

Publication of the agenda and the approximate times are a guide to, and not a limitation on, the activities of Trustees.

The Library Board of Trustees will participate in the August Board Meeting remotely through an online web-based meeting platform. Per Washington State Proclamation 20-28, in-person attendance at meetings is prohibited at this time.

The Board meeting will be streamed live via Zoom at 3:30 p.m. on Tuesday, August 18. You may view the meeting from a PC, Mac, iPad, iPhone or Android device from the following link:

<https://cob.zoom.us/j/91689044189?pwd=MjVmS3l6MlFDb2lZRklwc1U3NWUwUT09>

Meeting ID: 916 8904 4189

Password: 7323

For Technical Assistance please contact Katie @ knbray@cob.org

Or join by phone:

Dial (for higher quality, dial a number based on your current location):

US: +1 253 215 8782 OR +1 669 900 6833 OR +1 312 626 6799 OR +1 929 205 6099

OR +1 346 248 7799 OR +1 301 715 8592

Webinar ID: 916 8904 4189 Password: 7323

Please note there will be no public comment taken at the meeting. Instead, community members are respectfully asked and encouraged to submit comments by e-mail to librarytrustees@cob.org.

AGENDA	TIME (approx.)
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- | | |
|---|-------|
| 1. Call to order and introductions | 2 min |
| 2. Approve/modify agenda | 1 min |
| 3. Public comment (from email)
Per Washington State Proclamation 20-28, in-person attendance at meetings is prohibited at this time. Please note there will be no public comment taken at the meeting. Instead, community members are respectfully asked and encouraged to submit comments by e-mail to librarytrustees@cob.org . | 5 min |
| 4. Consent agenda
All matters listed on the consent agenda are considered routine and may be approved in a single motion. A trustee may ask that an item be removed from the consent agenda and considered separately. <ul style="list-style-type: none">• Communications and FYI• Minutes
July 21, 2020: Regular board meeting• Library performance & activity measures
July 2020 | 5 min |

- **Financial reports**
Claims: July 2020
YTD report: July 2020

5. Reports	10 min
<ul style="list-style-type: none"> • Board Chair • Library Board members • City Council liaison • Friends of Bellingham Public Library • Library Director 	
	Time check: 3:53
6. Phase 2 update	10 min
<ul style="list-style-type: none"> • Rebecca Judd, Director and staff 	
7. Facilities update	10 min
<ul style="list-style-type: none"> • Rick Osen, Board Chair 	
8. Urban Libraries Council statement on race and social equity	15 min
<ul style="list-style-type: none"> • Rebecca Judd, Director 	
9. 2021-2022 Budget update	3 min
<ul style="list-style-type: none"> • Rebecca Judd, Director 	
	Time check: 4:31
10. Board Trustee recruitment	5 min
<ul style="list-style-type: none"> • Rick Osen, Board Chair 	
11. New business	2 min
12. Action items for next meeting	2 min
	Time check: 4:40
13. Adjourn	

Next Regular Library Board Meeting: Tuesday, September 15, 2020 – 3:30 p.m.
Location: Zoom meeting
Bellingham, Washington

If you require a sign interpreter or other hearing accommodation, please allow the library 48 hours notice. Order of agenda items may be adjusted.

Mobile Wi-Fi instructions:



Conecte hasta 10 dispositivos a internet a través de la red de Sprint.

Carga

Utilice el cable MicroUSB y el enchufe proporcionados. El puerto MicroUSB se encuentra en la parte inferior del Coolpad.



Encendido/apagado

Mantenga presionado el botón de encendido redondo en la parte frontal durante 3 segundos.



Conexión

Una vez que las luces de Red y Wi-Fi se enciendan, conecte su dispositivo. El nombre de la red (o SSID) y la contraseña se encuentran en la parte posterior.

Devolución

Cargue el Coolpad antes de devolverlo al depósito de libros de la biblioteca.

Botón WPS (ignorar)

Luces de estado

Red celular

- Buena
- Deficiente
- Nada

Red Wi-Fi

Batería

- 40% - 100%
- 16% - 39%
- 0% - 15%

Transferencia de datos

Botón de encendido

Puerto micro-USB



Connect up to 10 devices to the Internet on Sprint's network.

Charge

Use the included MicroUSB cable and power plug. A MicroUSB port is on the bottom of the Coolpad.



Turn On/Off

Press and hold the round power button on the front for 3 seconds.



Connect

Once the Network and Wi-Fi lights are lit, connect your device. The Network Name (aka SSID) and Password are on the back.

Return

Please charge the Coolpad before you return it to a library book drop.

WPS button (ignore)

Status Lights

Cell network

- Good
- Poor
- None

Wi-Fi network

Battery

- 40% - 100%
- 16% - 39%
- 0% - 15%

Data transfer

Power button

Micro-USB port



**Regular Meeting of the Library Board of Trustees
Tuesday, July 21, 2020 – Zoom meeting
3:30 p.m.**

Minutes of Actions and Decisions of the Library Board of Trustees of the Bellingham Public Library as authorized by RCW 27.12.210 and SEC. 7.02 Charter of the City of Bellingham.

- Board Members Present:** Rick Osen, Rebecca Craven, and Jim McCabe
- Board Members Absent:** Rachel Myers and Vernon (Damani) Johnson
- Library Staff:** Rebecca Judd, Bethany Hoglund, Jon McConnel, Jennifer Vander Ploeg, Deborah Brewer, Katie Bray and Wendy Jenkins
- Others Present:** Hollie Huthman, City Council Liaison; Faye Hill, Friends of BPL
-

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. Jim McCabe seconded. Motion carried.

Public comment: No email comments.

Consent agenda: Jim suggested that it would be helpful to add YTD percentage to the YTD monthly financial report. Rebecca Judd noted that the Performance & Activity Measures in the packet were not complete. Wendy added that there were two missing statistics: we had 171 total new borrowers registered and 65 virtual programs with 1,924 attendees in June. Jim McCabe moved to approve the June 16, 2020 Regular meeting minutes and the June 2020 performance and activity measures and financial reports. Rebecca Craven seconded. Motion carried.

Board Chair report: Rick extended a thank you to library staff for their commitment to the public and flexibility for daily changes – it is difficult to work with construction going on which is complicated by COVID-19.

Rick also thanked Rebecca and the management staff for the monthly Director's Report, calling the current approach satisfying and useful. It saves significant meeting time.

Board member reports: Jim reported that, at the last Cordata Neighborhood Association virtual meeting, it was announced that Julie Guy has arranged for a fund to be established at Whatcom Community Foundation for a children's library at a hoped for northside branch.

City Council liaison report: Hollie reported that the Transportation Fund, approved 10 years ago, is up for a renewal vote. The tax is 2/10 of 1% on all consumer goods purchased within the city limits (20 cents per \$100 purchase). Hollie stressed this is not a tax increase, we have been paying it for 10 years and it has been responsible for many transportation safety improvements. For more information visit: <https://cob.org/transportationfund>

Friends of BPL report: Faye thanked the staff for the wonderful job they are doing with curbside service, commenting that many libraries are offering curbside service, but not many also have a remodel going on. The Friends have been meeting virtually once a month and are exploring ways, in the absence of book sales, they can help the library. Faye requested that ideas be sent to her.

Library Director report: Rebecca also has been attending the Friends' Zoom meetings. She reported it has been a good opportunity to share remodel and Phasing plans and that she has enjoyed seeing the group.

Rebecca reminded everyone that, in April 2019, we received \$35,150 from the Christina White estate which we have earmarked for the renovation. We just received an additional \$1,200 as the final distribution for the estate.

Rebecca announced she is proud of the library staff for handling curbside service and the remodel with grace and skill. She also thanked Parks and the Museum employees for stepping in to help with check-in – she is grateful for this collaboration as well as with Purchasing, Legal, Public Works and Janice from the Mayor's office.

Rebecca pointed out that there has been an extraordinary response to the "always available" digital Anti-Racist Reading list – there have been 3,800 checkouts since June 1.

As a follow-up to the REACH (Respecting Ethnic and Cultural Heritage) staff training, Rebecca, Bethany and Julie Mauermann have set up a monthly meeting to continue the discussion of how to make our organization more accessible, welcoming, and inclusive for staff and the public.

Rebecca Craven, referring to the Director's Report information about SimplyE, asked if this service will replace Overdrive. Jon responded that SimplyE will be in addition to Overdrive and Libby – it is a way to access all digital items except Kindle ebooks.

COVID-19 update: Jen provided two graphs illustrating curbside statistics. Curbside Activity Jun 15 – Jul 18 shows number of curbside phone calls, Help Desk phone calls, items checked out and Patrons served. Checkout Activity Feb vs. Jun 2020 compares In-person checkout activity in February (all branches) to Curbside checkout activity in June (Central only). (See Attachment #1 for Curbside Activity and Checkout Activity. All attachments are located at the end of the minutes.)

Rebecca discussed the Institute for Museum and Library Services' study on coronavirus detection on library materials. There are three sets of tests: the first set showed no detectable coronavirus on the five studied surfaces after 3 days; the second set showed no detectable coronavirus on four of the five studied surfaces after 3 days, and a trace amount on one surface, a magazine cover, after 4 days; the 3rd set of tests is still pending. Based on these tests the Library moved to a 4-day quarantine for all items. Whatcom County Library System is also going to a 4-day quarantine.

Rebecca reported that we are prepared for the possibility of a Phase roll back by county or state. The management team recommends that, with Phase 1.5, we continue curbside service unless specifically directed not to.

Typically, the Library opens for Sunday afternoons after Labor Day. After consideration, the management team is not recommending additional Sunday curbside service. Sundays might be used for special projects related to the remodel.

As mentioned in the Director's Report, the Hot Spot lending program is in the final planning stages. We have three funding streams: Library Giving Day; a CARES Act grant; and a Friends' donation. We are planning for a total of 55 devices, funded for 10 months to 1 year of service.

Rebecca reported we are about to embark on a digital storytelling initiative with Monica Koller from [Connecting Community](#). Over the summer and fall, Monica will be documenting the lived experience of black life in Whatcom County through a series of six interviews. Thank you to the Friends of the Library for funding this important work.

Rebecca Craven noticed that the hold-pickup date is significantly extended with curbside service and asked what the impact on hold wait times would be. Jon responded that the extended pick-up date is part of the COVID response as it is difficult for some patrons to get to Central for pick-up.

Rick asked what the Hot Spot circulation parameters will be. Rebecca answered that we have decided on a 3-week checkout because we have so few devices. If we can fund more devices, we can adjust the checkout period to be longer.

Facilities update: Rick clarified that there are 2 Facilities update topics: Barkley Branch and Central construction update.

- Barkley Branch: Rebecca shared a document (*See Attachment #2 for Barkley recommendations, July 2020*) which reviewed the February 2020 board discussion concerning Barkley. After meeting virtually with Neal Swanson from Barkley Company, Rebecca provided three recommendations to the Board:
 - 1) Bellingham Public Library takes over the suite at no additional charge
 - 2) Custodial service oversight is moved to the Library. Barkley to reimburse custodial cost. Agree to re-evaluate when financial situation as the City improves
 - 3) Move to licensing agreement instead of lease

Rebecca explained that using the full suite doesn't allow for expansion of service but does better accommodate established service level.

Rebecca Craved moved to approve recommendations and authorize Library and City staff to work with Barkley Company on a draft licensing agreement. Jim seconded. Motion carried.

- Central construction update: Jen reported she has been meeting weekly with Tiger Construction, Public Works and Facilities and has been providing a weekly email update to staff. All operations have been moved to the lower floor. Old main floor furniture has been surplused, disposed of or given away (the new drop-in center, Base Camp, took many furniture pieces); and shelving has been dismantled. Library staff have access to the main floor from 3-6 p.m. to shelve and pull holds. Jen shared an old *Guide to Loan Policies* found under removed shelving which listed vinyl records and cassettes as well as 16 mm films and projectors (See Attachment #3 for Old Guide to Loan Policies). Demolition is scheduled to last 5 weeks, followed by floor water pipe mapping, electrical, mechanical, plumbing and wall framing.

Rebecca is finalizing the furniture order. We have approximately \$200,000 available for furnishings. This is less than what is needed, so the plan is to wait to order some of the soft seating until social distancing requirements relax.

2021-2022 Budget update: Rick and Rebecca had a budget meeting last week with the Mayor, Brian Heinrich, Forrest Longman and Andy Asbjornsen. Rebecca went over the 5%, 10% and 15% budget exercise proposals. Rick and Rebecca stressed that during the 2008-2009 economic downturn, Library use increased significantly. Brian appreciated how Level of Service (LOS) impact was explained. Rick called it a good meeting, a beginning for further discussion.

Rebecca added that we should hear back in the later part of August about the first level of decisions concerning the General Fund and Capital budgets. Rick added that the exercise proposals we submitted can be adjusted once we know the level of 2021 cuts.

A new revenue forecast is anticipated in the middle of August.

New Business:

- Trustee recruitment – open application process in early September.
- An announcement: the Head of Community Relations position closes Friday. Interviews will be held at the end of August. Rachel Myers, Mary Vermillion from WCLS, Bethany Hoglund and Rebecca Judd will make up the interview team.

Action items for next meeting:

- Construction update
- Operations update
- Budget update

Meeting adjourned at 4:32 p.m.

Next Regular Library Board Meeting – August 18, 2020 – at 3:30 p.m. Zoom meeting

Chair, Library Board of Trustees

ATTEST

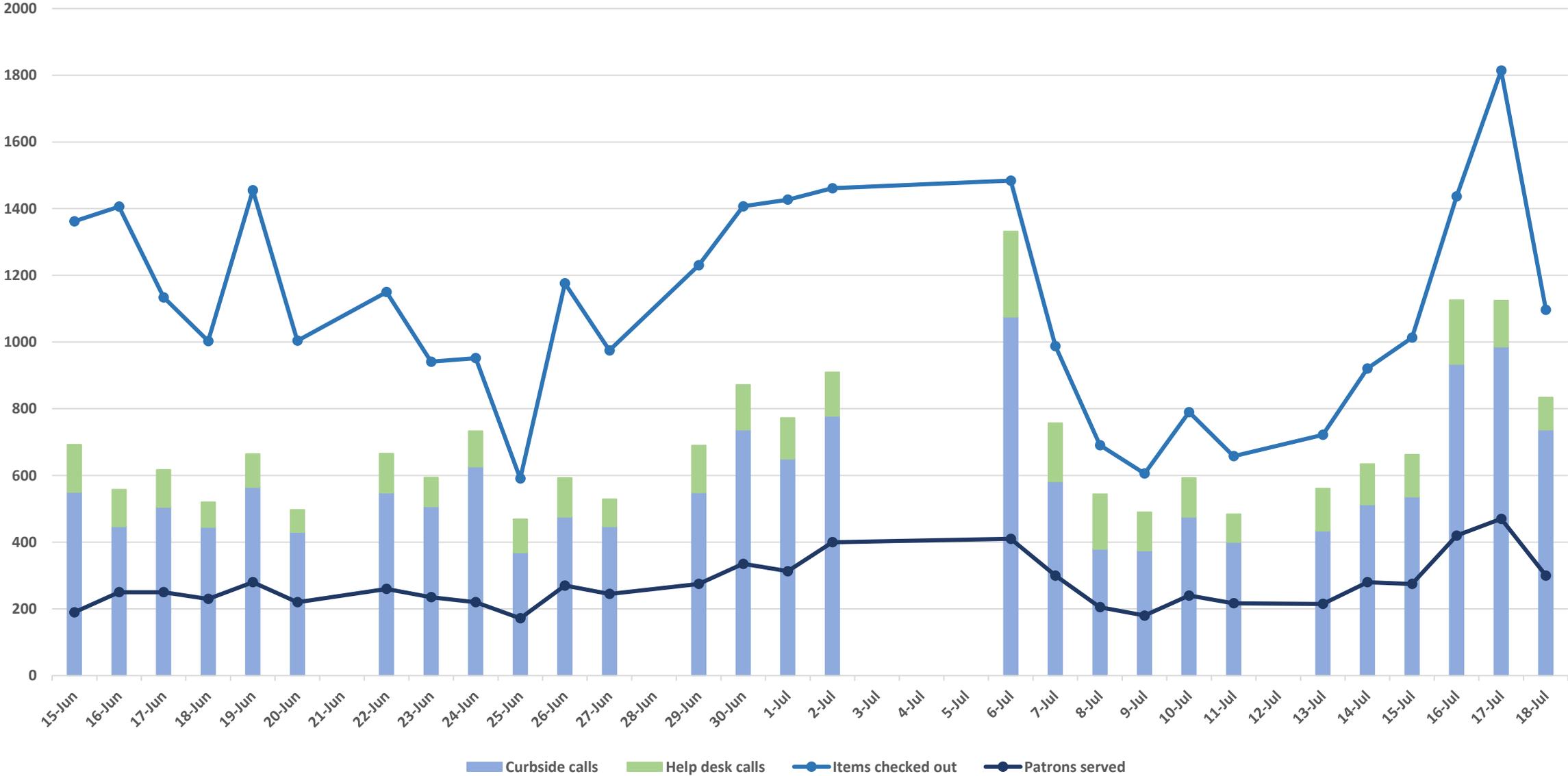
Secretary, Library Board of Trustees

Attachments:

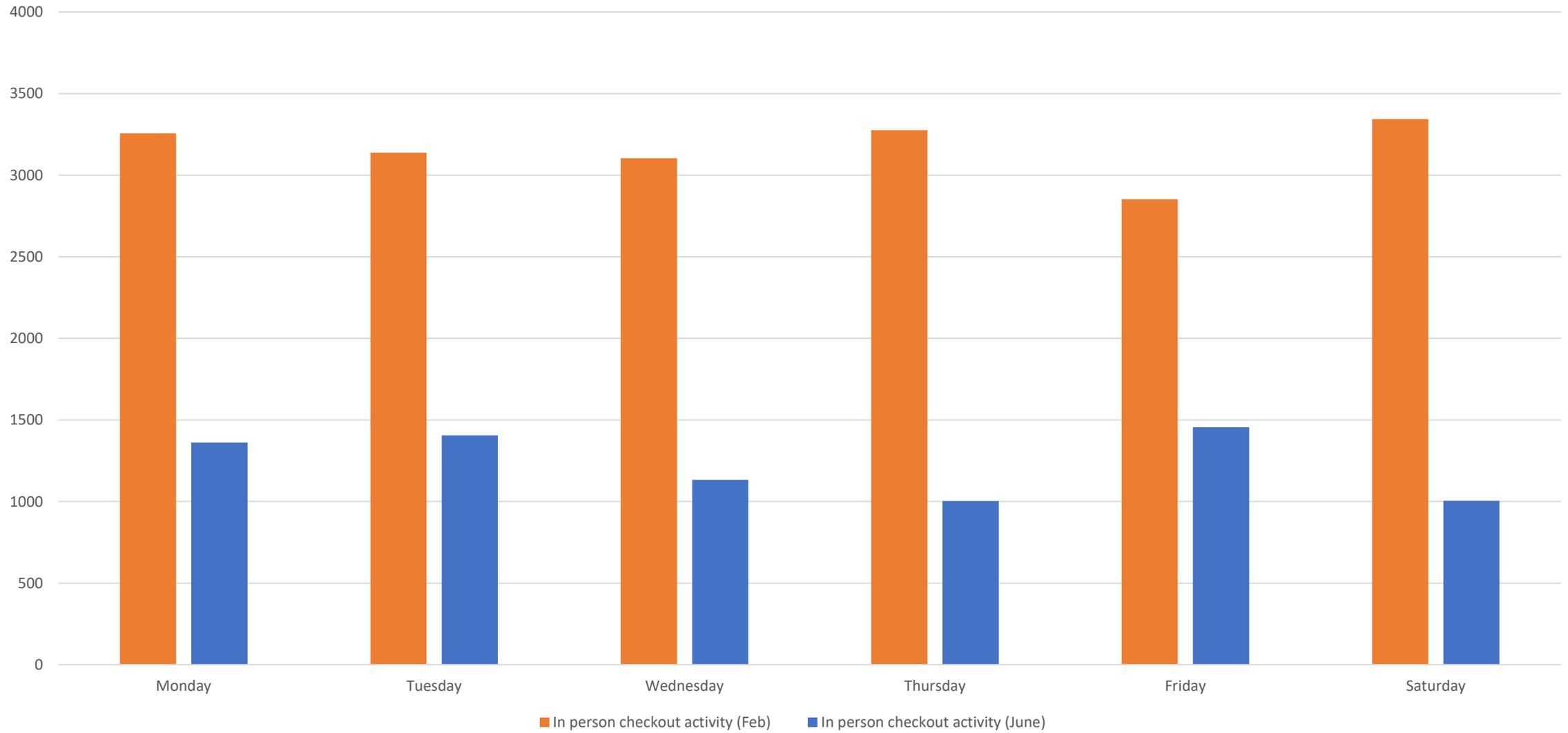
- Attachment #1: Curbside Activity and Checkout Activity
- Attachment #2: Barkley recommendations, July 2020
- Attachment #3: Old Guide to Loan Policies

DRAFT

Curbside Activity Jun 15 - Jul 18



Checkout activity Feb vs. Jun 2020



Bellingham Public Library

July 21, 2020

Barkley branch

From February 2020 Board of Trustees meeting, minutes:

Barkley Branch proposal discussion: Currently the Barkley Branch is housed in 700 square feet adjacent to another 700 square feet that is an open reading space managed by Barkley Company. Barkley Company is interested in allowing the Library use of the full space. Rick met with Jim, Rebecca Judd and Jen and they determined this would be a good direction to go as community members already perceive the space belongs to the library, plus it would solve issues such as not having enough space for patron holds, moving collections upon opening and closing and locking up part of the space. This change wouldn't allow for expanded service, but it would allow for more effective, efficient current service. Barkley Company has asked that we consider how much we can pay in operating costs (we currently pay \$6,400 a year in operating costs), plus take over custodial care. Rebecca Craven moved to authorize the Facilities Committee to work with staff to bring forward recommendations to improve management of existing services and reading room space at the Barkley Branch for consideration at the March 2020 Board of Trustees meeting. Rachel Myers seconded. Motion carried

Recommendations:

- Bellingham Public Library takes over the suite at no additional charge
- Custodial service oversight is moved to the Library. Barkley to reimburse custodial costs.
Agree to re-evaluate when financial situation at the City improves
- Move to licensing agreement instead of lease

Note: We had initially talked with Barkley Company about underwriting the cost of new furniture, but Jen Vander Ploeg is comfortable repurposing furniture from the Central library remodel.

Draft motion:

Motion to approve recommendations and authorize Library and City staff to work with Barkley Company on draft licensing agreement.

GUIDE TO LIBRARY LOAN POLICIES...

Each item is either **Long Term Loan** (checked out for three weeks) or **Short Term Loan** (checked out for two weeks).

There is **one renewal** of seven days on most items (see summary opposite) when requested in person -- no phone renewals, please.

Overdue Fine Policy: All library materials with the exception of 16 mm films, 16 mm projectors, and motor manuals are charged an overdue fine of **10¢** per day after a "grace period" of **one** day until the maximum fine is reached.

Children (age 0-13) are charged **5¢** per day after the grace period of **one** day.

Library fines charged will be those currently in effect, regardless of a greater or lesser amount which may be indicated on the pocket of an item in the Library's collection.

The Library is a participating member of North Washington Collections. Un-collected fines/fees of \$50 or more will be referred for collection.

SUMMARY OF LOAN PERIODS, LIMITS AND FINES

Item	Loan Period	Renewal Period	Limit	Max. Fine (ea. item)
Fiction	3 weeks	7-day	none	\$10.00
Non-fiction	3 weeks	7-day	3 per exact call number	\$10.00
New Books	2 weeks	none	5	\$10.00
Paperbacks	3 weeks	7-day	none	\$5.00
Magazines	2 weeks	7-day	10	\$5.00
Special issue periodicals	3 weeks	7-day	10	\$5.00
Vertical file	3 weeks	7-day	10	\$5.00 per envelope
Records	2 weeks	7-day	5 albums	\$10.00
Cassette tapes	2 weeks	7-day	5	\$10.00
Slide projector	overnight/weekend	none	1	\$10.00
16 mm films	overnight/weekend	none	4 films or 90 minutes (which ever comes first)	\$10.00 per film
16 mm projector	overnight	none	1	\$10.00
Motor manuals	1 week	none	reasonable	\$10.00

SOME OF THE SERVICES AVAILABLE TO YOU...

- **Records and Cassettes** — We have all kinds — music (classical, popular, jazz), poetry, drama, documentaries, and short stories.
- **16 mm Films and Projectors** — Ask for information describing terms of loan.
- **Information/Reference Service** — The Library Staff will help you find facts or material on anything you need.
- **Inter-Library Loan** — If the library does not have the book you need, perhaps it can be borrowed for you.
- **Reserving Books Not In** — Books not currently in may be reserved by phone or in person.
- **Community Outreach** — Homebound people may receive personalized library service upon request. Call us for information.
- **Program Planning** — Assistance will be given to committees planning club programs as well as to individual participants.

- **Telephone Books** — We have most all of them — Washington State, the Northwest and the U.S. — Canada too.

- **Typing Room** — A private typing room is available for your use.

- **Children's Programs** — We provide a regular series of preschool storytimes and concerts as well as occasional special programs and a Summer Reading Club. Call for information.

- **Public Access Computer** — An Apple IIE with 64K RAM, color monitor, disk drive and a variety of educational and entertaining programs is available for children.

796.11 Cassorl



GUIDE TO LOAN POLICIES

BELLINGHAM PUBLIC LIBRARY 210 CENTRAL AVENUE

Adult Services 676-6860
Children's Services 676-6864
Fairhaven Branch 676-6877

HOURS (MAIN LIBRARY):

Monday-Wednesday 10 am-9 pm
Thursday-Saturday 10 am-6 pm

HOURS (FAIRHAVEN BRANCH):

Monday-Saturday 1 pm-6 pm

Bellingham Public Library Performance & Activity Measures, 2020

	Year to Date				% of change YTD
	July-20	July-19	2020	2019	
Holdings - Number of materials in the library's collection					
Physical copies added to collection	2,756	2,710	12,578	18,062	-30.36%
Electronic copies added to the Consortium collection by BPL	49	138	1,096	679	61.41%
Physical copies withdrawn from collection	(1,149)	(1,880)	(18,376)	(5,961)	208.27%
Total physical holdings			177,055	194,093	-8.78%
Total electronic holdings in Consortium available to BPL			97,886	94,251	3.86%
Total Holdings (Physical and Electronic)			274,941	288,344	-4.65%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity					
Central Library					
Adult	42,914	60,445	208,013	399,257	-47.90%
Youth	35,768	57,036	169,397	328,579	-48.45%
Sub-Total Central	78,682	117,481	377,410	727,836	-48.15%
Fairhaven Branch					
Adult	2,154	7,627	22,728	50,950	-55.39%
Youth	1,072	3,131	8,379	18,753	-55.32%
Sub-Total Fairhaven	3,226	10,758	31,107	69,703	-55.37%
Barkley Branch					
Adult	1,385	6,043	18,071	38,536	-53.11%
Youth	1,395	4,015	12,310	25,428	-51.59%
Sub-Total Barkley	2,780	10,058	30,381	63,964	-52.50%
Bellingham Technical College					
Adult	12	60	140	481	-70.89%
Youth	7	5	49	96	-48.96%
Sub-Total BTC	19	65	189	577	-67.24%
Whatcom Community College					
Adult	71	371	959	2,378	-59.67%
Youth	44	142	273	751	-63.65%
Sub-Total WCC	115	513	1,232	3,129	-60.63%
Western Washington University					
Adult	111	419	1,444	3,553	-59.36%
Youth	37	194	967	1,900	-49.11%
Sub-Total WWU	148	613	2,411	5,453	-55.79%
Online Services					
Kanopy (Soft launched May 2019)	1,864	413	11,101	1,050	
WA Anytime Library Overdrive	31,547	22,782	203,626	149,836	35.90%
RBdigital	3,443	2,033	22,927	16,136	42.09%
Sub-Total Online	36,854	25,228	237,654	167,022	42.29%
Total Circulation	121,824	164,716	680,384	1,037,684	-34.43%
Holds Activity					
Items placed on hold shelf	46,923	51,932	201,756	322,961	-37.53%
Services					
Persons Visiting - Number of persons counted as they enter the libraries or visit remote website					
Central Library					
Adult		42,978	101,447	275,194	-63.14%
Children's		14,395	25,134	75,471	-66.70%
Fairhaven Branch		6,873	16,695	47,005	-64.48%
Barkley Branch		5,256	10,936	32,393	-66.24%
Total Persons Visiting	0	69,502	154,212	430,063	-64.14%
Website Visits This count reflects number of visits to www.bellinghampubliclibrary.org	40,372	40,929	245,736	289,706	-15.18%
Bibliocommons Visits This count reflects number of visits to Bibliocommons	10,270	13,818	64,925	85,063	-23.67%
Total Website Visits	50,642	54,747	310,661	374,769	-17.11%
Computer Usage - Number of sessions					
Central Library					
Adult & Teen (30 terminals)		5,343	12,817	36,328	-64.72%
Childrens (3 terminals)		155	363	1,036	-64.96%
Fairhaven Branch (6 terminals)		601	1,193	3,666	-67.46%
Barkley Branch (4 terminals)		309	782	2,063	-62.09%
Total Computer Usage	0	6,408	15,155	43,093	-64.83%
New Borrowers Registered					
Central Library	141	505	2,077	3,034	-31.54%
Fairhaven Branch		72	130	336	-61.31%
Barkley Branch		44	93	201	-53.73%
Total New Borrowers Registered	141	621	2,300	3,571	-35.59%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs					
Programs	78	125	482	802	-39.90%
Attendees	1,008	3,316	14,516	19,129	-24.12%
Volunteer Hours	0	453	1,431	3,776	-62.09%

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 AUGUST 18, 2020, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
Supplies		
Replace book drop lock	Accurate Lock & Security	200.55
Supplies & Prime membership	Amazon.com	657.68
Books	Baker & Taylor	8,187.83
Books	Center Point Large Print	145.90
Label ink	CDW	340.22
PPE supplies	City of Bellingham Warehouse	688.36
Printing	Copy Source	31.21
Water @ Central	Crystal Springs	19.54
Periodicals	Ebsco Subscription Services	463.39
Books	Gale	(52.42)
Work bench	Home Depot	341.32
Books	Kids Book About	357.82
DVDs, CDs, recorded books	Midwest Tape	552.73
Office supplies	Office Depot	190.00
eBooks, audiobooks	Overdrive Inc	14,957.66
Book kit software	Plymouth Rocket	650.00
Truck fuel	Reisner Distributor	42.80
Security software	Secure by Design	21.74
Power cables	SF Cable	463.77
Cares Act quarantine boxes	U-Haul	474.96
Cares Act curbside bag purchases	Webstaurant	1,944.23
	SUPPLIES Sub Total	\$30,679.29
Other Services and Charges		
ALA Virtual Conference	American Library Association	60.00
Book processing	Baker & Taylor	2,484.03
Computer replacement allocation	City of Bellingham Interfund	7,589.00
Facilities Services	City of Bellingham Interfund	50,473.15
Fleet Services	City of Bellingham Interfund	1,958.44
Purchasing Services	City of Bellingham Interfund	77.95
Risk Management	City of Bellingham Interfund	3,570.83
Technology replacement allocation	City of Bellingham Interfund	1,417.16
Conference reimbursement	Comicon	(30.50)
Library materials returned	Library Refunds	57.78
CD & DVD processing	Midwest Tape	1,040.04
Mobile hot spot	Mobilebeacon	120.00
Copier lease and copies	Oasys Inc.	1,688.83
ILL & tech services	OCLC	2,167.63
Barkley operating costs	Talbot Services LLC	533.33
Microfische machine lease	Technology Unlimited	339.14
	OTHER SERVICES AND CHARGES Sub Total	\$73,546.81

Capital Outlays

Envisionware Inc.

Automated Materials Handler 0.00

CAPITAL OUTLAYS Sub Total \$0.00

Gift Fund

Books

Baker & Taylor 534.61

Wireless access points

CDW-G 2,775.57

REACH staff training

Heather Jefferson 2,400.00

Hotspot service

Mobile Beacon 1,910.00

GIFT FUND OUTLAYS Sub Total \$7,620.18

TOTAL GENERAL FUND CLAIMS \$104,226.10

TOTAL CLAIMS \$111,846.28

Library - Budget to Actual - General Fund

July 2020 - 58% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Charges for Goods and Services	3,859	22,100	18,241	17%
Fines and Penalties	641	(0)	(641)	
Miscellaneous Revenue	4,364	45,000	40,636	10%
Total Revenue	8,864	67,100	58,236	13%
Expenses				
Salaries and Wages	1,366,511	2,562,652	1,196,141	53%
Personnel Benefits	646,071	1,333,303	687,232	48%
Supplies	352,983	792,364	439,381	45%
Other Services and Charges	623,220	978,168	354,948	64%
Capital Outlays	0	200,000	200,000	0%
Total Expenditure	2,988,785	5,866,487	2,877,702	51%

Library - Budget to Actual - Gift Fund

July 2020 - 58% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Donations	53,729	50,000	(3,729)	107%
Total Revenue	53,729	50,000	(3,729)	107%
Expenses				
Other Services and Charges	14,369	60,802	46,433	24%
Total Expenditure	14,369	60,802	46,433	24%



DIRECTOR'S REPORT FOR August 18, 2020

August 26, 2020 marks the 100-year anniversary of the passage of the 19th Amendment, a landmark day for voting rights and democratic access in the United States. While celebrating this achievement, the anniversary is also a fitting time to note the work that continues today, most notably a complete count for the 2020 Census and voter access to the November 2020 election. In all these efforts, adult services librarian Deborah Brewer has played a critical role in supporting community efforts to increase civic engagement and participation. Deborah, we thank you for your important work. (Rebecca Judd, Library Director)



WELCOME & INCLUDE

Digital storytelling: This Fall, the Library will be partnering with Monica Koller of Connecting Community, LLC, to document the stories of Black (African American) lives in Whatcom County as part of Peoples' Perspectives: COVID-19 in Whatcom County. With funding from the Friends of the Bellingham Public Library, Monica will create a series of five 3-5 minute digital stories for public distribution. About this project, Monica notes, "I am inspired to document the pandemic of racism that is continuing to permeate communities. In addition to the Covid-19 health pandemic, we are all experiencing a national uprising. This is a critical time to shine a light on our collective responsibility to lean into co-learning about the many under-represented perspectives that exist in Whatcom County. A series of digital stories will have a long-term impact by providing transformative and authentic narratives that may otherwise not be heard." (Rebecca Judd, Library Director)



Curbside 2.0: Our curbside services have been so enthusiastically received that we needed to update our service model. Curbside 2.0 rolled out on August 10, with a shift to pick-up by appointment. The new model allows us to work in a more controlled, intentional and proactive way which improves safety for both staff and our public. (Jen Vander Ploeg, Head of Public Services and Operations)

Curbside 2.0 service at the Library

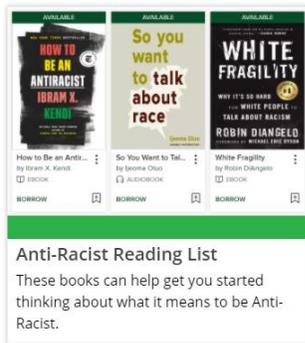
Wi-Fi Hotspot instructions in Spanish: During our August staff meeting, there was a suggestion to make Wi-Fi Hotspot instructions available in both English and Spanish. The translation work was finished quickly, and we now have dual-language instructions available for the new service. (Jon McConnel, Head of Digital Services)

ACCESS & OPPORTUNITY

Hot Spot lending: We launched Wi-Fi hotspot circulation Wednesday, August 12, starting with 10 devices funded by Library Giving Day 2020 donations. Another 25 devices funded by the Friends are already in-hand and getting processed to be available by the end of the month. A different 20 devices funded by a grant from the Washington State Library will be coming after the contract signing process is complete. We hope the 55 devices in total will go some way toward helping our patrons access the internet while our doors are closed. (Jon McConnel, Head of Digital Services)

Food Bank distribution: Drawing on ingenuity, tenacity, and, most of all, the desire to get reading materials into the hands of children, the Friends of the Bellingham Public Library have partnered with the Bellingham Food Bank to distribute books at Food Bank pick-up sites. The program will begin on Tuesday, August 18. Thank you, Friends! (Rebecca Judd, Library Director)

READ & LEARN



Always Available: The curated list of Always-Available digital titles on the Anti-Racist Reading list continues to see strong use by community members with 4,400 checkouts since June 1. *So You Want to Talk about Race* by Ijeoma Oluo recently became available as an Always-Available title in digital audio and was added to the list. (Bethany Hogle, Deputy Library Director)

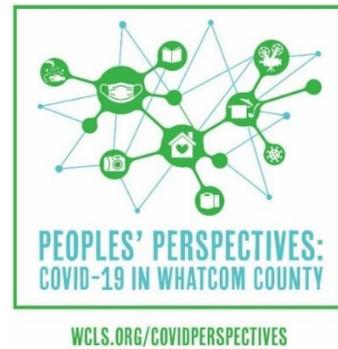
SimplyE: Over the past month, Bellingham Public Library and Whatcom County Library System decided to use the SimplyE ebook app integration as an opportunity to drive improvements in our patron authentication processes. Investigating our options has slowed down the process of getting SimplyE set up and available, but the end result will have better protection for patron information. (Jon McConnel, Head of Digital Services)

Virtual programming recess: Virtual programming in Adult and Youth Services is taking a recess until September. The break gives staff the opportunity to regroup, recharge and reevaluate needs moving into this fall. (Bethany Hogle, Deputy Library Director)

INFORM & INVOLVE

City of Bellingham Zoom moderators: Public Service librarians now serve as Zoom moderators at a number of City meetings. Thank you to Katie Bray, Deborah Brewer and Bernice Chang for quickly learning new skills and for adjusting schedules to moderate these critical meetings and events, often held in the evening. (Bethany Hogle, Deputy Library Director)

Peoples' Perspectives - COVID-19 in Whatcom County: University of Washington iSchool student Robin Sheasley recently completed a Directed Fieldwork Project in support of [Peoples' Perspectives](#). During the summer quarter, she investigated best practices for digital archives, interviewed archivists and librarians around the country, and prepared a report with recommendations for next steps. We appreciate Robin's scholarship and look forward to evaluating and implementing her recommendations. (Rebecca Judd, Library Director)



THRIVE & GROW

Staffing update: Interviews for the Head of Community Relations position are scheduled for August 27, 2020. Thank you to Rachel Myers, Mary Vermillion (Community Relations manager at WCLS), and Bethany Hogle for serving on the interview panel. Current vacant positions at the Library include: Head of Community Relations, Children's Services Librarian (second of two Children's Librarian positions), Specialist 2, and multiple Library Assistant positions. (Rebecca Judd, Library Director)

Polaris upgrade: On August 11, our hosted instance of Polaris was upgraded from version 6.3 to 6.5. The upgrade added additional functions to the web client, as well as new, helpful features for staff. There was wild acclaim during the staff meeting when I detailed some of them. The upgrade was fast and trouble-free. (Jon McConnel, Head of Digital Services)



Main Floor renovations: Demolition work continues on the main floor of the library. Some walls, ceiling tiles, carpets, and shelving have started to disappear. Mapping of the heating pipes in the floor took place a couple of weeks ago, and they've started plumbing for the new restrooms. We expect to see HVAC, plumbing, electrical, and work on the loading dock start soon. The passenger elevator upgrade contract is in the process of being signed. (Jen Vander Ploeg, Head of Public Services and Operations)

Future home of materials handling and processing

Respectfully submitted,
Rebecca Judd

ULC Statement on Race and Social Equity

In a strong act of commitment to a more equitable society, 182 public libraries across North America have signed the Urban Libraries Council's Statement on Race and Social Equity. This statement serves as a baseline upon which libraries can build policies and actions that make their communities more inclusive and just. The statement reads as follows:

As leaders of North America's public libraries, we are committed to achieving racial and social equity by contributing to a more just society in which all community members can realize their full potential. Our libraries can help achieve true and sustained equity through an intentional, systemic and transformative library-community partnership. Our library systems are working to achieve equity in the communities we serve by:

- Eliminating racial and social equity barriers in library programs, services, policies and practices
- Creating and maintaining an environment of diversity, inclusion and respect both in our library systems and in all aspects of our community role
- Ensuring that we are reaching and engaging disenfranchised people in the community and helping them express their voice
- Serving as a convener and facilitator of conversations and partnerships to address community challenges
- Being forthright on tough issues that are important to our communities

Libraries are trusted, venerable and enduring institutions, central to their communities and an essential participant in the movement for racial and social equity.

¿Hablas español? [Presiona aquí](#) para ver esta declaración traducida al español por Anne Arundel County Public Library.

If you are interested in having your library sign ULC's Statement on Race and Social Equity, please contact ULC Director of Conferences and Community Engagement, [Colleen Bragiel](#). In order for a library to sign on to the statement, ULC must receive a written request from the library's CEO/Director.

The following libraries have signed on to the above statement:

WASHINGTON

- [Fort Vancouver Regional Library District](#)
- [King County Library System](#)
- [Pierce County Library System](#)
- [Sno-Isle Libraries](#)
- [Spokane Public Library](#)
- [Tacoma Public Library](#)