
Adult	41,298	42,646	508,236	579,538	698,773	-27.27%
Youth	40,620	40,164	510,565	532,857	570,292	-10.47%
Sub-Total Central	81,918	82,810	1,018,801	1,112,395	1,269,065	-19.72%
Fairhaven Branch						
Adult	4,849	3,934	59,697	16,519	88,422	-32.49%
Youth	2,569	1,582	28,584	9,439	33,961	-15.83%
Sub-Total Fairhaven	7,418	5,516	88,281	25,958	122,383	-27.86%
Barkley Branch						
Adult	4,789	3,298	55,176	18,472	68,364	-19.29%
Youth	4,283	2,877	50,572	16,828	47,718	5.98%
Sub-Total Barkley	9,072	6,175	105,748	35,300	116,082	-8.90%
Bellis Fair Branch						
Adult	1,110		8,623	0	0	
Youth	1,627		14,050	0	0	
Sub-Total Bellis Fair	2,737	0	22,673	0	0	
Bellingham Technical College						
Adult	0	5	183	5	753	-75.70%
Youth	0	6	36	6	135	-73.33%
Sub-Total BTC	0	11	219	11	888	-75.34%
Whatcom Community College						
Adult	175	60	1,988	60	3,822	-47.99%
Youth	30	43	718	43	1,082	-33.64%
Sub-Total WCC	205	103	2,706	103	4,904	-44.82%
Western Washington University						
Adult	177	44	1,832	44	5,754	-68.16%
Youth	69	27	570	27	3,418	-83.32%
Sub-Total WWU	246	71	2,402	71	9,172	-73.81%
Sub-Total Physical	101,596	94,686	1,240,830	1,173,838	1,522,494	-18.50%
Online Services						
Kanopy	3,644	3,063	37,026	37,151	4,863	661.38%
WA Anytime Library Overdrive	38,743	33,739	444,184	378,897	263,527	68.55%
Overdrive Magazines	7,461	1,958	39,731	25,217	28,899	37.48%
Sub-Total Online	49,848	38,760	520,941	441,265	297,289	75.23%
Total Circulation	151,444	133,446	1,761,771	1,615,103	1,819,783	-3.19%
Holds Activity						
Items placed on hold shelf	49,158	46,784	603,184	595,103	566,195	6.53%
Services						
Persons Visiting - Number of persons counted as they enter the libraries						
Central Library - Curbside	32	38	404	7,769	0	
Adult	30,108	25,774	394,708	301,887	473,875	-16.71%
Youth	7,050	4,879	92,031	67,380	125,107	-26.44%
Fairhaven Branch	4,475	4,104	56,177	51,178	81,592	-31.15%
Barkley Branch	3,523	3,241	45,297	33,834	56,824	-20.29%
Bellis Fair Branch	2,118	0	17,018	0	0	
Total Persons Visiting	47,306	38,036	605,635	462,048	737,398	-17.87%
Website Visits						
This count reflects number of visits to www.bellinghampubliclibrary.org	38,183	35,059	482,477	436,133	487,567	-1.04%
Bibliocommons visits						
This count reflects number of visits to Bibliocommons	23,450	14,596	226,000	169,148	149,753	50.92%
Total Website Visits	61,633	49,655	708,477	605,281	637,320	11.17%
Computer Usage - Number of sessions						
Central Library						
Adult & Teen (30 terminals)	3,091	2,560	37,093	25,228	62,773	-40.91%
Childrens (3 terminals)	70	44	594	439	1,661	-64.24%
Fairhaven Branch (6 terminals)	155	148	2,273	1,848	6,258	-63.68%
Barkley Branch (4 terminals)	121	128	1,778	1,265	3,588	-50.45%
Bellis Fair Branch (4 terminals)	125	0	803	0	0	
Total Computer Usage	3,562	2,880	42,541	28,780	74,280	-42.73%
New Borrowers Registered						
Central Library	474	319	8,032	7,219	6,878	16.78%
Fairhaven Branch	31	16	387	336	570	-32.11%
Barkley Branch	15	16	393	265	400	-1.75%
Bellis Fair Branch	46	0	510	0	0	
Total New Borrowers Registered	566	351	9,322	7,820	7,848	18.78%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs						
Programs	41	29	1,000	704	1,280	-21.88%
Attendees	1,114	717	22,807	15,550	30,027	-24.05%
Volunteer Hours	334	205	5,451	4,174	5,880	-7.30%

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

DECEMBER 2023 CLAIMS

LIST OF CLAIMS AGAINST THE BOARD OF LIBRARY TRUSTEES AND THE CITY OF BELLINGHAM TO BE CONSIDERED AND APPROVED AT THE REGULAR BOARD MEETING OF JANUARY 16, 2023, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
Materials, Equipment and Supplies		
Books; DVDs; supplies; file cabinet; headphones	Amazon	2,919.40
Books (two months)	Baker & Taylor	45,719.04
Security clothing logos	Bergen	109.02
Planners	Blue Sky Planners	31.54
Books	Cavendish Square Books	222.43
Books	Center Point Large Print	103.01
Staff appreciation event	Chefstore	60.01
Staff appreciation event	Community Food Co-op	138.94
Bellis Fair rug, truck tie-downs & staff event	Costco	109.43
Water (Barkley & Bellis Fair Branches)	Culligan	30.90
Staff appreciation event	Custom Ink	220.32
Program supplies	Discount School Supply	126.02
Staff appreciation event & program honorariums	Fred Meyer	249.98
Books	Library Ideas	54.35
Lost Interlibrary loan	Marrowbone Public Library District	6.99
Lost Interlibrary loan	Mid-Continent Public Library	19.95
DVDs, CDs, recorded books (two months)	Midwest Tape	6,713.44
Staff appreciation event	A New Leaf	141.44
Office supplies	ODP Business Solutions	735.81
Staff appreciation event	Otherside Bagel Co	172.98
Lost Interlibrary loan	Pikes Peak Library District	9.33
Staff appreciation event	Pure Bliss	200.00
Vehicle fuel	Reisner Distributor	272.73
Behavioral Health Specialist laptop cart	School Outfitters	525.18
Name tags	Signs by Tomorrow	635.39
Books	Stock Alpine LLC	43.52
AED batteries	Stryker Sales	368.15
ILL & mendery supplies, carpet chair mats	ULINE Shipping Supplies	956.81
Lost Interlibrary loan	University of New Mexico	100.00
Lost Interlibrary loan	University System of New Hampshire	200.00
Books; Staff appreciation event	Village Books	590.97
Outreach bags	Webstaurant	134.76
Staff appreciation event	WinCo Foods	17.49
Staff appreciation event	Wrappily	22.56
Materials, Equipment & Supplies Sub Total		\$61,961.89
Services and Interfund Charges		
Barkley Branch cleaning (two months)	Action Cleaning	1,539.00
Bellis Fair Branch cleaning (two months)	Advantage Building Services	2,955.32
Memberships	American Library Association	134.00
Hotspot service	AT&T	36.48

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

DECEMBER 2023 CLAIMS

Preprocessing (two months)	Baker & Taylor	11,303.93
Bellis Fair Branch lease	Bellis Fair Mall Territories	5,357.00
Bellis Fair Branch natural gas	Cascade Natural Gas	49.31
Computer replacement allocation	City of Bellingham Interfund	15,807.43
Facilities Services	City of Bellingham Interfund	53,037.48
Fleet Services	City of Bellingham Interfund	820.00
IT Service allocation	City of Bellingham Interfund	28,350.29
Postage	City of Bellingham Interfund	822.55
Qualified Energy Conservation Bond sinking fund	City of Bellingham Interfund	3,517.00
Risk Management	City of Bellingham Interfund	8,225.33
Technology replacement allocation	City of Bellingham Interfund	3,182.02
Telecom Services	City of Bellingham Interfund	2,430.20
Screen connect service	Connectwise	574.46
Printing	Copy Source	961.49
Water cooler rental (Barkley & Bellis Fair Branches)	Culligan	11.97
Washers	Hardware Sales	4.79
Graphic Design	Katrina Lyon Design	840.00
Copier leases and copies	Kelley Connect	1,131.08
Bellis Fair Branch waste service	Keter Environmental	112.82
Preprocessing (two months)	Midwest Tape	750.48
eBooks, eAudiobooks	Overdrive Inc	5,733.97
Bellis Fair internet service	Pogozone Wireless	367.49
Security assessment	RP Strategies	4,460.00
Digital subscription (two months)	Seattle Times	39.92
Mileage reimbursement (programming & branch)	Staff	345.39
Barkley Branch operating costs	Talbot Services LLC	533.33
Microfische machine lease	Technology Unlimited	339.46
Chamber advertising	Town Square Publications	895.00
Borrower notices	Unique Management	237.20
Interlibrary Loan postage	USPS	26.41
Hotspot service	Verizon Wireless	1,480.37
Memberships	Washington Library Association	1,503.00
4th Q borrower notices	WCLS	2,501.01
Children's Literature conference	Western Washington University	426.35

Services and Interfund Charges Sub Total \$160,843.33

Gift Fund

Light therapy lamps; books	Amazon.com	1,579.11
Books	Baker & Taylor	2,728.47
Craft program	Christian Smith	300.00
Extension hose	Saltware Aquarium	39.15
Teen programming	Temu	71.50
Children's Literature Conference	Western Washington University	467.65

GIFT FUND OUTLAYS Sub Total \$5,185.88

TOTAL GENERAL FUND CLAIMS \$222,805.22

TOTAL CLAIMS \$227,991.10



City of Bellingham

Library - Budget to Actual - General Fund

December 2023 100% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Grants	0	0		
Print and Copy Fees	12,989	15,000	2,011	87%
Lost, Damage & Non-resident Borrower Fees	7,761	16,100	8,339	48%
Fairhaven Auditorium Rental Fees	2,575	5,000	2,425	52%
Miscellaneous Revenues	1,878	0	(1,878)	
Total Revenue	25,203	36,100	10,897	70%
Expenses				
Salaries and Wages	3,079,708	3,280,705	200,997	94%
Personnel Benefits	1,459,536	1,604,842	145,306	91%
Physical Materials, Equipment and Supplies	559,351	542,422	(16,929)	103%
Services, Digital Materials and Interfund	2,306,009	2,295,374	(10,635)	100%
Total Expenditure	7,404,604	7,723,343	318,739	96%

Library - Budget to Actual - Gift Fund

December 2023 100% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Donations	83,772	150,000	66,228	56%
Total Revenue	83,772	150,000	66,228	56%
Expenses				
Gift Fund expenses	77,856	50,000	(27,856)	156%
Total Expenditure	77,856	50,000	(27,856)	156%

Patron Use of Databases and Learning Resources

			2023	Q1	Q2	Q3				Q4	% Change
Vendor	Database	Metric	TOTAL	TOTAL	TOTAL		Oct	Nov	Dec	TOTAL	Q3 to Q4
Candid	Foundation Directory Online#	Profile Views	413	235	237		275	67	138	480	102.5%
Data Axle	Reference Solutions*	Detail Records Viewed, Downloaded, and Printed	26	196	1		5	1	3	9	800.0%
EBSCO	Auto Repair Source	Sessions	74	80	89		17	14	29	60	-32.6%
EBSCO	Consumer Reports	Page Views	8,538	8,302	9,944		2,399	2,023	3,136	7,558	-24.0%
EBSCO	Ethnic Diversity Source	Requests			-		-	-	-	-	
EBSCO	NoveList Plus	Requests	232	1,951	2,510		326	169	86	581	-76.9%
EBSCO	NoveList K-8 Plus	Requests	149	539	299		22	8	18	48	-83.9%
Gale	Gale databases	Item Requests	2,909	1,009	367		113	385	213	711	93.7%
Grey House	Weiss Financial Ratings	Page Views	1,607	1,522	843		225	362	202	789	-6.4%
Library Ideas	Freegal	Songs Streamed or Downloaded	25,260	28,979	26,357		7,066	9,139	8,274	24,479	-7.1%
LinkedIn	LinkedIn Learning	Video Views	3,369	3,679	2,871		1,172	1,181	788	3,141	9.4%
Mango	Mango	Sessions	869	902	757		309	392	409	1,110	46.6%
NewsBank	NewsBank^	Documents Viewed	9,733	10,595	10,170		4,054	4,126	4,268	12,448	22.4%
ProQuest	Ancestry Library Edition#	Document Views	1,798	1,559	2,205		469	302	487	1,258	-42.9%
ProQuest	CultureGrams	Pages Viewed	9,523	456	113		46	57	37	140	23.9%
ProQuest	HeritageQuest	Records Viewed	986	649	1,018		164	47	497	708	-30.5%
ProQuest	US Newsstream & US Dailies	Retrievals	121	527	442		68	119	130	317	-28.3%
ProQuest	Newspapers.com - West	Retrievals	852	860	1,544		1,137	327	74	1,538	-0.4%
		TOTAL	66,459	62,040	59,767		17,867	18,719	18,789	55,375	-7.3%

No remote access

* In-Library stats only. Remote access counted to WCLS

^ In-Library and some remote stats. Other remote access counted to WCLS

2023 DONATIONS TO LIBRARY GIFT FUND

<u>Date</u>	<u>Received from:</u>	<u>Amount</u>	<u>Purpose:</u>
1/5/2023	Anonymous	\$ 100.00	Unrestricted
1/10/2023	Whatcom Community Foundation	\$ 250.00	Kinder Fund - Unrestricted
1/31/2023	January misc donations	\$ 7.61	Unrestricted
2/2/2023	Community Food Co-op	\$ 50.00	Unrestricted
2/7/2023	Whatcom Community Foundation	\$ 7,299.23	Annual designated grants
2/28/2023	February misc donations	\$ 15.67	Unrestricted
3/16/2023	Individual	\$ 200.00	Unrestricted
3/30/2023	Individual	\$ 50.00	Unrestricted
3/31/2023	March misc donations	\$ 5.65	Unrestricted
4/4/2023	Individual	\$ 100.00	D&D books
4/4/2023	Individual	\$ 100.00	Library Giving Day
4/12/2023	Individual	\$ 25.00	Library Giving Day
4/22/2023	Individual	\$ 100.00	Unrestricted
4/30/2023	April misc donations	\$ 3.75	Unrestricted
5/2/2023	Humanities Washington	\$ 2,543.45	Prime Time curriculum books
5/11/2023	WECU	\$ 7,500.00	Summer Reading sponsorship
5/25/2023	Individual	\$ 20.00	Music-themed Children's books
5/25/2023	Individual	\$ 25.00	Music-themed Children's books
5/25/2023	Individual	\$ 25.00	Music-themed Children's books
5/25/2023	Individual	\$ 25.00	Music-themed Children's books
5/25/2023	Individual	\$ 25.00	Music-themed Children's books
5/25/2023	Individual	\$ 30.00	Music-themed Children's books
5/25/2023	Individual	\$ 65.00	Music-themed Children's books
5/31/2023	May misc donations	\$ 0.10	Unrestricted
6/30/2023	June misc donations	\$ 14.70	Unrestricted
7/14/2023	Individual	\$ 1,000.00	Large Print
7/31/2023	July misc donations	\$ 1.36	Unrestricted
8/1/2023	Whatcom Community Foundation	\$ 8,645.95	LGD - Bellis Fair interactive display
8/19/2023	Willows book group	\$ 208.00	Book Club Kit
8/31/2023	Individual	\$ 50.00	Unrestricted
8/31/2023	Highline Construction	\$ 300.00	Children's construction books
8/31/2023	August misc donations	\$ 77.60	Unrestricted
9/29/2023	Nooksack Salmon Enhancement Assoc.	\$ 5,000.00	Materials/programs
9/30/2023	September misc donations	\$ 26.05	Unrestricted
10/17/2023	Individual	\$ 20,000.00	Materials
10/31/2023	October misc donations	\$ 18.85	Unrestricted
11/27/2023	Whatcom Community Foundation	\$ 2,995.00	Candid Foundation database
11/30/2023	1st Christian Book Group	\$ 125.00	Book Club Kit
11/30/2023	November misc donations	\$ 14.32	Unrestricted
12/5/2023	Individual	\$ 100.00	Unrestricted
12/20/2023	Individual	\$ 2,000.00	Children's materials
12/31/2023	December misc donations	\$ 2.62	Unrestricted
		\$59,144.91	TOTAL

2023 FRIENDS of the LIBRARY DONATIONS to LIBRARY GIFT FUND

<u>Date</u>	<u>Amount</u>	<u>Purpose:</u>
2/9/2023	\$ 7,000.00	Staff development
2/9/2023	\$ 1,000.00	Community outreach
3/23/2023	\$ 3,500.00	Summer Reading
3/23/2023	\$ 3,000.00	Book club kits
5/2/2023	\$ 6,425.53	Children's interactive display
5/22/2023	\$ 3,000.00	Adult Programming Books
9/5/2023	\$ 500.00	Children's materials for Bellis Fair
12/14/2023	\$ 1,000.00	Light therapy lamps
Total gift fund donations		\$24,425.53
		\$ 5,000.00 Books for Babies
		\$ 7,500.00 Whatcom Reads
Total direct-to-vendor donations		\$12,500.00

\$36,925.53 TOTAL FRIENDS DONATIONS

COMBINED \$96,070.44 2023 DONATIONS RECEIVED

Whatcom Community Foundation Fund report - 2023 Year End Recap

Donations

Date	Received from:	Fund	Amount
1/13/2023	Anonymous	Unrestricted	\$10.00
1/13/2023	Anonymous	Unrestricted	\$25.00
2/13/2023	Anonymous	Unrestricted	\$25.00
3/6/2023	Individual	Unrestricted	\$20.00
3/13/2023	Anonymous	Unrestricted	\$25.00
4/4/2023	Individual	Unrestricted	\$20.00
4/4/2023	Individual	Unrestricted	\$20.00
4/13/2023	Anonymous	Unrestricted	\$25.00
4/13/2023	Celedo Fund	Unrestricted	\$2,000.00
5/13/2023	Anonymous	Unrestricted	\$25.00
6/13/2023	Anonymous	Unrestricted	\$25.00
6/16/2023	Attic Salt	Unrestricted	\$810.00
7/13/2023	Anonymous	Unrestricted	\$25.00
8/13/2023	Anonymous	Unrestricted	\$25.00
8/22/2023	Celedo Fund	Unrestricted	\$2,000.00
9/10/2023	Anonymous	Unrestricted	\$100.00
9/13/2023	Anonymous	Unrestricted	\$25.00
11/28/2023	Individual	Unrestricted	\$50.00
12/7/2023	Charitable Trust	Unrestricted	\$500.00
12/13/2023	Individual	Unrestricted	\$300.00
12/25/2023	Anonymous	Unrestricted	\$100.00
12/30/2023	Individual	Unrestricted	\$150.00
3/14/2023	Individual	Materials	\$500.00
9/19/2023	Individual Living Trust	Materials	\$20,000.00
11/28/2024	Individual	Materials	\$200.00
12/18/2023	Individual	Materials	\$500.00
9/27/2023	Individual	Designated Endowment Fund	\$100.00
2/10/2024	Individual	Fairhaven Branch Materials	\$500.00
4/6/2023	Individuals & Friends of BPL	Library Giving Day	\$8,645.95
Total 2023 Donations			\$36,750.95

Distributions

Robert Bragg & George Muldrow Endowment for the Bellingham Public Library		
1/19/2023	2022 Annual designated distribution (held at WCF as a 'spendable portion')	\$173,398.00
Bellingham Public Library Designated Endowment Fund		
2/7/2023	2022 Annual designated distribution	\$2,636.59
Bayview Fund		
2/7/2023	2022 Annual designated distribution	\$2,261.44
Dorothy & Harris Consalves Bellingham Public Library Endowment		
2/7/2023	2022 Annual designated distribution	\$2,401.20
Bellingham Public Library Fund - Library Giving Day		
8/1/2023	Bellis Fair interactive display	\$8,645.95
Bellingham Public Library Materials Fund		
10/6/2023	Individual Living Trust	\$20,000.00
Total (all but Bragg-Muldrow are included in Library Gift Fund Total)		\$209,343.18

2023 Fund year end balances (approximate)

Robert Bragg & George Muldrow Endowment - Spendable portion	\$473,556.43
Bellingham Public Library Designated Endowment Fund	\$69,764.35
Bellingham Public Library Fund - Capital	\$129,791.57
\$121,627 designated for capital improvements at Fairhaven Branch	
Bellingham Public Library Fund - Fairhaven Branch Materials	\$6,693.89
Bellingham Public Library Fund - Materials	\$13,293.43
Some of these funds are restricted for specific materials	
Bellingham Public Library Fund - Unrestricted	\$47,726.28
2023 total	\$740,825.95



DIRECTOR'S REPORT FOR January 16, 2024

Outside, the temperature with wind chill is hovering at -9 degrees. It's Friday and we are preparing for a very busy day in our public space, with many people needing a warm place to take a break from the cold. As Katrina mentions in her report, we are thrilled that Lake Whatcom Center is staffing Behavioral Health specialists at the Central Library at closing through Saturday. (Rebecca Judd, Library Director)

WELCOME & INCLUDE

Welcoming new Library staff: We have three vacant Library Assistant positions remaining. We submitted the request to fill these positions last month and will post the vacancies when we rise to the top of the staffing queue. (Jen Vander Ploeg, Head of Operations)

Behavioral Health Specialist update: After four months of behind-the-scenes planning, the contract between Whatcom County Health and Community Services and Lake Whatcom Center to provide embedded behavioral health specialist services at the Bellingham Central Library went live on Jan. 1. The contract is funded to embed one behavioral health specialist at the Central Library for each of the hours we are open, 7-days/week, which we hope to achieve by the end of the month. A total of three staff from Lake Whatcom Center will rotate shifts at the Library. Lake Whatcom Center also oversees the HEART program, which has already been responding to calls from the Library for assistance. Though the specialists will not be fully integrated into the library until February, the HEART team agreed to support the library through this cold weather period by stationing a case manager in the library for the last two open hours on Thursday, January 11, Friday, January 12, and Saturday, January 13. (Katrina Buckman, Head of Public Services)

Security Team Communication: As the roles of the security team continue to shift and the incidents they are responding to remain complex and challenging, we have begun meeting weekly to discuss policy suggestions, make changes to procedures, and align the implementation of the Rules of Conduct. So far, these meetings have been productive and provided much needed opportunities for team-building and sharing insights. (Katrina Buckman, Head of Public Services)

ACCESS & OPPORTUNITY

Trial Borrowing CDs/DVDs via ILL: In 2018 we stopped borrowing music CDs and video DVDs for patrons via interlibrary loan due to staffing constraints. Starting this month, though, we are running a 6-month trial re-start of that aspect of our service. We're allowing patrons to have up to 5 of their monthly 10 ILL requests be for these media types. So far it is going well, with a few requests being made and staff not being overwhelmed. Restarting this service re-synchs our service with WCLS. (Jon McConnel, Head of Digital Services)

Light Therapy Lamps: If patron requests are any indicator, then the [Light Therapy Lamp collection](#) is a success! In the first month each of our 23 lamp kits circulated, and there were 185 active hold requests on Jan. 11. WCLS is going to add some kits, and BPL is in discussion with the Friends about possibly funding some additional kits. (Jon McConnel, Head of Digital Services)

READ & LEARN

Successful December Children's Programs: Children's Specialist Lesley Norman and Children's Librarian Bernice Chang held five wildly successful children's programs during Winter Break in December. A total of 437 kids participated in craft programs, a gaming program and a Lego building challenge with Brad Bergman and Mike Tarrant, two Bellingham residents who competed on Season 4 of the Lego Masters television show. Congratulations to Lesley and Bernice on planning such fun, engaging programming for kids. (Bethany Hoglund, Deputy Library Director)



2024 Database Changes: For the new year there is a change to the automotive information database we subscribe to. We dropped Auto Repair Source and added ChiltonLibrary.com. This switch puts us in alignment with WCLS. We are hoping Chilton's better interface and content will increase patron use. (Jon McConnel, Head of Digital Services)



Ukuleles have returned to Skillshare! On Jan. 3, the Library welcomed our first ukulele class in Skillshare since pre-pandemic. It was a joyful evening with about 20 participants of ages 10 and up, led by instructor Bo Bestvina. The program continues weekly through January 24. (Annette Bagley, Head of Community Relations)

Ukulele students learning a new chord

Welcoming Salmon Eggs on February 1: Our Salmon Egg Welcome program with Nooksack Salmon Enhancement Association and Joshua Olsen, Nooksack Cultural Liaison at Whatcom County Library System will be Thursday, February 1 from 4:00 – 5:00 p.m. Families with children ages 6 – 10 are invited to welcome the chum eggs to our library tank, learn about the salmon lifecycle, listen to a story told by Joshua and then participate in a craft. We will have more programming throughout February and March, culminating with a community salmon release party on Saturday, March 30. (Bethany Hoglund, Deputy Library Director)

Whatcom READS: Programming kicks-off January 18 and continues in February and March for *Red Paint: The Ancestral Autobiography of a Coast Salish Punk* by Sasha taq̓səblu LaPointe. For the full schedule, event details and registrations see whatcomreads.org. BPL will host the in-person author event at Mount Baker Theatre on Friday, March 15 at 7 pm. The event is free, but tickets are required and are available at MountBakerTheatre.org. (Annette Bagley, Head of Community Relations)



INFORM & INVOLVE

YMCA Board Member: I've been selected to serve on the Board of Directors for the YMCA. This is a personally and professionally exciting opportunity, as the library and YMCA hold many aligned priorities like promoting community wellbeing through education and enrichment and a strong focus on high quality early learning for children and families. I appreciate the Library's support of this community commitment as I begin my three-year term in early February. (Bethany Hoglund, Deputy Library Director)

Media Coverage: Dec. 27, *Cascadia Daily News* published an article titled "Bellingham Library, WTA expand help for behavioral health gap." The article focuses on the Library's partnership for embedded behavioral health services, and also includes recent efforts by WTA to implement transit safety officers. (Annette Bagley, Head of Community Relations)

Winter Playbook: The Library's center-spread in the Bellingham Parks & Rec Winter Playbook [BPR - Winter Playbook 2024 \(uberflip.com\)](#) was published Dec. 30 and will run through March, featuring a variety of programming for children and adults. (Annette Bagley, Head of Community Relations)

All Hands Whatcom: BPL is partnering with All Hands Whatcom to provide a variety of community education related to the current opioid crisis. Upcoming free virtual events take place Jan. 18, Feb. 6, and Feb. 21. Full schedule and registration info is online at chuckanutthealthfoundation.org/allhands. (Annette Bagley, Head of Community Relations)

Bellingham Comprehensive Plan: We are providing feedback to City project lead Elizabeth Erickson about Library information to be included in the Bellingham Comprehensive Plan's Capital Facilities chapter. Our recommendation is to include the Library's Facilities Master Plan. (Annette Bagley, Head of Community Relations)

THRIVE & GROW

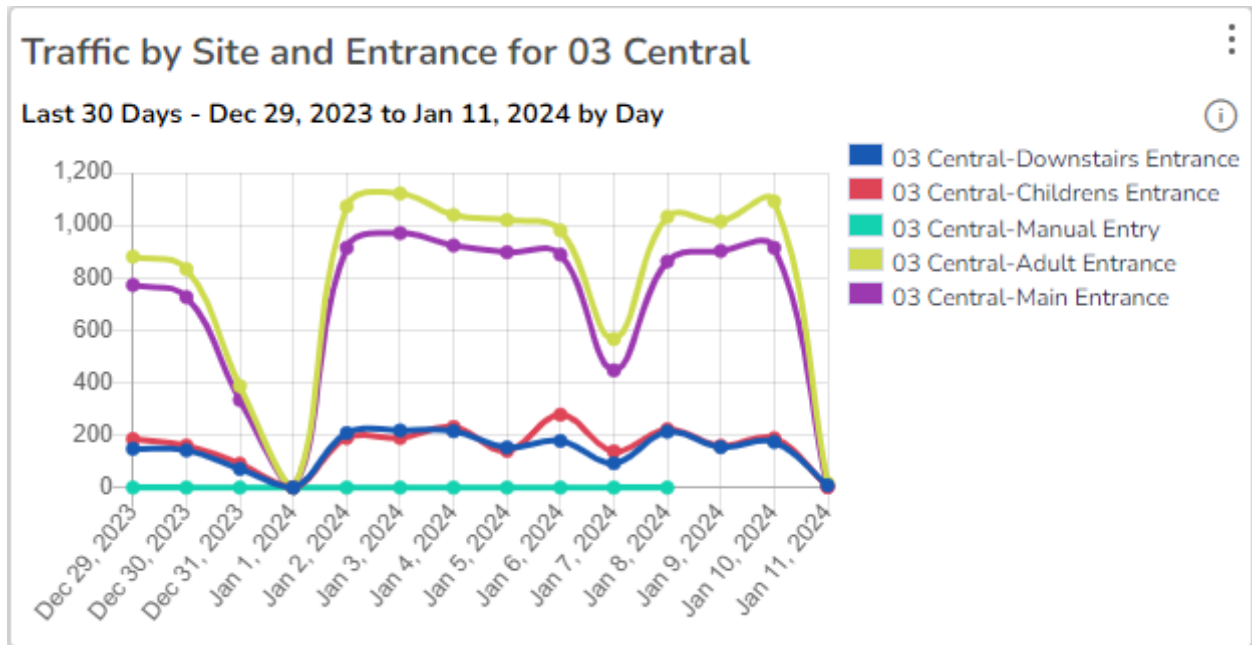
Air Quality Sensors: After 3 full months of having sensors operating in our restrooms, we show a clear reduction in the amount of inappropriate activity in those spaces. Staff responding quickly when sensors are triggered and taking the time to educate library users about sensors seems to be having a beneficial impact. (Jen Vander Ploeg, Head of Operations)

Elevators: Contractors were on site to work on the last outstanding issue (not safety related) with the freight elevator, and we are cautiously optimistic that the modernization project is complete. Public Works requested a second proposal to resolve the ongoing issues with our main passenger elevator door. We hope to be able to compare both proposals and move forward with a plan that will resolve the concerns with the door. (Jen Vander Ploeg, Head of Operations)

Automated Door Opener: We received requests from staff and patrons to add an automatic door opener to the Barkley Branch. Because the Barkley Library space is leased from Talbot, projects that include making changes to the building need to be reviewed and approved by them before they can move forward. We have not yet received approval for the request for this project and will continue to follow up with Talbot. (Jen Vander Ploeg, Head of Operations)

Polaris Upgrade: On Monday, January 8 we had our Integrated Library System upgraded from version 7.4 to 7.5. The system was offline for about 2.5 hours starting at 5am. We are implementing a security-related feature that's new to this version, as well as some minor administrative features. (Jon McConnel, Head of Digital Services)

People Counter Upgrade Project: We finished configuration of the new devices on Dec. 29 to round out the year! We are collecting counts from both the old and new systems in January in order to have a good baseline comparison, and expect to stop collection from the older devices in February. The reporting dashboard for the new system is up and functioning, though we're still working on setting up the reports we'll need. Here's an example of one for the Central Library – starting in February we'll be reporting the Central-Main Entrance and Central-Downstairs Entrance numbers. (Jon McConnel, Head of Digital Services)



Respectfully submitted,
Rebecca Judd

Procedure

4 Public Services
4.101.105 Appealing a Trespass

Last Revised: Jan 3, 2024
Revised by: Rebecca Judd

See Also: Library policy:
4.101 Rules of Conduct

Use when:

- A trespassed person appears in the library wanting to appeal their trespass.
- A trespassed person calls or contacts the library to appeal their trespass.

Definitions

Trespass

Person is legally barred from entering all BPL locations for a period of time ranging from one (1) month, three (3) months, six (6) months, one (1) year, three (3) years, or five (5) years. In extraordinary circumstances, and in consultation with Administration, a person may be trespassed permanently.

Length of a trespass is determined by library staff and police serve the trespass. Trespass time starts once the trespass is officially served.

Staff procedure

1. **Trespassed individual appears in person to request an appeal of their trespass:**
 - a. Informs the person that they are in violation of their trespass, and need to leave the property.
 - b. Provides individual with form outlining trespass appeal process
 - c. Writes an incident report noting that the person was in the building and the reason for their visit.
2. **Trespassed individual calls asking how to appeal their criminal trespass:**
 - a. Refers the person to the trespass appeal process on the Library's website: [site address]

Administration procedure

1. When a written appeal is received within 30 days of the trespass
 - a. The Library Director forwards the appeal to the Library's legal liaison
 - b. The Library Director convenes a review committee consisting of the Library Director, the Library's legal liaison, the Head of Public Services, and the two members of the Library Board of Trustees policy committee.
 - c. In consultation with the Library's legal liaison, the Library Director responds to the individual making the appeal within 7 days of receipt, and communicates:
 - i. The appeal has been received
 - ii. A review committee has been formed
 - iii. A decision will be made and communicated in writing within 30 days of receipt of the written trespass appeal
2. When the review committee has reached their decision:
 - a. In consultation with the Library's legal liaison, the Library Director will communicate the decision to the individual making the appeal:
 - i. citing the reasons for the decision
 - ii. indicating that the decision is final
 - b. The Library's legal liaison will notify the Board of Trustees about actions taken by the review committee
 - c. The Library Director will update police and the incident report if the appeal results in changes to the trespass.

[For website] Appealing a Trespass

[website link here]

- An appeal must be made in writing to the Library Director within 30 days of the trespass date and should include reasons for requesting an appeal
- An appeal must contain an email address or mailing address for a response
- An appeal must be submitted by email to libraryadmin@cob.org or mailed to:
Bellingham Public Library c/o Library Director
210 Central Avenue
Bellingham, WA 98225
- Late appeals will not be considered

**Agreement
Between Bellingham Public Library and Whatcom County Library System
for the Operation and Maintenance of an Integrated Library System**

This Agreement, effective Feb 1, 2024 is made by and between the Bellingham Public Library (“BPL”), a department of the City of Bellingham, a Washington first class city, and Whatcom County Rural Library District, doing business as Whatcom County Library System (“WCLS”), a Washington rural county library district.

WHEREAS, BPL and WCLS (collectively, the “Parties” and each, a “Party”) have shared an Integrated Library System (“ILS”) since 1991; and

WHEREAS, both Parties mutually extend the full range of services available from its ILS to all borrowers according to the respective policies of each Party; and

WHEREAS, in 2018, both Parties conducted a Request for Proposals (“RFP”) process to select a new ILS; and

WHEREAS, both Parties have agreed on a new ILS, Polaris, from Innovative Interfaces, Incorporated (“Innovative”); and

WHEREAS, both Parties have entered into an agreement with Innovative as of August 1, 2018 to license the Polaris ILS, a copy of which is attached as Exhibit A hereto and incorporated by this reference; and

WHEREAS, this Agreement supersedes the “Agreement Between Bellingham Public Library and Whatcom County Library System for the Operation and Maintenance of an Integrated Library System” established in 2019;

NOW, THEREFORE, THE BELLINGHAM PUBLIC LIBRARY AND THE WHATCOM COUNTY LIBRARY SYSTEM AGREE AS FOLLOWS:

1. The ILS: The ILS that the Parties have licensed, the related services that the Parties subscribe to, and the costs of the services are all described in the “Agreement for Consultant Services Bellingham/Whatcom County Library Consortium – Innovative Interfaces Incorporated” (“Services Agreement”), Exhibit A.
2. Term: This Agreement shall be in effect as of the date set forth above and shall continue as long as the Services Agreement is in effect, unless either Party elects to update or terminate this agreement.
3. Data Ownership and Access:

- a. The ILS, including all software, records, and data stored in the ILS, other than patron information, is owned on an equal basis by BPL and WCLS as tenants in common.
 - b. Each Party owns its own patron information. Ownership is determined based on a patron's primary address. Primary addresses within the city limits of Bellingham designate patron records that are owned by BPL. Primary addresses outside the city limits of Bellingham designate records that are owned by WCLS. Each Party agrees to release such patron information maintained on the System only in accordance with its written confidentiality policy (Exhibit B). For third party requests for confidential patron information (including court records and subpoenas), to the extent allowed by law, each Party agrees to communicate the request to the other Party's administration immediately and to give the other Party the opportunity to contest the disclosure of information.
4. Management of the ILS: Innovative holds primary responsibility for the operation and maintenance of the hardware and software for the hosted portions of the ILS. The records and data stored on the ILS are managed mutually by BPL and WCLS. Agreement of both BPL and WCLS is required for changes in system management and policies that affect both Parties. Each Party will confer with all involved Parties in a timely manner prior to making changes to local control system settings that could impact service at either Party, particularly during library open hours.
- a. Both libraries will share the primary responsibility for the following tasks :
 - i. Adding and maintaining records for digital content.
 - b. WCLS will have the primary responsibility for the following tasks with the cooperation and assistance of BPL:
 - i. Delivery of patron notices via printed letters via the U.S. Postal Service, billing BPL quarterly for the cost of envelopes, postage, and labor per notice, rate to be reviewed annually, unless BPL takes over its own print notice processing.
 - ii. Maintaining vendor relationship with OCLC for hosted EZProxy server
 - iii. Deletion of digital content records
 - c. Both Parties will designate a system administrator. The designated administrators will be jointly responsible for the operation, maintenance, and configuration of the system. In an emergency requiring immediate action, either administrator or their delegate is authorized to act independently but the corresponding administrator will be informed and consulted as soon as practicable.

5. Termination: This Agreement may be terminated by either Party, as follows:

- a. For the duration of the Services Agreement, the non-terminating Party's violation of the terms of, or failure to adequately perform the responsibilities and duties of, this Agreement, following written notice from the terminating Party and reasonable opportunity to correct such violation or failure, or 2) illegal acts or bad faith on the part of the non-terminating Party; or
- b. With or without cause, upon notice from the terminating Party to the non-terminating Party delivered fifteen months prior to the proposed termination date.
- c. In the event of termination of this Agreement, each Party shall retain ownership of its own collection and patron information, and the other Party will allow reasonable access to it.
- d. The value of the respective ownership interests of the Parties will be determined upon the termination of this Agreement, taking into consideration the value (if any) of the ILS, costs and inconvenience to the Parties resulting from the termination, whether the termination is for cause, and any other relevant factors. This determination shall be made in accordance with the dispute resolution procedures set forth in paragraph 8, below.

6. Payment of maintenance and other costs:

- a. BPL and WCLS will jointly be responsible for ongoing maintenance costs of the ILS according to the formula set forth in Exhibit C, attached and incorporated by this reference.
- b. Population percentages in Exhibit C may be recalculated annually according to population estimates from the Washington State Office of Financial Management or the U.S. Census.
- c. Each Party will be individually responsible for any applicable sales/use tax on their respective costs.

7. Upgrades: Upgrades or additions may be added by agreement of the Parties.

- i. The cost of such upgrades or additions for the exclusive use of one Party will be the responsibility of that Party.
- ii. The cost of upgrades or additions for shared use and primarily intended for patron ease-of-use will be borne by the Parties based on population ratio.

- iii. The cost of upgrades or additions for shared use and not primarily related to patron use will be borne by the Parties on an equal basis.
 - iv. Maintenance costs for upgrades will be apportioned as set forth in Exhibit C.
8. Amendment: This Agreement may be amended by written agreement signed by authorized representatives of each of the Parties.
9. Dispute Resolution: The respective directors of the Parties will use their best efforts, including mediation, to resolve disagreements between the Parties arising out of this Agreement. In the event they cannot do so within thirty (30) days of written notice by one to the other that such a disagreement exists, they will submit the matter to arbitration by an arbitrator agreed to as follows: Either Party will submit to the other a list of three persons acceptable to it who have agreed to act in such capacity and the other shall promptly select one from the list. If none are acceptable to the other Party, subsequent list(s) shall be submitted. If the Parties are unable to agree upon an impartial arbitrator within thirty (30) days of submittal of the first list of prospective arbitrators, the dispute shall be resolved by available legal means.
10. Assignment: This Agreement may not be assigned by either Party without the express written consent of the other. Other parties may be added by agreement of the Parties.
11. Exhibits:
- Exhibit A**
- i. Services Agreement
- Exhibit B**
- i. Confidentiality Policy: Bellingham Public Library
 - ii. Confidentiality of Patron Records Policy: Whatcom County Library System
- Exhibit C – Cost Sharing Breakdown**

EXHIBIT A

**Agreement for Consultant Services
Bellingham/Whatcom County Library Consortium – Innovative Interfaces Incorporated
[Contract 2018-0481]**

Full text of this Agreement to be inserted here

DRAFT

EXHIBIT B

Relevant Policies	Public document location
Confidentiality Policy: Bellingham Public Library	https://bellingshampubliclibrary.org/about/library-policies/confidentiality-policy
Confidentiality Policy: Whatcom County Library System	https://www.wcls.org/wp-content/uploads/2020/06/5.01-Confidentiality-of-Patron-Records-Policy.pdf

EXHIBIT C: COST SHARING BREAKDOWN

Where the costs below are estimates from the vendor (as with Polaris migration and training) or are subject to annual increases, as with other shared services, the breakdown percentage will apply to the amount billed, regardless of the actual costs shown below.

2024 Cost Estimates	Whatcom County		City of Bellingham	WCLS
2022 Estimated Population (ACS)	230,677	41/59	93,899	136,778
Estimated Percentage of Population			41%	59%
Estimated charges for 2024	Cost	Breakdown	BPL	WCLS
ILS Database	\$62,104.55	40/60	\$24,841.82	\$37,262.73
ILS SaaS Hosting	\$23,737.73	40/60	\$9,495.09	\$14,242.64
Staff user licenses	\$26,497.93	50/50	\$13,248.96	\$13,248.96
Other -VPN (BPL only)	\$5,520.40		\$5,520.40	
Other - Syndetics	\$10,849.81	40/60	\$4,339.92	\$6,509.88
Total System	\$128,710.42		\$57,446.20	\$71,264.22
Other Shared Services				
Printed letter notifications via U.S. Postal Service	TBD			
Database auth. through OCLC Ezproxy	\$7,246.56	40/60	\$2,898.63	\$4,347.94
MessageBee notifications	variable			
Biblicommons Total	\$36,496.65		\$11,732.42	\$24,764.23
BiblioCore	\$26,575.05	40/60	\$10,630.02	\$15,945.03
Spanish Language Support	\$2,204.80	50/50	\$1,102.40	\$1,102.40
Russian Language Support (WCLS only)	\$2,204.80			\$2,204.80
BiblioFines (WCLS only)	\$5,512.00			\$5,512.00

Estimated % increase over 2023

Polaris: 2%

OCLC: 4.25%

Biblicommons: 4%

The Parties indicate their acknowledgement and acceptance of the terms and conditions stated in this Agreement as evidenced by the following signatures of their duly authorized representatives. It is the intent of the Parties that this Agreement shall be effect as of the day and year first indicated above.

EXECUTED, this ____ of _____, 2024 for the **WHATCOM COUNTY RURAL LIBRARY DISTRICT**

By: _____
Rodney Lofdahl, Chair
Board of Trustees

Department Approval:

By: _____
Christine Perkins, Executive Director

EXECUTED, this _____ day of _____, 2024, for the **CITY OF BELLINGHAM:**

Kimberley J. Lund, *Mayor*

Rick Osen, *Chair, BPL Board of Trustees*

Departmental Approval:

Rebecca Judd, *Director*

Attest:

Andrew D. Asbjornsen, *Finance Director*

Approved as to Form:

Office of the City Attorney

2024 Annual Action Plan

WELCOME & INCLUDE: We offer welcoming, safe places and experiences, where connections and understanding flourish.

- Develop new Welcome brochure to orient new patrons to Library services
- Design and implement an All-Staff Learning Day in October 2024
- Prioritize recommendations from Security Assessment and develop implementation plan
- Develop a plan on critical incident debriefing, to clarify who is responsible for convening a debriefing, who should be involved, what is the process, what happens afterwards, and how and what do we communicate with those who were not directly involved
- Update Emergency Management procedures
- Develop a 'Learning Hours' system for all library staff
- Build and implement a robust training/conference system for library employees that is equitable, transparent, easy to understand, and that requires minimal supervisor oversight. Add new trainings in active shooter/lethal threat; situational awareness and de-escalation, and fire/emergency drills
- Build and manage an onboarding system that also connects to staff training and ensures a shared foundation and knowledge of current policies and procedures among staff regardless of their tenure at the Library
- Implement community care and wellness practices that help staff at all levels manage and mitigate any current or long-term burnout, and that helps prevent new burnout from developing

ACCESS & OPPORTUNITY: We connect people with opportunities and resources to solve problems and help them achieve their aspirations.

- Negotiate locations of Community Drop Boxes. Purchase, wrap and install Boxes
- Onboard Behavioral Health team, with attention to clarifying roles and building relationships with staff and patrons
- Promote community mental health and well-being with new collection of circulating Light Therapy Lamps

- Research options for whether we can serve the needs of clients who need to make emergency phone calls
- Improve access to Library and City services by participating in City-wide Language Access work group

READ & LEARN: We inspire a lifetime of reading, learning, curiosity, and discovery.

- Purchase and install additional components for Automated Materials Handling System
- Partner with Nooksack Salmon Enhancement Agency to build community awareness around the salmon lifecycle

INFORM & INVOLVE: We provide information and activities to stay abreast of community issues and events, fostering informed, active participation in civic life.

- Partner with city and community leaders to foster public education and involvement in issues that matter, with a 2024 focus on climate action, anti-racism, homelessness, substance use & civic engagement
- Build awareness of Library facility and service needs into City of Bellingham Comprehensive Plan

THRIVE & GROW: We are a valued community partner and trusted city service, playing a central role in Bellingham life.

- Complete design and successfully bid Central Library renovation project
- Complete and submit Washington State Library Capital Improvement Grant for Central Library renovation project
- Develop and present 2025-2026 operational and capital budget requests to Mayor's office and City Council
- Evaluate and update Level of Service standards for Materials and Open Hours
- Complete repair of Central Library main passenger elevator
- Complete Bellis Fair Branch assessment at 1-year mark
- Implement Planned Giving program for the Library
- Implement a replacement for DEMCO Spaces & SignUP
- Update Polaris MOU with WCLS; consider changing parameters for print notices
- Establish a system for knowing who is on-site