

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.)**

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

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

- |   |       |
|---|-------|
| <b>1. Call to order and introductions</b>   | 1 min |
| <b>2. Approve/modify agenda</b>   | 1 min |
| <b>3. Public comment</b><br>This time is set aside for members of the public to make comments.<br>Remarks will be limited to three minutes.   | 3 min |
| <b>4. Consent agenda (see packet materials)</b><br>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"><li>• <b>Communications and FYI</b></li><li>• <b>Minutes:</b> May 21, 2024: Regular Board Meeting</li><li>• <b>Library performance &amp; activity measures:</b> May 2024</li><li>• <b>Financial reports</b><br/>Claims: May 2024<br/>YTD report: May 2024</li></ul> | 2 min |
| <b>5. Reports</b> <ul style="list-style-type: none"><li>• Board Chair</li><li>• Library Board members</li><li>• City Council liaison</li><li>• Friends of Bellingham Public Library</li><li>• Library Director (see packet materials)</li></ul>   | 8 min |

**Time check: 3:45**

- |   |                         |
|---|-------------------------|
| <b>6. 2025 Budget response (see packet materials)</b>   | 30 min                  |
| • Rick Osen, Chair and Bethany Hoglund, Deputy Director |                         |
| <b>7. Facilities update</b>                             | 10 min                  |
| • Rick Osen, Chair and Bethany Hoglund, Deputy Director |                         |
|   | <b>Time check: 4:25</b> |
| <b>8. Level of Service standards: Materials</b>         | 5 min                   |
| • Rick Osen, Chair                                      |                         |
| <b>9. New business</b>                                  | 3 min                   |
| <b>10. Agenda items for next meeting</b>                | 2 min                   |
| • Mayor Lund visit to Library Board meeting             |                         |
| • Finance department presentation on City budget        |                         |
|   | <b>Time check: 4:35</b> |
| <b>11. Adjourn</b>                                      |                         |

**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, July 16, 2024 – 3:30 p.m.  
Location: Lecture Room, Central Library, 210 Central Avenue  
Bellingham, Washington**

Seattle Public Library goes - Seattle Times, The (WA) - May 29, 2024 - page iAi8

May 29, 2024 | Seattle Times, The (WA) | Catalina Gaitán; Seattle Times staff reporter | Page iAi8

The **Seattle Public Library**'s online catalog, e-books, Wi-Fi and **public** computers have all been taken offline Tuesday, as the agency investigates what it described as a ransomware event.

In a statement Tuesday, the **library** did not describe the incident or say what data, if any, was compromised. Ransomware, a type of software, restricts access to data or devices until a ransom is paid.

The city's libraries are open during regular hours. Librarians are using paper forms to check out physical books, CDs and DVDs during the outage, according to the statement. The **library** encouraged those coming to bring their physical **library** card or have their **library** card number.

The **library** said it became aware of the ransomware event early Saturday.

Representatives for the **library** did not immediately respond to inquiries Tuesday morning.

"Privacy and security of patron and employee information are top priorities," the **library** said in its statement. "We are an organization that prides itself on providing you answers, and we are sorry that the information we can share is limited."

The **library** had planned to take its systems offline from Saturday night to Monday night for planned maintenance. The systems were supposed to be back up Tuesday, but they remain offline due to the ransomware event.

The **library** said it has contracted with forensic specialists and contacted law enforcement and took all of its systems offline to investigate. All of the systems will remain offline until the **library** can ensure that they're secure, according to the statement.

"Our colleagues at (**Seattle Public Library**) have been working diligently on this issue as the privacy and security of both patron and employee information are top priorities," said Karissa Braxton, a spokesperson for Mayor Bruce Harrell's office.

# Rep Rick Larsen - Press Release

## Larsen Requests More Than \$42 Million for 15 Local Projects in Fiscal Year 2025 Spending Bill

Washington, D.C., May 22, 2024

**WASHINGTON, D.C.** – Rep. Rick Larsen (WA-02) requested \$42,399,656 for fifteen local projects in the Fiscal Year 2025 spending bill. Larsen submitted the requests to the House Appropriations Committee as the Committee begins work on legislation to fund the federal government.

“My priority in shaping spending bills is to invest in Northwest Washington communities,” said Larsen. “I will continue to work closely with community leaders and stakeholders to secure critical funding to create more jobs, build better infrastructure, and break down barriers to and improve vital services residents rely on.”

For the fourth year in a row, the spending bill will include earmark funding for community projects that local leaders and stakeholders identified as critical to their communities. Larsen [secured more than \\$19.3 million for fifteen Second District projects in the FY24 spending package](#), which was signed into law in March.

### WA-02 Community Project Funding Requests

Larsen requested the following earmarks to invest in Northwest Washington communities:

#### Investing in a Cleaner, Greener, Safer and More Accessible Transportation System

- **City of Everett’s Holly Roundabout:** This project will be used to design and construct a roundabout at 100st Street and Holly Drive in Everett. (\$5,040,000)
- **City of Lynden’s Pepin Flood, Agriculture, Salmon and Safety Transportation (FASST):** This project will support design completion and construction of the Pepin Parkway Bridge as part of the city’s FASST project. (\$3,088,000)
- **Community Transit’s Zero Emission Buses for Fleet Transition:** This project will enable Community Transit to purchase three battery electric buses with chargers to replace diesel buses that are beyond their expected useful life. (\$3,000,000)

- **Skagit Transit's Maintenance Operations and Administration Facility:** This project will support construction of phases two and three of the maintenance operations and administration facility. (\$3,000,000)
- **City of Oak Harbor's The Center in Oak Harbor Parking and Accessibility Improvements:** This project will reconfigure and expand the parking lot by The Center in Oak Harbor, moving the parking entrance, improving pedestrian access and making all sidewalks and parking areas ADA-compliant. (\$450,000)

### **Investing in Community Services**

- **Lummi Indian Business Council's Lummi Detox Center:** This project will support construction of a stabilization and withdrawal management facility for the Lummi Nation to provide stabilization, culturally attuned care and aftercare, recovery treatment and whole family support for Tribal members impacted by the opioid crisis. (\$10,430,485)
- **City of Edmonds's Food Bank and Community Engagement Space:** This project will support an expanded facility for Edmonds Food Bank, including increased food bank space, a commercial kitchen, an urban garden and engagement spaces for community partners. (\$2,200,000)
- **City of Bellingham's Bellingham Central Library Renovation:** This project will support exterior renovation of the Bellingham Central Library, including updated windows, upgraded main and children's entrances, and a refreshed plaza. (\$2,000,000)
- **Whatcom County and Domestic Violence and Sexual Assault Services of Whatcom County's (DVSAS) Douglas Building Preservation:** This project will support the renovation of a building used by DVSAS to serve survivors of domestic violence and sexual assault. (\$919,600)
- **Orcas Senior Center's Roof Replacement:** This project will repair the failing roof of the facility, ensuring seniors can continue to access services. (\$131,250)



**Regular Meeting of the Library Board of Trustees  
Tuesday, May 21, 2024 – Central Library Board 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.

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**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, Jon McConnel, Jennifer Vander Ploeg and Wendy Jenkins  
**FOBPL Representative:** Carol Comeau, Friends of BPL Board Liaison

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**Call to order and introductions:** Regular session was called to order at 3:31 p.m. by Chair, Rick Osen.

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

**Public comment:** no comments.

**Consent agenda:** Referring to the April performance and activity measure in the packet, Rebecca Craven asked if there was a reason for the increase in Overdrive magazine checkouts compared with 2023. Jon explained there are two things to consider about the numbers. Last October, Overdrive switched to automatic check-out of new magazine issues. Previously, patrons received a notification when a new issue was available, and they had to respond by going into Libby to borrow the issue. The switch to auto-checkout dramatically increased magazine checkouts. Then, in April 2024 their system had a problem for about three weeks where the automatic check-outs did not happen. They shared that they were going to re-process a portion of those automatic checkouts, but that didn't happen until May. So, the year-over-year magazine check-outs are up due to the new automatic checkouts, but April 2024 is down from March 2024 due to the technical problem.

Jon was also asked to explain the difference between Website Visits and Bibliocommons Visits. 'Website Visits' refers to [bellingshampubliclibrary.org](http://bellingshampubliclibrary.org) while 'Bibliocommons' is our catalog interface at [bellingshambibliocommons.com](http://bellingshambibliocommons.com). He noted that we adjust the Bibliocommons visits number to avoid a

source of double counting. We provide both counts on the monthly report because the State's annual statistics reporting used to ask for both website and catalog visits.

Rebecca Judd directed everyone's attention to the YTD report: for this month's report we added 3 columns – Updated Budget, Updated Remaining and % Updated Complete – to reflect that the City rolled the remaining balances from 2023 into 2024 as part of the biennial budget process. Next month these columns will be removed. Hannah added that the City will be going to an annual budget for 2025 rather than a biennial budget.

Kristy Van Ness moved to approve the April 16, 2024, Regular meeting minutes and the April 2024 performance and activity measures and financial reports. Kendra Bradford seconded. Motion carried.

**Board Chair report:**

- Rick reported that Mayor Lund will be a guest at our July Board meeting for a "meet and greet." Tomorrow he and Rebecca Judd will have their monthly meeting with the Mayor.
- We are still awaiting names/addresses from Whatcom Community Foundation so that we can send thank you letters out to Library Giving Day donors. Rick attended the Friends' Board meeting last Wednesday and thanked them for their generous contribution to Library Giving Day.
- Rick commented that he has no further updates on the Planned Giving issue—there is no rush with everything else that's going on now.

**Board member reports:**

- Rebecca Craven mentioned she was glad to see that fans will be installed in the Fairhaven Branch restrooms.

**City Council liaison report:**

- Hannah asked if the Board had any particular interests they'd like her to report on. Kristy requested City Comprehensive Plan updates. Kendra requested information about ways Trustees can advocate for the library. Rick added anything that might impact the library.

**Friends of BPL report:**

- Carol reminded everyone that the Memorial Day book sale starts tomorrow, May 22 and ends at 1:00 p.m. on Saturday, May 25.

**Library Director report:**

- Rebecca invited everyone to tomorrow's City Club meeting - Rebecca and Christine Perkins, Executive Director of WCLS, will be presenting on modern libraries.
- Rebecca highlighted the *Library Security and HEART* (Holistic Engagement through Allied Recovery & Treatment) report in the Director's Report – the team does such good work handling library incidents. The co-response model has had positive outcomes for library patrons and library staff.
- Deborra referred to the \$7000 expense in the April Claims report for Security and Person-in-Charge radios and requested more information. Katrina explained that we have moved from

having one Security Attendant during Library open hours at Central, to two Attendants so that both floors of the building can be monitored and for staff safety. This created a communication issue for an Attendant needing immediate help during an incident. Katrina consulted with Public Works, and they suggested using the radios currently in use in other City departments. Three radios have been issued to Security, one is issued to the Person-In-Charge, and we are installing three at service desks so that Security can be reached quickly without escalating a situation. We purchased 7 radios at approximately \$1000 each, which includes a 7-year warranty. There are no maintenance costs as Public Works has offered to provide that service.

#### **Open Public Meetings Act (OMPA) and Public Records Act (PRA):**

- Wendy explained that the City has expanded the training requirements for Board Trustees. In addition to the OMPA training, Trustees will now also train on the PRA. This training will be required within the first 3 months of service, with a 4-year refresher training. The City has provided a link to an online webinar for the PRA. The webinar training will be added to a future board agenda. Hannah offered to have someone come and present to the group from City Legal.

#### **Rules of Conduct revision in response to SB5444 "POSSESSION OF WEAPONS-LIBRARIES, ZOOS, AQUARIUMS, AND TRANSIT FACILITIES – Action item (see packet materials):**

- Katrina reported that, as suggested at last month's board meeting, she referenced the RCW under Codes and Laws. She also adjusted the numbering in the policy, though the item language remained the same. Rebecca Craven asked if Katrina had worked with other entities about defining what a "weapon" is. Katrina responded the law gives examples and the security team discussed and developed a low, medium, and high risk matrix to apply to weapons:
  - Low: large stick (taller than rib-high more than 1.5 inches in diameter), baton, small knife (less than 3 inches)
  - Medium: metal knuckles, bat, bow and arrow, stick with sharp or hard attachments, large knife crossbow, machete
  - High: firearm, explosives

Level of risk determination also takes into consideration the behavior of the person carrying the weapon. Rebecca Craven moved to approve the Policy as written. Deborah Garret seconded. Motion carried.

#### **Facilities update:**

- Renovation update: Rick reported there have been recent meetings with Federal legislative assistants regarding our Federal appropriations request of \$2 million for the Central Library exterior and immediate grounds renovation. Taking part in all or some of the meetings were Rick, Rebecca Judd, Hannah, Annette, Carol Comeau and Scout Mitchell, who met with Teagan Hudson from Representative Rick Larsen's office, Hayden Jenkins from Senator Patty Murray's office and Cameron Caldwell from Senator Maria Cantwell's office. These meetings were very informative. The process involves many steps, and it is unlikely we will know the final outcome



before early 2025. Meanwhile, the LCIP State grant we have applied for, for the interior renovation, is being reviewed by the selection committee. Rebecca Judd added that Mayor Lund had the opportunity to discuss the Federal appropriation with Senator Cantwell at a recent lunch event.

Rebecca Judd reported we have paused work on the HVAC and detail design while we secure funding for the entire project. We are moving forward on the conceptual design and renderings for the exterior renovation, using the gift fund money approved by the Board.

Rebecca screenshared the schematic design for the lower level (*see Attachment #1 for Miller Hull 75% schematic designs. Attachments are at the end of the minutes*). With a longer timeline now in place, she asked to re-open the decision to design a smaller community/storytime area: is the higher public good a larger community room with no after-hours access, or a smaller room (max capacity 49) with after-hours access? With the retractable wall, the space could be enlarged for larger gatherings – but only for library events or programs. Following discussion, the consensus was to continue with the original decision to design the room capacity at 49 so that we can offer after-hours access.

- Flagpole Plaza: Rebecca Judd reported that the management team and the security team have been discussing reopening the flagpole plaza (front of library near the bike racks) which was closed last year due to security incidents. The recommendation to the Board is to look for ways to activate the space in new ways. The Board approved of this direction and offered the following suggestions for the project:
  - Book lockers
  - Bike lockers
  - Education station for community issues
  - Food truck
  - Coffee cart (with or without buskers)
  - Dog lockers
  - Stroller lockers

Rick clarified that we are looking for a way to use the space for now; we can consider other options when we redesign the exterior. Hannah added that a project to install bike lockers at the Commercial Street parking garage and at the police station has been in the works for a while; the library would be a great place for this too. She suggested now would be a good time to place a request to become part of this project. The bike lockers will be pay for use.

- 1-year assessment of Bellis Fair Branch: Rick thanked Jon for the excellent and comprehensive 1-year assessment of Bellis Fair Branch that is included in the packet. Discussion comments include:
  - Bellis Fair has a different adult/youth split than other branches. In 2024, at Central and Barkley, the split is 50/50; at Fairhaven it is 2/3 adult, 1/3 youth; at Bellis Fair, it is 1/3 adult, 2/3 youth.

- Library card registrations have been significant compared to other branches. This might indicate reaching people we haven't seen before. Many kids get library cards at Bellis Fair – perhaps families feel safer there.
- The staff feedback included in the report is appreciated.
- More staffing to accommodate more open hours would be great.
- The northside of town is where affordable housing is going in.
- Social media posts express a demand for more hours.
- When we close Central for renovation, it will be an opportunity for more patrons to utilize Bellis Fair and the other branches. Branch hours will be expanded, and staff will be distributed.
- The outdoor drive-up book drop is getting good use.

**Level of Service (LOS) standards: Materials:**

- Rick referred to the last page of the packet which provides the 2025 budget process timeline. Our operating budget modification requests are due July 12. There is one more Board meeting between now and that date. Rebecca and the management team will be working on recommendations to present at the June Board meeting. One of these could be additional funds for the materials budget. Factors to consider for a materials request are:
  - Updated LOS Materials standard which incorporates inflation
  - Higher use of digital materials, and higher cost
  - Partnership with WCLS and its benefits
  - Our actual expenditures in relation to other WA public libraries (municipal and district)
  - Budget strategy for materials request—continual progress on LOS standard

Rebecca Judd credited Jon for the numbers provided in the Board packet. The report includes two options for updating our standard: Option 1 which uses the Bureau of Labor Statistics and Option 2 based on the Average Annual Price Change for Hardback, Paperback and E-Books. Actual expenditures per Capita were looked at, as well as our partnership with WCLS. Kristy asked if the updated standard would account for yearly inflation. Jon answered that this is our intention. Rebecca Judd added that she has talked with Andy Asbjornsen, Finance Director and Forrest Longman, Deputy Finance Director, about updating our standard and how to calculate inflation. Rick pointed out that the goal today is information and discussion. He suggested any further thoughts or questions could be emailed to him or Rebecca Judd.

**New Business:**

- No new business.

**Agenda items for next meeting:**

- Level of Service standard: materials
- 2025 budget modification requests

**Meeting adjourned** at 5:23 p.m.

**Next Regular Library Board Meeting – June 18, 2024 – Central Library Lecture Room – 3:30 p.m.**

Chair, Library Board of Trustees

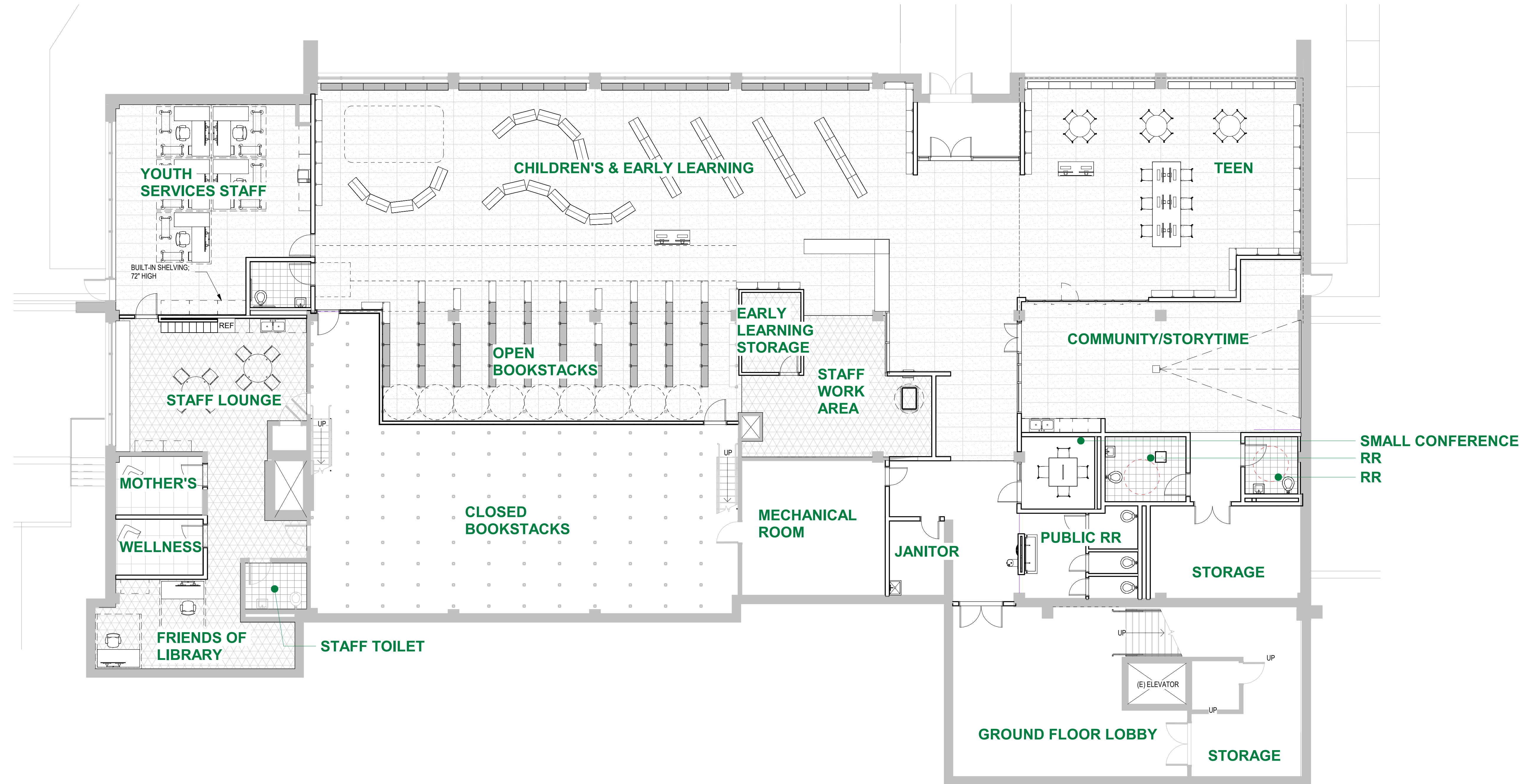
ATTEST  
Secretary, Library Board of Trustees

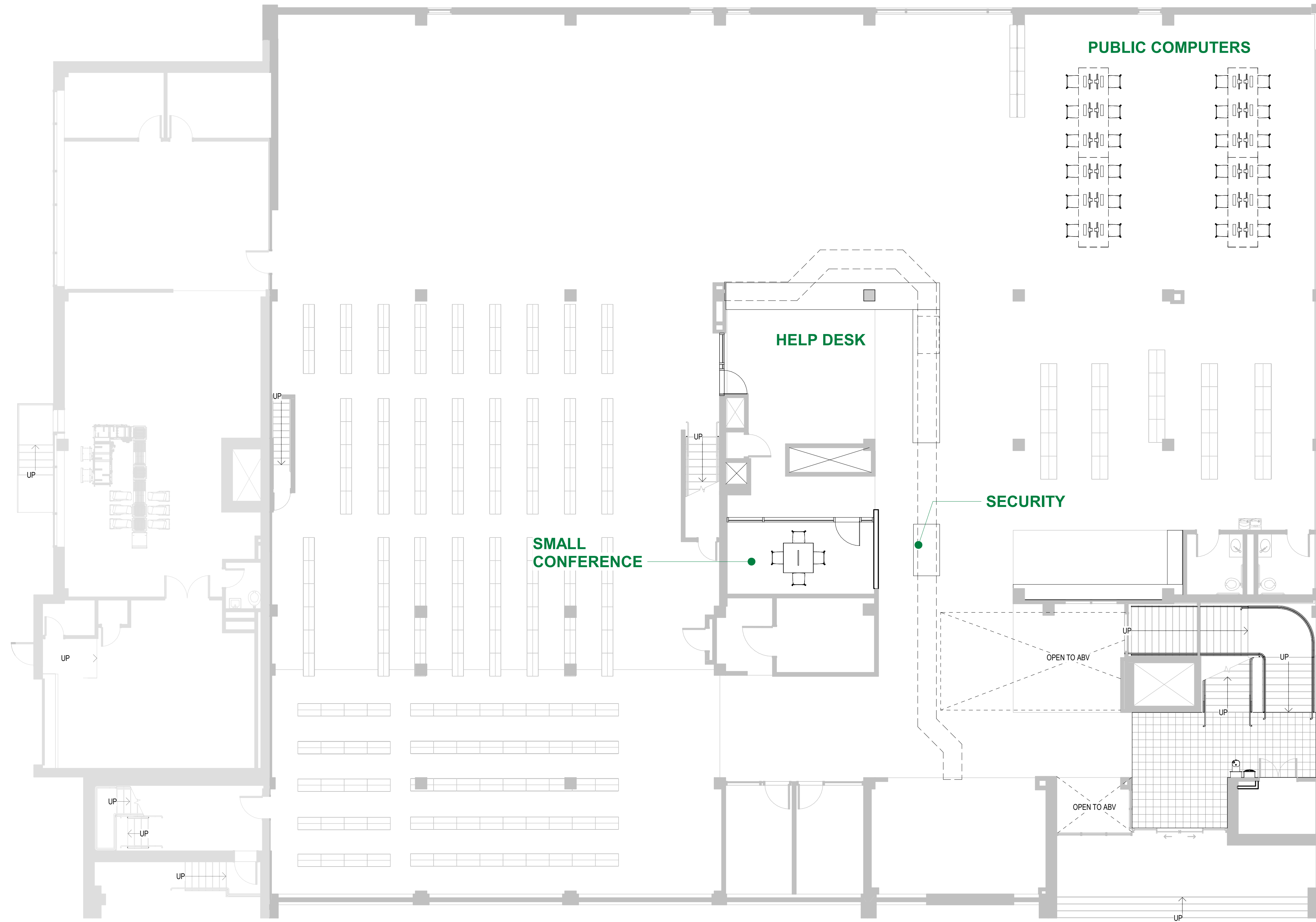
**ATTACHMENTS:**

- Attachment #1: Miller Hull 75% schematic designs

DRAFT

DRAFT - 75% Schematic Design





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

	May		Year to Date		YTD comparison 2024 with 2023
	2024	2023	2024	2023	
<b>Holdings</b> - Number of materials in the library's collection					
Physical copies added to the collection	2,488	2,590	9,878	11,725	-15.75%
Electronic copies purchased by BPL	203	189	747	599	24.71%
Physical copies withdrawn from collection	(356)	(11,789)	(2,105)	(14,156)	-85.13%
Total physical holdings			181,348	179,996	0.75%
Total electronic holdings available to BPL			157,028	140,888	11.46%
<b>Total Holdings (Physical and Electronic)</b>			<b>338,376</b>	<b>320,884</b>	<b>5.45%</b>
<b>Circulation</b> - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity					
<b>Central Library</b>					
Adult	39,829	41,133	203,779	211,667	-3.73%
Youth	40,201	41,889	201,091	214,162	-6.10%
<b>Sub-Total Central</b>	<b>80,030</b>	<b>83,022</b>	<b>404,870</b>	<b>425,829</b>	<b>-4.92%</b>
<b>Fairhaven Branch</b>					
Adult	5,111	5,002	24,686	24,330	1.46%
Youth	2,525	2,041	12,027	10,861	10.74%
<b>Sub-Total Fairhaven</b>	<b>7,636</b>	<b>7,043</b>	<b>36,713</b>	<b>35,191</b>	<b>4.32%</b>
<b>Barkley Branch</b>					
Adult	4,621	4,517	23,048	22,555	2.19%
Youth	3,885	4,310	19,552	20,455	-4.41%
<b>Sub-Total Barkley</b>	<b>8,506</b>	<b>8,827</b>	<b>42,600</b>	<b>43,010</b>	<b>-0.95%</b>
<b>Bellis Fair Branch</b>					
Adult	1,239	635	6,214	886	601.35%
Youth	1,730	1,111	9,372	1,227	663.81%
<b>Sub-Total Bellis Fair</b>	<b>2,969</b>	<b>1,746</b>	<b>15,586</b>	<b>2,113</b>	<b>637.62%</b>
<b>Bellingham Technical College</b>					
Adult	53	36	168	124	35.48%
Youth	3	7	31	25	24.00%
<b>Sub-Total BTC</b>	<b>56</b>	<b>43</b>	<b>199</b>	<b>149</b>	<b>33.56%</b>
<b>Whatcom Community College</b>					
Adult	160	214	746	850	-12.24%
Youth	35	87	166	388	-57.22%
<b>Sub-Total WCC</b>	<b>195</b>	<b>301</b>	<b>912</b>	<b>1,238</b>	<b>-26.33%</b>
<b>Western Washington University</b>					
Adult	231	172	1,028	852	20.66%
Youth	100	37	412	197	109.14%
<b>Sub-Total WWU</b>	<b>331</b>	<b>209</b>	<b>1,440</b>	<b>1,049</b>	<b>37.27%</b>
<b>Sub-Total Physical</b>	<b>99,723</b>	<b>101,191</b>	<b>502,320</b>	<b>508,579</b>	<b>-1.23%</b>
<b>Online Services</b>					
Kanopy	1,664	1,655	9,601	9,147	4.96%
WA Anytime Library Overdrive	40,896	36,424	204,619	179,233	14.16%
Overdrive Magazines	5,963	1,826	32,909	9,558	244.31%
<b>Sub-Total Online</b>	<b>48,523</b>	<b>39,905</b>	<b>247,129</b>	<b>197,938</b>	<b>24.85%</b>
<b>Total Circulation</b>	<b>148,246</b>	<b>141,096</b>	<b>749,449</b>	<b>706,517</b>	<b>6.08%</b>
<b>Holds Activity</b>					
Items placed on hold shelf	51,646	50,482	262,492	254,208	3.26%
<b>Services</b>					
<b>Persons Visiting</b> - Number of persons counted as they enter the libraries					
Curbside	25	33	196	199	-1.51%
Central Library	31,028		149,236		
Fairhaven Branch	3,159		15,733		
Barkley Branch	2,478		12,783		
Bellis Fair Branch	1,742		10,963		
<b>Total Persons Visiting</b>	<b>38,432</b>		<b>188,911</b>		
<b>Website Visits</b>	40,151	39,545	213,777	201,024	6.34%
This count reflects number of visits to www.bellinghampubliclibrary.org					
<b>Bibliocommons Visits</b>	38,359	17,540	162,482	78,974	105.74%
This count reflects number of visits to Bibliocommons					
<b>Total Website Visits</b>	<b>78,510</b>	<b>57,085</b>	<b>376,259</b>	<b>279,998</b>	<b>34.38%</b>
<b>Computer Usage</b> - Number of sessions					
<b>Central Library</b>					
Adult & Teen (30 terminals)	2,963	2,756	15,709	14,668	7.10%
Childrens (3 terminals)	54	41	327	198	65.15%
Fairhaven Branch (6 terminals)	215	210	1,186	930	27.53%
Barkley Branch (4 terminals)	144	178	811	724	12.02%
Bellis Fair Branch (4 terminals)	122	95	657	95	591.58%
<b>Total Computer Sessions</b>	<b>3,498</b>	<b>3,280</b>	<b>18,690</b>	<b>16,615</b>	<b>12.49%</b>
<b>New Borrowers Registered</b>					
Central Library	600	501	3,131	2,638	18.69%
Fairhaven Branch	43	20	168	136	23.53%
Barkley Branch	34	26	138	161	-14.29%
Bellis Fair Branch	36	62	267	82	225.61%
<b>Total New Borrowers Registered</b>	<b>713</b>	<b>609</b>	<b>3,704</b>	<b>3,017</b>	<b>22.77%</b>
<b>Programs</b> - Library sponsored or co-sponsored educational, recreational, or cultural programs					
Programs	91	76	505	516	-2.13%
Attendees	2,085	1,626	11,985	10,375	15.52%
<b>Volunteer Hours</b>	<b>830</b>	<b>1,383</b>	<b>2,633</b>	<b>2,901</b>	<b>-9.22%</b>



**BELLINGHAM PUBLIC LIBRARY**  
**Board of Library Trustees**

**MAY 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 JUNE 18, 2024, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	<b>VENDOR</b>	<b>AMOUNT</b>
<b>Materials, Equipment and Supplies</b>		
Books; DVDs; supplies; IT equipment	Amazon	2,389.07
Books	Baker & Taylor	23,207.36
Networking meal	Bellingham City Club	25.00
Books	Cavendish Square Books	222.84
Books	Center Point Large Print	103.20
Water for patrons	Chefstore	24.31
Lost Interlibrary loan	City of Lake Oswego	20.95
Vinegar	Costco	6.59
Reading glasses for Help Desk	Daiso	15.23
Lost Interlibrary loan	Florida Atlantic University	150.00
Vinegar	Fred Meyer	4.19
Books	Information Today	365.70
Laminator	Laminator.com	2,215.99
DVDs, CDs, recorded books	Midwest Tape	4,107.20
Books	Mysterious Galaxy	74.94
Vehicle fuel	Nelson-Reisner Distributor	308.36
Office supplies	ODP Business Solutions	204.85
Security Attendant utility belt	Safe Life Defense	(296.56)
Name tags	Signs by Tomorrow	325.32
Books	Village Books	56.65
Books	Western Washington University	90.00
<b>Materials, Equipment &amp; Supplies Sub Total</b>		<b>\$33,621.19</b>
<b>Services and Interfund Charges</b>		
Barkley Branch cleaning	Action Cleaning	814.97
Creative Cloud	Adobe Inc	400.55
PNLA Conference travel	Alaska Air	493.48
Y'ALLFEST Conference travel	Allegiant	277.00
Signage	Applied Digital Imaging	76.08
Hotspot service	AT&T	18.24
Preprocessing	Baker & Taylor	6,105.30
Membership	Bellingham City Club	40.00
Digital subscription	Bellingham Herald	287.99
Bellis Fair Branch lease	Bellis Fair Mall Territories	5,357.00
Digital subscription	Cascadia Daily News	108.00
PLA Conference travel reimbursement	Kang Cheng	641.56
Banking & credit card fees	City of Bellingham Interfund	27.04
Computer replacement allocation	City of Bellingham Interfund	14,133.11
Facilities allocation	City of Bellingham Interfund	55,952.72
Fleet Services	City of Bellingham Interfund	820.00

**BELLINGHAM PUBLIC LIBRARY**  
**Board of Library Trustees**

**MAY 2024 CLAIMS**

IT Service allocation	City of Bellingham Interfund	28,350.29
Postage	City of Bellingham Interfund	1,181.82
Qualified Energy Conservation Bond sinking fund	City of Bellingham Interfund	3,517.00
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	2,440.23
Barkley & Bellis Fair branch water cooler rentals	Clearwater Systems	37.41
Printing	Copy Source	753.91
Automated materials handler expansion	Feller Heating	408.75
OLA Conference travel	Grand Hotel in Salem	672.92
OLA Conference travel reimbursement	Liz Hendershott	306.00
Y'ALLFEST Conference travel	Hilton Hotels	953.34
Graphic Design	Katrina Lyon Design	1,000.00
Copier leases and copies	Kelley Create	2,465.10
Translation services	Language Line	8.97
Language proficiency testing	Language Testing	73.00
Y'ALLFEST Conference travel reimbursement	Jennifer Lovchik	331.68
Preprocessing	Midwest Tape	468.27
eBooks, eAudiobooks	Overdrive Inc	21,210.93
PLA Conference travel	Plaza Hotel at Capitol Square	935.30
Bellis Fair internet service	Pogozone Wireless	367.49
Digital subscription	Seattle Times	19.96
Public copier scan to email software subscription	SMTP2GO	10.00
Barkley Branch operating costs	Talbot Services LLC	533.33
Microfische machine lease	Technology Unlimited	340.08
Borrower notices	Unique Management	1,059.50
Interlibrary Loan postage	USPS	21.98
Hotspot service	Verizon Wireless	1,377.67
Y'ALLFEST registration	Eventbrite	55.20

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**Services and Interfund Charges Sub Total \$171,070.80**

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**Gift Fund**

Discover backpack supplies	Amazon.com	66.04
Whatcom Reads meeting	Avenue Bread	110.79
Books	Baker & Taylor	754.20
Promotional giveaways	Bellingham Promotional	722.56
Learning Together Forums	Costco	67.52
Learning Together Forums	Chefstore	20.79
Books	Chicago Books	214.17
Summer Reading printing	Lynden Tribune	1,975.36
Wonderbooks	Playaway Productions	1,558.45

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**GIFT FUND OUTLAYS Sub Total \$5,489.88**

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**Total General Fund claims \$204,691.99**  
**Total General Fund & Gift Fund claims \$210,181.87**



**Library - Budget to Actual - General Fund**

**May 2024 41.7% YTD**

	YTD Actuals	Budget	Remaining	% Complete
<b>Revenues</b>				
Grants	0	0		
Print and Copy Fees	6,773	15,000	8,227	45%
Lost, Damage & Non-resident Borrower Fees	3,923	16,100	12,177	24%
Fairhaven Auditorium Rental Fees	0	5,000	5,000	0%
Miscellaneous Revenues	399	0	(399)	
<b>Total Revenue</b>	<b>11,096</b>	<b>36,100</b>	<b>25,004</b>	<b>31%</b>
<b>Expenses</b>				
Salaries and Wages	1,446,506	3,596,148	2,149,642	40%
Personnel Benefits	721,153	1,817,162	1,096,009	40%
Physical Materials, Equipment and Supplies	148,296	365,845	217,549	41%
Services, Digital Materials and Interfund	1,094,799	2,196,226	1,101,427	50%
Automated Materials Handler expansion	0	35,000	35,000	0%
<b>Total Expenditure</b>	<b>3,410,754</b>	<b>8,010,381</b>	<b>4,599,627</b>	<b>43%</b>

**Library - Budget to Actual - Gift Fund**

**May 2024 41.7% YTD**

	YTD Actuals	Budget	Remaining	% Complete
<b>Revenues</b>				
Donations	47,731	150,000	102,269	32%
<b>Total Revenue</b>	<b>47,731</b>	<b>150,000</b>	<b>102,269</b>	<b>32%</b>
<b>Expenses</b>				
Gift Fund expenses	14,751	150,000	135,249	10%
<b>Total Expenditure</b>	<b>14,751</b>	<b>150,000</b>	<b>135,249</b>	<b>10%</b>



## **DIRECTOR'S REPORT FOR June 18, 2024**

We received good news about our Federal Congressionally Directed Spending request to improve the exterior building envelope and grounds at the Central Library. Representative Rick Larsen selected the project to move forward to the House Appropriations Committee as one of 15 initiatives for FY2025. A big thank you to Representative Larsen for his support and to Mayor Lund for championing the request. (Rebecca Judd, Library Director)

## **WELCOME & INCLUDE**

**In Memory of Lucy Guerra:** On May 30, 2023, our community tragically lost teenager Lucy Guerra, a Bellingham High School freshman, whose early life was deeply connected to the Library. At the time of the funeral, a [GoFundMe campaign](#) was set up by family friends for community donations, which is still active. On May 30, 2024, the anniversary of Lucy's passing, her mother Amy Guerra posted an update about the intended use of the funds, including the following collaboration with the Library:

What an incredible resource we have in public libraries. Lucy's relationship with the library began as a tiny tot at Raccoon Time with Miss Helen and grew into discussing book choices with all the library staff as a preteen. That bottom floor of Bellingham Public Library played a big role in her life (and her library card connected to her Libby app was chock full of loans even after her in-person visits tapered off in high school). Marcus and I could not be more touched that the library staff is dedicated to a lasting memorial to Lucy onsite. As timing would have it, the children's library floor is up for a remodel/refresh, and we are intending a \$25,000 gift to Bellingham Public Library to enable an interactive early learning installation to complement and complete the updated children's library space in a way that incorporates Lucy's values, or art, or something magical. Updates to come as their plans and budgeting are finalized. I picture an enchanting place where so many kids will make new friends—real and in the books they read—and how much Lucy would love that.

(Annette Bagley, Head of Community Relations)

**Incident Report comparison 2023-2024:** Security Attendants, and all staff, do an excellent job of recording incidents so that Library staff are informed of what is going on in our public spaces, individual patron behavior can be monitored over time, and patterns can be tracked. A recent comparison of the first two quarters of 2023 and 2024 indicates that we have seen an overall increase in incidents. A closer look shows that the biggest increases ("Smoking on property" (+10), "Trespass/Exclusion violation" (+34), "Smoking/vaping or Sensor alarm" (+119), and "Propaganda" (+42) are due to an increase in tracking and monitoring. The biggest decrease is in "Drug or alcohol use on site", down by 40 incidents (95%). The factors that are likely contributing to these changes are our Verkada sensors, an increase in the number of Security Attendants on duty at any given time, Library Assistant monitoring and reporting of propaganda,

and excellent staff vigilance. Thanks to everyone for helping to keep Library staff and patrons safe by staying alert to situations and reporting incidents.

Incident Keyword	2023	Q1-2 2024	Q1-2	Difference
Building issue or emergency	2	6		4
Dangerous, illegal or high-impact behavior	58	18		-40
Disruptive behavior low-impact	62	65		3
Disruptive behavior medium-impact	38	82		44
Inappropriate use of library spaces	27	152		125
Informational only	26	61		35
Medical or health issue	24	22		-2
Other	38	25		-13
	275	431		156

KW	Secondary Keyword	2023	2024	Factor of Change	Difference (#)
L-I	Smoking on property	0	10	99.99999	10
L-I	Intoxicated behavior	10	2	-0.8	-8
L-I	Disturbing others, agitated behavior	35	24	-0.31428571	-11
M-I	Trespass/Exclusion violation	7	41	4.85714286	34
H-I	Drug or alcohol use on site	42	2	-0.95238095	-40
IU	Smoking/vaping or Sensor alarm	2	119	58.5	117
IU	Restroom misuse	14	5	-0.64285714	-9
IO	Propaganda found	11	53	3.81818182	42

(Katrina Buckman, Head of Public Services)

**Retirements:** Public Services is bracing for some big retirements. On July 12, 2024, Doug Hutton will be retiring after seven years as a Security and Information Attendant. Doug is well respected by his peers and patrons alike and will be greatly missed. On April 30, 2025, Donna Grasdock will be retiring after 42 years working as a Mendery Clerk, Mendery Coordinator, Circulation Clerk and Library Branch Specialist. Donna has a special place in the hearts of our Fairhaven patrons and has become dear to us all during her decades of dedicated support of patrons and colleagues. (Katrina Buckman, Head of Public Services)

**Public Services staffing changes:** Michelle Becker has completed training a new Clerk, former Library Assistant Lorena Lytle, and two Back-up Clerks, Library Assistants Andrea Johnson and Melissa Searle. We are so happy to have Lorena on the Public Services team and very appreciative of Andrea and Melissa's flexibility and initiative in taking on this back-up role. Back-up Clerks are able to provide support at our Public Services Desks when the need arises which allows us to maintain an excellent standard of support to patrons. We will soon begin to seek and train a Clerk to provide back-up to our Outreach Specialist as our next step in assuring quality levels of service. (Katrina Buckman, Head of Public Services)

**New weapons law:** RCW 9.41.300 went into effect on June 6, 2024. Signs have been installed at the public entrances at all BPL locations alerting patrons to this change. On June 12 we had our first violation of the law. Security and Information Attendant Tim Kelley responded swiftly and calmly, made the patron aware of the new law, and handled the situation gracefully without any escalation. (Katrina Buckman, Head of Public Services)

## ACCESS & OPPORTUNITY

**Whatcom Youth Pride:** Teen Services Librarian Jennifer Lovchik coordinated the Library's participation in Whatcom Youth Pride on Saturday, June 1. This involved coordinating a parade "cheering block" and tabling at a resource fair after the parade. At the resource fair, Children's Librarian Ali Kubeny, Youth Services Specialist Lesley Norman and Jennifer talked with 500 attendees, checked out library materials, issued new library accounts and received overwhelming support for the library, and the library's presence at the event. (Bethany Hoglund, Deputy Library Director)

**Listen, Live, Learn, Explore:** On Sunday, June 2, the Library participated in **Listen, Live, Learn, Explore: A Day of Uplifting the BIPOC Communities of Whatcom County** hosted by the League of Women Voters. Held inside Depot Market Square, this was a wonderful opportunity to meet with community members, register people for library cards, and even check out books. Thanks to Community Relations Specialist Jenni Johnson for organizing, setting up and tabling at this event. (Annette Bagley, Head of Community Relations)



**All Hands Whatcom Opioid Summit:** Registration is now open for the [2024 All Hands Whatcom Opioid Summit June 25 & 26](#) at Bellingham High School. This year's two-day summit is focused on how the opioid/Fentanyl crisis is

impacting our youth and young adults – from grounding in data and evidence-based practices to building empathy through personal stories, to action planning for community investment. Registration is free, with donations welcome. Everyone is invited to attend and has a role to play in cultivating a community where children, youth and young adults thrive. Sponsors include City of Bellingham, Bellingham Public Library, Chuckanut Health Foundation, Peace Health, United Way, The Todd McClure Fund, Birch Bay Blaine Thrives, AltaGas, Whatcom County Health and Community Services, Whatcom Community Foundation, Mount Baker Foundation, Northwest Youth Services, Ram Construction, Bramble Berry, Barron Quinn Blackwood, and Lautenbach Recycling. Several Library staff members will attend and participate in the event. (Annette Bagley, Head of Community Relations)

**Barkley automated door opener:** The contract to add a powered door opener at the Barkley Library arrived at the top of the contracting queue this week. Once the contract is created and signed off, parts are expected to take 6-8 weeks to arrive and then installation will be scheduled. (Jen Vander Ploeg, Head of Operations)

## READ & LEARN



**Summer Reading, class visits and book talks!** Summer Reading is off to a fabulous and fun start! Youth Services staff spent the end of May and beginning of June conducting class visits and book talks to students in grades K – 6, both on-site at a library location and off-site in the schools to introduce students to the public library and explain Summer Reading. Teen Services Librarian Jennifer Lovchik and Youth Services Specialist Lesley Norman book talked to all 6<sup>th</sup> graders in the Bellingham Public Schools.

Children’s Librarians Bernice Chang and Ali Kubeny, Children’s Specialist Mandee Palmer and I conducted elementary class visits to the Central Library and Fairhaven Branch from the Bellingham Public Schools, Meridian School District and Mt. Baker School District. Additionally, staff visited students in their classrooms at seven Bellingham elementary schools. (Bethany Hoglund, Deputy Library Director)



**Learning Together Forums:** The Library’s initial 4-part community learning series with [WWU's Sustainability Engagement Institute](#) and [Center for Community Learning](#) concluded on May 30, with another successful event. About 40 people attended the series on each of the 4 dates to share hopes and challenges related to creating a more sustainable region, meet others doing inspirational work, and engage in dialogue with each other. At the final session there was a lot of gratitude expressed by the participants. The Library intends to

initiate a similar series in the fall on the topic of civic engagement. (Annette Bagley, Head of Community Relations)

## INFORM & INVOLVE

**Batter up!:** [Library Card Night at the Bellingham Bells Game](#) is this Thursday, June 20 at Joe Martin Field. Show your library card at the gate for a free general admission ticket that night. One ticket per library card. Gates open at 5:30 p.m. First pitch is at 6:35 p.m. Everyone is welcome. Pick up [Summer Reading Activity Cards](#) for the whole family and root for the Bells! (Annette Bagley, Head of Community Relations)



**Mindport Exhibits:** Mindport Exhibits, a downtown Bellingham fixture since it opened in 1995, has announced in a news release its intent to close permanently in fall 2024. Founded almost three decades ago by

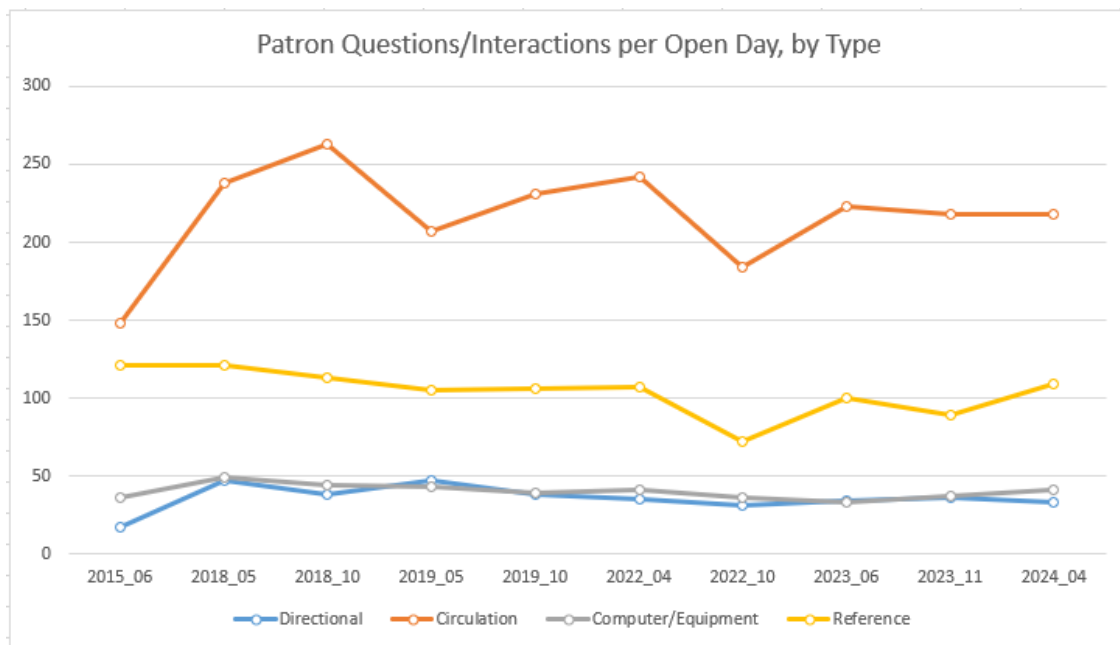
friends Kevin Jones, Robin Burnett and Joe Edwards as an experimental project, the interactive museum has been a destination for locals and tourists alike, offering a unique space for exploration and learning at the intersection of art and science. For the past two years Mindport has also generously participated in the Library’s Museum Passes program. The decision to close Mindport stems from several factors, including the retirement of founding director Kevin Jones in 2019, and the end of funding from a donor who has financially supported the museum for decades. Those factors present a natural stopping point for the privately owned business. Updates on closing events, exhibit transitions and future developments can be found on [Mindport.org/news](http://Mindport.org/news). (Annette Bagley, Head of Community Relations)

## THRIVE & GROW

**Central Library elevators:** Public Works is continuing to pursue a long-term fix for the passenger elevator door issues. The elevator contractors put forward a proposal for the repairs and Public Works has indicated their intention to move forward with the project. Work will be scheduled after the contract is completed and signed. The freight elevator repairs are still outstanding, and we continue to follow up with the elevator contractor for a schedule. (Jen Vander Ploeg, Head of Operations)

**Sorter expansion:** On Tuesday, May 28 the two new expansion units for our Automated Materials Handler arrived. The regional technician was on-site to get started on the installation and configuration, and by noon on May 29 the sorter was back up and running! We expanded the machine by 4 bins, allowing us to accommodate the upcoming new WCLS branch at Birch Bay (for transfers), and create more detailed sort plans for check-ins and holds. (Jon McConnel, Head of Digital Services)

**Patron Tally Week results:** One of the questions asked by the State each year in the annual statistical report is the number of reference questions answered. We determine our answer by closely tallying interactions with patrons over the course of two weeks each year and using that data to extrapolate an annual figure. During those weeks all staff track patron interactions using an online form with many available types of interactions to choose from, as well as free-text responses. For 2024 we are tallying the last full week in April and October. The chart below shows our roll-up categories and how many interactions per open day we've been seeing over the past few years – only Reference is reported to the State Library. Note: we did not conduct the survey in 2020 and 2021 due to the pandemic. In April 2024 staff tallied 762 Reference transactions over 7 days, which averages 108.9 transactions per day. Thanks go to Adult Services Librarian Suzanne Carlson-Prandini for running the implementation of Tally Week.



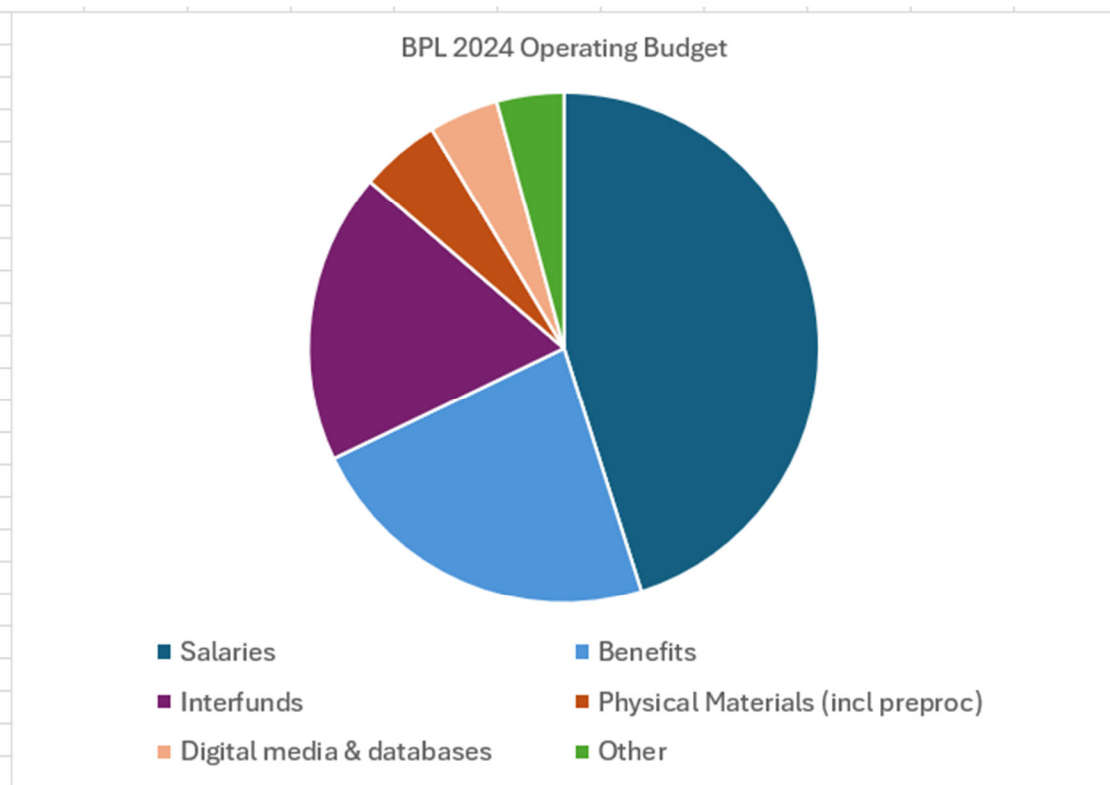
(Jon McConnel, Head of Digital Services)

Respectfully submitted,  
Rebecca Judd





Salaries	\$3,596,148.18	45.1%
Benefits	\$1,817,162.28	22.8%
Interfunds	\$1,467,159.33	18.4%
Physical Materials (incl preproc)	\$404,105.83	5.1%
Digital media & databases	\$351,699.63	4.4%
Other	\$339,106.10	4.3%
<b>TOTAL</b>	<b>\$7,975,381.35</b>	<b>100.0%</b>
Salaries + Benefits	\$5,413,310.46	67.9%
Interfunds	\$1,467,159.33	18.4%
Physical Materials + Digital	\$755,805.46	9.5%
Other	\$339,106.10	4.3%
<b>TOTAL</b>	<b>\$7,975,381.35</b>	<b>100.0%</b>



**Interfunds** include all Facility costs; IT service, infrastructure & equipment; Fleet expenses; and Legal service & insurance

**Other** includes all supplies; printing; other professional services; leases & custodial at BA & BF; software subscriptions; etc.