

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.**

AGENDA **TIME (approx.)**

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: March 19, 2024: Regular Board Meeting; March 28, 2024: Special Board Meeting• Library performance & activity measures: March 2024• Financial reports
Claims: March 2024
YTD report: March 2024
1st Quarter Patron Use of Databases and Learning Resources | 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

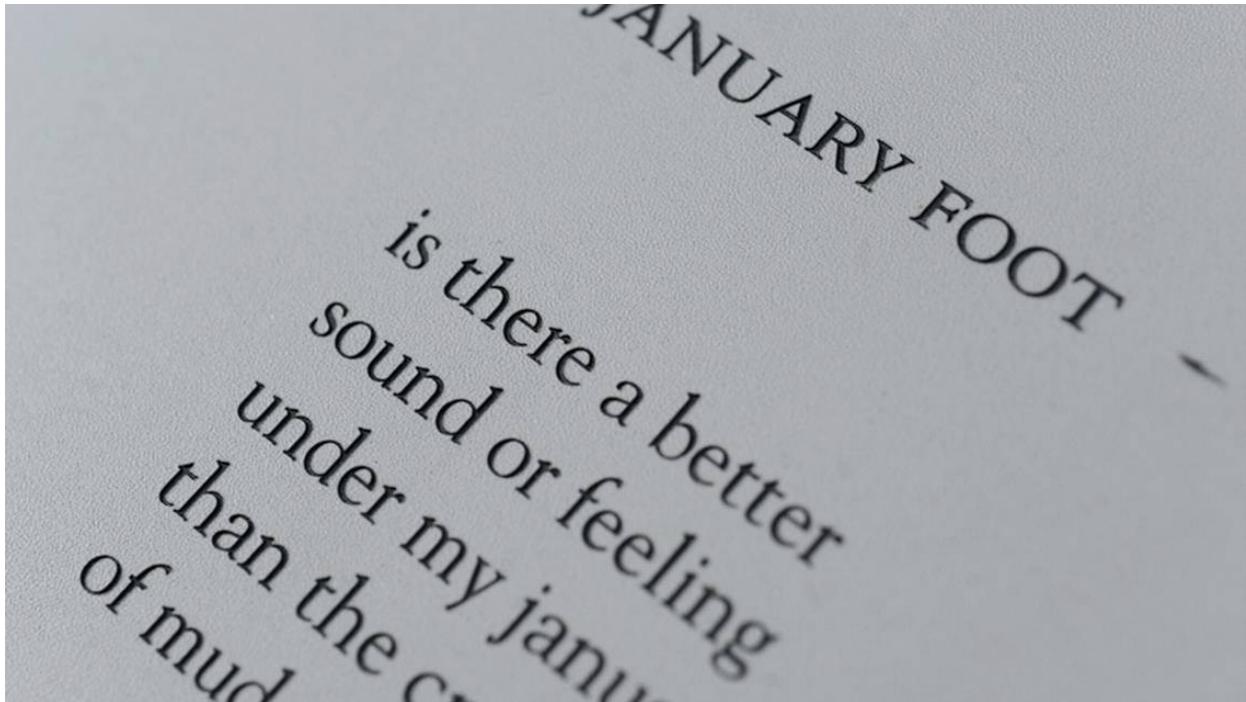
- | | |
|---|---------------|
| <p>6. 1st Quarter Action Plan report (see packet materials)</p> <ul style="list-style-type: none"> • Rebecca Judd, Director | <p>10 min</p> |
| <p>7. Rules of Conduct revision in response to SB5444 “POSSESSION OF WEAPONS— LIBRARIES, ZOOS, AQUARIUMS, AND TRANSIT FACILITIES – discussion (see packet materials)</p> <ul style="list-style-type: none"> • Katrina Buckman, Head of Public Services | <p>10 min</p> |
| Time check: 4:05 | |
| <p>8. Fundraising update</p> <ul style="list-style-type: none"> • Library Giving Day; Annette Bagley, Head of Community Relations • 1st quarter donated funds review (see packet materials); Rick Osen, Board Chair • Planned Giving update (see packet materials); Kristy Van Ness, Trustee | <p>10 min</p> |
| <p>9. Facilities Committee update</p> <ul style="list-style-type: none"> • Renovation update; Rick Osen, Chair and Rebecca Judd, Director • 1-year assessment of Bellis Fair Branch – discussion; Jon McConnel, Head of Digital Services | <p>10 min</p> |
| Time check: 4:25 | |
| <p>10. Level of Service standards: Materials and Hours – discussion</p> <ul style="list-style-type: none"> • Rick Osen, Chair and Rebecca Judd, Library Director | <p>10 min</p> |
| <p>11. New business</p> | <p>3 min</p> |
| <p>12. Agenda items for next meeting</p> | <p>2 min</p> |
| Time check: 4:40 | |
| <p>13. Adjourn</p> | |

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 360-778-7220 in advance of the meeting.

**Next Regular Library Board Meeting: Tuesday, May 21, 2024 – 3:30 p.m.
Location: Lecture Room, Central Library, 210 Central Avenue
Bellingham, Washington**

Aspiring poet or seasoned writer? Upcoming Bellingham poetry contest to offer cash prizes

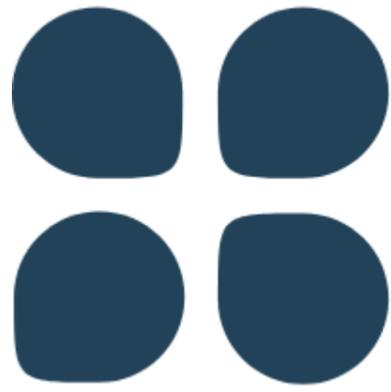


This poem by David M. Laws is one of 10 winners from the 2008 Sue C. Boynton Poetry Contest.
DANNY GAWLOWSKI | THE BELLINGHAM HERALD

BY [DANIEL SCHRAGER](#)
MARCH 19, 2024 5:00 AM

Bellingham poets will have a chance to showcase their work at the 19th edition of the Sue C. Boynton Poetry Contest, and this year, the stakes are higher. In previous years, the contest awarded ten poems the “Walk Award,” meaning they’re displayed year-round at the Sue C. Boynton Poetry Walk outside the Bellingham Public Library, and another ten received a “Merit Award.” But this year, the competition is adding a pair of \$100 prizes as well — one for the best student poem and one for the best adult poem. The competition is open to all Whatcom County residents as long as they have an original, unpublished poem of a maximum of 27 lines. The competition was named for early Bellingham resident and poet Sue C. Boynton and is open until March 31.

Submissions can be sent to Poetry Contest, PO Box 621, Bellingham, WA 98227, dropped off at Allied Arts on Cornwall Avenue, or emailed to BoyntonPoetryContest@hotmail.com. Winning poets will be honored at an award ceremony on May 23 at the Bellingham Cruise Terminal. Previous winners can be found on the organization’s blog.



City & County

BRIEF: Bellingham Public Library will host a salmon send off on March 30

After raising the fish from eggs to fry, the community will gather to release the salmon into Whatcom Creek

By [Halley Buxton](#)

March 21, 2024 | 10:40pm PDT



Once holding pink eggs that blended with the gravel, the library's tank is now filled with the silver of small darting fish. After nearly two months of growing amongst story times and curious community members, the salmon are ready to be released.

The [Bellingham Public Library](#) is hosting a release party to transition the fish from their tank in the children's department, to Whatcom Creek at the Maritime Heritage Park. The event will take place at 1:00 p.m. on March 30, 2024, starting with a gathering at the central branch of the library for a ceremony before moving to the park.

The 200 chum salmon eggs came to the library through a partnership with the [Nooksack Salmon Enhancement Association](#) as a way to give the public insight into the salmon's life cycle. Nathan Zabel, the education program manager at NSEA, runs a salmon-rearing program called [Students For Salmon](#), and has been at the forefront of the collaboration.

"The release ceremony is a combination of tribal acknowledgement and how people can stay involved in ongoing salmon recovery efforts," Zabel said. "It's a species that we can rally around, that we can really help work together to recover."

Deputy Library Directory Bethany Hognlund oversees youth services at the library, which includes monitoring the salmon tank as they grew from eggs to fry.

“I know I’m not alone in feeling a maternal-like sense of pride as they grow and now explore the tank animatedly,” Hoglund said in an email. “They truly bring a sense of joy and wonder into our library and our community.”

More about the salmon at the library and salmon recovery efforts in Whatcom County can be found [here](#).

“We are all looking forward to learning about the process of releasing the salmon into the creek,” Hoglund said in an email. “Gathering together as a group of library patrons and community members who have been watching these salmon hatch and grow.”

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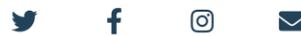
Halley Buxton

Halley Buxton (she/her) is a city life reporter for The Front. She is in her final year at Western with a major in creative writing and a minor in journalism. In her spare time she loves reading, writing with friends and collecting CDs. You can contact her at halleybuxton.thefront@gmail.com.

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The Front is an independent student newspaper covering Western Washington University, Bellingham and Whatcom County.

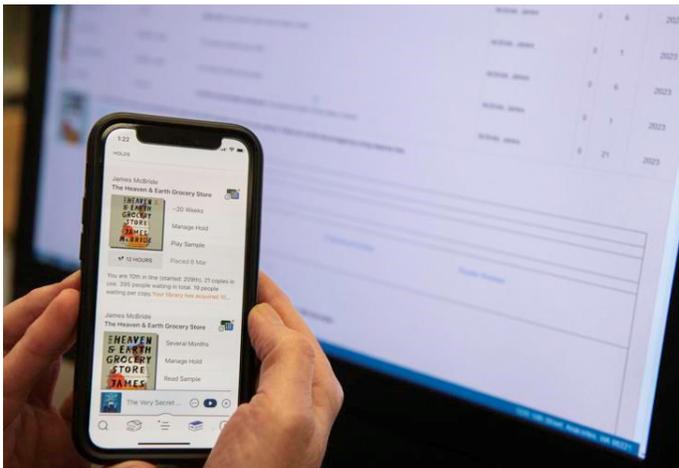


Libraries search for solutions to soaring e-book costs

- WILL BUZZERD Special to the Skagit Valley Herald
- Mar 23, 2024



Anacortes Public Library Public Services Manger Sydney Brady looks through the online catalog Thursday in Anacortes. Oliver Hamlin / Skagit Valley Herald



Anacortes Public Library Public Services Manger Sydney Brady uses the Libby app to show that there are 395 people on the waitlist for the audiobook of James McBride's "The Heaven & Earth Grocery Store" on Thursday at the library in Anacortes. Oliver Hamlin / Skagit Valley Herald

Throughout the country, public libraries are struggling to afford e-book licenses, especially as more readers move away from physical books to digital copies.

Traditionally, purchasing a physical copy of the latest bestseller costs a library the same as a retail bookseller, and generally that copy will be available on a library's shelf until either the copy wears out or room has to be made for new inventory.

However, the same rules do not apply to e-books.

Leasing a digital copy from a publisher can cost a library more than the average consumer cost or the price of a physical copy — and with that lease comes a shifting set of stipulations.

Digital licenses not only have a fixed expiration — typically after two years — but a limit on the number of times the e-book copy can be checked out.

For e-books that are in high demand, a license might not make it to the two-year point, and the library must purchase another to continue providing access to readers.

“Most readers don't know that the same e-book they buy on Amazon could cost their library four times as much,” State Librarian Sara Jones said.

To combat this issue, libraries throughout the state are working together to mitigate costs as much as possible.

The Washington Digital Library Consortium was founded in 2008 to provide readers with the Washington Anytime Library, a digital library system that allows licenses to be shared by members of the consortium.

The consortium includes 45 libraries statewide, serving a total of 860,000 readers — about 10% of the state's total population. The consortium especially benefits smaller, more rural libraries that otherwise wouldn't have the funding to keep up with e-book demand.

“We have libraries that are absolutely teeny that wouldn't be able to buy anything,” said Jones.

Conversely, Sno-Isle Libraries is not a member of the consortium, but as a larger system it can manage purchasing licenses directly through OverDrive, the world's largest digital content catalog and the main distributor of digital content for libraries and schools.

Additionally, Sno-Isle was fortunate to invest in its digital collection before publishers introduced their current leasing model. This has allowed it to acquire a strong base of perpetual-use licenses that help keep costs down.

However, demand for e-books continues to increase, spiking 32% at Sno-Isle in 2020.

Even working together, libraries continue to struggle.

“Revenues aren't meeting expenses,” said Jones. “Human resources cost more and more, and buying power gets reduced in turn.”

This year, lawmakers in states including Connecticut, Massachusetts, Illinois, Hawaii and New Hampshire have proposed bills aimed at closing the affordability gap. A bill was introduced in Virginia but was tabled in February.

They face strong opposition from the publishing industry, which argues the legislation undermines intellectual property values and will harm the publishing ecosystem.

“They do have a funding problem, but the answer is not to take it out of the pockets of authors and destroy the rights of creators and pass unconstitutional legislation,” said Shelley Husband, senior vice president of government affairs for the Association of American Publishers, noting how more people than ever can access e-material that might otherwise have been purchased from booksellers.

Readers throughout the world borrowed 662 million e-books, audiobooks and digital magazines last year, up 19% since 2022, according to data provided by OverDrive.

In Washington, the Legislature has yet to take action regarding licensing, something Jones would like to see change.

“We hope at some point there’ll be some legislative consequences,” said Jones.

Until then, Jones said libraries may have to make sacrifices in what they offer in order to serve their primary purpose of making books as accessible as possible for everyone.

“Libraries will have to make some difficult decisions,” she said.

— *The Associated Press contributed to the report.*

WA libraries, freedom to read

March 26, 2024 at 2:06 pm

By

[Steve Hobbs](#)

Special to The Seattle Times

For many residents across the state, local libraries serve as places of learning, after-school hangouts, community meetings, a resource for free technology access or shelter from the weather. But as treasured as these cornerstones of Washington communities might be, some of the residents who rely most upon them found that they were virtually powerless when a handful of activists made a political attack on the library's very existence.

That quirk of Washington law had to be corrected. That's why I'm grateful that the Legislature and Gov. Jay Inslee have enacted Senate Bill 5824, which empowers more people to participate in the governance of the libraries in their own communities.

Under a law that had not been updated in more than 40 years, not every library patron could have a say if their library remains open, even if their taxes fund the library. If an aggrieved constituent could collect 100 taxpayer signatures — or 10% of jurisdiction voters — on a petition, they could create a ballot measure to dissolve that library, and only voters who reside in incorporated areas of the jurisdiction could participate. Senate Bill 2854 increases the petitioning threshold to 25% of eligible taxpayers in the district and expands voting eligibility to include all qualified library district residents.

Washington State Librarian Sara Jones continues to monitor threats to library service throughout the state, including book bans and reshelving requests. Rural libraries, especially, were at risk of dissolving because in a district with a small population, it would have taken only a few activists to meet the qualifying threshold.

In 2023, Dayton Memorial Library in Columbia County was on the verge of becoming the first library in the nation to dissolve due to [aggravated community members](#) calling books authored by LGBTQ + individuals “obscene” and “upsetting.” The 1,076 registered voters who lived in unincorporated parts of the county had sole authority to decide the ballot measure under state law, leaving 1707 active voters ineligible. Fortunately, a judge threw out the measure

for technical reasons. The rural, brick Art Deco-style library remained open and continues the legacy of serving its community. This library is an epicenter of its community and has been so for more than a century. Columbia County citizens started fundraising to create a library in 1919, and the library was constructed in 1937 with generous local support.

These decades later, the library staff and volunteers work hard to ensure all community members have equitable access to resources. This includes literature and free programs and workshops for all ages and abilities. The Delany Room, an open-concept meeting room added to the library in the 1970s, is one of Dayton's most treasured free resources.

Washington's 60 public library systems have at least 349 branches, including Dayton Library, and 24 bookmobiles providing free collections, Wi-Fi, and programs to every county in the state. In 2022, the state's public libraries received more than 17 million visits. Patrons checked out materials more than 73 million times and attended more than 37,000 library programs. They used nearly 6,000 free public computers more than 2 million times and free public Wi-Fi more than 8 million times.

I am proud that SB 5824 will protect libraries as critical resources for their communities. Furthermore, election laws should serve every eligible community member equally so each voice can be heard.

Steve Hobbs is Washington's Secretary of State.



**Regular Meeting of the Library Board of Trustees
Tuesday, March 19, 2024 – 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:** Rebecca Craven, Kristy Van Ness, Kendra Bradford and Deborra Garrett
- Board Members Absent:** Rick Osen
- City Council Library Liaison:** Hannah Stone
- Library Staff:** Rebecca Judd, Annette Bagley, Katrina Buckman, Jon McConnel, Jennifer Vander Ploeg and Wendy Jenkins
- FOBPL Representative:** Carol Comeau, Friends of BPL Board Liaison; Scout Mitchell Friends of BPL President
-

Call to order and introductions: Regular session was called to order at 3:30 p.m. by Vice-Chair, Rebecca Craven. Deborra Garrett was introduced.

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

Public comment: No comments.

Consent agenda: Hannah Stone clarified that the photo mentioned in the City Council Liaison report in the February 20 meeting minutes was a promotion photo with City Council for the Whatcom READS 2024 selection *Red Paint: The Ancestral Autobiography of a Coast Salish Punk*. Wendy will update the minutes to reflect this clarification. Kendra Bradford moved to approve the February 20, 2024 Regular meeting minutes as amended and the February 2024 performance and activity measures and financial reports. Kristy Van Ness seconded. Deborra Garrett abstained. Motion carried.

Board Chair report:

- No report.

Board member reports:

- Kristy Van Ness reported that she attended a yoga class with her mom, and prior to the class the group was discussing how much they loved the library and all that it offers. Several noted that they especially enjoyed the salmon in the children's section. She was thrilled to see the intergenerational connection and sharing that happened within the group.

City Council liaison report:

- Hannah mentioned that the City is in the process of updating the Comprehensive Plan. As part of the community outreach necessary to inform the Plan, she has been attending Open House events arranged by the Planning department. She asked if there has been any outreach to the Library from the planning team about possibly hosting one of these events. Rebecca Judd responded that there are no Comprehensive Plan events planned at the library, but that it would be easy for us to host one.

Friends of BPL report:

- Scout Mitchell reported that the Friends are busy preparing for the upcoming Ski-to-Sea book sale scheduled for May 22-25, 2024.
- Scout has been meeting with Rebecca Judd regularly about the planned Library renovation and has shared the plans with members to gather feedback.

Library Director report:

- At Rick's request, Rebecca shared that he is disappointed to miss today's meeting and he extends a warm welcome to Deborra.
- Rebecca thanked the Whatcom READS committee for all their hard work, especially on last Friday's Mount Baker Theatre event, *An Evening with Sasha taqⁿⁱšəblu LaPointe*. It was a special event for the community.
- Rebecca announced a Community Salmon Release Party will be held on Saturday, March 30 at 1:00 p.m. The program will begin at the library followed by a walk to Whatcom Creek.
- Rebecca reached out to Bellis Fair Mall about the vacant Champ store site next to Bellis Fair branch. No updates to report.

Facilities Committee update:

- Renovation update: Rebecca Judd provided a rough timeline for the project:
 - The schematic design phase will end today, March 19.
 - The next phase will be detailed design and will run through the first part of June.
 - Cost estimates will be delivered around March 21. Rick will inform the Board about the estimates and next steps. Rebecca pointed out this is a big piece – we will be able to determine if the budget and goals are in alignment.

Rebecca reported we will be applying for a \$2,000,000 Library Capital Improvement Program (LCIP) grant offered through the State Library. The deadline for submissions is April 4. We applied for this same grant 2 years ago, unsuccessfully. This time we are much further along in the design work and can provide more detail in the application. The LCIP grant selection

committee will recommend projects in early fall to the Governor's office. Grant funds will be available July 1, 2025, if approved as part of the state's Capital budget.

Asbestos update: We have asbestos in the floor tiles in closed stacks. Jen is gathering proposals for encapsulation or removal of hazardous materials. Ideally, this project would be complete prior to renovation construction.

1% for the Arts: Jen gave an update on the 1% for the Arts piece of the renovation project. Our first proposal was an interactive installation from the Burgeon Group (the company that produced the panels at Bellis Fair and Fairhaven). The Arts Commission has requested we reach out to local artists as part of a competitive process instead.

Jen screenshared and explained the latest schematic design drafts for each floor (*see Attachment #1: Library Renovation Draft Schematic Designs*). Rebecca Judd added that the feedback process has been collaborative.

- Funding request: Rebecca Judd explained that we have talked about interior renovations, HVAC upgrades, and closure of the Central Library during renovations. Another element is updating the exterior of the building, including the plaza and the hillside area around the proposed new Lecture Room entrance. If we explore design and cost estimates now, there could be an opportunity to fund and complete the exterior work at the same time as the interior renovation and minimize future disruption. Following discussion there was consensus to explore this option further. Rebecca said she would bring a design cost proposal to the Board as soon as possible.

Fundraising update:

- Planned Giving update: Kristy reported she and Rachel Myers have been working to close out the contract we have with RM+Co. They are outlining what the Board set out to do, what has been accomplished and what work remains. Kristy will bring more information to the Board next month.
- 2024 Library Giving Day: Annette Bagley noted that the Trustees decided to fundraise this year for unrestricted funds rather than a particular project, as in past years. In the document included in the packet, Annette aimed for language to get people excited about donating to the Library. Once the language is fine-tuned, she will provide Trustees with a template to share with their contacts. She also reached out to Whatcom Community Foundation to activate the Library Giving Day website link.

Statistical Trends: Inputs and Outputs through 2023:

- Jon McConnel screenshared a PowerPoint presentation (*see Attachment #2: Statistical Trends: Inputs and Outputs through 2023*). Board Q&A followed the presentation.

Level of Service standards:

- Materials: To be rescheduled for April Board meeting

- Hours: To be rescheduled for April Board meeting

New Business:

- No new business.

Agenda items for next meeting:

- Level of Service standards
- Facilities update
- Fundraising update

Meeting adjourned at 5:10 p.m.

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

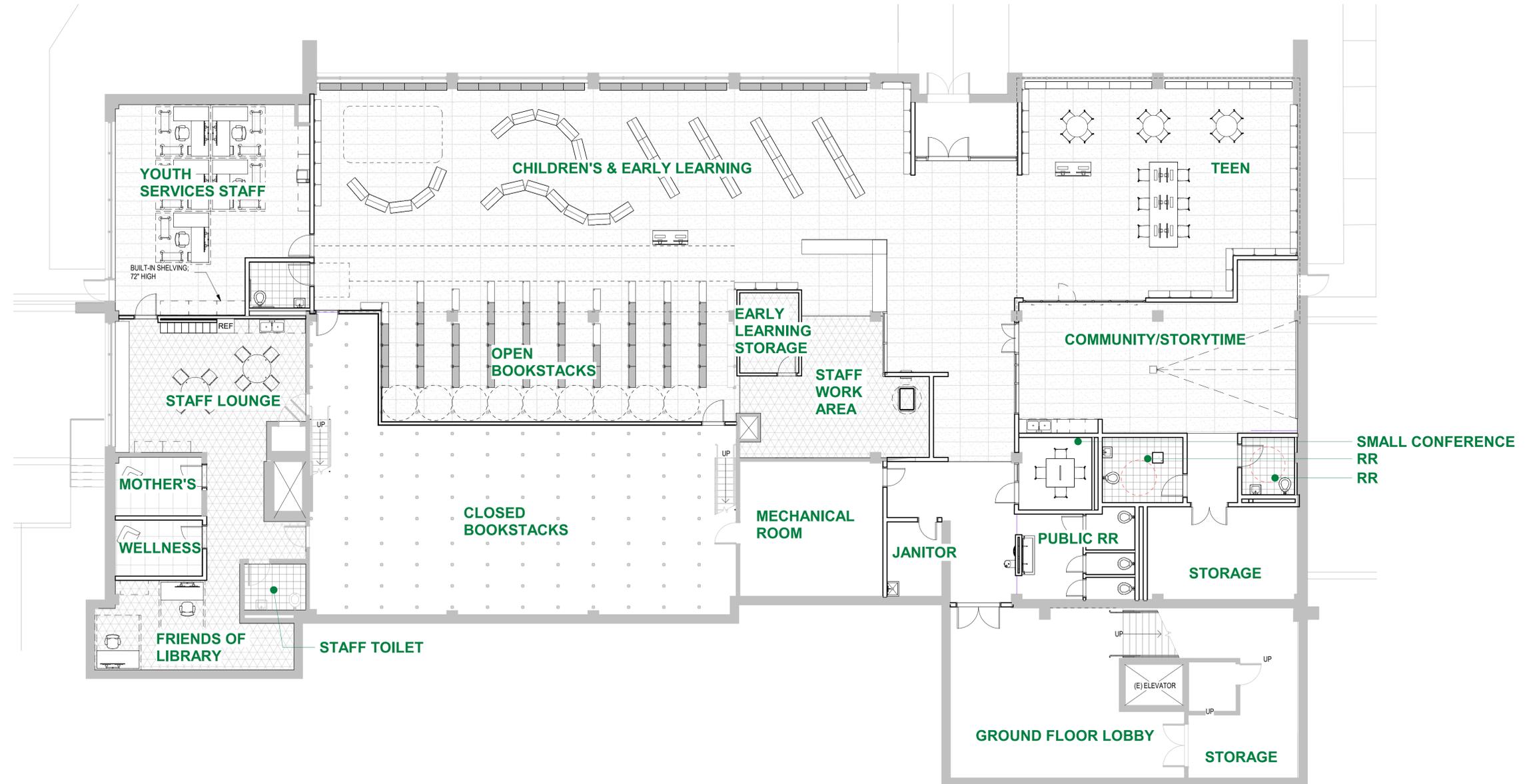
Chair, Library Board of Trustees

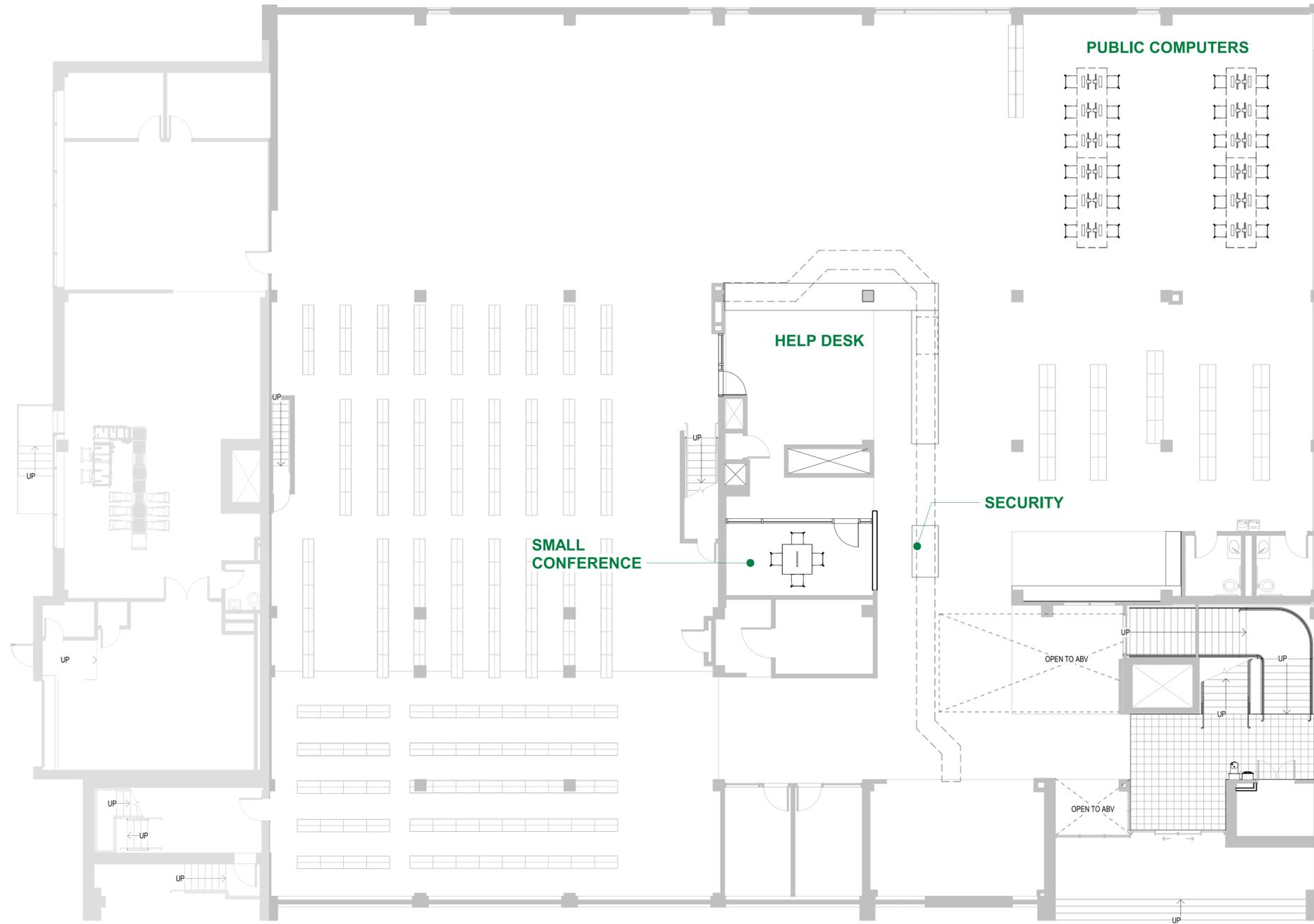
ATTEST

Secretary, Library Board of Trustees

Attachments:

- Attachment #1 Library Renovation Draft Schematic Designs
- Attachment #2: Statistical Trends: Inputs and Outputs through 2023)





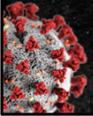


BellinghamPublicLibrary



Statistical Trends

Inputs and Outputs through 2023



It is statistics time! The Washington State Library has opened up the annual stats survey for 2023 metrics, and we thought it would be helpful to provide an update to the run-down shared the past few years of some of the statistics we report. Last year we reported through 2021 plus some 2022 measures for BPL & WCLS. This year it'll be the statewide stats for 2022 plus some 2023 data for us locals. The 2023 data comes from the Jan. 2024 Board Reports of BPL and Whatcom County Library System, and also from some reports I've run.

This year's report will update last year's, highlighting ways in which we are more alike other libraries than different, especially in how we're impacted by external forces and societal trends. I'll be looking at two themes: First – continued COVID impacts + recovery; and second, long-term trends impacting libraries, esp. the shift from physical to digital, and changes in computer & internet use.

RCW 27.12.260: Annual Report of Trustees

- At the close of each year the board of trustees of every library shall make a report to the legislative body of the governmental unit wherein the board serves, showing the condition of their trust during the year, the sums of money received for the library fund from taxes and other sources, the sums of money expended and the purposes of the expenditures, the number of books and periodicals on hand, the number added during the year, the number retired, the number loaned out, and such other statistics and information and such suggestions as they deem of public interest. A copy of this report shall be filed with the state librarian.
- [[1935 c 119 § 12](#); RRS § 8226-12. Prior: [1909 c 116 § 8](#); [1901 c 166 § 8](#).]

Quick reminder -- Libraries in Washington State are required to submit metrics to their sponsoring jurisdictions, and to the State Librarian. Nowadays there's an online tool to submit stats. Used to be a paper form....

Washington Public Library Statistics

apps.sos.wa.gov/library/libraries/libdev/publications.aspx

6:41 (Library) - Home Mail - MacComel... PSD - Blue Turnip

SAS ABOUT THE LIBRARY RESEARCH & COLLECTIONS SERVICES FOR LIBRARIES MY ACCOUNT FIND A LIBRARY ASK A LIBRARIAN DONATE

Washington Public Library Statistics

Public library statistics including budget, collections, and usage data, are collected and compiled on an annual basis by Library Development staff. More statistics are available from the Institute of Museum and Library Services.

Washington 2020 Map of Public Library Service

2022 CSV file of Library Administrative Data
2022 CSV file of Branch Library Data

Note: the two csv (comma separated values) files contain the same data as presented in the Excel Spreadsheet below, but in a more open, non-proprietary format.

2022 Excel Spreadsheet - Note: there are multiple tabs

2022 Full Report (1.5 MB)

2022 Report Categories

COVID-19 Impacted Library Services	Resource Sharing: ILL and Cooperatives
Top Ten Lists	Library Programs
Summary of Service	Annual Library Service Measures
Revenue and Expenditures Summary	Automated Systems, E-Rate and Filters
Total Revenue Sources	Electronic Service Measures
Operating Revenue Sources	Internet Presence
Local, Federal and Capital Revenue Detail	Branch Data
Local, State and Federal Revenue Per Capita Detail	Salaries
Total Expenditures	Benefits
Total Operating Expenditures Detail	Public Library Service by County
Personnel, Collection, Other & Capital Expenditures	Glossary
Outlets, Registered Users and Staff	Notes
Collection/Holdings	Credits
Circulation and Collection Use	Table of Contents

Previous Statistics (1999 - 2021)

The Washington State Library collects the submitted data, cleans it up, does some analysis, and publishes each year's data online. They also pass the data along to the federal Institute for Museum and Library Services for their Public Libraries Survey.

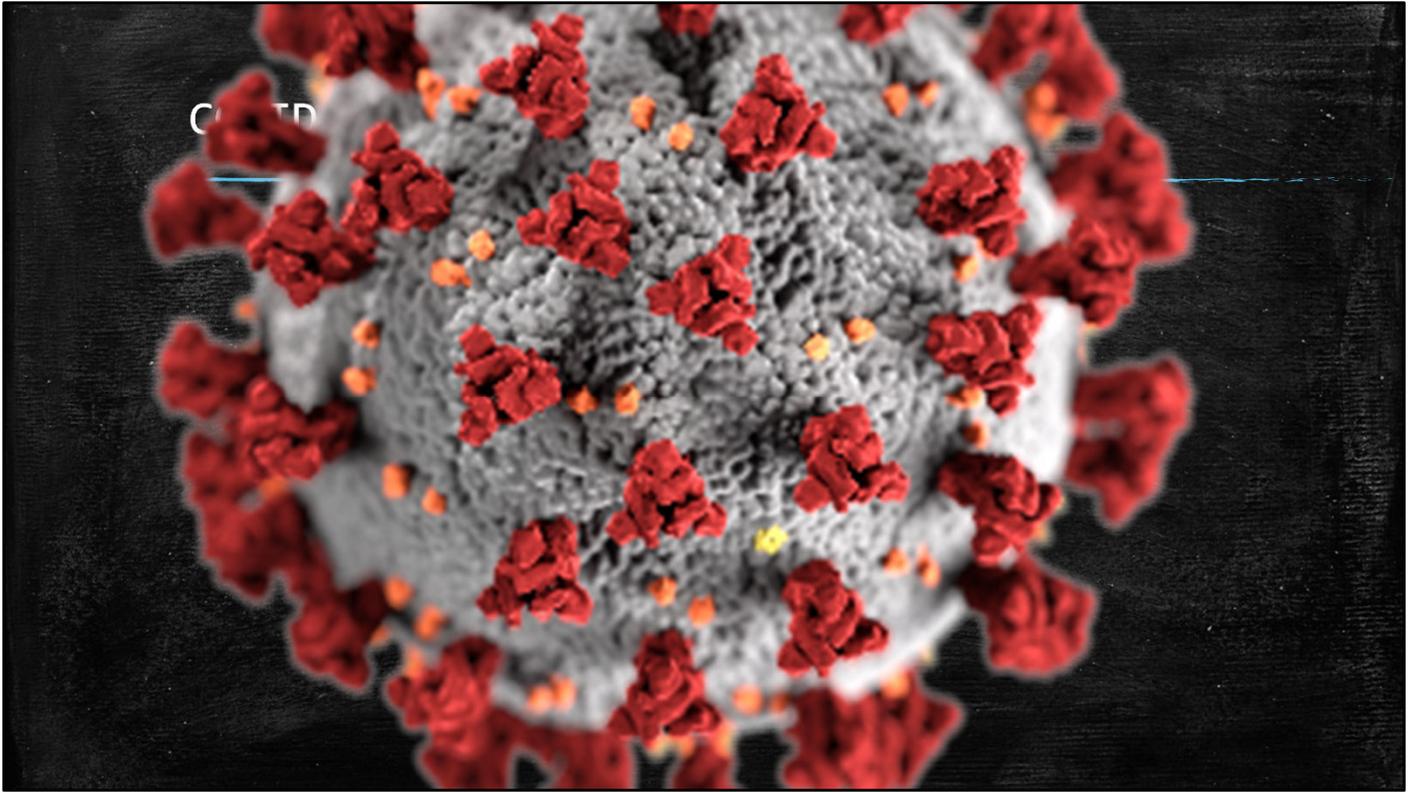
Merged!

The screenshot shows the Bellingham Public Library website with a search bar and navigation tabs. The main content is a data table titled 'Washington Public Library Statistics Data Merged'. The table has columns for various metrics and rows for different library systems and years. The data is color-coded by row.

Library System	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Library	47.22	44.59	50.93	59.33	59.63	64.24	68.21	79.09	79.26	77.36	76.02	81.41	79.08	64.44	61.66	73.76		
Regional Library District	127.82	138.60	139.89	136.34	129.63	106.45	121.41	133.07	136.20	140.95	133.63	129.16	129.70	121.85	121.85	121.85	121.85	121.85
Library	23.30	20.60	19.60	18.95	17.42	20.34	19.49	21.59	20.71	13.30	16.70	16.62	16.30	16.20	12.56	16.47		
Local Library District	70.80	65.17	63.92	74.63	74.64	79.47	61.21	69.77	66.94	62.59	67.59	65.55	66.23	49.91	57.96	66.75		
Library	7.99	8.62	7.62	7.87	8.80	8.44	9.22	8.27	8.50	8.87	11.22	10.89	10.34	8.86	8.32	8.36		
Library System	26.83	25.29	23.43	24.80	23.90	23.20	24.70	23.75	23.56	27.63	23.89	26.30	27.60	26.87	23.70	26.44		
Library	126.56	135.27	141.51	141.51	141.51	141.51	141.51	141.51	141.51	141.51	141.51	141.51	141.51	141.51	141.51	141.51	141.51	141.51
Library	101.42	104.43	104.95	105.10	103.76	105.71	105.20	103.42	107.88	107.88	107.88	107.88	107.88	107.88	107.88	107.88	107.88	107.88
Library	17.74	16.39	17.74	16.49	16.30	16.43	16.43	16.43	16.43	16.43	16.43	16.43	16.43	16.43	16.43	16.43	16.43	16.43
Library	41.64	41.64	41.64	41.64	41.64	41.64	41.64	41.64	41.64	41.64	41.64	41.64	41.64	41.64	41.64	41.64	41.64	41.64
Library	19.32	19.32	19.32	19.32	19.32	19.32	19.32	19.32	19.32	19.32	19.32	19.32	19.32	19.32	19.32	19.32	19.32	19.32
Library System	29.05	29.05	29.05	29.05	29.05	29.05	29.05	29.05	29.05	29.05	29.05	29.05	29.05	29.05	29.05	29.05	29.05	29.05
Library	10.06	10.06	10.06	10.06	10.06	10.06	10.06	10.06	10.06	10.06	10.06	10.06	10.06	10.06	10.06	10.06	10.06	10.06
Local Library District	24.89	24.89	24.89	24.89	24.89	24.89	24.89	24.89	24.89	24.89	24.89	24.89	24.89	24.89	24.89	24.89	24.89	24.89
Library System	10.10	10.10	10.10	10.10	10.10	10.10	10.10	10.10	10.10	10.10	10.10	10.10	10.10	10.10	10.10	10.10	10.10	10.10
Library	26.90	26.90	26.90	26.90	26.90	26.90	26.90	26.90	26.90	26.90	26.90	26.90	26.90	26.90	26.90	26.90	26.90	26.90
Library	18.79	18.79	18.79	18.79	18.79	18.79	18.79	18.79	18.79	18.79	18.79	18.79	18.79	18.79	18.79	18.79	18.79	18.79
Library System	27.46	27.46	27.46	27.46	27.46	27.46	27.46	27.46	27.46	27.46	27.46	27.46	27.46	27.46	27.46	27.46	27.46	27.46
Library District	18.07	18.07	18.07	18.07	18.07	18.07	18.07	18.07	18.07	18.07	18.07	18.07	18.07	18.07	18.07	18.07	18.07	18.07
Library	127.24	127.24	127.24	127.24	127.24	127.24	127.24	127.24	127.24	127.24	127.24	127.24	127.24	127.24	127.24	127.24	127.24	127.24
Library	74.89	74.89	74.89	74.89	74.89	74.89	74.89	74.89	74.89	74.89	74.89	74.89	74.89	74.89	74.89	74.89	74.89	74.89
Library	219.89	219.89	219.89	219.89	219.89	219.89	219.89	219.89	219.89	219.89	219.89	219.89	219.89	219.89	219.89	219.89	219.89	219.89
Library	18.49	18.49	18.49	18.49	18.49	18.49	18.49	18.49	18.49	18.49	18.49	18.49	18.49	18.49	18.49	18.49	18.49	18.49
Library	16.39	16.39	16.39	16.39	16.39	16.39	16.39	16.39	16.39	16.39	16.39	16.39	16.39	16.39	16.39	16.39	16.39	16.39
Library	10.77	10.77	10.77	10.77	10.77	10.77	10.77	10.77	10.77	10.77	10.77	10.77	10.77	10.77	10.77	10.77	10.77	10.77
Library	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90
Library District	45.01	45.01	45.01	45.01	45.01	45.01	45.01	45.01	45.01	45.01	45.01	45.01	45.01	45.01	45.01	45.01	45.01	45.01
Library	22.49	22.49	22.49	22.49	22.49	22.49	22.49	22.49	22.49	22.49	22.49	22.49	22.49	22.49	22.49	22.49	22.49	22.49
Library District	19.43	19.43	19.43	19.43	19.43	19.43	19.43	19.43	19.43	19.43	19.43	19.43	19.43	19.43	19.43	19.43	19.43	19.43
Library	18.96	18.96	18.96	18.96	18.96	18.96	18.96	18.96	18.96	18.96	18.96	18.96	18.96	18.96	18.96	18.96	18.96	18.96

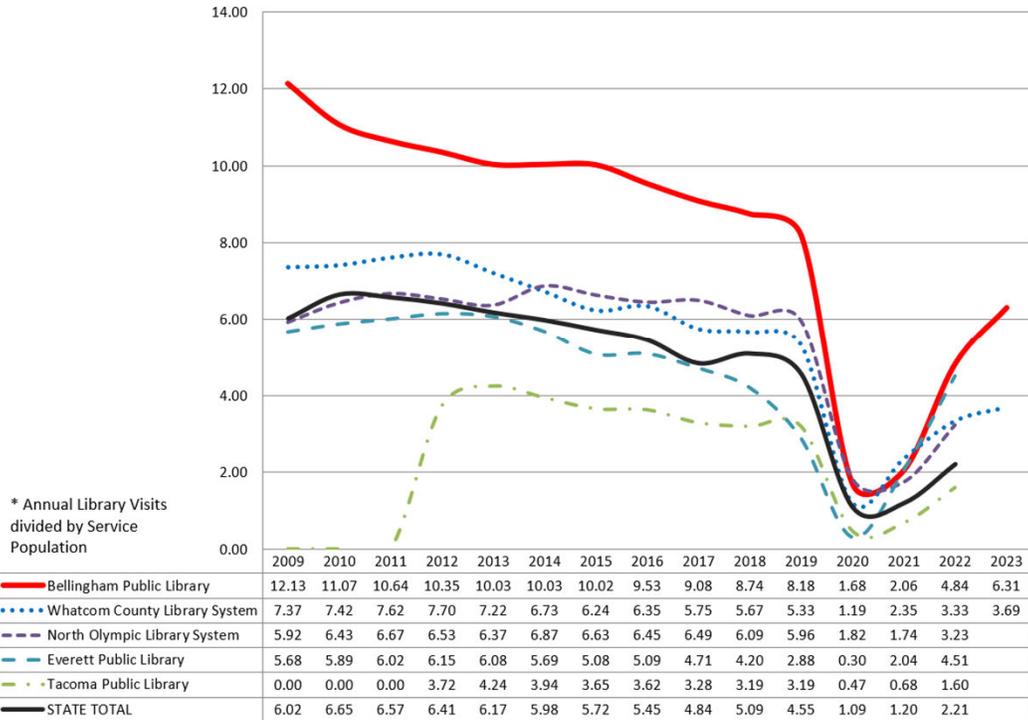
Search for 'public library statistics' on BPL's website.

In 2013 the Board of the Whatcom County Library System asked for a report on 10-year data trends in comparison to other comparable libraries. I pulled together 10 years of the Washington data and prepared a tool that would allow for comparisons, as well as making it fairly easy to change which libraries are being compared. I've been adding new data ever since. You can download the Excel file from the BPL website.



So let's get going!

Visits per Capita



Visits normalized by Population:

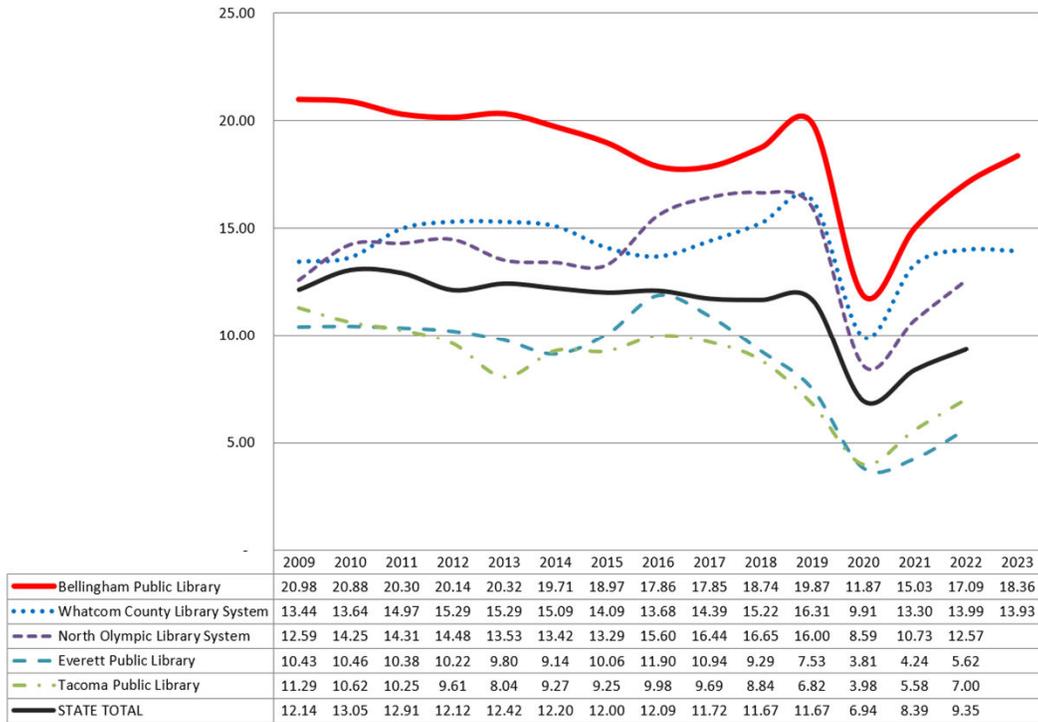
For 2020 and '21 we dropped an enormous amount, even when curbside visits were counted.

In 2023 BPL recovered almost all the way to where the previous trends would likely have us.

Note that our new, more accurate people counter system is returning values a bit lower than the previous system, so expect a decrease in 2024 as we make the transition to what's essentially a brand-new baseline.

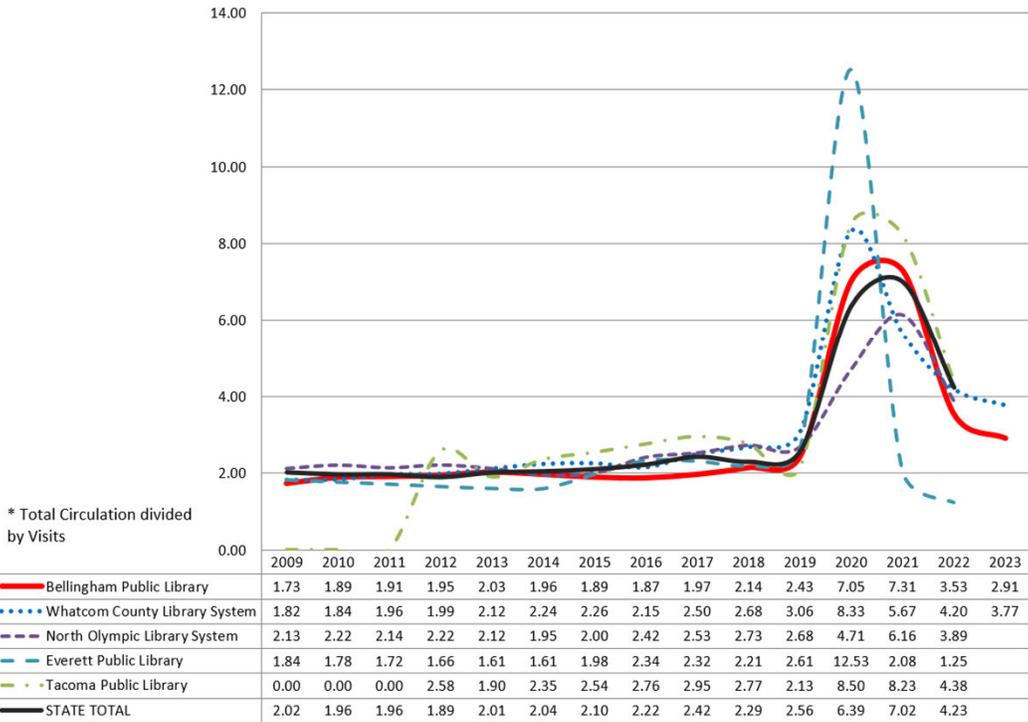
Next up: circulation!

Circulation per Capita



Circulation per Capita is a common metric, which shows us well above the State average. These libraries mostly kept their same order on this measure during the pandemic, and in 2022 all recovered a little more. BPL really looks to be recovering well, back above where we were in the mid 'teens, but still not fully back to where we were in 2019.

Circulation per Visit*

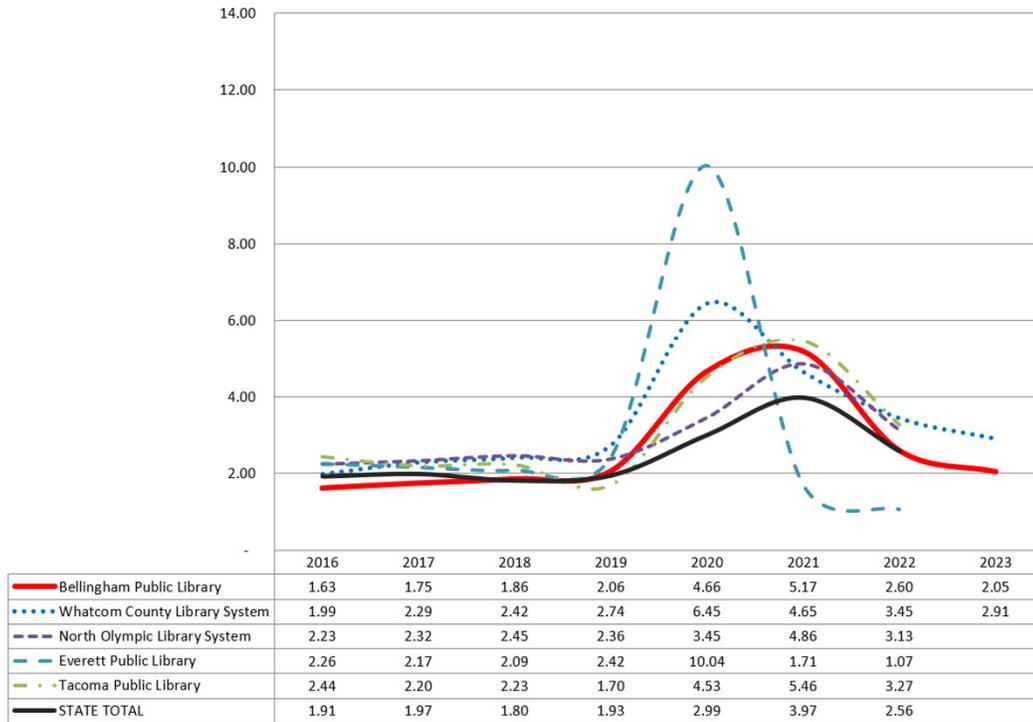


One metric that had a huge impact from the pandemic was Circulation per visit. The metric changed from about 2 items per visit for all the libraries we’re comparing here, to between 5 & 12 items per visit. The State average leapt up to 7 from 2; both BPL and WCLS saw large increases in 2020. Both during curbside and after, with in-person visits we see people borrowing more items at once, and visiting less frequently.

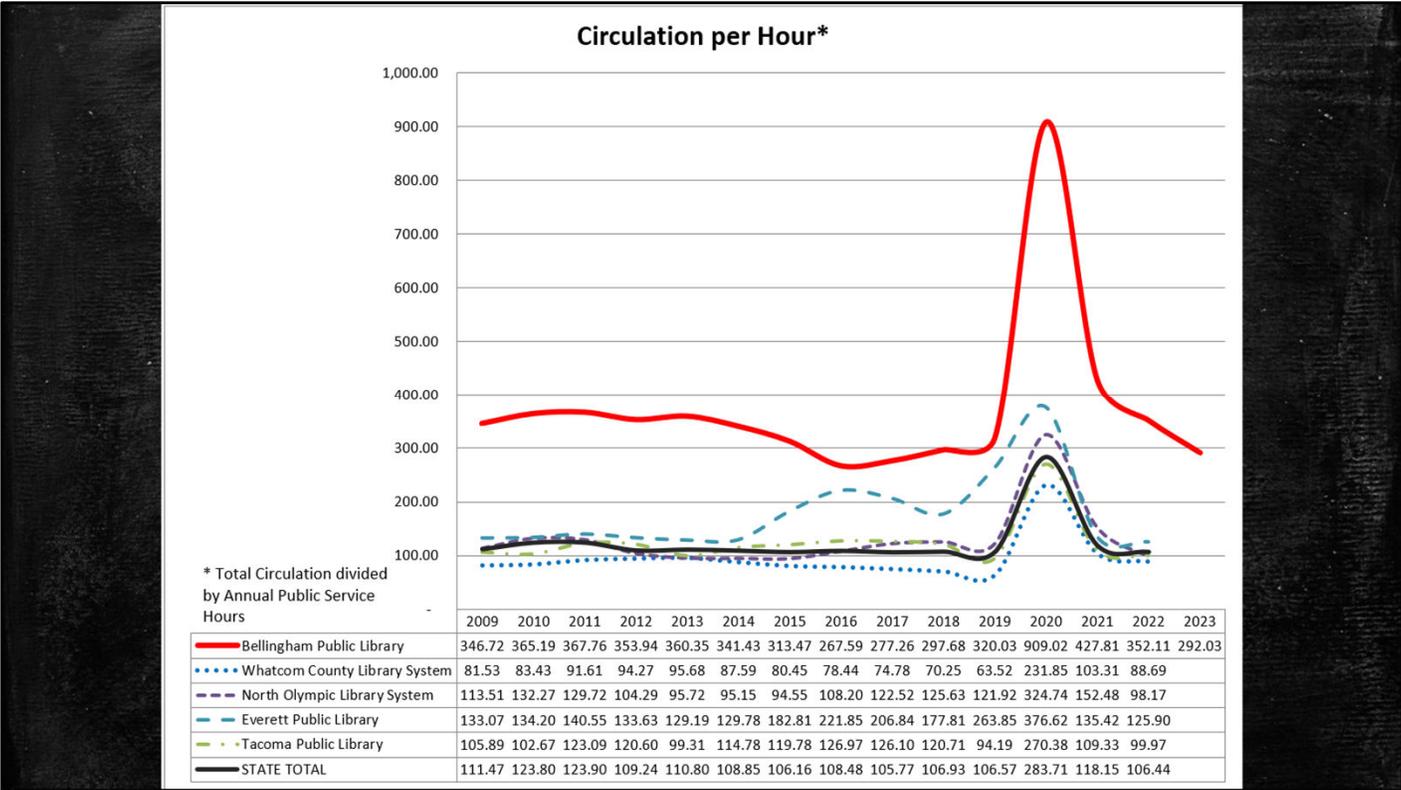
For 2022 & 2023 BPL saw this return to much closer to a normal value as we opened back up and did much less curbside circulation.

Note that ‘Total Circulation’ includes e-materials. A comparison based on physical materials would be a little bit different, but not hugely.

Physical Circulation per Visit

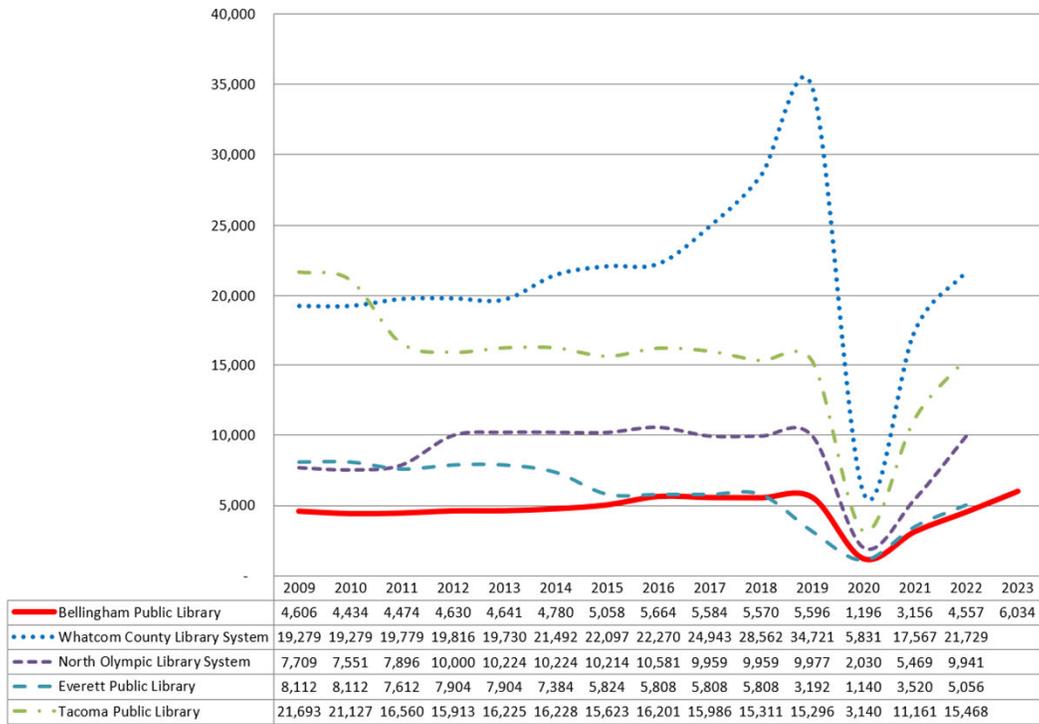


And in fact we do see a difference when we pull out electronic circs from the measure, though not an enormous one. BPL's peak in 2021 goes down 2.14 from 7.31 to 5.17 items borrowed per visit. 2020 had a larger impact, 7.05 to 4.66, a difference of 2.39. In 2023 we're right back to where we were in 2019. It really looks like this behavior has returned to where it was before the pandemic.

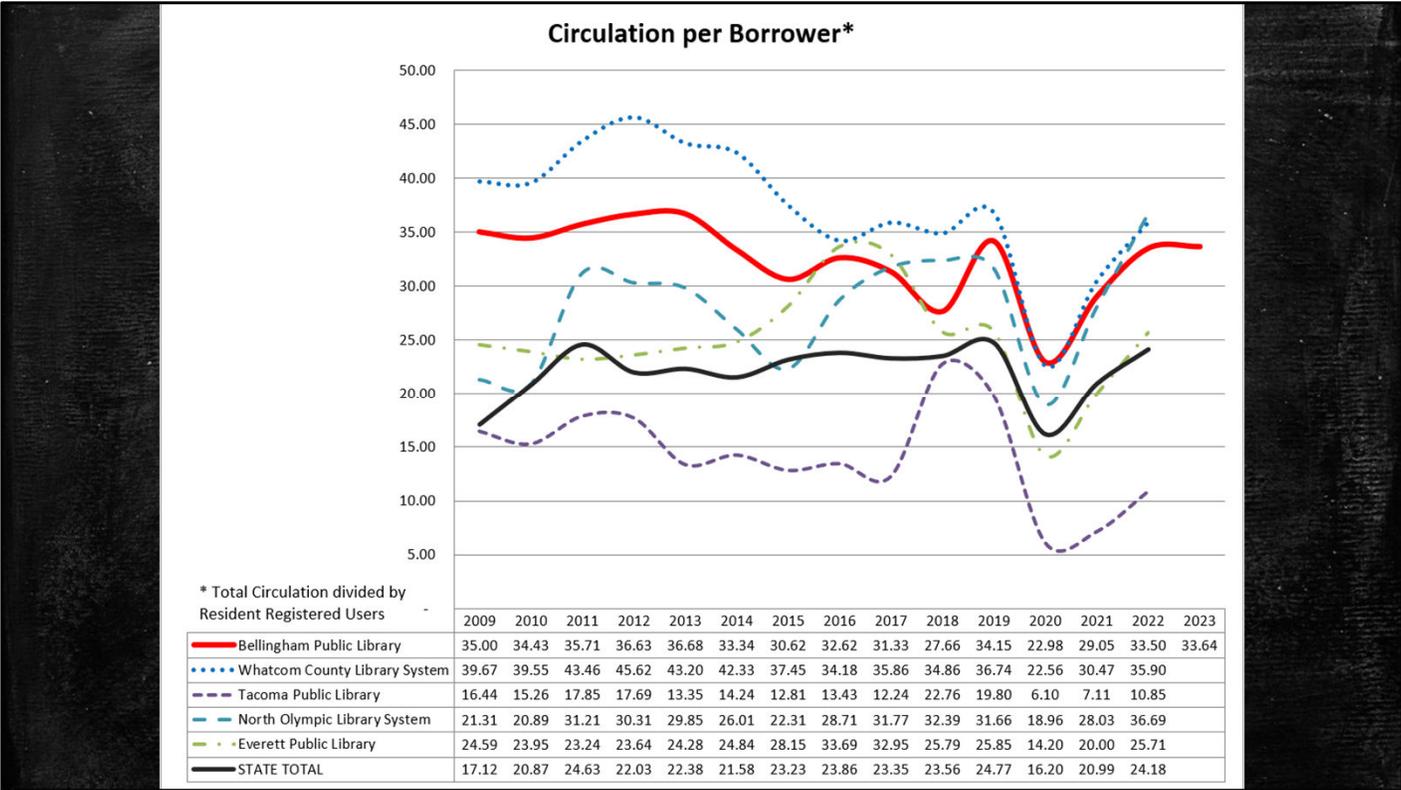


Another metric where the pandemic had a big impact was Circulation per Hour (Total Circulation divided by Annual Public Service Hours). 2020 was extraordinary, while 2021 returned to a point more in the realm of sustainable workload. For 2023 we're back to pre-pandemic numbers, between where we were in 2017 & 2018. For 2022 we're #1 in the State by far with 352. 2nd is King County with 193, 3rd is Camas with 184.

Annual Public Service Hours

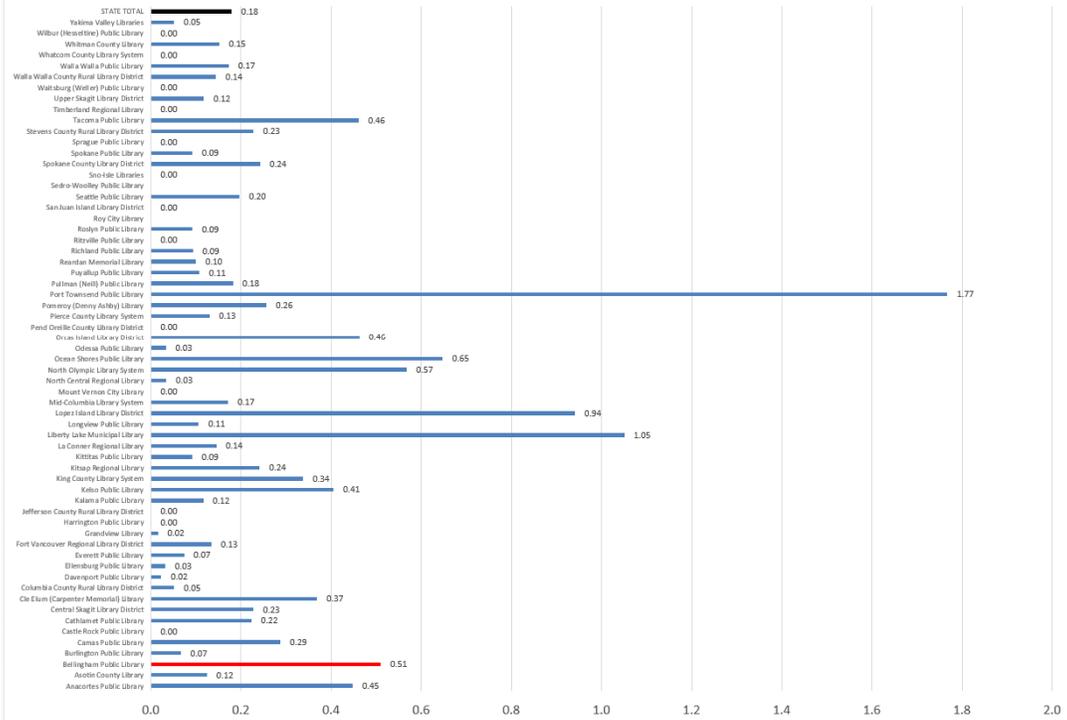


Our public service hours have not only recovered from the pandemic, but are now the highest we've ever recorded (at least going back to 2002). This is due to the opening of the Bellis Fair Branch Library in April 2023.



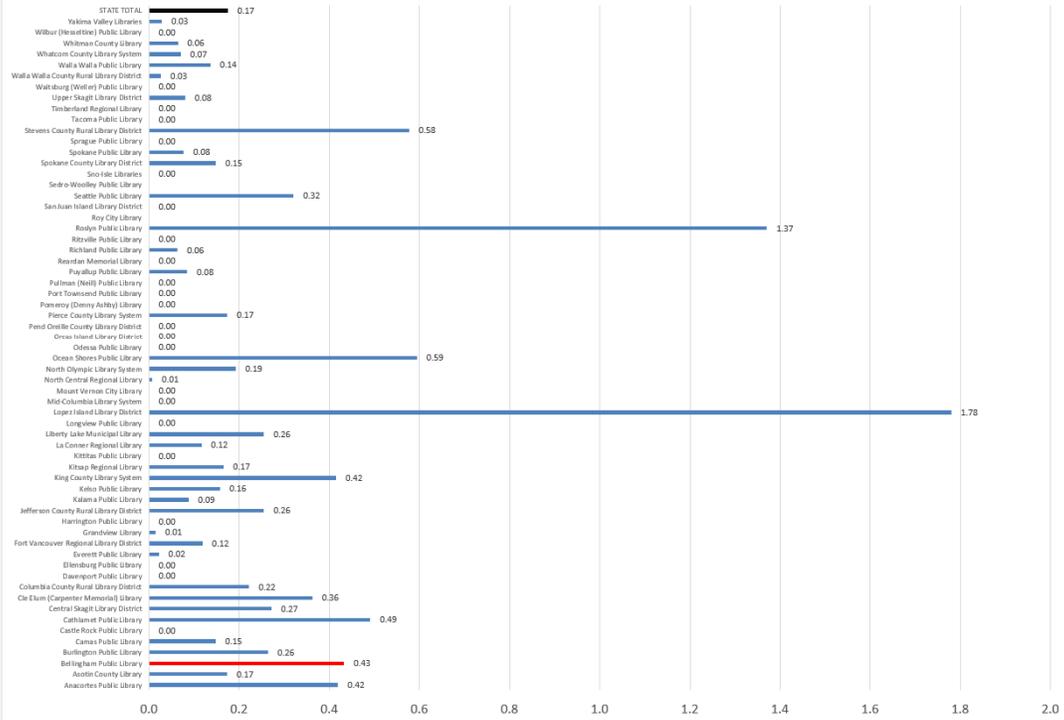
Circulation per Borrower is a less-common comparison. WCLS’s cardholders had been borrowing at a higher rate than BPL’s cardholders, both well above the State average, but the pandemic pretty much evened us up for 2020 & ‘21. In 2022 WCLS’s borrowers increased their borrowing at a faster clip than BPL’s, and we’ve pretty much levelled off back where we historically have been at around 33 items. It’s still well above the State average, though.

Curbside Visits per Capita (LSA), 2020



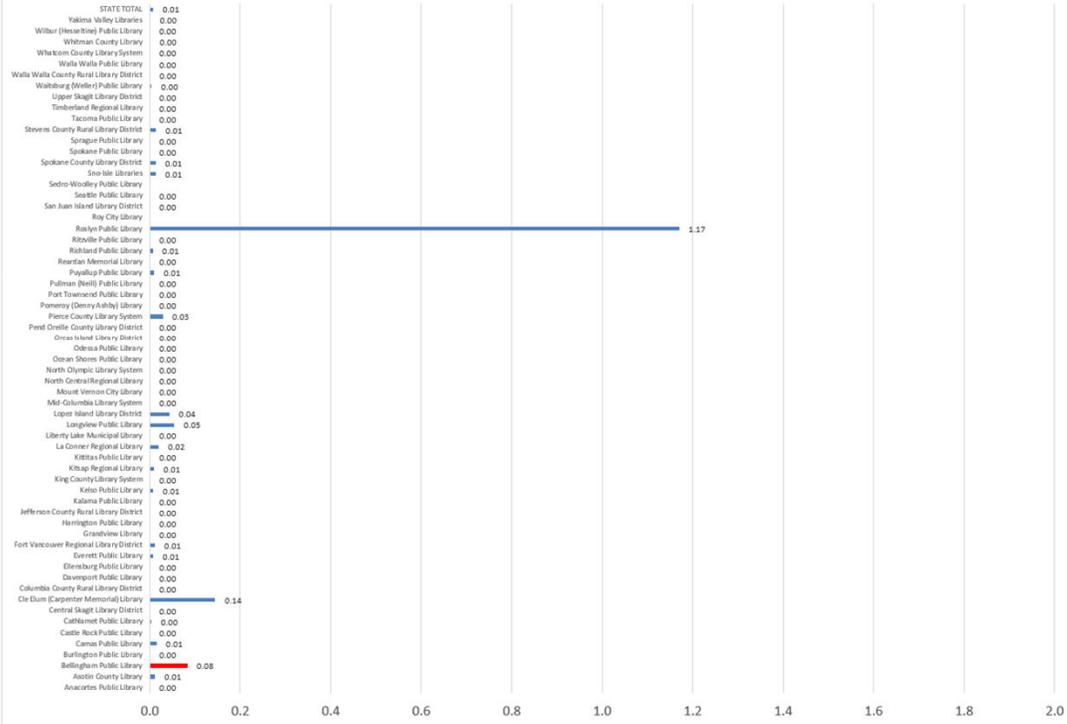
The pandemic has led to changes in what data the Institute for Museum and Library Services (IMLS) and the State Libraries are asking libraries to report. Added for 2020 were over a dozen new questions specifically related to service during the pandemic. Offering 'curbside' service was a common option for libraries, and we were asked to report on whether or not we offered curbside service, and if so, how many hours of curbside services were offered, and how many patron visits we had. So here we have all 60 WA public libraries and a calculation of how many Curbside Visits per Capita each offered. BPL was in the top 10% (6th). WCLS did not report a count of curbside visits.

Curbside Visits per Capita (LSA), 2021

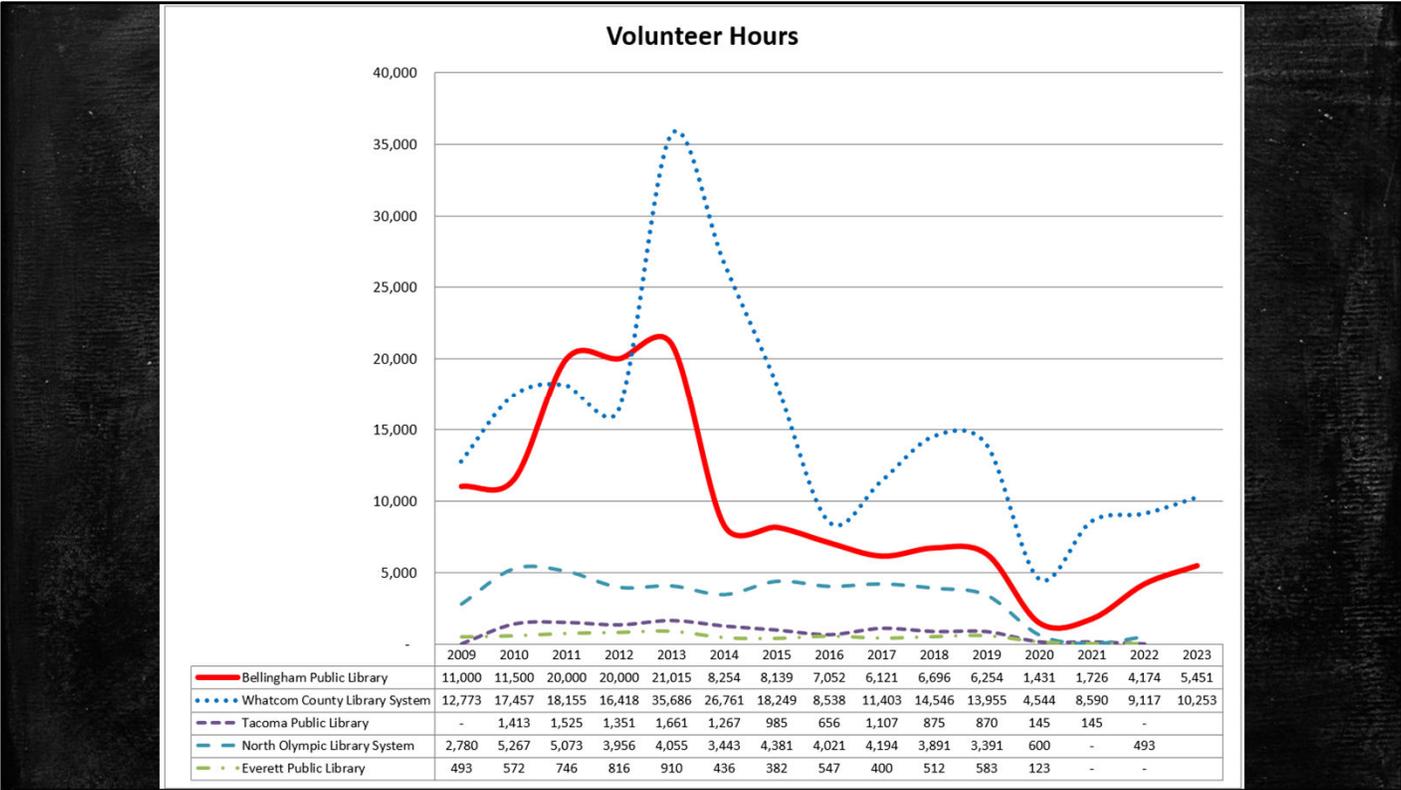


In 2021 BPL was 6th again, but out of 37 instead of 47, as some libraries apparently dropped curbside in 2021, or at least stopped reporting it.

Curbside Visits per Capita (LSA), 2022



In 2022 BPL was third of 23 libraries that reported curbside visits.



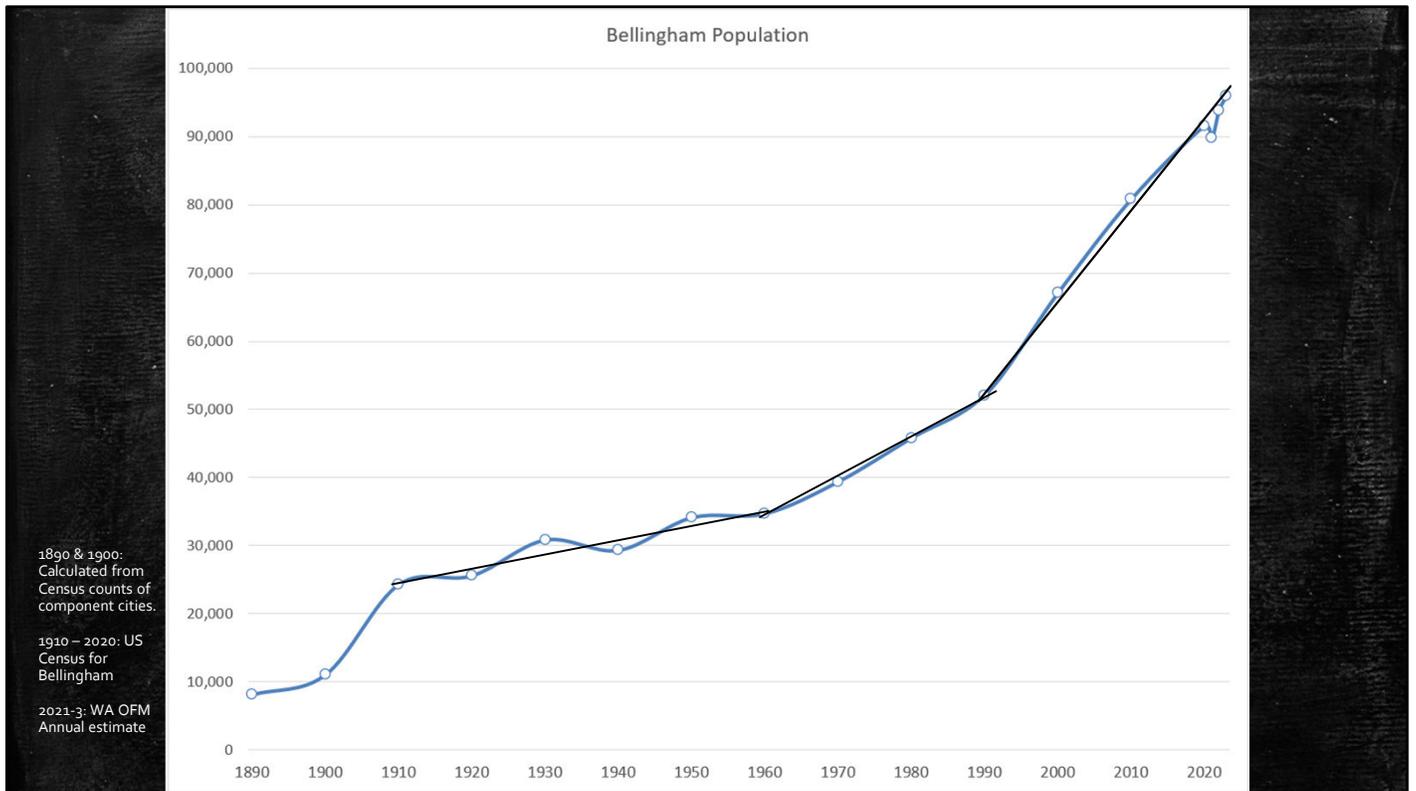
One more metric that had a substantial impact from the pandemic was reported Volunteer Hours. Our building was closed for a long time, and there were hurdles to getting volunteers back in the building. Some libraries have rebounded more strongly than we have, while some others were less.

For 2023 we continued our recovery but we're still not quite back to where we had been.

Moving on from COVID impacts ...

Long-Term Trends

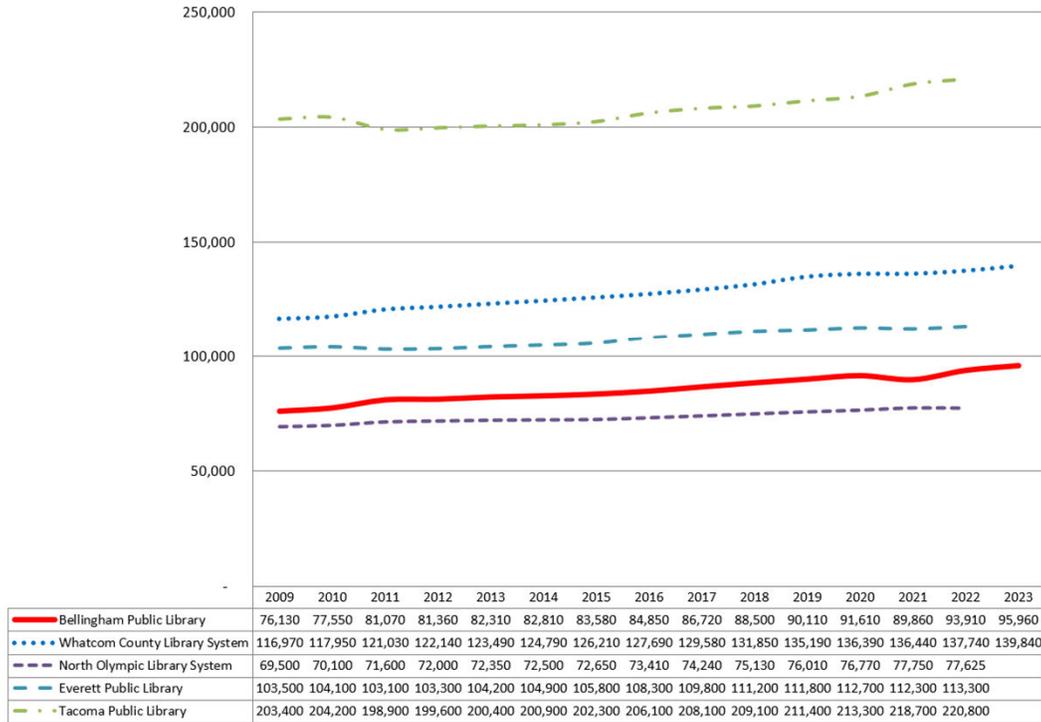
- Population growth
- Library programming growth
- Shift from physical to digital
- Changes in computer & internet use



One long-term trend is continued population increase.

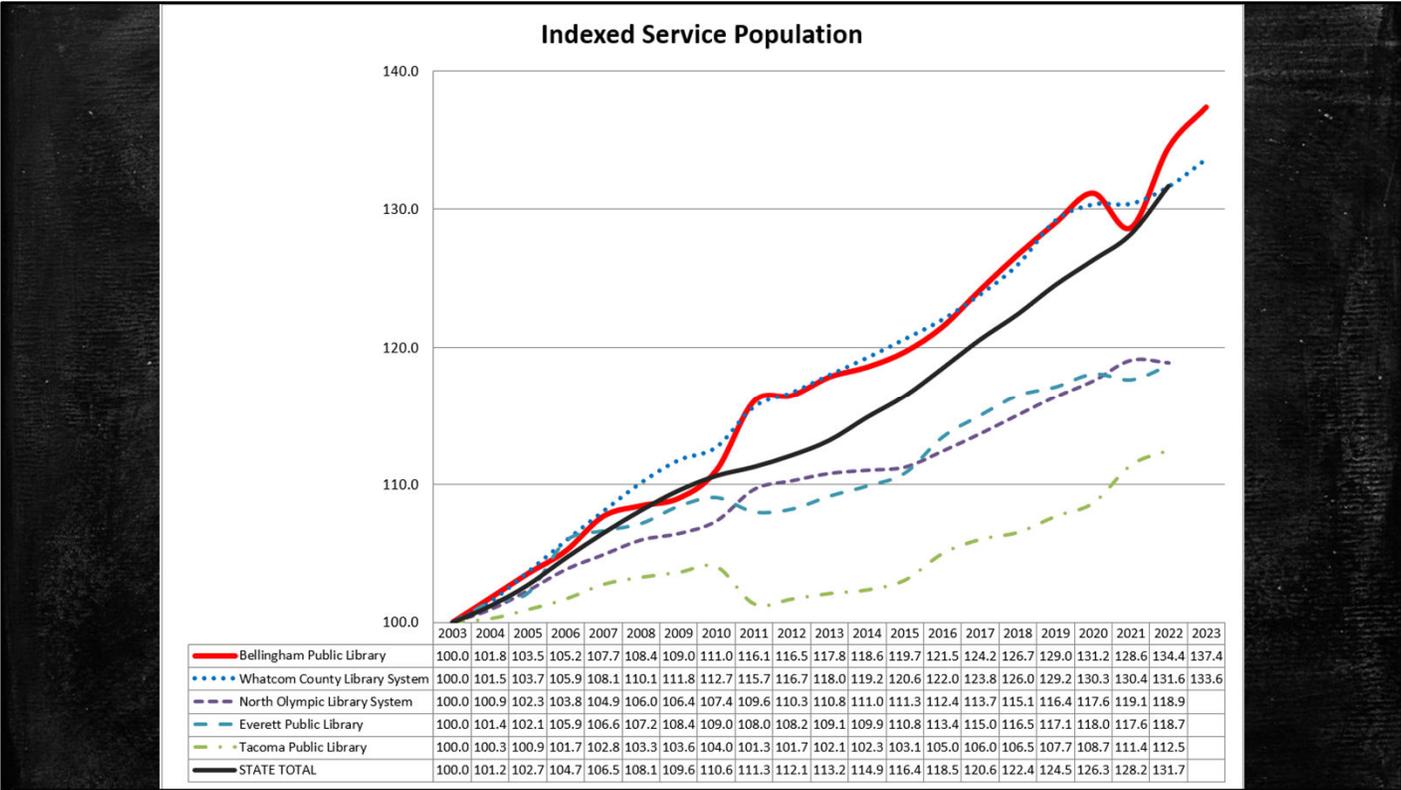
First, some data that doesn't come from the State Library. This chart shows the Legal Service Population for Bellingham (starting in 1903...). This shows that over the past 110 years Bellingham has had three phases of growth: (first line) 1910 – 1960 was slow. (second line) 1960 to 1990 sped up a bit. (third line) 1990 to 2020 growth really took off. The 2021-23 numbers are OFM estimates, which had an odd downturn in 2021 before resuming the previous trajectory.

Service Population



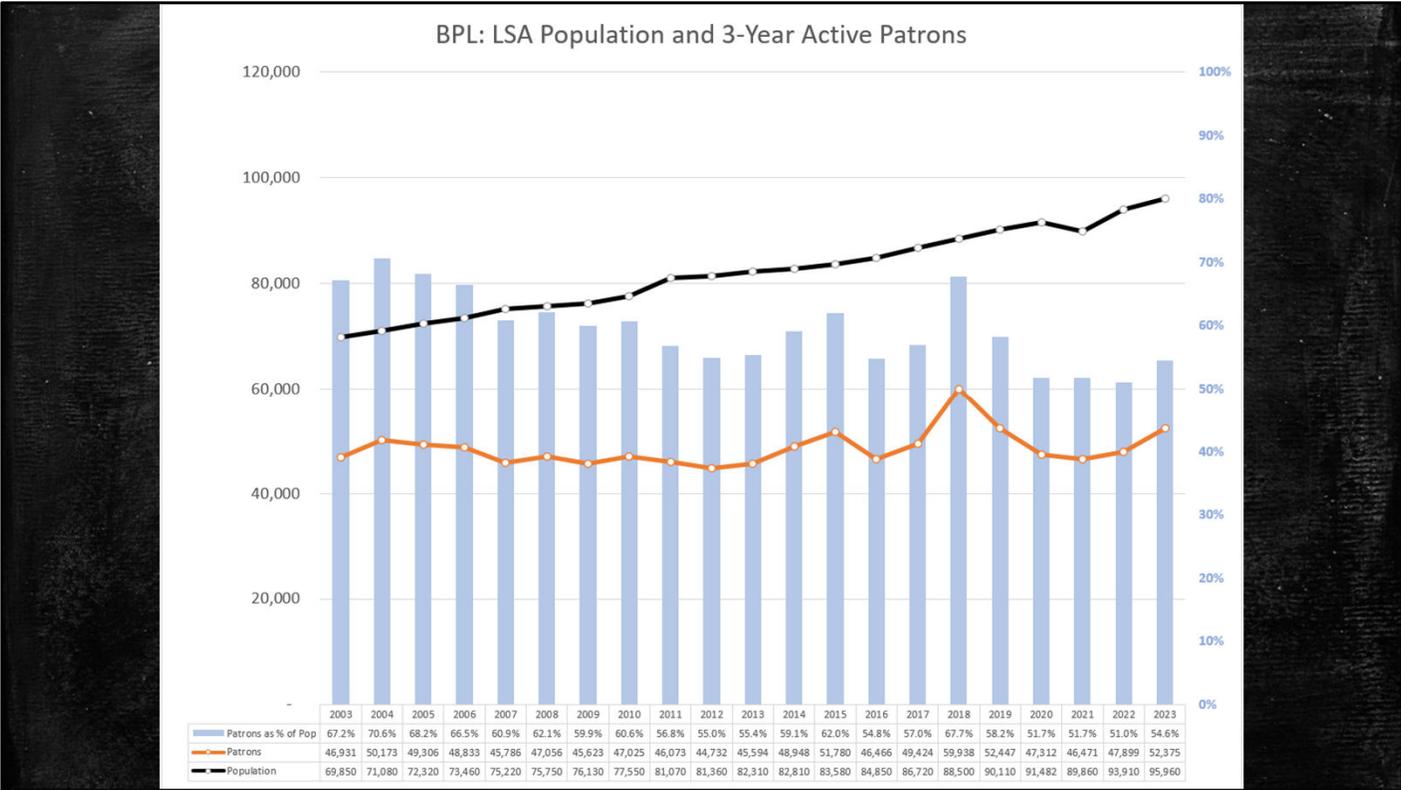
Here we are zoomed in to just the latest 15 years.

A new estimate of population is generated yearly by the Washington Office of Financial Management. OFM's 2023 April 1 estimate has us on nearly the same growth rate as before the 2020 Census data came out.



This is easier to see when looking at the rate of change.

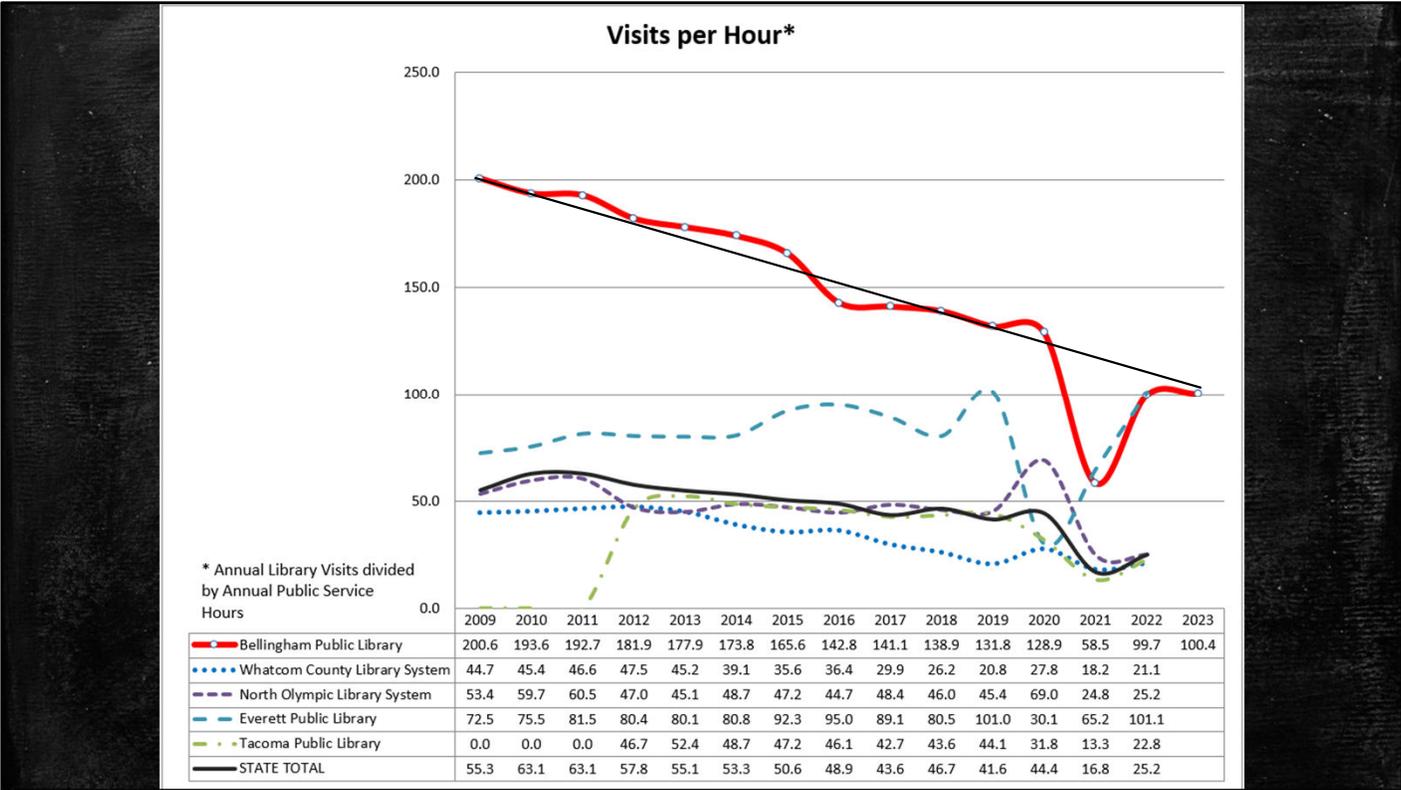
A different way to look at the LSA Population numbers is to show the rate of change relative to a start point – here we have 21 years of data with 2003 as the starting point. The WA OFM had an estimated rate of growth for Bellingham during the oughts that was proven by the 2010 Census to be too low – hence the bump up for 2011. At that point our growth diverged from the State overall growth rate estimate. Everett and Tacoma’s both went down. In 2021 we dropped from 2020, meaning that OFM’s growth estimate was too high during the ‘teens. But for 2022, OFM has pushed us back up, and the rate was largely maintained for 2023.



This is a bit of an aside, and the chart isn't in the merged workbook. It shows the OFM pop. estimates with our reported 3-Year Active Patrons, and the annual rate of cardholdership. Ideally every eligible person would have and use library card, so our rate of cardholdership would be 100%. We used to report as much as 70%; more recently we've been in the low 50's.

2018 was an anomaly caused by not de-duplicating students with both a personal card and a ConnectED card.

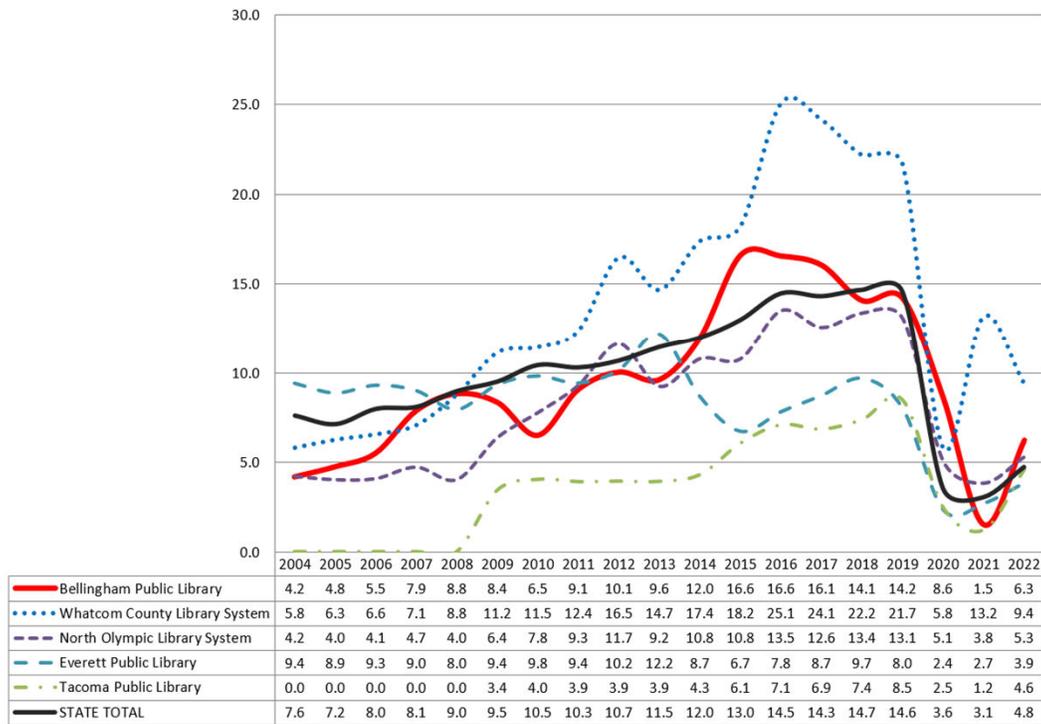
In 2023 we had a nice little post-pandemic up-tick in patron registrations, which helped boost our count of active cardholders enough to gain ground against population growth. We're back up to nearly 55% of the population having used a BPL card in the past 3 years!



Visits per Hour are also dropping (as are Visits per Capita, as we saw previously). In 2023 our visits were essentially flat compared to the previous year. Which puts us almost exactly back to our previous trend. [line]

Why are we seeing fewer visits per open hour? Is it a trend we need to reverse? If so, how?

Total Programs per 1,000 Service Population

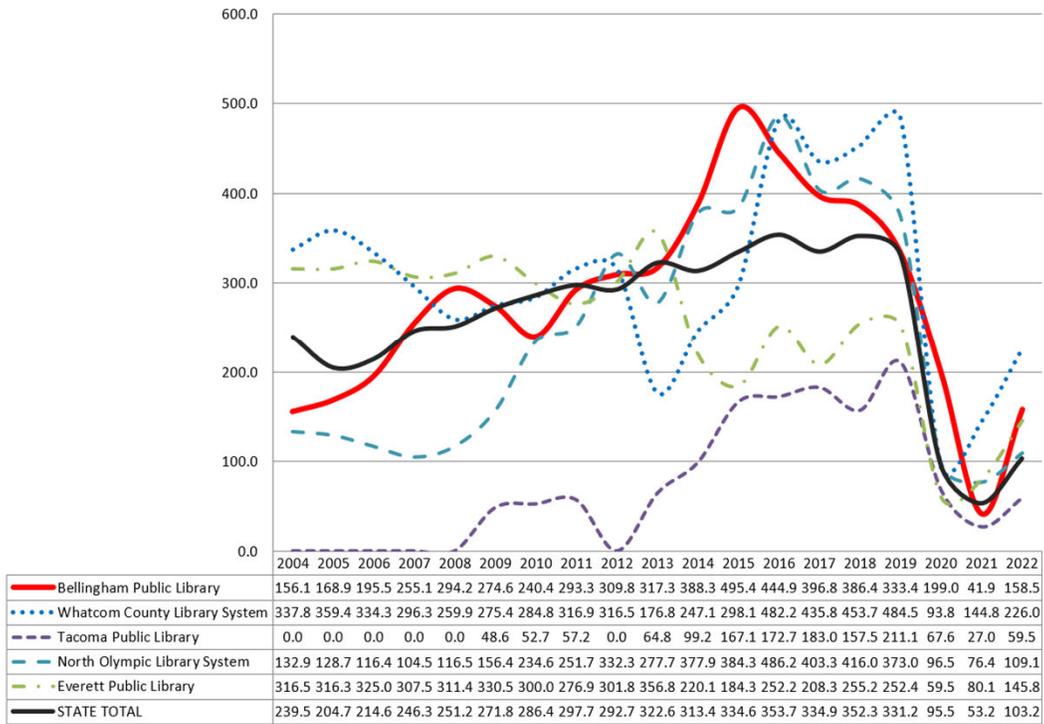


Another trend seen in the data is that the number of programs offered by public libraries are increasing relative to our population.

During the first year of the pandemic BPL's number of programs dropped off substantially less than some other libraries and the State average.

2021 saw a major change in reporting about programs. It's possible this change will result in a new baseline.

Total Program Attendance per 1,000 Service Population



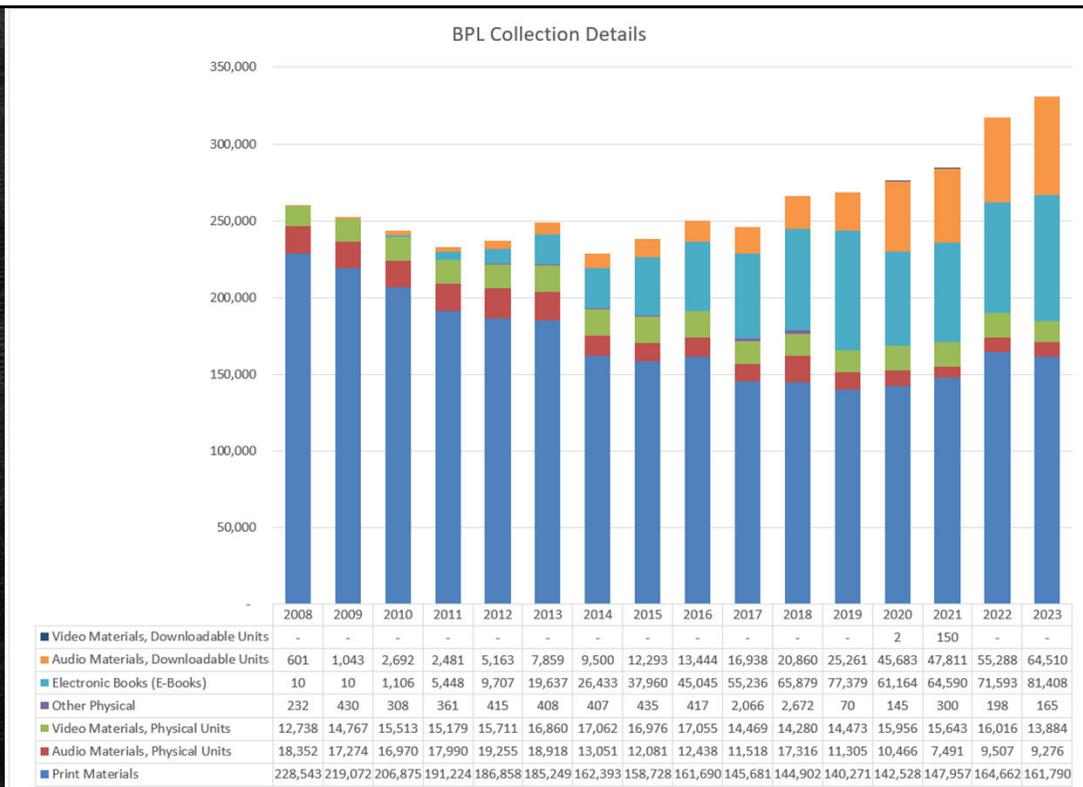
Part of the same trend, attendance at programs generally increased over the past 15+ years.

BPL did report a decline from 2015 to 2019, but that just put us back in alignment with the state average.

We're generally right around the State average, per capita, but dropped off less than others during the first year of the pandemic.

There has clearly been a shift in the library world to having more programs, and that has driven an increase in attendance despite the countervailing trend of fewer visits to library buildings. In part this is driven by library staff getting out in the community to hold programs outside of library spaces. Remote programs are now a thing, too.

Moving along, the next trend is the shift from analog to digital.

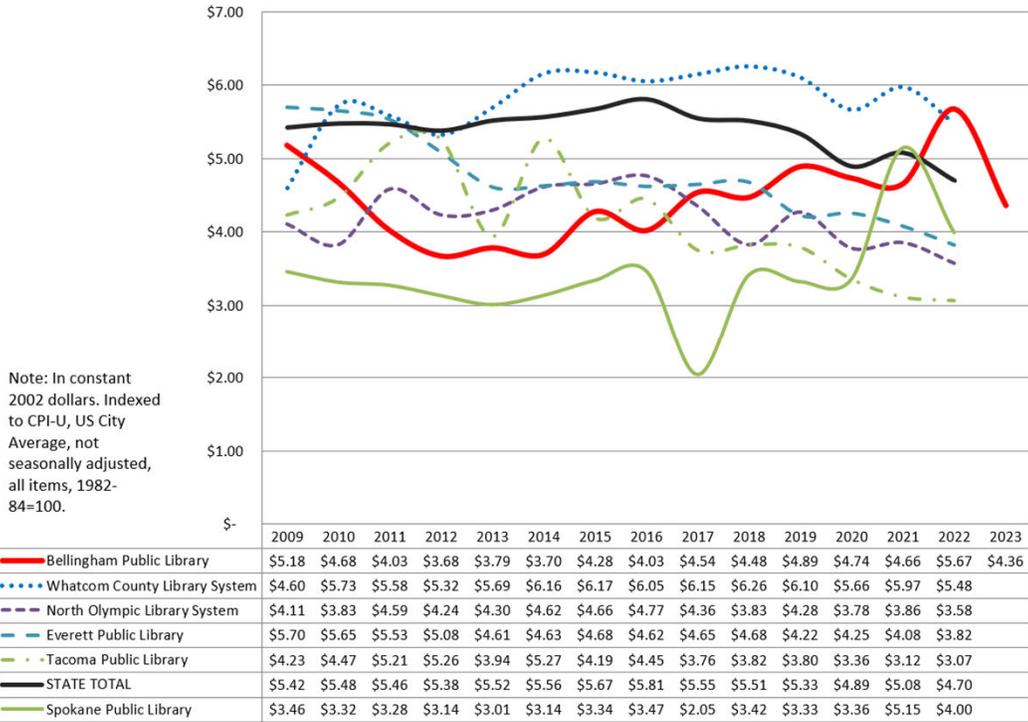


One long-term trend in libraries and in society in general is a shift toward digital media containers from analog media containers. From print books to ebooks; from audio recordings on records/cassettes/CDs to downloadable or streaming audio (both music and spoken word and books); from video on film, VHS tapes, DVDs, & Blu-Ray discs to streaming video.

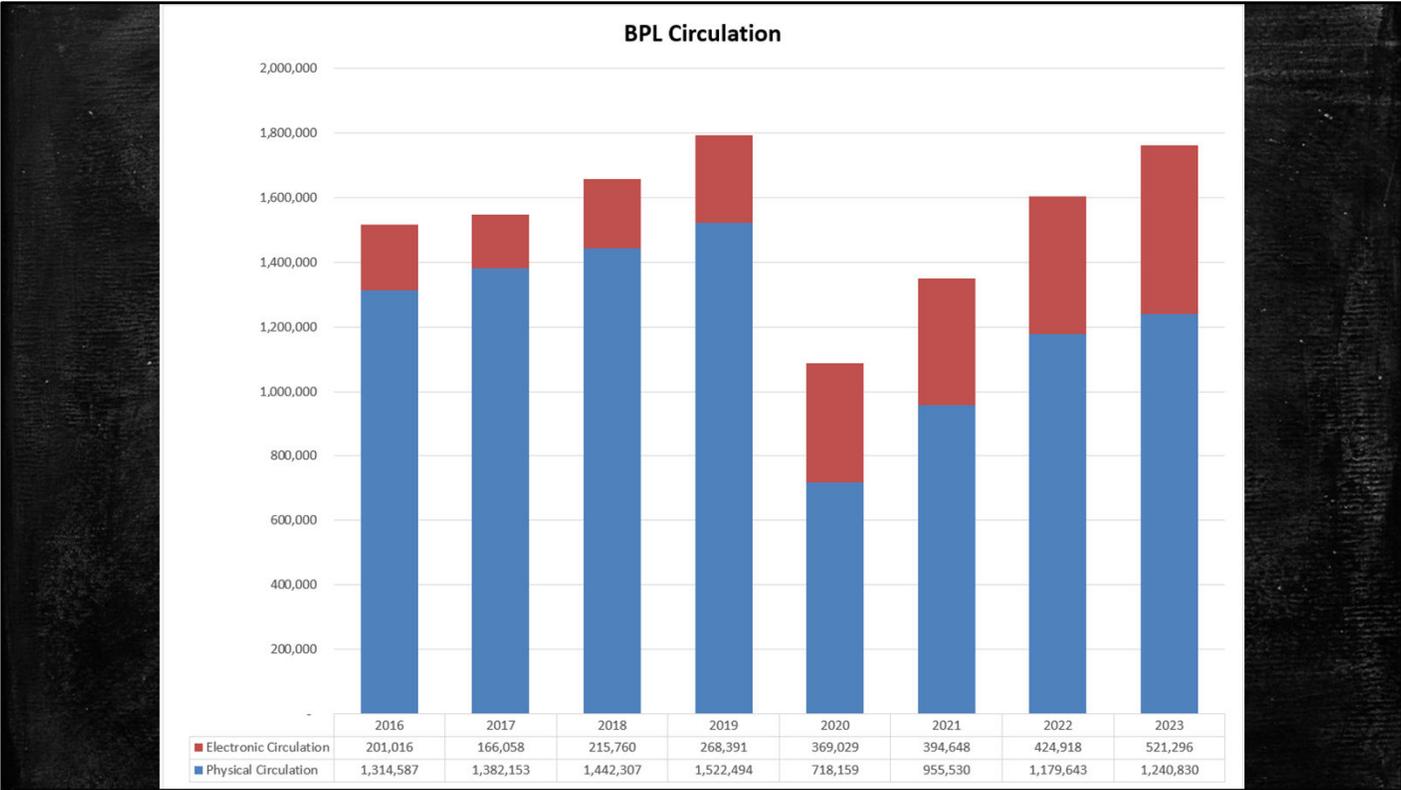
BPL has been taking part in this transition, too. Our collection has been decreasing the number of physical items we own, and increasing the number of licensed or cloud-based digital titles we make available to patrons. In the long-run this gives us the potential to increase our collection size past what could have ever been housed in our physical spaces. It also changes the ownership model from purchasing to licensing (against our will).

The Video Materials, Downloadable Units metric does NOT include the 30,000+ titles available in the Kanopy streaming video platform. Similarly, Audio Materials, Downloadable Units does not include the millions of songs available to stream via Freegal. There are pain points in this transition to digital as the stats-holders try to come up with cleanly-comparable stats for different types of media. Because they are packages of titles rather than individual purchase decisions, we don't get to count them as part of our collection. Patron use of Kanopy does, however, count as an Electronic circulation. But streaming a song via Freegal doesn't.

Per Capita Expenditure on Materials, adjusted for inflation



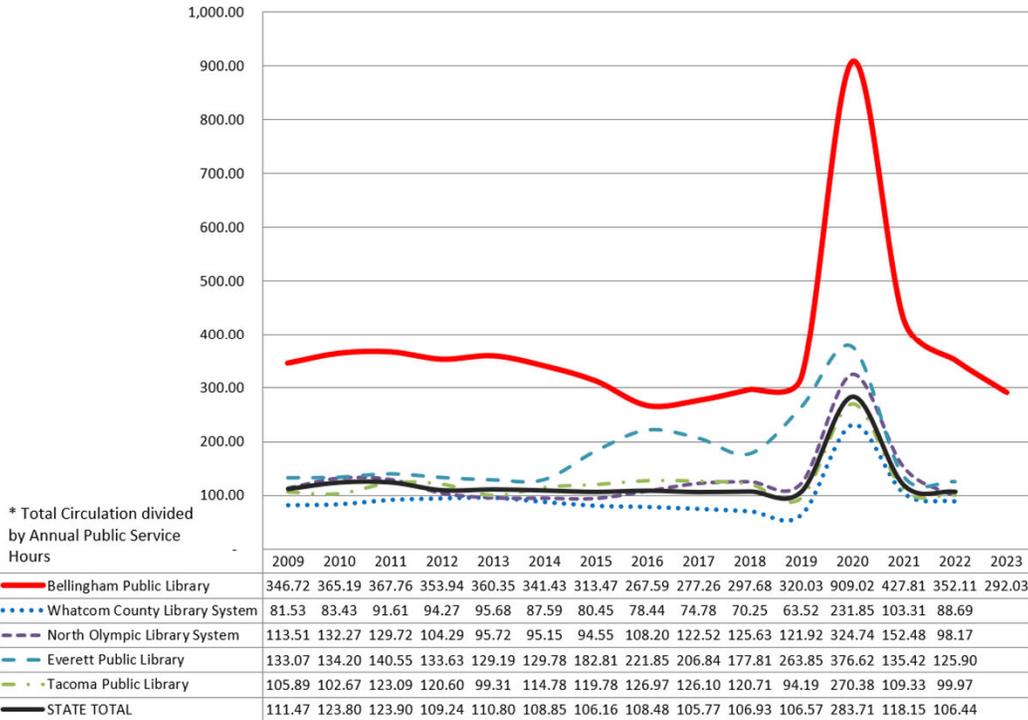
Long-term there isn't a discernable trend in expenditure per capita for materials when viewed in inflation-adjusted dollars, though most of these libraries have had decreases since 2019, and the state average has been trending down since a high in 2016. BPL's big increase in 2022 apparently stems from a windfall due to salary savings. It's not currently budgeted to continue, as demonstrated with the 2023 reversion.



Our circulation split between physical and digital is changing, though, with the COVID pandemic giving a big boost to Electronic Circulation. Note that our physical circulation benefits from automatic renewals, while digital things don't. However, 2023 was the year that digital circ. (521k) passed renewals (508k).

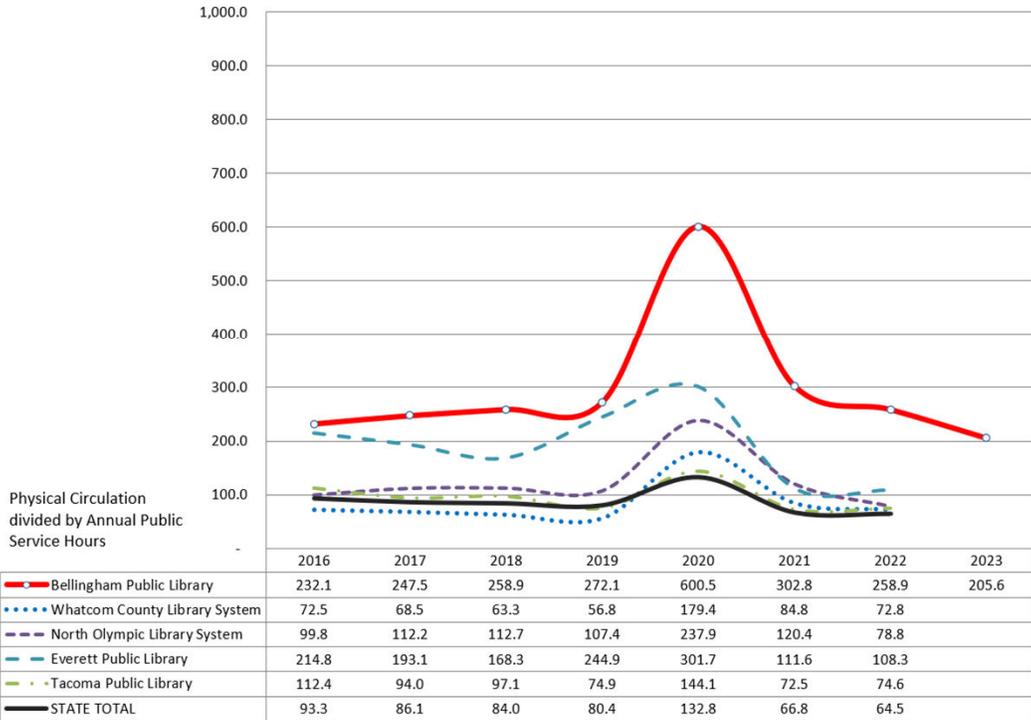
2016 is the first year the stats included this split between physical and electronic circulation, so we don't have comparable numbers any further back.

Circulation per Hour*



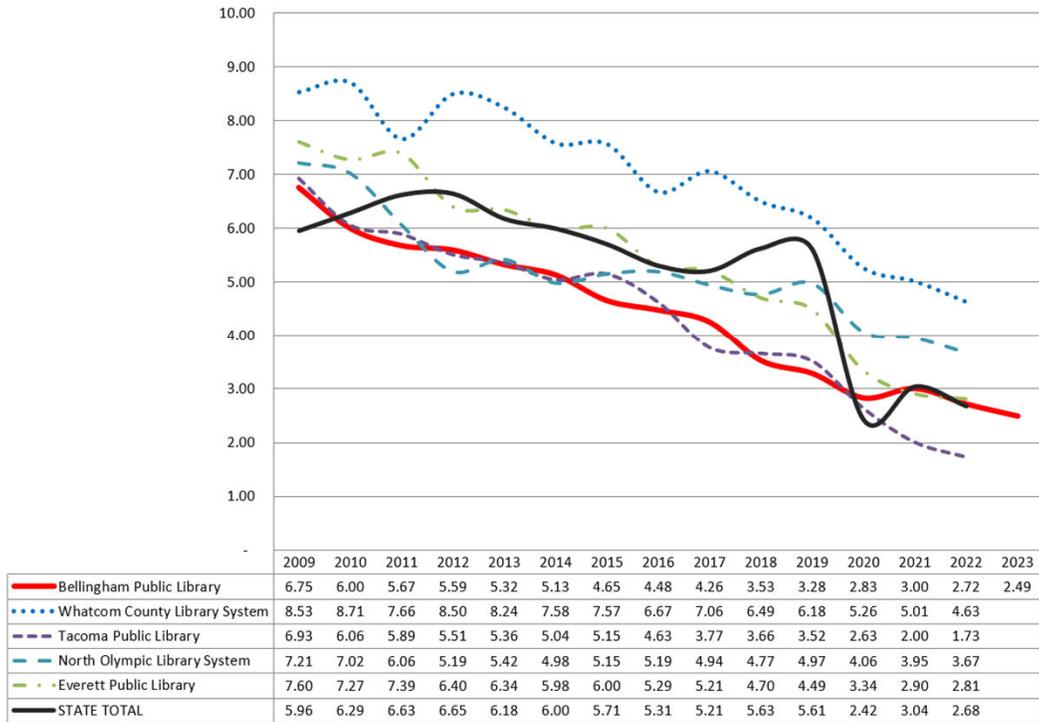
But remember this slide? How does the shift in circulation from physical to digital impact how we understand this? Patrons can access digital materials 24/7 so open hours have less and less importance to this metric as the Electronic Circulation makes up a more substantial percentage of overall circulation.

Physical Circulation per Hour

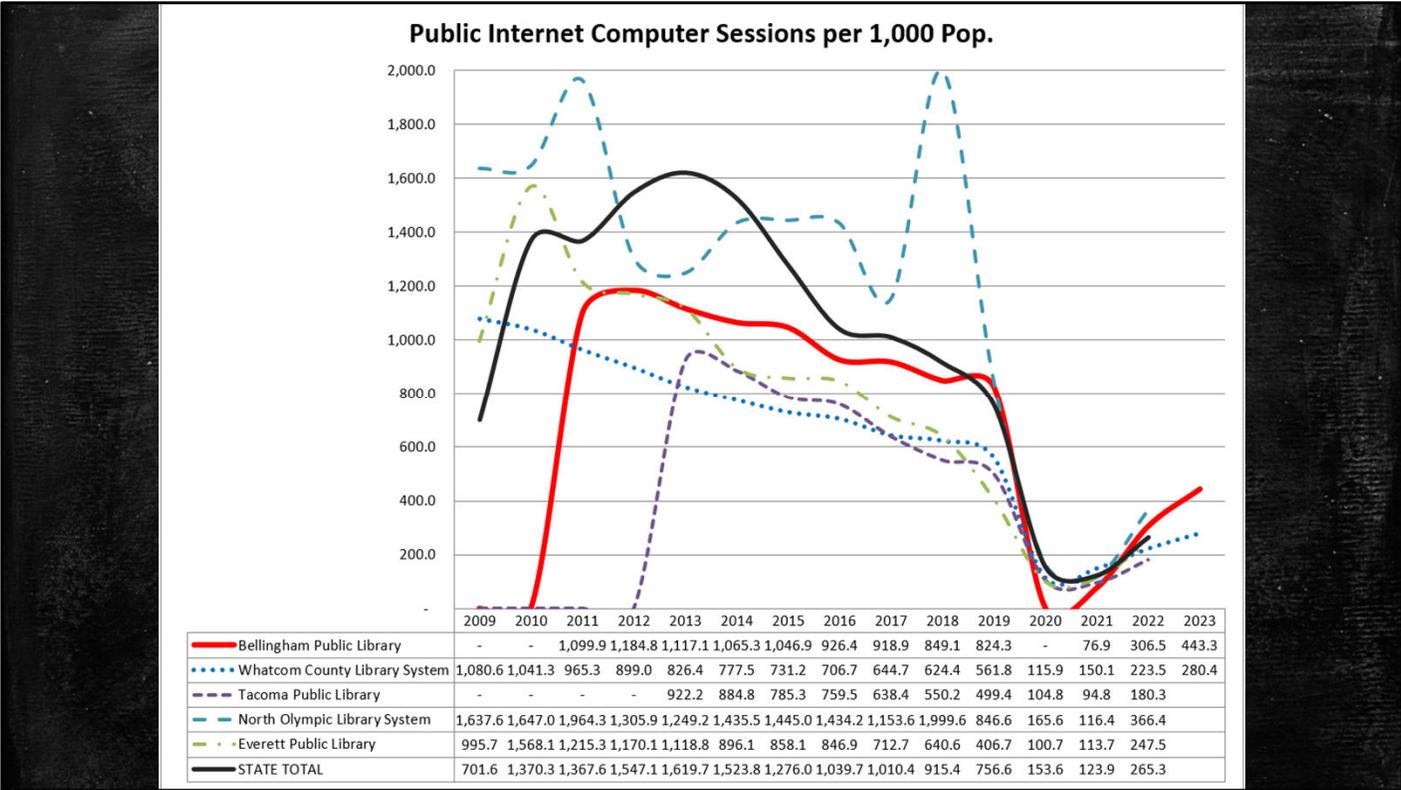


So let's look at only physical circulation against open hours. 2016 was when we hit bottom for Total Circ. per open hour; now 2023 is our low-point for Physical Circ per open hour. We expanded our hours in 2023 with the opening of Bellis Fair more than we recovered our physical circulation, so this isn't really all bad news. Being closer to the State average on this metric would be more sustainable for our staff.

Print Serial Subscriptions per 1,000 Population



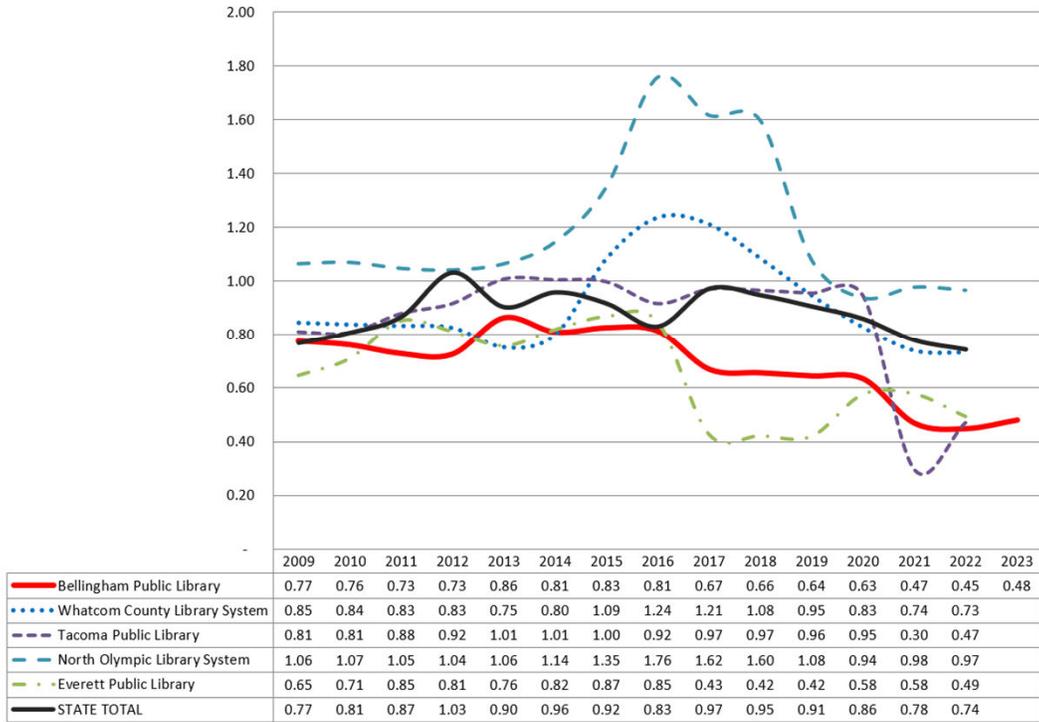
One component of the shift from analog to digital is major upheaval in the print serials market, both newspapers and magazines. We are having more and more trouble finding print magazines to subscribe to, and those that we do are nearly all in a process of decreasing their page-counts, their publication frequency, or either going digital-only or just ceasing publication entirely. While BPL had a slight uptick in 2021 due to the population estimate decreasing, the subsequent increase in population for 2022 has cancelled that out and put us back on the same downward trajectory, which is continuing into 2023.



Finally, I want to touch on one last trend – the increasing ubiquity of computing devices & internet access in everyone’s lives.

Inexpensive smartphones and laptops have brought personal computing device ownership to more and more of the population, which is reducing the need for third parties like libraries to be the primary source of computing access. According to the metric of Public Internet Computer Sessions per 1,000 Population, BPL has been steadily declining in importance as a computing place since 2012. This is generally on-trend with other libraries in the state. The pandemic shut the public out from our computers, and numbers so far don’t look like use is going to come back to anywhere near where the trend was pre-pandemic. Use did increase again in 2023, but still at a rate barely half what it was in 2018. There are geopolitical risks that could negatively impact the affordability of personal computing devices, so we can’t be certain that the downward trend will continue. But we should plan on it doing so all the same.

Total Internet Computers per 1,000 Population



It's not that most libraries were reducing the number of computers available to the public throughout this time. Availability was basically flat over much of the teens. It has started to decline over the past few years since 2017, though – a downward trend is starting to emerge.

What Else...?

400+ columns of data to play with!

<https://www.bellinghampubliclibrary.org/wplsr-merged>

So, there are some things to think about, like:

How far will we bounce-back from the COVID disruptions? What is 'normal' now?

What do we need to change if the population keeps increasing? Or, what if it stops increasing, or starts to decline?

How far will the shift from print to digital collections and circulation go, and what does that mean for our operations?

Where will print serials bottom out? Seems unlikely they'll disappear completely, but there isn't an obvious stopping point.

What if the geopolitical conditions leading to cheaper computing devices changes, and instead they get more expensive?



Special Meeting of the Library Board of Trustees
Thursday, March 28, 2024 – Central Library Board Room
10:00 a.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, Rebecca Craven, Kristy Van Ness, Kendra Bradford and Deborra Garrett
City Council Library Liaison: Hannah Stone
Library Staff: Rebecca Judd, Annette Bagley, Katrina Buckman, Bethany Hogle, Jennifer Vander Ploeg and Wendy Jenkins
FOBPL Representative: Carol Comeau, Friends of BPL Board Liaison

Call to order and introductions: Special session was called to order at 10:05 a.m. by Chair, Rick Osen.

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

Central Library Space Planning:

- Rick provided a brief history of board efforts to enhance the library space: the building was built in the early 1950's and renovated in the mid 1980's. In the 2000's, the Board began to investigate the possibility of a new Central library. Feedback was gathered and possible sites were reviewed. At the time, the library felt undersized, limited by the functionality of the building, outdated, and had limited parking. These efforts culminated in an analysis by Thomas Hacker and Associates, *Bellingham Public Library Community Analysis, Library Needs Assessment, Central Library Building Program Statement and Cost Analysis*. In 2008 a proposal was made to the public and the City to demolish the existing facility and build a new building on site with underground parking. Renovations to Fairhaven were also part of the proposal. The cost estimate was \$52-56 million. Then the great recession hit. Budget constraints followed for years, and the new building was shelved. In 2009, Barkley branch opened. In 2016, the Board changed their focus to a renovation and possible expansion rather than a new building. At this time, the Level of Service standards for Facilities, Collection, Staffing, and Open Hours were developed. The Board embraced the idea of renovating the Central Library in phases. In 2018 RMC Architects was hired to provide space planning for the main floor, as well as cost estimates. This provided solid data to present to the City. Funding for the main floor

renovation, including some add-on items, was approved by the City Council. Construction began in 2020 while we were closed to the public due to the pandemic (though curbside service was underway). Being closed during the renovation made the project easier and more cost efficient. It was completed in 2021. After 2021, the Board began looking at phase 2 – this is what we are working on now. The City received ARPA funding and dedicated a portion of it to climate resiliency. They set aside some of the climate resiliency funds for an electrified HVAC system for the library to provide the community with a cooling space in the summer, a warming space in the winter, and a well-ventilated space in the event of wildfire smoke. The City also dedicated an additional \$1.5 million for phase 2. Mill Hull Architecture was the selected candidate from the RFQ search.

- Deborra requested clarification on what question needs to be decided today. Rick explained we have funds in Whatcom Community Foundation and our gift fund – we are seeking approval to dedicate \$1 million of these funds to the renovation.
- Rebecca Judd screenshared and described the draft schematic designs provided by Miller Hull Partnership (*see attachment #1 for Bellingham Central Library Schematic Design*). Rebecca clarified we will need to reduce the scope in consideration of available funds. Reductions might include modifications to the community meeting room which would impact after-hours availability, a simplification of the floor plan in the Friends work area, and lower cost lighting and fixtures. With the Teen area moving downstairs, the public computers will be moved to the vacated Teen area and a more efficient, safer Help Desk will be placed in the vacated public computer area. Rebecca added that we will keep adjusting until costs match the budget, also noting that these first cost estimates carry a 15% design and estimating contingency. Hannah commented that after-hours access to the Lecture Room is a much-needed resource for the downtown area and asked if there has been a conversation with City administration to cover the funding gap. Rebecca responded that she is currently in discussions with Finance and the Mayor's office.
- Rebecca Judd screenshared a document which provided background information, a cost estimate summary from Miller Hull / JMB Consulting Group, a scope reduction proposal and a proposed project budget totaling \$9.5 million (*see Attachment #2 for Central renovation (phase 2) cost and budget*). Rick clarified that Soft costs include design, furniture, equipment and permit costs. Approximately half of the fees are architectural fees.
- Rick Osen talked through a screenshared document which provided Board of Trustees funding sources (totally \$1,009,185), project revenue, a Library Capital Facilities Grant timeline, along with an exterior conceptual design estimate and funding source (*see Attachment #3 for Central renovation (phase 2) funding*). Rebecca Judd discussed the Library Capital Facilities Grant process.
- Rick explained the exterior work is probably a future project, but we would like to know the costs involved. Rebecca Craven asked if the after-hours Lecture Room access and improvement of the hillside next to it are part of this future project. Rick answered that we want to price out that specific cost, then it can be discussed more. Rebecca Craven added she wanted to echo Hannah's earlier mentioned concern about the significant public benefit of this part of the project.

- Deborra asked if the project as currently envisioned excludes the solar panels mentioned on the cost and budget document as part of the City's charter project outline (*Attachment #2*). Rebecca Judd responded that the current project excludes solar panels. The City and climate office are working on this piece, looking for possible grants to fund.
- Rebecca Judd said that the next steps are agreeing on a budget and securing funding. Then the details can be worked out.

Rick moved to approve the use of \$1 million in available Whatcom Community Foundation funds for the phase 2 renovation, and up to \$50,000 for exterior design work. Rebecca Craven seconded. Motion carried.

Meeting adjourned at 10:52 a.m.

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

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

Attachments:

- Attachment #1: Bellingham Central Library Schematic Design
- Attachment #2: Central renovation (phase 2) cost and budget
- Attachment #3: Central renovation (phase 2) funding

GENERAL FLOOR PLAN NOTES

1. ALL FLOOR LEVELS DENOTE TOP OF STRUCTURAL SLAB WITH ALL APPLIED FINISHES ATOP, UNO
2. SEE FINISH PLANS FOR NEW FLOOR FINISH TYPES AND LOCATIONS.
3. COORDINATE WORK EXTENTS WITH OTHER DRAWINGS AND OTHER DISCIPLINES
4. REFER TO SHEET A200 FOR INTERIOR PARTITION AND CEILING ASSEMBLY INFORMATION. ALL INTERIOR PARTITION TYPES ARE NOTED ON FLOOR PLANS OR ENLARGED FLOOR PLANS, WHERE OCCURS.
5. CONTRACTOR TO VERIFY EXISTING CONDITIONS IN THE FIELD AND NOTIFY THE ARCHITECT IF EXISTING CONDITIONS VARY FROM THE DOCUMENTS AND THE DIMENSIONS SHOWN.
6. PATCH & REPAIR CARPET WHERE (E) STACKS, CASEWORK, DESKS, AND OTHER BUILT-IN ELEMENTS ARE TO BE REMOVED AND RELOCATED, TYP
7. ALL LIBRARY SHELVING TO BE PROVIDED BY OWNER, AND IS EXISTING TO BE RE-USED. SHELVING IS SHOWN HALFTONE FOR REFERENCE.

FLOOR PLAN LEGEND

- EXISTING TO REMAIN
- NEW CONSTRUCTION
- LINE OF WORK

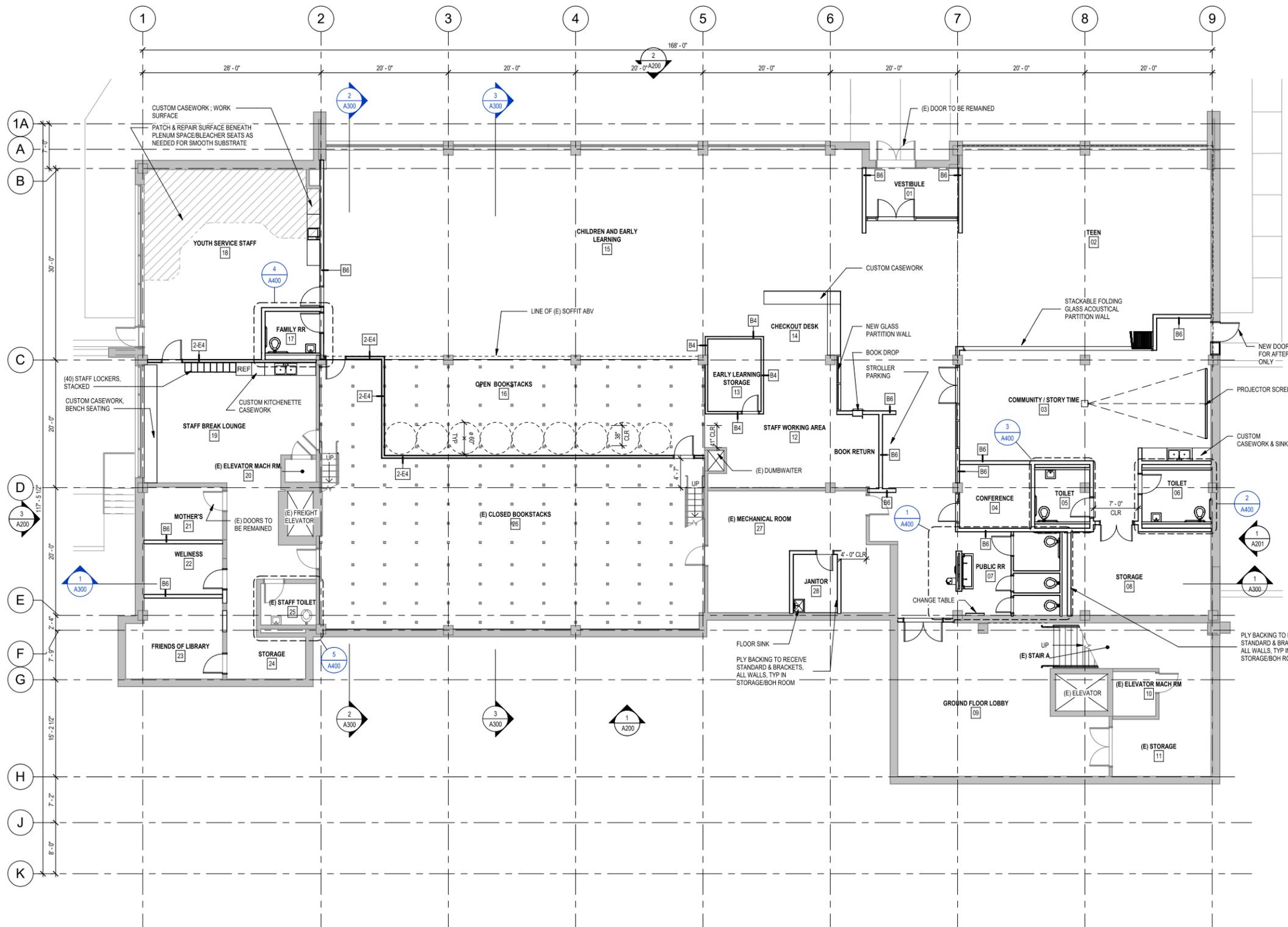
PARTITION TYPE KEY

1-B4

FRAMING SIZE DESIGNATION
PARTITION TYPE
FIRE RATING (WHERE OCCURS)

PARTITION TYPE
A: GWB STUD FURRING WALL (1-0 GWB)
B: GWB STUD WALL (1-1 GWB)
D: GWB STUD WALL (2-1 GWB)
E: GWB STUD WALL (2-2 GWB)
G: STAGGERED STUD
T: CONCRETE SHAFT WALL
U: METAL STUD SHAFT WALL

FRAMING SIZE DESIGNATION
1: 7/8" HAT CHANNEL
2: 2-1/2" STUD
4: 3-5/8" or 4" STUD (Per Project)
5: 5-1/2" STUD
6: 6" STUD
8: 8" STUD



MILLER HULL
The Miller Hull Partnership, LLP
Architecture and Planning
Polson Building
71 Columbia, Sixth Floor
Seattle, WA 98104
Phone: 206.682.6837
Contact: Name

STAMP
NOT FOR CONSTRUCTION

BELLINGHAM CENTRAL LIBRARY

210 CENTRAL AVE.
BELLINGHAM, WA 98225
SUBMITTAL

100% SCHEMATIC DESIGN

MARCH 25, 2024

REVISIONS	No.	Description	Date

Drawn: CF
Checked: MP
MJH Proj No.: A23.0156.00
Issue Date: 03/25/24

SHEET

GROUND FLOOR - FLOOR PLAN A111

1 GROUND FLOOR - FLOOR PLAN
A111 1/8" = 1'-0"

GENERAL FFE & SHELVING PLAN NOTES

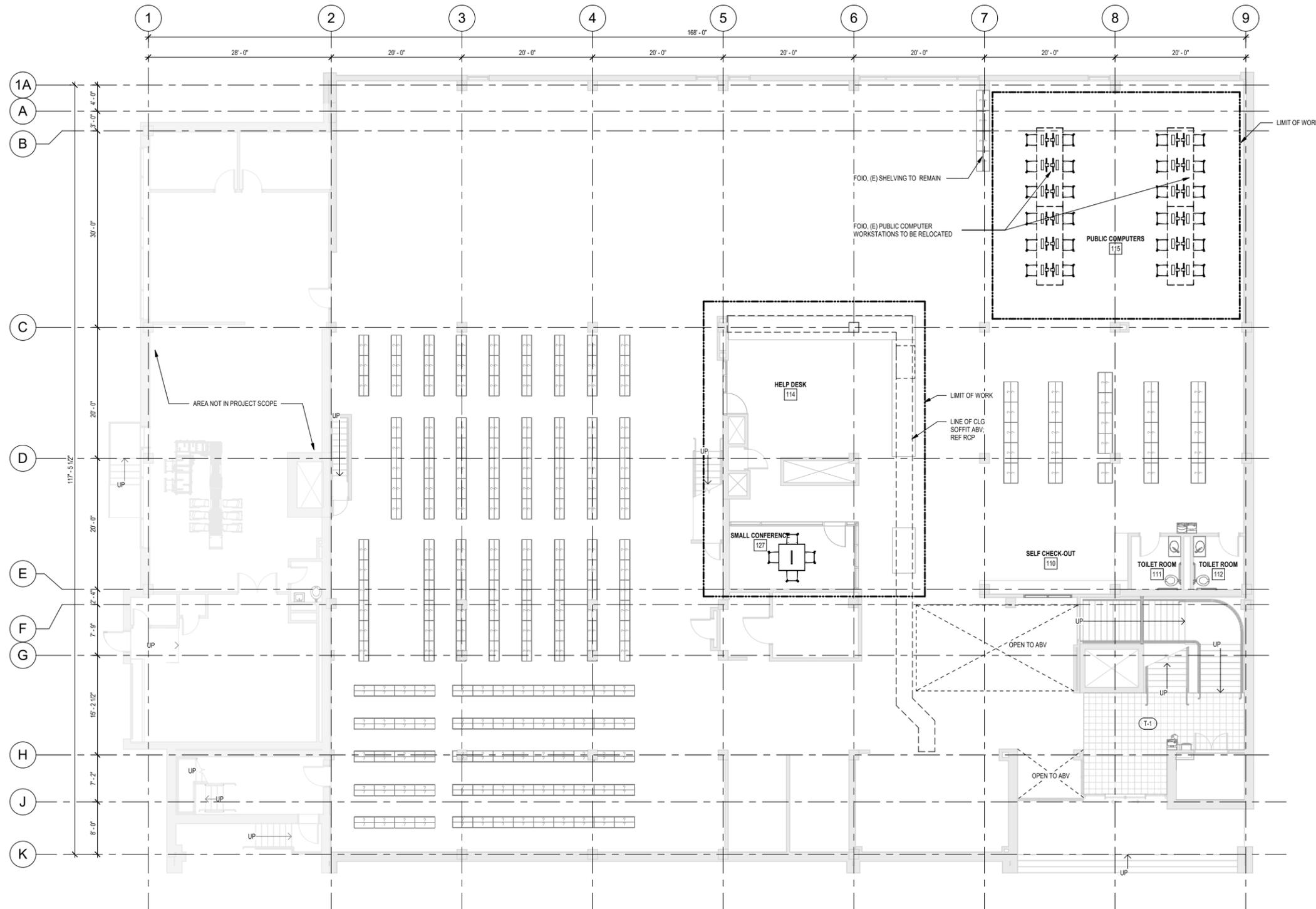
1. ALL LIBRARY SHELVING TO BE PROVIDED BY OWNER, AND IS EXISTING TO BE RE-USED.
2. ALL MOVEABLE FURNITURE TO BE PROVIDED AND INSTALLED BY FURNITURE VENDOR. TARGETED PIECES TO BE SALVAGED. FURNITURE SALVAGE SCOPE TO BE COORDINATED W/ OWNER.
3. ALL BUILT-IN CASEWORK AND BUILDING FINISHES ARE WITHIN PROJECT SCOPE.



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1 FIRST FLOOR - FFE & SHELVING PLAN
 A135 1/8" = 1'-0"

BELLINGHAM CENTRAL LIBRARY

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FIRST FLOOR - FFE & SHELVING PLAN A135

GENERAL FFE & SHELVING PLAN NOTES

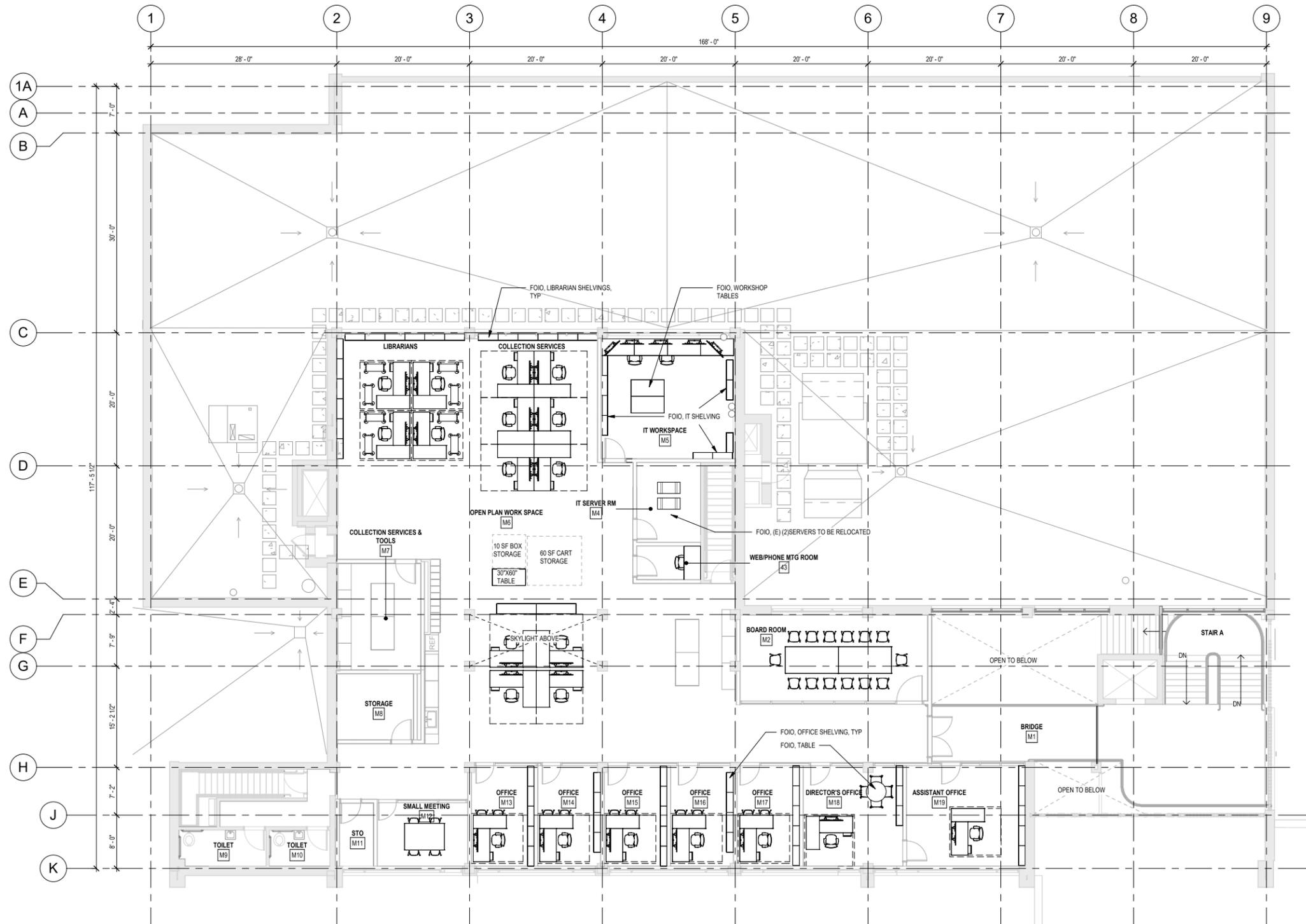
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1 FIRST FLOOR MEZZANINE - FFE & SHELVING PLAN
 A145 1/8" = 1'-0"

BELLINGHAM CENTRAL LIBRARY

210 CENTRAL AVE.
 BELLINGHAM, WA 98225

SUBMITTAL

100% SCHEMATIC DESIGN

MARCH 25, 2024

REVISIONS

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 Issue Date: 03/25/24

SHEET

FIRST FLOOR MEZZANINE - FFE & SHELVING PLAN A145



3/28/2024

Background: Last Friday we received the cost estimates related to the 75% SD drawings produced by our Architect Miller Hull. These cost estimates represent the first opportunity to match the scope of work against funds available.

The City’s charter for the project outlines the goals as follows:

1. New State of the art electric powered HVAC system
2. Installation of rooftop solar panels
3. Renovation of existing spaces on the ground and Mezzanine floors
4. Design work for the exterior envelope of the building

A combination of reduced scope and extra funding will be needed to realize the goals of upgraded HVAC and a light-touch renovation (paint, carpet, ceiling tiles, LED lighting, reconfigured layout).

Cost estimate summary from Miller Hull / JMB Consulting Group:

*Includes 15% design estimate contingency; does not include WSST at 9%

3.99 million	HVAC electrification
1.83 million	Upstairs + main floor Help Desk/computer reconfiguration
3.22 million	Lower floor
2 million	Soft costs (not included in cost estimate)

11 million	Total

Scope reduction (proposal to date):

- Lower floor: Eliminate after-hours access to the meeting room as a public benefit. This additional service adds complexity to the lower floor design (a sliding partition wall, two additional restrooms, etc.) and will not be affordable.
- Lower floor: Simplify renovation work in the Friends area and staff break room. Keep restrooms as is, keep basic wall structures in place.
- Pursue alternate funding sources for rooftop solar panels
- Fund design work for exterior envelope out of Board of Trustees funds
- Engage in value engineering at every stage of the project to keep costs at minimum.
- Fund and complete abatement work out of Library’s 2024 budget



Proposed Project budget:

*Figures include WSST at 9%

4 million	HVAC electrification
1.4 million	Upstairs + main floor Help Desk/computer reconfiguration
2.1 million	Lower floor
2 million	Soft costs

9.5 million	Total project budget



3/28/2024

Board of Trustees Funding break-down:

\$657,176	Muldrow Bragg spending account - WCF
\$9K	Capital funds – WCF
\$78K	Unrestricted funds – WCF
\$256,530	Agency Transfer – Gift Fund
\$8,479	Unrestricted- Gift Fund (from previous distributions)

\$922,272	Subtotal
\$170K	2025 Muldrow Bragg estimate (conservative)

\$1092,272	Total

Project revenue:

5 million	ARPA
1.5 million	COB
1 million	Board of Trustees
2 million	Library Cap. Improvement Grant.

9.5 million	Total project revenue

LCIP Grant timeline:

- Application due 4/3/2024
- Selection committee recommendation: Sept 2024
- Governor’s capital budget approved: Q1 2025
- Funds available if awarded: July 1, 2025

Project revenue (exterior):

Up to 50K Board (conceptual design)

**Bellingham Public Library
 Performance & Activity Measures, 2024**

	March		Year to Date		YTD comparison 2024 with 2023
	2024	2023	2024	2023	
Holdings - Number of materials in the library's collection					
Physical copies added to the collection	2,043	2,814	5,740	7,642	-24.89%
Electronic copies purchased by BPL	198	117	390	286	36.36%
Physical copies withdrawn from collection	(445)	(761)	(1,297)	(1,998)	-35.09%
Total physical holdings			180,669	178,828	1.03%
Total electronic holdings available to BPL			153,934	137,719	11.77%
Total Holdings (Physical and Electronic)			334,603	316,547	5.70%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity					
Central Library					
Adult	43,354	44,261	123,696	129,260	-4.30%
Youth	42,285	45,092	119,326	129,586	-7.92%
Sub-Total Central	85,639	89,353	243,022	258,846	-6.11%
Fairhaven Branch					
Adult	5,203	4,949	14,718	14,187	3.74%
Youth	2,492	2,448	7,031	6,635	5.97%
Sub-Total Fairhaven	7,695	7,397	21,749	20,822	4.45%
Barkley Branch					
Adult	4,647	5,111	13,947	13,664	2.07%
Youth	4,237	4,415	11,966	12,051	-0.71%
Sub-Total Barkley	8,884	9,526	25,913	25,715	0.77%
Bellis Fair Branch					
Adult	1,412	0	3,687	0	
Youth	2,247	0	5,717	0	
Sub-Total Bellis Fair	3,659	0	9,404	0	
Bellingham Technical College					
Adult	23	20	68	75	-9.33%
Youth	8	4	23	15	53.33%
Sub-Total BTC	31	24	91	90	1.11%
Whatcom Community College					
Adult	158	144	470	482	-2.49%
Youth	34	58	65	224	-70.98%
Sub-Total WCC	192	202	535	706	-24.22%
Western Washington University					
Adult	222	174	571	496	15.12%
Youth	89	23	253	127	99.21%
Sub-Total WWU	311	197	824	623	32.26%
Sub-Total Physical	106,411	106,699	301,538	306,802	-1.72%
Online Services					
Kanopy	2,007	1,894	6,211	5,829	6.55%
NW Anytime Library Overdrive	41,860	36,749	124,087	107,502	15.43%
Overdrive Magazines	7,405	1,842	22,475	5,821	286.10%
Sub-Total Online	51,272	40,485	152,773	119,152	28.22%
Total Circulation	157,683	147,184	454,311	425,954	6.66%
Holds Activity					
Items pulled to fill holds	52,426	52,602	160,747	155,836	3.15%
Services					
Persons Visiting - Number of persons counted as they enter the libraries					
Curbside	66	38	123	120	2.50%
Central Library	31,217		87,891		
Fairhaven Branch	3,244		9,228		
Barkley Branch	2,713		7,877		
Bellis Fair Branch	2,560		7,180		
Total Persons Visiting	39,800	38	105,119	120	
Website Visits This count reflects number of visits to www.bellinghampubliclibrary.org	42,762	41,211	132,611	122,189	8.53%
Bibliocommons Visits This count reflects number of visits to Bibliocommons	34,671	15,338	87,982	46,795	88.02%
Total Website Visits	77,433	56,549	220,593	168,984	30.54%
Computer Usage - Number of sessions					
Central Library					
Adult & Teen (30 terminals)	3,404	3,205	9,475	9,023	5.01%
Childrens (3 terminals)	64	24	206	119	73.11%
Fairhaven Branch (7 terminals)	251	171	697	530	31.51%
Barkley Branch (4 terminals)	165	140	499	406	22.91%
Bellis Fair Branch (4 terminals)	143	0	413	0	
Total Computer Usage	4,027	3,540	11,290	10,078	12.03%
New Borrowers Registered					
Central Library	526	518	1,925	1,675	14.93%
Fairhaven Branch	31	24	91	92	-1.09%
Barkley Branch	29	23	78	98	-20.41%
Bellis Fair Branch	49	0	182	0	
Total New Borrowers Registered	635	565	2,276	1,865	22.04%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs					
Programs	121	128	304	340	-10.59%
Attendees	3,320	2,414	7,294	6,576	10.92%
Volunteer Hours	225	358	1,474	1,044	41.15%

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

MARCH 2024 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 April 16, 2024, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
Materials, Equipment and Supplies		
Books	Abe Books	30.30
Books; DVDs; supplies; masks	Amazon	1,328.48
Books	Baker & Taylor	18,428.67
Books	Center Point Large Print	103.01
WLA travel fuel	Chevron	37.30
Networking meal	City Club	25.00
Barkley & Bellis Fair water (2 months)	Clearwater Systems	109.07
Bookmarks	Demco	97.06
Paper	Discount School Supply	78.79
Books	Grey House Publishing	502.71
Lost Interlibrary loan	King County Library System	15.95
Lost Interlibrary loan	Kitsap Regional Library	25.95
Wonderbooks	Library Ideas	689.90
Lost Interlibrary loan	Long Beach City College	405.00
Picture hanging supplies & trays	Michaels	156.40
DVDs, CDs, recorded books	Midwest Tape	3,659.47
Vehicle fuel	Nelson-Reisner Distributor	251.98
Office supplies	ODP Business Solutions	93.96
Lost Interlibrary loan	Pacific Lutheran University	60.00
WLA travel fuel	Shell	34.75
Mendery supplies	StageSpot LLC	388.42
Books	Village Books	34.70
Lost Interlibrary loan	Washington County Cooperative Library	27.00
Materials, Equipment & Supplies Sub Total		\$26,583.87
Services and Interfund Charges		
Barkley Branch cleaning	Action Cleaning	814.97
Creative Cloud	Adobe Inc	391.55
Bellis Fair Branch cleaning	Advantage Building Services	1,477.66
ALA Conference airfare (1 staff)	Alaska Air	293.10
Memberships; ALA Conference; webinar	American Library Association	1,140.52
Hotspot service	AT&T	18.24
Preprocessing	Baker & Taylor	4,971.00
Bellis Fair Branch lease	Bellis Fair Mall Territories	5,357.00
Bellis Fair pest management	Bio Bug Pest Management	70.72
Bellis Fair Branch natural gas	Cascade Natural Gas	17.76
Banking & credit card fees	City of Bellingham Interfund	18.02
Computer replacement allocation	City of Bellingham Interfund	14,133.11
Facilities allocation	City of Bellingham Interfund	54,748.87

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

MARCH 2024 CLAIMS

Fleet Services	City of Bellingham Interfund	820.00
IT Service allocation	City of Bellingham Interfund	28,350.29
Postage	City of Bellingham Interfund	1,205.00
Qualified Energy Conservation Bond sinking fund	City of Bellingham Interfund	3,517.00
Public Works work order at Bellis Fair	City of Bellingham Interfund	858.52
Risk Management	City of Bellingham Interfund	13,435.61
Technology replacement allocation	City of Bellingham Interfund	3,182.02
Telecom Services	City of Bellingham Interfund	2,362.32
Water/sewer/SSW	City of Bellingham Interfund	1,221.25
Barkley & Bellis Fair cooler rentals (2 months)	Clearwater	74.81
Screen connect service	Connectwise	574.46
Printing	Copy Source	334.83
Digital archive hosting	Corporation for Digital Scholarship	3,000.00
Emerald City Comic Con	Hotel Max	446.04
Library Elf	Jandi Enterprise	522.24
Video streaming service	Kanopy	50,000.00
Graphic Design	Katrina Lyon Design	1,160.00
Copier leases and copies (3 months)	Kelley Connect	3,466.08
Bellis Fair Branch waste service	Keter Environmental	112.82
Translation services	Language Line	54.36
American Sign Language module	Mango	1,087.50
Preprocessing	Midwest Tape	431.31
Data drops	Mills Electric	576.81
eBooks, eAudiobooks	Overdrive Inc	14,810.81
Bellis Fair internet service	Pogozone Wireless	367.49
Digital subscription	Seattle Times	19.96
ALA Conference airfare (3 staff)	Southwest	779.87
ALA, WLA, ECCC Conference travel reimbursements	Staff	1,568.36
Barkley Branch operating costs	Talbot Services LLC	533.33
Microfische machine lease	Technology Unlimited	339.46
Borrower notices	Unique Management	231.00
Interlibrary Loan postage	USPS	30.52
Hotspot service	Verizon Wireless	1,480.37
B&O Taxes	WSDO Revenue	5.80

Services and Interfund Charges Sub Total \$220,412.76

Gift Fund

Teen Programming	Amazon.com	93.77
Books	Baker & Taylor	253.89
Nooksack Salmon Enhancement books	Carol Reed	129.50

GIFT FUND OUTLAYS Sub Total \$477.16

Total General Fund claims \$246,996.63

Total General Fund & Gift Fund claims \$247,473.79



City of Bellingham

Library - Budget to Actual - General Fund

March 2024 25% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Grants	0	0		
Print and Copy Fees	3,777	15,000	11,223	25%
Lost, Damage & Non-resident Borrower Fees	2,479	16,100	13,621	15%
Fairhaven Auditorium Rental Fees	0	5,000	5,000	0%
Miscellaneous Revenues	213	0	(213)	
Total Revenue	6,469	36,100	29,631	18%
Expenses				
Salaries and Wages	860,383	3,395,151	2,534,768	25%
Personnel Benefits	429,457	1,671,856	1,242,399	26%
Physical Materials, Equipment and Supplies	63,512	382,965	319,453	17%
Services, Digital Materials and Interfund	749,439	2,207,662	1,458,223	34%
Automated Materials Handler expansion	0	35,000	35,000	0%
Total Expenditure	2,102,791	7,692,634	5,589,843	27%

Library - Budget to Actual - Gift Fund

March 2024 25% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Donations	8,800	150,000	141,200	6%
Total Revenue	8,800	150,000	141,200	6%
Expenses				
Gift Fund expenses	6,621	150,000	143,379	4%
Total Expenditure	6,621	150,000	143,379	4%

Patron Use of Databases and Learning Resources

Vendor	Database	Metric	2023	2024			Q1 TOTAL	Year-to-Year % Change
			Q1 TOTAL	Jan	Feb	Mar		
Candid	Foundation Directory Online#	Profile Views	413	193	65	40	298	-27.8%
Data Axle	Reference Solutions*	Detail Records Viewed, Downloaded, and Printed	26	8	-	-	8	-69.2%
EBSCO	Auto-Repair Source	Sessions	74				-	Dropped for 2024
EBSCO	Consumer Reports	Page Views	8,538	3,741	3,273	3,039	10,053	17.7%
EBSCO	Ethnic Diversity Source	Requests		-	-	-	-	
EBSCO	NoveList Plus	Requests	232	153	99	62	314	35.3%
EBSCO	NoveList K-8 Plus	Requests	149	6	2	-	8	-94.6%
Gale	Gale databases	Item Requests	2,909	182	139	182	503	-82.7%
Gale	ChiltonLibrary.com	Retrievals		64	30	45	139	Added for 2024
Grey House	Weiss Financial Ratings	Page Views	1,607	268	71	361	700	-56.4%
Library Ideas	Freegal	Songs Streamed or Downloaded	25,260	11,928	9,406	10,127	31,461	24.5%
LinkedIn	LinkedIn Learning	Video Views	3,369	796	913	653	2,362	-29.9%
Mango	Mango	Sessions	869	478	385	401	1,264	45.5%
NewsBank	NewsBank^	Documents Viewed	9,733	3,123	3,059	3,795	9,977	2.5%
ProQuest	Ancestry Library Edition#	Document Views	1,798	192	184	397	773	-57.0%
ProQuest	CultureGrams	Pages Viewed	9,523	57	4,609	4,442	9,108	-4.4%
ProQuest	HeritageQuest	Records Viewed	986	527	611	400	1,538	56.0%
ProQuest	US Newsstream & US Dailies	Retrievals	121	216	168	206	590	387.6%
ProQuest	Newspapers.com - West	Retrievals	852	127	254	369	750	-12.0%
TOTAL			66,459	22,059	23,268	24,519	69,846	5.1%

No remote access

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

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



DIRECTOR'S REPORT FOR April 16, 2024

As National Library Week draws to a close, I wanted to extend a special *thank you* to our Friends of the Library for bringing in so many tasty, homemade treats on National Library Workers Day. We appreciated all the delicious goodies! And while we're thanking the Friends, how about that \$5,000 matching gift for Library Giving Day that took our total over \$20,000! (Rebecca Judd, Library Director)



Photo: Ali, Bernice and Lesley enjoying homemade desserts on National Library Workers day

WELCOME & INCLUDE

New Law Regarding Weapons in Libraries: [Senate Bill 5444](#) was signed into law by Gov. Jay Inslee on March 26 and goes into effect on June 6, 2024. The law expands upon legislation prohibiting the possession of weapons at designated public places to now include public libraries, zoos, aquariums, and public transit stations. Library staff will be working with COB legal and BPD to coordinate communication of this law and response to violations of this law. There is a draft of a corresponding policy change in the board packet for your review.

- BILL: [5444-S2.PL.pdf \(wa.gov\)](#)
- BILL REPORT: [5444-S2 SBR FBR 24 \(wa.gov\)](#)
- LAW: [RCW 9.41.300: Weapons prohibited in certain places—Local laws and ordinances—Exceptions—Penalty. \(wa.gov\)](#)

(Katrina Buckman, Head of Public Services)

ACCESS & OPPORTUNITY



Dolly Parton Imagination Library Partnership with United Way: The Library officially entered into a partnership with United Way to support and promote the Dolly Parton Imagination Library (DPIL). DPIL gifts each child in Whatcom County age birth -5 registered for the program with a free book each month. The Library supports this amazing model for getting books into children's homes by providing program information at the Library and in storytimes. We are happy to provide support to United Way on this project, and in efforts to secure funding so this opportunity for our community continues. (Bethany Hoglund, Deputy Library Director)

READ & LEARN

Good Luck, Chum Salmon: What a successful salmon release! 140 community members attended the March 30th event, first enjoying a performance by the Lummi Blackhawk Singers. After walking to Maritime Heritage Park, each family named, bestowed a wish upon, and released a chum salmon into Whatcom Creek. Ben from BTV captured the event and posted pictures and videos on the City's Instagram page and YouTube channel:

- Instagram: <https://www.instagram.com/p/C5PC5s9vB3h/>
- YouTube: <https://youtube.com/shorts/zVXQygoLeIM>

Thank you to Lesley, Bernice, Ali, Mandee, Jenni, Miranda, Alex and Joshua Olsen from WCLS for helping with the event, and to everyone who came to watch the salmon grow during the two months they were with us. We look forward to raising salmon with Nooksack Salmon Enhancement Association again. (Bethany Hogle, Deputy Library Director)

Photo: Whatcom County Library System Nooksack Cultural Liaison Joshua Olsen pulls a wagon with the cooler of chum salmon to Whatcom Creek. The chum were transferred from the tank to the cooler for transport. Lesley is holding a small machine with a tube into the cooler to oxygenate the water for the trip.



Learning Forums in April and May: As we build capacity to offer programming for adults, this spring, **Bellingham Public Library** is partnering with **WWU's Sustainability Engagement Institute** and **Center for Community Learning** to bring our community together to talk about sustainability. Everyone is welcome to join us for this in-person, four-part series to share your hopes and challenges related to creating a more sustainable region and meet others doing inspirational work. Forums are free and open to all. No registration required. All of the forums will take place in the Lecture Room of the Central Branch. The schedule is:

Learning Together Forum dates and titles:

- **Powering a Sustainable Future** - Thursday, April 18, 2:30-4:00 pm
- **The Future of Work** - Thursday, May 2, 2:30-4:00 pm
- **Constructing Resilient Communities** - Thursday, May 16, 2:30-4:00 pm
- **Toward a Fair and Just Future** - Thursday, May 30, 2:30-4:00 pm

To receive calendar invitations to this series of forums, [click here to complete a simple form](#).
(Annette Bagley, Head of Community Relations)

IUG Conference: I attended the 2024 conference of the Innovative User's Group, held in Detroit on March 25-27. IUG is a non-profit made up of Innovative Interfaces Inc. (III) customers – namely, libraries using the Polaris or Sierra ILSes. The conference is an opportunity for Innovative to share their development plans, for systems administrators to meet and share, and for customers to meet representatives from III. IUG and III jointly rolled out a new process for prioritizing development requests, and I was able to pass along to III leadership WCLS & BPL's joint feedback on how the overall development feedback process could work better. For this year I'm most excited to see development coming on the cataloging interface. Meanwhile,

III's current main development effort, toward an integrated suite of add-on services, is still underway with early adopters just now going live with some services. (Jon McConnel, Head of Digital Services)

Spring Break Fun: Children's Librarian Bernice Chang, Library Specialist Lesley Norman and Library Specialist Mande Palmer provided fun engagement for children last week during spring break. A game day, craft programs, Lego building and a unique program on Norse Mythology and Viking Culture fulfilled the curiosity and creativity of children. Thank you, Lesley, Bernice and Mande! (Bethany Hogle, Deputy Library Director)

Summer Reading: Materials for Summer Reading 2024 are underway. Bingo-style Summer Reading forms for adults, teens, kids and early learners have been ordered and received. Translated versions of each form have been ordered in Spanish, Vietnamese and Russian. This year we are also working on ordering Summer Reading T-shirts for staff to wear in the summer months. (Annette Bagley, Head of Community Relations)

INFORM & INVOLVE

Media Coverage: King 5 TV featured a story with WCLS staff describing the [difficulties libraries face with the rising costs of ebooks](#). Bellingham Public Library was mentioned in a Bellingham Herald article about the [Sue C. Boynton Poetry Contest](#), which was also featured on Yahoo News. An article in the Western Front reminded the community about the Library's [salmon send off on March 30](#). (Annette Bagley, Head of Community Relations)

Library Giving Day Thank you to everyone for your participation in Library Giving Day on April 3! On April 5, the Whatcom Community Foundation reported 164 gifts to the Library Giving Day Fund totaling \$15,001.77 and 3 gifts to the BPL Unrestricted Fund totaling \$2,566.67. The Friends of the Bellingham Public Library matching gift of \$5,000 is in addition to this total. We truly appreciate our community's support. Promotion of Library Giving Day this year included: Board member communications to personal contacts, Whatcom Community Foundation emails to previous library donors, Library emails to all patrons, Library social media channels, Library website, and Library digital screens in all branches. (Annette Bagley, Head of Community Relations)

THRIVE & GROW

Library Capital Improvement Grant: We completed and submitted our application for the Library Capital Improvement grant through the state Department of Commerce. Our application was for \$2M, and we would be able to meet the matching requirement with current project funds. We feel that our application this time was more refined and robust than when we applied 2 years ago. The work done so far by Miller Hull, including the initial cost estimates, allowed us to include a more comprehensive project plan in this application. (Jen Vander Ploeg, Head of Operations)

Notice Methods for Bills: At present BPL and WCLS send all billing notices to patrons via US mail. WCLS consulted with their legal counsel and decided to move ahead with sending notices by all available methods, adding email, phone, and SMS. BPL has now consulted with Legal and Finance who also gave us the green light to make changes. We have some setup work to enable billing notices for each

communication method, and we'll be discussing how to tell patrons about the coming change. (Jon McConnel, Head of Digital Services)

Stats and more Stats: BPL's report to the State Library on our 2023 statistics and measures (and 2024 salary and benefits) was submitted April 8. Big thanks to Wendy and Bethany for their substantial contributions! Also on the topic of statistics, on April 10 the Washington State Library informed libraries of a revised method of determining Kanopy usage. We have revised our 2023 and 2024 Kanopy use metrics and will be reporting using the WSL method now. This method ends up with somewhat lower values being reported. It's thought the new method is more closely analogous to borrowing a DVD, while our previous method was targeting total patron activity on the platform. (Jon McConnel, Head of Digital Services)

Catalog Outage: We experienced significant downtime & interruptions for our catalog website on April 2, 3, & 4. BiblioCommons has shared that they were hit with a distributed denial of service (DDoS) attack. Their existing DDoS protections were not able to handle the scale of this attack, and it took a day to get additional protections in place, followed by adjustments. (Jon McConnel, Head of Digital Services)

Respectfully submitted,
Rebecca Judd



[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
- **Q1** 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
- **Q1** 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
- **Q1** Onboard Behavioral Health team, with attention to clarifying roles and building relationships with staff and patrons
- **Q1** 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
- **Q1** 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
- **Q1** 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
- **Q1** Update Polaris MOU with WCLS; consider changing parameters for print notices
- Establish a system for knowing which Library staff are on-site

CERTIFICATION OF ENROLLMENT
SECOND SUBSTITUTE SENATE BILL 5444

68th Legislature
2024 Regular Session

Passed by the Senate March 4, 2024
Yeas 27 Nays 21

President of the Senate

Passed by the House February 27, 2024
Yeas 58 Nays 36

**Speaker of the House of
Representatives**

Approved

Governor of the State of Washington

CERTIFICATE

I, Sarah Bannister, Secretary of the Senate of the State of Washington, do hereby certify that the attached is **SECOND SUBSTITUTE SENATE BILL 5444** as passed by the Senate and the House of Representatives on the dates hereon set forth.

Secretary

FILED

**Secretary of State
State of Washington**

SECOND SUBSTITUTE SENATE BILL 5444

AS AMENDED BY THE HOUSE

Passed Legislature - 2024 Regular Session

State of Washington 68th Legislature 2024 Regular Session

By Senate Ways & Means (originally sponsored by Senators Valdez, Hunt, Kuderer, Nguyen, Pedersen, and Saldaña)

READ FIRST TIME 02/05/24.

1 AN ACT Relating to restricting the possession of weapons,
2 excluding carrying a pistol by a person licensed to carry a concealed
3 pistol, on the premises of libraries, zoos, aquariums, and transit
4 facilities; and reenacting and amending RCW 9.41.300.

5 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

6 **Sec. 1.** RCW 9.41.300 and 2021 c 261 s 1 and 2021 c 215 s 96 are
7 each reenacted and amended to read as follows:

8 (1) It is unlawful for any person to enter the following places
9 when he or she knowingly possesses or knowingly has under his or her
10 control a weapon:

11 (a) The restricted access areas of a jail, or of a law
12 enforcement facility, or any place used for the confinement of a
13 person (i) arrested for, charged with, or convicted of an offense,
14 (ii) held for extradition or as a material witness, or (iii)
15 otherwise confined pursuant to an order of a court, except an order
16 under chapter 13.32A or 13.34 RCW. Restricted access areas do not
17 include common areas of egress or ingress open to the general public;

18 (b) Those areas in any building which are used in connection with
19 court proceedings, including courtrooms, jury rooms, judge's
20 chambers, offices and areas used to conduct court business, waiting
21 areas, and corridors adjacent to areas used in connection with court

1 proceedings. The restricted areas do not include common areas of
2 ingress and egress to the building that is used in connection with
3 court proceedings, when it is possible to protect court areas without
4 restricting ingress and egress to the building. The restricted areas
5 shall be the minimum necessary to fulfill the objective of this
6 subsection (1)(b).

7 For purposes of this subsection (1)(b), "weapon" means any
8 firearm, explosive as defined in RCW 70.74.010, or any weapon of the
9 kind usually known as slungshot, sand club, or metal knuckles, or any
10 knife, dagger, dirk, or other similar weapon that is capable of
11 causing death or bodily injury and is commonly used with the intent
12 to cause death or bodily injury.

13 In addition, the local legislative authority shall provide either
14 a stationary locked box sufficient in size for pistols and key to a
15 weapon owner for weapon storage, or shall designate an official to
16 receive weapons for safekeeping, during the owner's visit to
17 restricted areas of the building. The locked box or designated
18 official shall be located within the same building used in connection
19 with court proceedings. The local legislative authority shall be
20 liable for any negligence causing damage to or loss of a weapon
21 either placed in a locked box or left with an official during the
22 owner's visit to restricted areas of the building.

23 The local judicial authority shall designate and clearly mark
24 those areas where weapons are prohibited, and shall post notices at
25 each entrance to the building of the prohibition against weapons in
26 the restricted areas;

27 (c) The restricted access areas of a public mental health
28 facility licensed or certified by the department of health for
29 inpatient hospital care and state institutions for the care of the
30 mentally ill, excluding those facilities solely for evaluation and
31 treatment. Restricted access areas do not include common areas of
32 egress and ingress open to the general public;

33 (d) That portion of an establishment classified by the state
34 liquor and cannabis board as off-limits to persons under 21 years of
35 age; ((~~or~~))

36 (e) The restricted access areas of a commercial service airport
37 designated in the airport security plan approved by the federal
38 transportation security administration, including passenger screening
39 checkpoints at or beyond the point at which a passenger initiates the
40 screening process. These areas do not include airport drives, general

1 parking areas and walkways, and shops and areas of the terminal that
2 are outside the screening checkpoints and that are normally open to
3 unscreened passengers or visitors to the airport. Any restricted
4 access area shall be clearly indicated by prominent signs indicating
5 that firearms and other weapons are prohibited in the area;

6 (f) The premises of a library established or maintained pursuant
7 to the authority of chapter 27.12 RCW;

8 (g) The premises of a zoo or aquarium accredited or certified by
9 the association of zoos and aquariums or the zoological association
10 of America or a facility with a current signed memorandum of
11 participation with an association of zoos and aquariums species
12 survival plan; or

13 (h) The premises of a transit station or transit facility. For
14 purposes of this subsection, "transit station" and "transit facility"
15 have the same meaning as defined in RCW 9.91.025. "Transit station"
16 and "transit facility" do not include any "transit vehicle" as that
17 term is defined in RCW 9.91.025.

18 (2) (a) Except as provided in (c) of this subsection, it is
19 unlawful for any person to knowingly open carry a firearm or other
20 weapon while knowingly at any permitted demonstration. This
21 subsection (2) (a) applies whether the person carries the firearm or
22 other weapon on his or her person or in a vehicle.

23 (b) It is unlawful for any person to knowingly open carry a
24 firearm or other weapon while knowingly within 250 feet of the
25 perimeter of a permitted demonstration after a duly authorized state
26 or local law enforcement officer advises the person of the permitted
27 demonstration and directs the person to leave until he or she no
28 longer possesses or controls the firearm or other weapon. This
29 subsection (2) (b) does not apply to any person possessing or
30 controlling any firearm or other weapon on private property owned or
31 leased by that person.

32 (c) Duly authorized federal, state, and local law enforcement
33 officers and personnel are exempt from the provisions of this
34 subsection (2) when carrying a firearm or other weapon in conformance
35 with their employing agency's policy. Members of the armed forces of
36 the United States or the state of Washington are exempt from the
37 provisions of this subsection (2) when carrying a firearm or other
38 weapon in the discharge of official duty or traveling to or from
39 official duty.

1 (d) For purposes of this subsection, the following definitions
2 apply:

3 (i) "Permitted demonstration" means either: (A) A gathering for
4 which a permit has been issued by a federal agency, state agency, or
5 local government; or (B) a gathering of 15 or more people who are
6 assembled for a single event at a public place that has been declared
7 as permitted by the chief executive, sheriff, or chief of police of a
8 local government in which the gathering occurs. A "gathering" means a
9 demonstration, march, rally, vigil, sit-in, protest, picketing, or
10 similar public assembly.

11 (ii) "Public place" means any site accessible to the general
12 public for business, entertainment, or another lawful purpose. A
13 "public place" includes, but is not limited to, the front, immediate
14 area, or parking lot of any store, shop, restaurant, tavern, shopping
15 center, or other place of business; any public building, its grounds,
16 or surrounding area; or any public parking lot, street, right-of-way,
17 sidewalk, public park, or other public grounds.

18 (iii) "Weapon" has the same meaning given in subsection (1)(b) of
19 this section.

20 (e) Nothing in this subsection applies to the lawful concealed
21 carry of a firearm by a person who has a valid concealed pistol
22 license.

23 (3) Cities, towns, counties, and other municipalities may enact
24 laws and ordinances:

25 (a) Restricting the discharge of firearms in any portion of their
26 respective jurisdictions where there is a reasonable likelihood that
27 humans, domestic animals, or property will be jeopardized. Such laws
28 and ordinances shall not abridge the right of the individual
29 guaranteed by Article I, section 24 of the state Constitution to bear
30 arms in defense of self or others; and

31 (b) Restricting the possession of firearms in any stadium or
32 convention center, operated by a city, town, county, or other
33 municipality, except that such restrictions shall not apply to:

34 (i) Any pistol in the possession of a person licensed under RCW
35 9.41.070 or exempt from the licensing requirement by RCW 9.41.060; or

36 (ii) Any showing, demonstration, or lecture involving the
37 exhibition of firearms.

38 (4)(a) Cities, towns, and counties may enact ordinances
39 restricting the areas in their respective jurisdictions in which
40 firearms may be sold, but, except as provided in (b) of this

1 subsection, a business selling firearms may not be treated more
2 restrictively than other businesses located within the same zone. An
3 ordinance requiring the cessation of business within a zone shall not
4 have a shorter grandfather period for businesses selling firearms
5 than for any other businesses within the zone.

6 (b) Cities, towns, and counties may restrict the location of a
7 business selling firearms to not less than 500 feet from primary or
8 secondary school grounds, if the business has a storefront, has hours
9 during which it is open for business, and posts advertisements or
10 signs observable to passersby that firearms are available for sale. A
11 business selling firearms that exists as of the date a restriction is
12 enacted under this subsection (4)(b) shall be grandfathered according
13 to existing law.

14 (5) Violations of local ordinances adopted under subsection (3)
15 of this section must have the same penalty as provided for by state
16 law.

17 (6) The perimeter of the premises of any specific location
18 covered by subsection (1) of this section shall be posted at
19 reasonable intervals to alert the public as to the existence of any
20 law restricting the possession of firearms on the premises.

21 (7) Subsection (1) of this section does not apply to:

22 (a) A person engaged in military activities sponsored by the
23 federal or state governments, while engaged in official duties;

24 (b) Law enforcement personnel, except that subsection (1)(b) of
25 this section does apply to a law enforcement officer who is present
26 at a courthouse building as a party to an antiharassment protection
27 order action or a domestic violence protection order action under
28 chapter 7.105 or 10.99 RCW, or an action under Title 26 RCW where any
29 party has alleged the existence of domestic violence as defined in
30 RCW 7.105.010; or

31 (c) Security personnel while engaged in official duties.

32 (8) Subsection (1)(a), (b), (c), ~~((and))~~ (e), (f), (g), and (h)
33 of this section does not apply to correctional personnel or community
34 corrections officers, as long as they are employed as such, who have
35 completed government-sponsored law enforcement firearms training,
36 except that subsection (1)(b) of this section does apply to a
37 correctional employee or community corrections officer who is present
38 at a courthouse building as a party to an antiharassment protection
39 order action or a domestic violence protection order action under
40 chapter 7.105 or 10.99 RCW, or an action under Title 26 RCW where any

1 party has alleged the existence of domestic violence as defined in
2 RCW 7.105.010.

3 (9) Subsection (1)(a) of this section does not apply to a person
4 licensed pursuant to RCW 9.41.070 who, upon entering the place or
5 facility, directly and promptly proceeds to the administrator of the
6 facility or the administrator's designee and obtains written
7 permission to possess the firearm while on the premises or checks his
8 or her firearm. The person may reclaim the firearms upon leaving but
9 must immediately and directly depart from the place or facility.

10 (10) Subsection (1)(c) of this section does not apply to any
11 administrator or employee of the facility or to any person who, upon
12 entering the place or facility, directly and promptly proceeds to the
13 administrator of the facility or the administrator's designee and
14 obtains written permission to possess the firearm while on the
15 premises.

16 (11) Subsection (1)(d) of this section does not apply to the
17 proprietor of the premises or his or her employees while engaged in
18 their employment.

19 (12) Subsection (1)(g) of this section does not apply to
20 employees of a zoo, aquarium, or animal sanctuary, while engaged in
21 their employment if the weapon is owned by the zoo, aquarium, or
22 animal sanctuary and maintained for the purpose of protecting its
23 employees, animals, or the visiting public.

24 (13) Subsection (1)(f), (g), and (h) of this section does not
25 apply to the activities of color guards and honor guards affiliated
26 with the United States military, Washington state national guard, or
27 Washington department of veterans' affairs related to burial or
28 interment ceremonies including, but not limited to, any staging and
29 logistical requirements of the color guard or honor guard.

30 (14) Subsection (1)(f), (g), and (h) of this section does not
31 apply to a person licensed to carry a concealed firearm pursuant to
32 RCW 9.41.070.

33 (15) Government-sponsored law enforcement firearms training must
34 be training that correctional personnel and community corrections
35 officers receive as part of their job requirement and reference to
36 such training does not constitute a mandate that it be provided by
37 the correctional facility.

38 ~~((13))~~ (16) Any person violating subsection (1) or (2) of this
39 section is guilty of a gross misdemeanor.

1 (~~(14)~~) (17) "Weapon" as used in this section means any firearm,
2 explosive as defined in RCW 70.74.010, or instrument or weapon listed
3 in RCW 9.41.250.

--- END ---

Title: 4.101 RULES OF CONDUCT

Code: 4 Public Services

Chapter: 4.100 Conduct

Type of Policy: Departmental

Date Developed: 20 August 2002

Date Revised: 18 September 2007, 26 August 2008, 23 February 2009, 18 June 2013, 17 June 2014, June 19, 2018, November 16, 2018, December 19 2023

Revised by: Pam Kiesner, Beth Farley, Rebecca Judd

Developed by: Julie Carterson

Approved By: Library Board of Trustees

Cancels: Section VI, Public Services Policies, Rules of Conduct

See Also:

Library procedures:

4.101.104 Trespassing a person

4.101.105 Immediately trespassing a person

4.101.109 Deciding the length of an exclusion or trespass

4.101.110 Appealing a trespass

4.401.101 Internet time limit abuse

Codes and Laws:

RCW 27.12.290 Violators may be excluded

Scope

This policy applies to all visitors to all facilities and properties of the Bellingham Public Library. Parents or caregivers are responsible for the behavior of minor children in their charge.

Definitions

Exclusion: a person is asked to leave the library and not return for a period of time less than one (1) month. Library staff person in charge may make the decision to exclude immediately or after consultation with other staff. The police are not involved in determining exclusions. An incident report is created.

Library property: at the Central Library, the property includes the entire block bordered by Central, Commercial, Lottie and Grand, not including the right of way. At the Fairhaven Branch the property includes the entire parcel of land surrounding the library, not including the right of way. At the Barkley Branch, the property includes the area directly in front of the Branch, not including the right of way. At the Bellis Fair Branch, the property includes the library returns boxes located on mall property outside the leased space.

Minor: person under the age of eighteen (18).

Trespass: a person is legally barred from entering any library property for a period of time ranging from one (1) month, three (3) months, six (6) months, one (1) year, or up to five (5) years. Under extraordinary circumstances, a person may be trespassed permanently. The person's library card is deactivated for the same length of time as the trespass.

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

For incidents at the Barkley, Bellis Fair or Fairhaven Branch: The PIC is the staff member with the highest classification.

Policy/Conditions

1. **Library Board of Trustees defines acceptable library behavior by creating rules of conduct.**

The Library exists to serve the community's information needs. The community expects a safe and appropriate library environment so all visitors may access library resources and services.

Rules of conduct define acceptable behavior in the library and on library property and provide for personal safety as well as for the protection of materials, property and facilities.

Rules of conduct will be applied respectfully, fairly and consistently.

Exceptions must be authorized by the Library Director or designee.

2. Library staff are responsible for applying Rules of Conduct.

Failure to comply with a reasonable staff request may result in a loss of library privileges. Willful or persistent violation of the rules will result in a loss of library privileges, which may include service limits or exclusion or trespass from the use of all facilities of the Bellingham Public Library.

3. Disruptive behavior that unreasonably interferes with use of the library by other users or inhibits staff or volunteers from performing their duties may result in loss of library privileges.

This behavior includes but is not limited to:

- Sleeping
- Using audio equipment that disturbs others
- Screaming, loud talking, and boisterous behavior
- Inappropriate attire, including not wearing shirt or shoes
- Loitering
- Offensive bodily hygiene
- Prolonged staring at others
- Intoxicated behavior
- Not following the Guidelines for Computer Use, including abusing Internet time limits
- Not following Meeting Room Use Rules or failing to follow other established library requirements
- Accessing identified staff-only areas of the library without authorization
- Other behavior which unduly disturbs others

4. Use of any Bellingham Public Library facilities, property or equipment for purposes not intended may result in the loss of library privileges.

Such uses include, but are not limited to:

- Using scooters, skateboards, roller skates, bicycles or any wheeled footwear in the building
- Bringing into the library personal items that restrict movement and access, and exceed more than a reasonable amount of individual personal space, such as will fit safely under the table or chair that is occupied
- Bringing in personal belongings that may damage library property or that create a safety hazard
- Leaving personal effects unattended
- Using the restrooms for bathing, shaving, washing hair or clothing
- Camping on library property, indoors or outdoors
- Distributing literature, gathering signatures, soliciting contributions or conducting surveys inside the library or on library property

5. **Behavior that endangers library users, staff or volunteers will result in immediate trespass.**

These behaviors include but are not limited to:

- Abuse of equipment
- Destruction or defacement of property
- Physical activity dangerous to others
- Sexual misconduct such as exposure or sexual harassment
- Stalking
- Verbal or physical threats, harassment or intimidation
- Illegal conduct

6. **Small, discreet packaged snacks and covered drinks may be consumed in the library, except near Library computers/electronics and during storytime programs.**

- In accordance with Meeting Room Use Rules, food and drink are allowed in the Lecture Room, Conference Room, Fireplace Room and Northwest Room.
- The Auditorium at Fairhaven Branch Library is managed by the Parks Department and is subject to their user agreement rules.

7. **A trespass may be issued for disobeying the direction of a library staff member and for remaining on library property when requested to leave for violations of law and/or library policies.**

Library staff determine the length of the trespass and the Police serve the trespass. Library staff member in charge may make the decision to trespass immediately or after consultation with other staff. An incident report is created.

8. **Pursuant to RCW 9.41.300, firearms or weapons of any kind are prohibited on Library premises.**

Weapons are defined as any firearm, explosive, or any weapon of the kind usually known as slungshot, sand club, or metal knuckles, or any knife, dagger, dirk, or other similar weapon that is capable of causing death or bodily injury and is commonly used with the intent to cause death or bodily injury.

8. **Smoking, including the use of e-cigarettes, is not permitted in library facilities or on library property.**

9. **Service animals are permitted in the library, so long as the handler ensures appropriate behavior of the animal and remains with the animal while in the library. No other animals are permitted in library facilities.**

10. **A trespass may be appealed.**

A person trespassed from the library may appeal the trespass. Written trespass appeal procedures are available to the public, and online [here]. The Library Board of Trustees may approve, modify or reverse any staff actions. The Board reviews all trespasses that are issued for five years and over.

11. **Library Board reviews this policy.**

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

QUARTERLY DONATION REPORT for LIBRARY BOARD OF TRUSTEES

2024 - 1st Quarter Donations to Library Gift Fund

Date	Received from:	Amount	Purpose:
1/8/2024	Individual	\$50.00	Unrestricted
1/9/2024	WCF Kinder Fund	\$250.00	Unrestricted
1/29/2024	Friends of Bellingham Public Library	\$1,000.00	Light therapy lamps
1/31/2024	Misc January donations	\$14.08	Unrestricted
2/21/2024	Whatcom Community Foundation	\$7,470.78	Endowment distributions
2/29/2024	Misc February donations	\$2.89	Unrestricted
3/31/2024	Misc March donations	\$11.93	Unrestricted
TOTAL		\$8,799.68	

2024 - 1st Quarter Donations to Library Funds at Whatcom Community Foundation

Date	Received from:	Amount	Fund
1/8/2024	Individual	\$10.00	Unrestricted
1/24/2024	Individual	\$500.00	Materials
2/8/2024	Individual	\$100.00	Fairhaven Branch Materials
3/5/2024	Individual	\$30,000.00	Unrestricted
3/12/2024	Individual	\$400.00	Fairhaven Branch Materials
3/18/2024	Anonymous	\$50.00	Designated Endowment
3/27/2024	Anonymous	\$300.00	Unrestricted
TOTAL		\$31,360.00	

2024 - 1st Quarter Gift Fund balances

<u>Whatcom Community Foundation</u>		
Bragg - Muldrow Endowment - Spendable portion		\$657,176.00
Designated Endowment Fund		\$68,841.55
Capital (\$121,627 designated for Fairhaven Branch capital improvements)		\$130,924.91
Fairhaven Branch Materials		\$7,242.61
Materials		\$13,902.17
Unrestricted		\$80,993.33
TOTAL		\$959,080.57
<u>Library Gift Fund</u>		
(Variety of designated funds including \$265,008.87 in WCF distributions)		\$345,278.04
GRAND TOTAL		\$1,304,358.61

RM Project Proposal for



Project Goal:

Collaborate with the Bellingham Public Library Board of Trustees to develop a **planned giving program**, and to craft a strategy for launching and promoting the program to supporters.

Updated Project Timeline:

March 2023 – June 2024

Prepared by: Rachel Myers, RM + Co

Submitted: March 9, 2024

Updated Project Scope of Work & Deliverables

Project Planning and Drafting Work Plan – Complete

Our first step would focus on working together to become clear on the goals and priorities for our project. We would define what success looks like, articulate our priorities for each step of the process, decide which project management tools we will use, and agree upon how often we want to connect to evaluate our progress and adjust our course. Pass a board resolution agreeing to pursue planned giving as a part of the overall fund development strategy, or some similar show of board support for this effort. From here, we would map out our milestones and get to work!

Phase 1: Getting Ready - Complete

Develop what is needed internally for a successful launch, including:

- Providing information for the BPL Board of Trustees that will build a basic understanding of planned gifts and their potential impact, while creating excitement for the launch of the program. X
 - Sharing our plans with key stakeholders to gain input. X
 - Developing/updating and approving a Gift Acceptance Policy that includes gifts of property and real estate. Will refer to WCF Gift Acceptance Policy.
 - Develop a system to identify and track potential planned giving donors. Finalizing process for how WCF will provide access to donor contact information for tracking, thanking and stewarding donors.
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Phase 2: Designing our Program

Deliverables & Future Goals:

- Naming the new Bellingham Public Library legacy society and developing its identity. X
- Developing a compelling case for supporting the Bellingham Public Library today and far into the future, potentially including goals identified in the Facilities Planning process. X
- Creating future gift forms to capture the stories and intentions of our legacy society donors.
- Setting up a system to track donors and contact information. X
- Designing systems and procedures to welcome donors, document and track their intentions, and celebrate their choice to include the Bellingham Public Library in their estate. *In progress*
- Collaborate with Whatcom Community Foundation to design a stewardship and engagement plan for new Legacy Society members. *Future goal.*
- Developing metrics around how to measure success - number of donor visits, number of legacy society members, PA referrals, etc. *Future goal.*

Phase 3: Communications Planning, Collaboration with the Friends of the Bellingham Public Library, and Professional Advisor outreach: March – April 2024

Deliverables & Future Goals:

- Developing a Professional Advisor (PA) contact list and engagement plan. *In progress.*
- Designing and printing needed materials for PAs and potential legacy society members. *Future goal.*
- Share program goals and materials with Friends of BPL and key stakeholders. *Future goal.*
- Reviewing current communications materials - print and digital - to determine how best to add our new Planned Giving information. *In progress.*
- Collaborating with Whatcom Community Foundation to adjust/edit the content on their website to share more compelling information. *In progress.*
- Preparing content for the website and social media that includes a simplified case for support, sample bequest language and (hopefully) features an early Legacy Society member sharing why they chose to include BPL in their estate giving. *In progress.*

Phase 4: Finalize Program Outreach & Launch – June 2023

Important work would include:

- Publicly launch our new Legacy Society by adding information to BPL website. *In progress.*
 - Work with Whatcom Community Foundation to develop a list of potential Legacy Society members and develop strategies for outreach. *Future goal.*
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- Explore a collaborative Planned Giving education event with WCLS Foundation and Whatcom Community Foundation. [Future goal](#)

Original Cost Estimate

\$8,500

Pay schedule:

\$4250 paid in 2023 monthly.

\$2125 final bill when 'in process' items above are complete.

\$2125 removed from project.

Updated Total Cost: **\$6,375**
