

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 September 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, October 20. 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 |
| <ul style="list-style-type: none">Welcome to Annette Bagley, Head of Community Relations | |
| 2. Approve/modify agenda | 1 min |
| 3. Public comment (from email) | 5 min |
| 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 . | |
| 4. Consent agenda | 5 min |
| 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 FYIMinutes: September 15, 2020: Regular board meetingLibrary performance & activity measures: September 2020 | |

- **Financial reports**
Claims: September 2020
YTD report: September 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"> • Central Library main floor remodel – Rebecca Judd, Director and staff • Barkley Licensing Agreement – Rick Osen, Board Chair 	
	Time check: 4:13
8. Annual Action Plan 2020 update	15 min
<ul style="list-style-type: none"> • Rebecca Judd, Director 	
9. Budget update	5 min
<ul style="list-style-type: none"> • Rebecca Judd, Director 	
	Time check: 4:33
10. Fundraising discussion	20 min
<ul style="list-style-type: none"> • Rick Osen, Board Chair & Rachel Myers, Board Vice-Chair 	
11. New business	5 min
12. Action items for next meeting	2 min
	Time check: 5:00
13. Executive Session	
<ul style="list-style-type: none"> • To determine Trustee recommendation to Mayor 	
14. Adjourn	

Next Regular Library Board Meeting: Tuesday, November 17, 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.



Oregon

Kate Brown, Governor



State Library
of Oregon

Contact: Jennifer Patterson
State Librarian
503-378-4367
jennifer.l.patterson@state.or.us

250 Winter St. NE
Salem, OR 97301
503-378-4243
Fax 503-585-8059
www.oregon.gov/library

October 5, 2020

Updated Advice on Handling Library Materials during COVID-19 Pandemic

In response to questions received from local libraries, the State Library of Oregon sought the advice of experts from the Oregon Health Authority (OHA) on how to handle and circulate library materials safely during the COVID-19 pandemic. Those questions arose as libraries independently interpreted the results of the REOpening Archives, Libraries, and Museums (REALM) project, which studied the viability of the novel coronavirus on surfaces typically found on circulating library materials. The REALM project's intent is to provide information, not to give specific recommendations on materials handling.

OHA staff reviewed the results of tests 1-4 of the REALM project, together with studies and commentary from other experts analyzing the ongoing COVID-19 pandemic. Staff reviewing the information included Deputy State Epidemiologist Ali Hamade, PhD, DABT; Public Health Physician Claire Poche, PhD; Public Health Physician Ann Thomas, PhD; and other analysts from the Oregon Health Authority. Below is Dr. Hamade's response to the State Library's inquiry. Italics added.

“We considered the testing results, the [commentary in The Lancet](#), and some of the studies cited therein and came to the conclusion that an overnight quarantine period of materials is likely sufficient and 24 hours is even more precautionary. This would be ideally combined with advice to library workers to wash hands with soap and water regularly especially if they are prone to touching their faces.

For this conclusion, we accounted for almost complete virus loss of viability within 1-6 days in the REALM studies despite the high amounts of viable virus used that are not reflective of most real-life scenarios.

With that in mind, when considering the relatively low amount of virus transferred to a surface, how much virus becomes nonviable within a day, how much the next person picks up, and how often they touch eye/nose/mouth, our conclusion of quarantine between overnight and 24 hours is reasonable.”

The State Library of Oregon cultivates, preserves, and delivers library and information services to foster lifelong learning and community engagement.

This advice may differ from libraries' current practices, which are informed by individual interpretations of the REALM results, analysis of other research, and consultation with local public health professionals. OHA's recommendations are intended to assist libraries in making local decisions about handling and circulating materials safely. As such, the State Library recommends that libraries do the following:

- Compare above OHA's advice to current practice. Note how implementing the recommendations may change workflows, if at all.
- Share this information with library staff, decision makers, local health departments, and anyone else involved in establishing the library's pandemic protocols.
- Discuss the recommendations and determine if any changes to current practice are warranted, based on local situations and needs.

As Dr. Hamade noted, libraries can continue helping mitigate the spread of novel coronavirus by adopting policies and procedures to encourage pandemic best practices:

- Wearing masks/face coverings,
- Washing or sanitizing hands frequently,
- Avoiding touching one's eyes/nose/mouth, and
- Maintaining at least 6 feet of physical distance from others.

Libraries seeking further information and support to respond to the pandemic may access the State Library's page on COVID-19 information for Oregon libraries at <https://libguides.osl.state.or.us/coronavirus>. Questions may also be directed to Buzzy Nielsen, Program Manager for Library Support and Development Services, at buzzy.nielsen@state.or.us or 971-375-3486.



**Regular Meeting of the Library Board of Trustees
Tuesday, September 15, 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, Rachel Myers, Rebecca Craven, Jim McCabe and Vernon (Damani) Johnson

Library Staff: Rebecca Judd, Jennifer Vander Ploeg, Katie Bray, Deborah Brewer 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 3:32 p.m. by Chair Rick Osen.

Approve/modify agenda: Rick noted that Forrest is listed as #7 on the agenda, but we will proceed with his presentation whenever he joins the meeting. Rebecca Craven moved to approve the agenda. Rachel Myers seconded. Motion carried.

Public comment: No comments.

Consent agenda: Rachel Myers moved to approve the August 18, 2020 Regular meeting minutes and the August 2020 performance and activity measures and financial reports. Rebecca Craven seconded. Motion carried.

Board Chair report: Rick reported that he and Rebecca met with Andy Asbjornsen, Finance Director, Forrest Longman, Deputy Finance Director, and Brian Heinrich, Deputy Administrator, about the 2021 budget. It was clarified that any funds we have left over at 2020 year-end will be returned to the General Fund. The Mayor will present the 2021-2022 budget to Council on October 1. It was noted that, though this is a biennium budget, 2021 will be thought of as a one-year budget as adjustments are anticipated for 2022. The City is going into 2021 with healthy reserves which will help the City navigate through the current crisis. Rick and Rebecca are scheduled to meet with the Mayor on Thursday, October 1.

Rick congratulated Damani on being awarded Whatcom Peace and Justice Center's 2020 Rosemary and Howard Harris Lifetime Peace Award. The Award Ceremony honoring Dr. Johnson will be online at 6 p.m. on Saturday, September 19 (See Attachment #1 for the 17th

International Day of Peace flyer which lists activities from Friday, September 18 – Monday, September 21. See, also, Attachment #2 for the Lifetime Peace Award announcement. All attachments are located at the end of the minutes).

Board member reports: Damani shared that the League of Women Voters is collaborating with the Ralph Munro Institute for Civic Education and the Whatcom Museum on a panel series on the 19th Amendment 100th anniversary. Details can be found at: [League of Women Voters Centennial Celebration: Looking Back, Moving Forward](#)

Rachel reported that Whatcom Community Foundation has had two interactions this past week for two estate plans gifting Bellingham Public Library.

City Council liaison report: Hollie reported that City Council had a jam-packed day yesterday – there were good conversations on many important subjects. Further information can be found at: [City of Bellingham Meetings](#)

Friends of BPL report: Faye shared that the Friends aren't in the library, but they are still working for the library. In cooperation with the Food Bank, 2080 children's books were distributed. The books were well received and appreciated by the community. The Friends plan to do this again once they have gathered more books. They are also working to increase membership as a way to support the library.

Library Director report: Rebecca congratulated the Friends on their collaboration with the Food Bank and Damani for the good work he has done in the community earning him the Lifetime Peace Award.

Rebecca announced on October 16 we will be welcoming Annette Bagley as the new Head of Community Relations. Annette will be introduced at the October 20 board meeting. Rebecca thanked Rebecca Craven, Bethany Hogle and Mary Vermillion from WCLS for their help with the interview process. Annette has a wealth of communications experience, most recently with Whatcom Tourism.

Rebecca reported we just learned of a \$5,000 Haggen grant to support the Library's Anti-Racism Always Available digital materials. Rachel Myers wrote the successful grant on behalf of the Library and Whatcom Community Foundation.

Rebecca mentioned the photograph, in the Director's Report, of the boxes of books that have been gathered for the reading nook at Base Camp.

Phase 2 update: Rebecca reported that the last few days have been overshadowed with poor air quality. We closed at 2:15 p.m. on Monday due to smoky conditions. With the remodel, the main floor windows have been open. Public Works is working on recirculating air through a filter. Staff are on standby or working from home today. Staff will be in the building beginning Wednesday to process check-in and holds, but curbside service has been suspended through Friday as the front door also creates air quality issues.

City Revenue Forecast: Forrest Longman, Deputy Finance Director, shared a section of the PowerPoint presentation he gave to City Council a few weeks ago, highlighting relevant

forecast statistics on a national, state and local level (see Attachment #3 for Finance Update Expenses through July 2020 & Revenue Forecast):

- Slide 12: Unemployment Rate: after peaking, then falling, unemployment rates appear to be leveling off at about 10%.
- Slide 13: Federal Stimulus Drove Consumer Spending: personal income hit record highs in April, but the supplemental unemployment benefits ended on July 31 with a resulting drop in consumer spending.
- Slide 14: Retail Sales and Food Service: sales took a deep dive from January to April (especially locally), followed by recovery and leveling off in July.
- Slide 15: Retail Sales by Sector, Bellingham vs. Nation: this slide provides a year over year change view for a variety of retail sectors.
- Slide 16: Sales Tax Comparison to 2019 with Projection: this forecast assumes we do not move into Phase 3; graph shows a steep decline from January to April, followed by gains and a projected leveling off below 2019 revenues.
- Slide 17: Local Tax Source Comparison: two pie charts showing the breakdown of Business & Occupation Tax and Sales & Use Tax.
- Slide 18: General Fund Forecast: while early months of 2020 exceeded budget forecast expectations, by mid-July we are down 8% from the adopted budget forecast – a \$7 million shortfall.
- Slide 19: General Fund/Other funds detail: Other funds impacted – Street, TBD, Tourism, Parking – face a shortfall of nearly \$3.5 million.
- Slide 20: General Fund Unrestricted Reserve Impact: the plan is to balance expected revenue shortfalls with \$7 million from reserves, 5% salary savings including frozen non-essential positions and holding off resolution of the JC Penny building.
- Slide 21: Budget Timeline:
 - October 1: Budget delivered to Council
 - October 12: Budget introduction
 - October-November: Budget work-sessions
 - November 9: 2021-2022 Revenue Forecast
 - November 23: Council Adopts Property Tax Ordinance
 - December 7: Introduce Budget Ordinance
 - December 14: Council Adopts Budget

Jim noted that Western is holding a webinar concerning the Whatcom County forecast on Friday, September 18 at 10:00 a.m.

Facilities update:

- Barkley Branch update: City Attorney James Erb has reviewed the Barkley Lease Agreement. Jim pointed out an inconsistency between Section 6 Repairs and Maintenance which states if something breaks, we tell Barkley, they fix it, then we reimburse them and with Exhibit B Rules and Regulations, which states we are responsible for all repairs and maintenance within the premises. Rebecca will clarify with Barkley about this.
- Central remodel: Rick reported a revised timeline projects near-completion at the end of February.

Jen screen-shared pictures showing the progression of the remodel (See Attachment #4 for Highlights from the Main floor remodel).

Board Trustee recruitment update: Rick announced we are accepting applications through October 1. Rachel added that she was recruited, so suggested Trustees feel free to approach people who might be a good fit, adding that this is a dream volunteer opportunity for someone who loves the library.

Rick, Rebecca and Rebecca Craven will review the applications and an Executive session will be held following the October board meeting to determine a recommendation for the Mayor.

Other: Jim thanked the staff for doing great work in difficult conditions.

New Business:

- Fundraising discussion with Rachel Myers will be scheduled for October board meeting.

Action items for next meeting:

- Welcome to Annette Bagley, Head of Community Relations
- Phase 2 update
- Facilities update
- Fundraising discussion
- Executive session to determine Trustee recommendation to Mayor

Meeting adjourned at 4:27 p.m.

Next Regular Library Board Meeting – October 20, 2020 – Zoom meeting – 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

Attachments:

- Attachment #1: 17th International Day of Peace flyer
- Attachment #2: Lifetime Peace Award announcement
- Attachment #3: Finance Update Expenses through July 2020 & Revenue Forecast
- Attachment #4: Highlights from the Main floor remodel

NO JUSTICE NO PEACE

17th INTERNATIONAL DAY OF PEACE

Weekend Program

Fri. 18th

- 12-4pm Silent Auction Pop Up @ Holly St Plaza
Bid early online to get a head start at [accelevents.com/e/idp2020](https://www.accelevents.com/e/idp2020)
If you join us in person, please wear a mask!
- 6pm IDP Opening Video: Online (on our newsletter, website, facebook and youtube)
- Take Out for Peace from: Guud Bowls - All Day, 10% of the day's profits benefit the WPJC!

Sat. 19th

- 6pm Rosemary & Howard Harris Lifetime Peacemaker Award Ceremony honoring Dr. Damani Johnson: Online (on our newsletter, website, facebook and youtube)
 - Watch Dr. Johnson's Acceptance Speech
 - Learn the history of WPJC and why we're renaming the Award
- Take Out for Peace from: Ambo Ethiopian Cuisine - All Day, 10% of the day's profits benefit the WPJC!

Sun. 20th

- 6pm No Justice No Peace - Keynote Speakers: Online (on our newsletter, website, facebook and youtube)
 - 6-6:30pm Pre-show: Recap of the Weekend
 - 6:30-8pm Walidah Imarisha & Aaron Dixon keynote dialogue
- Take Out for Peace from: Brandywine Kitchen - All Day, 10% of the day's profits benefit the WPJC!

Mon. 21st

- 5pm Premiere of 'We Are Many', a film about the story behind the 2003 anti-Iraq War global protests. 40% of ticket's sale help support the WPJC!
- Take Out for Peace: last day to order Wine from One Hope Wines at <https://www.onehopewine.com/event/60322> (Shipping anywhere in the country!)
- 6pm Wine Tasting Live on facebook with WPJC team and One Hope's local Cause Entrepreneur, Derrick Watson.

17th INTERNATIONAL DAY OF PEACE (VIRTUAL VERSION!)

**2020 ROSEMARY AND HOWARD
HARRIS LIFETIME PEACE AWARD**



DAMANI JOHNSON



Finance Update

Expenses through July 2020 & Revenue Forecast



Revenue Bond Refunding

- Refunding 2011, 2012 and 2013 Revenue Bonds (not 2015)

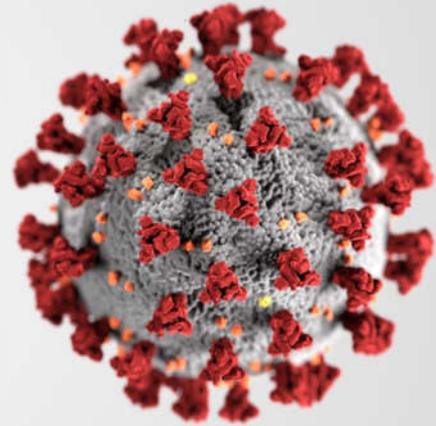
Name of issuance/purpose	Original issue amount	Issue date	Maturity date	Interest rates	Debt outstanding
Business-type activities					
11 Water/Sewer system improvements	\$ 42,655,000	09/27/11	08/01/41	2.00 - 5.00%	\$ 38,485,000
12 Water/Sewer Rfdg 04 bond system imprvmts	3,275,000	03/29/12	08/01/24	2.00 - 4.00%	1,820,000
13 Water/Sewer system improvements	15,785,000	08/27/13	08/01/43	4.25 - 5.00%	15,570,000
15 Water/Sewer Rfdg 06 bond system imprvmts	4,035,000	11/10/15	08/01/26	2.17%	2,861,000
Total revenue bonds outstanding	\$ 65,750,000				\$ 58,736,000

- Aa2 Bond rating from Moody's
- Net Present Value savings of \$12,887,735
- Average annual savings of approximately \$735,000

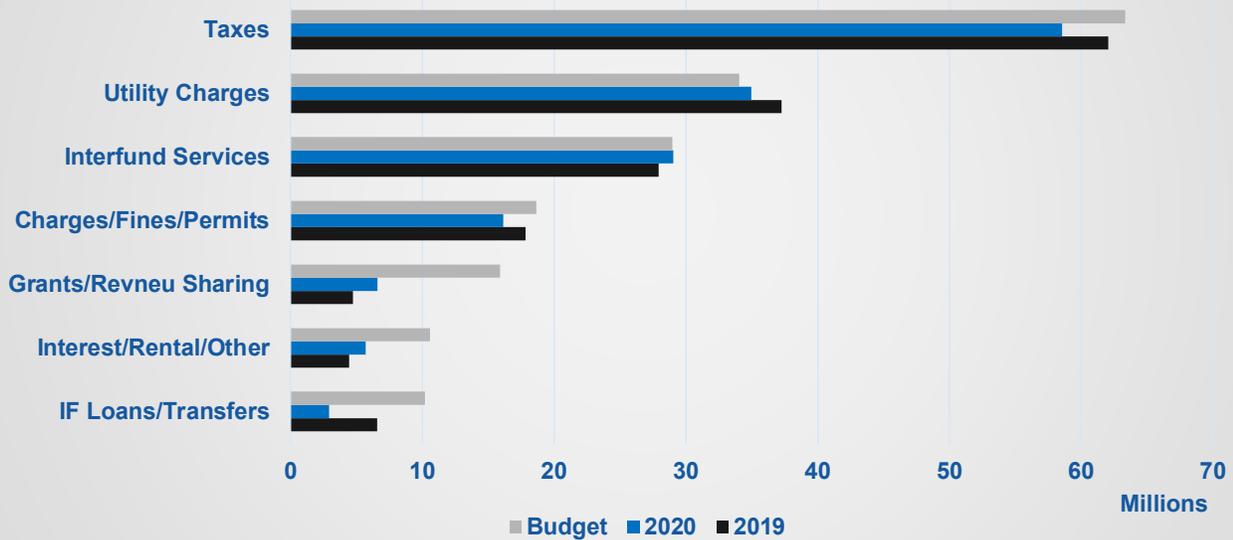
COVID-19 Expenses

- Citywide - \$2,100,000
 - Salaries & Benefits - \$889,000
 - It Equipment & Software - \$378,000
 - PPE & Supplies - \$350,000
 - Base Camp - \$330,000
 - Sick Leave - \$140,000

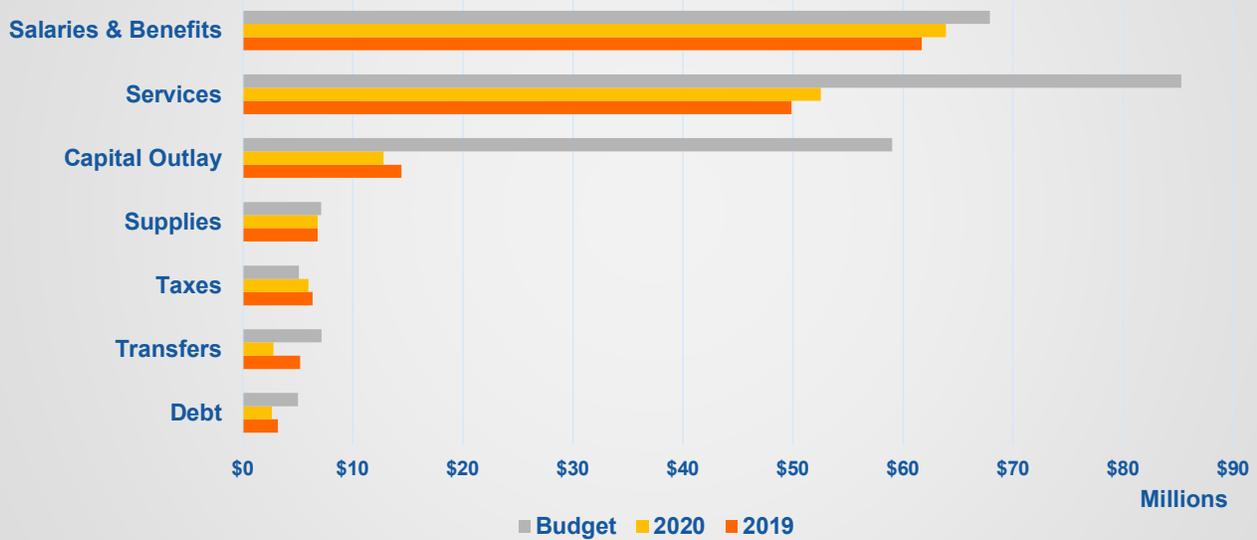
- OEM (Office of Emergency Management)
 - Salaries & Benefits - \$552,000
 - OEM Employees - \$138,700
 - Reassigned Personnel - \$413,400



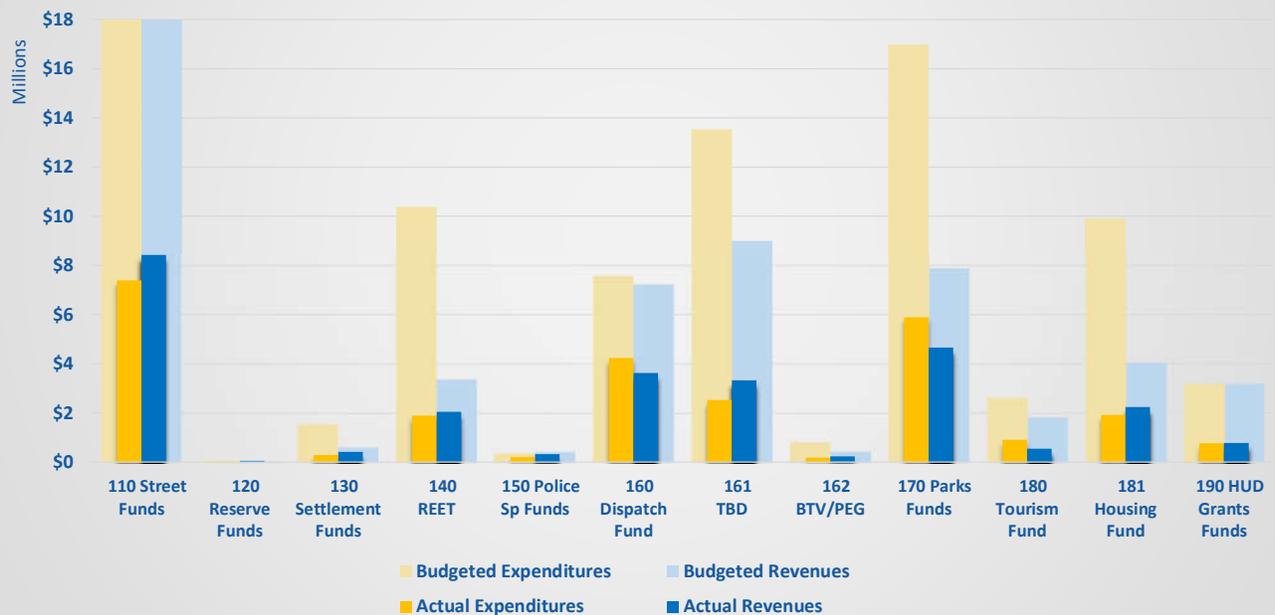
Citywide Revenues - \$154 M



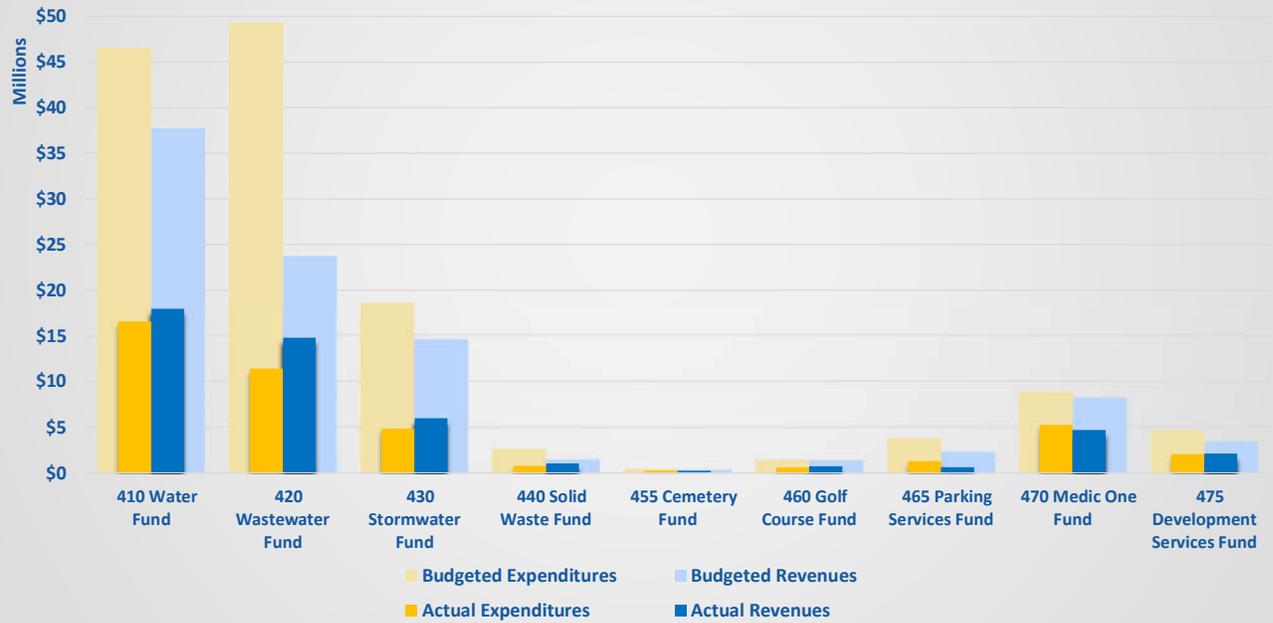
Citywide Expenses - \$147 M



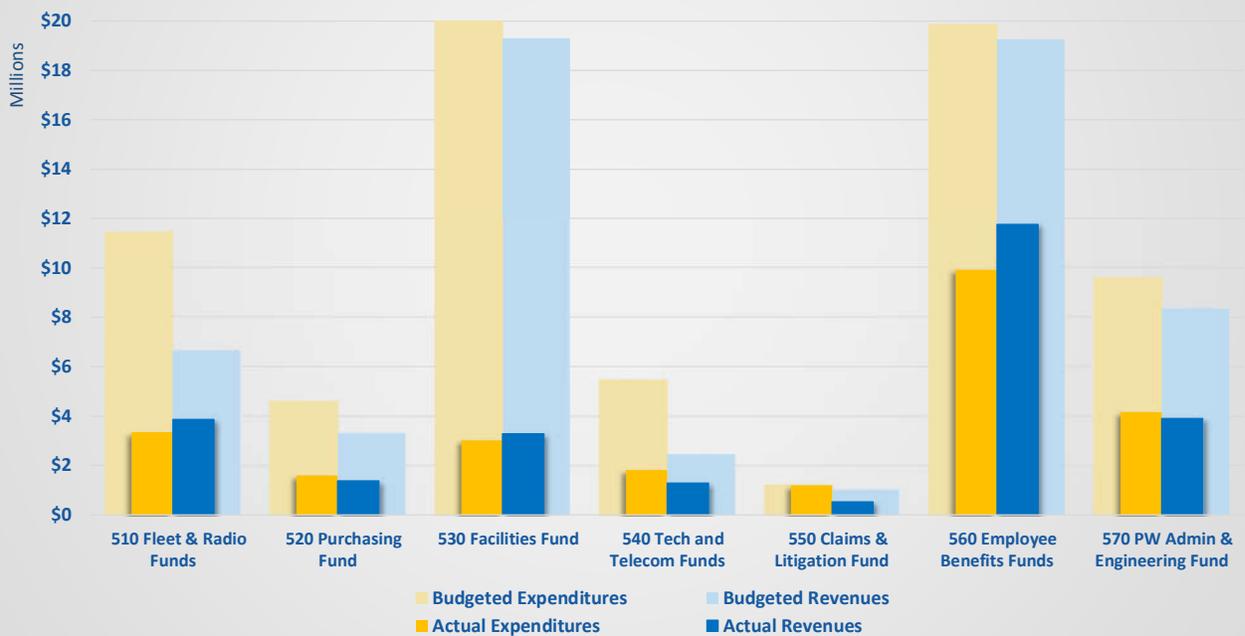
Special Revenue Funds



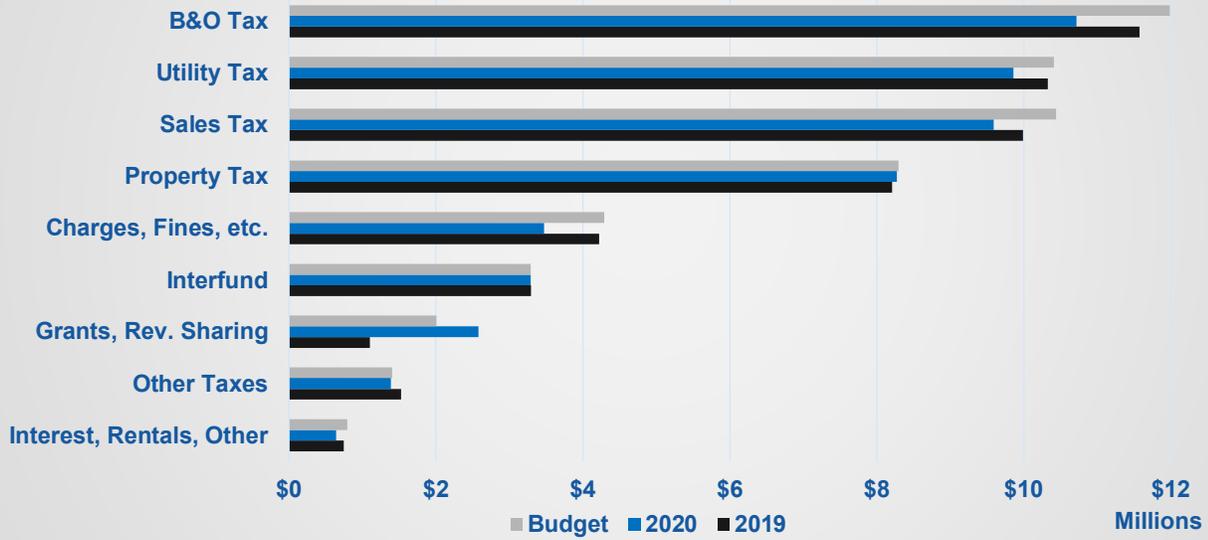
Enterprise Funds



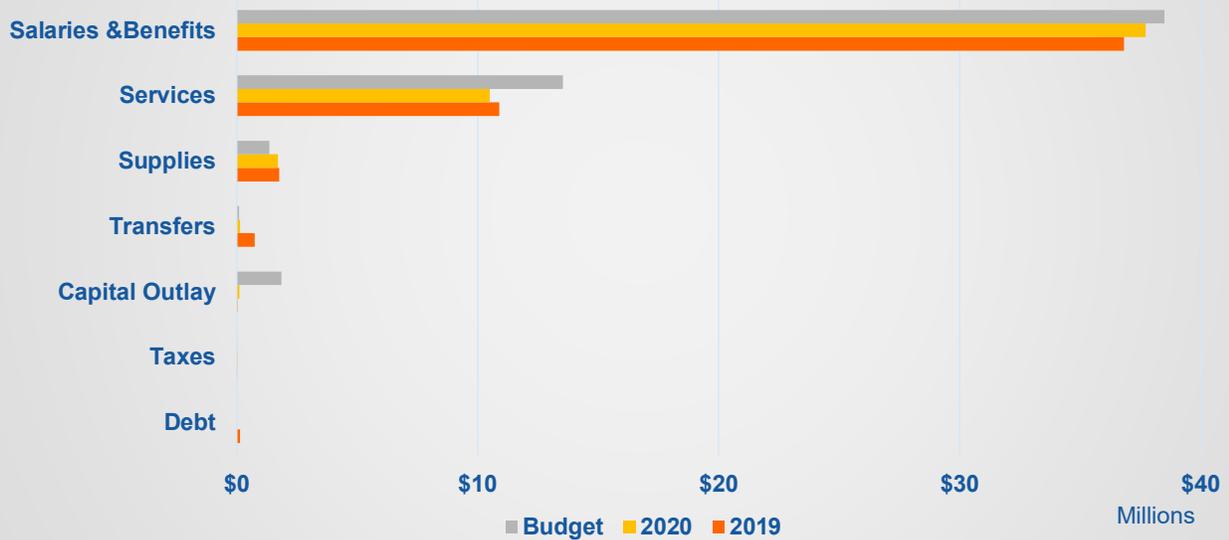
Internal Service Funds



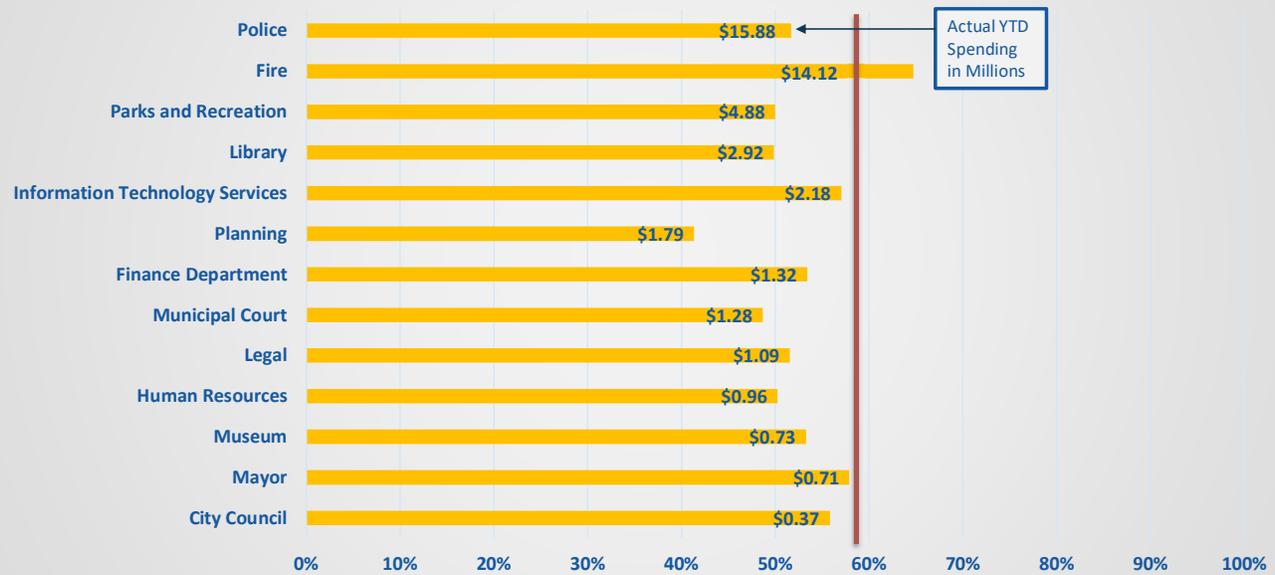
General Fund Revenues - \$49.8 M



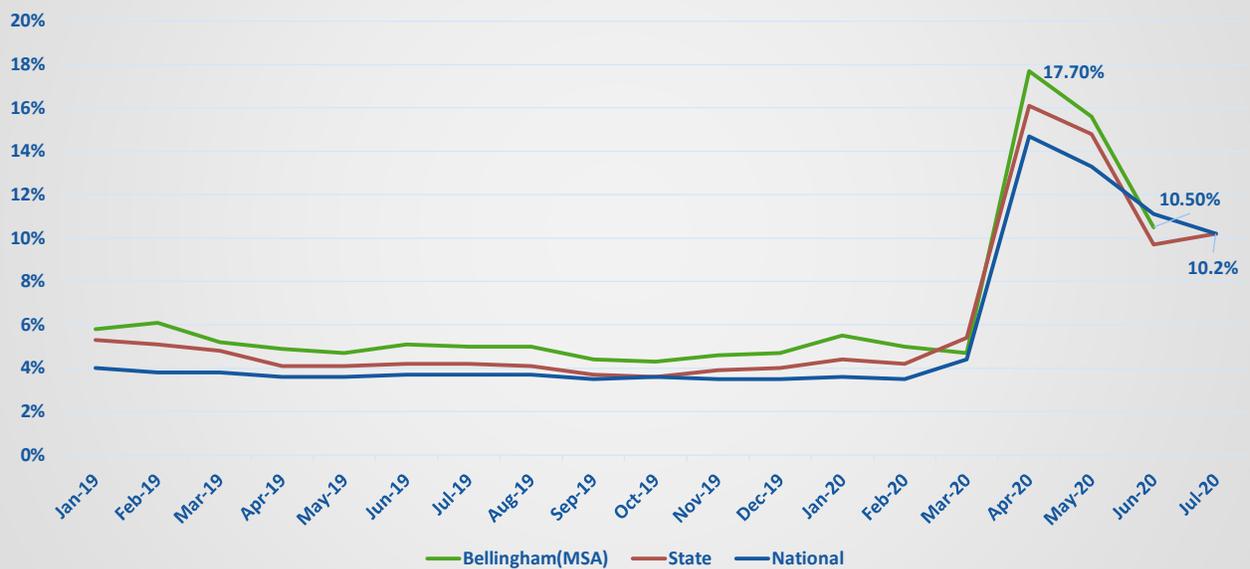
General Fund Expenditures - \$50.2 M



General Fund - % of Budget Spent by Department

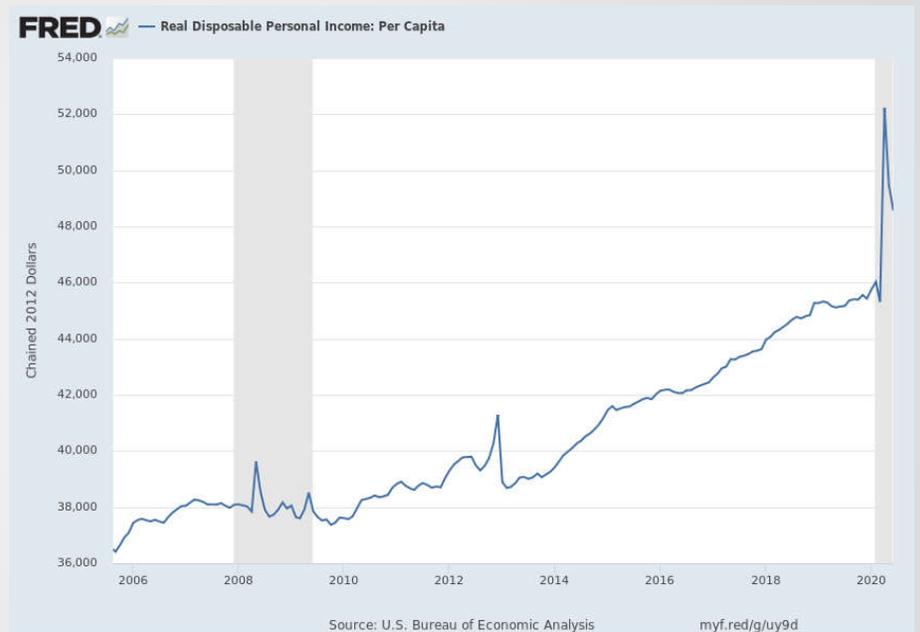


Unemployment Rate Falling?



Federal Stimulus Drove Consumer Spending

- Stimulus checks and \$600 a week supplemental unemployment benefits distributed \$540 billion to consumers
- Personal income hit record highs in April
- Supplemental unemployment benefits ended on July 31.

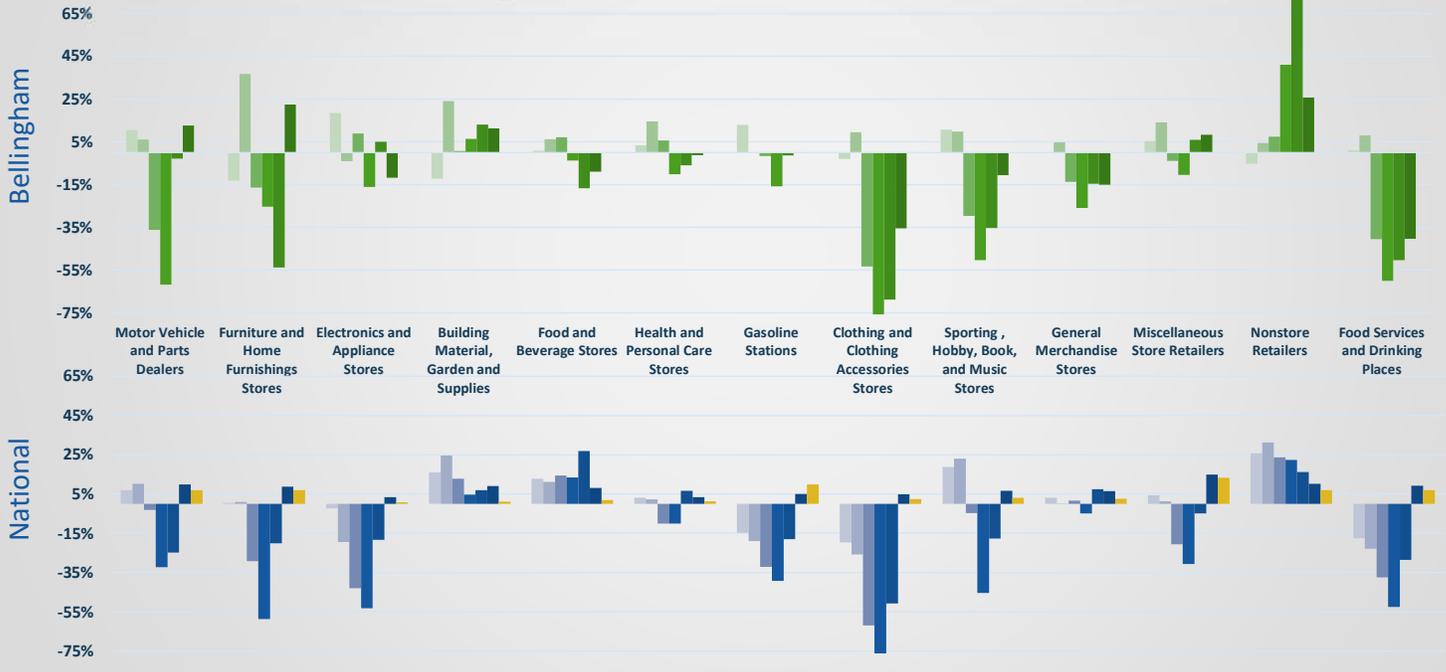


Retail Sales and Food Service

- Bellingham had deeper reduction and hasn't recovered as much – likely due to Washington's COVID response.
- To what extent was stimulus driving the recovery in retail sales?
- Preliminary July data shows continued, if slowed, recovery



Retail Sales by Sector, B'ham vs. Nation



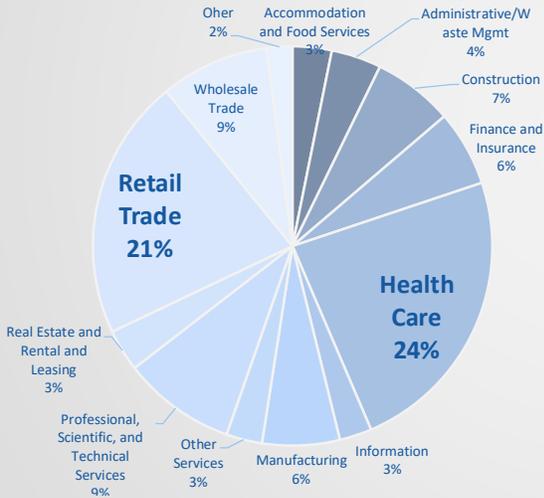
Sales Tax Comparison to 2019 with Projection

- Assumes equilibrium state in economic activity – holding at current activity level through the end of the year
- Guides B&O forecast – B&O filing deferrals have complicated establishing a trend for B&O
- Could improve if Whatcom County moves beyond Phase 2 – forecast assumes it does not.

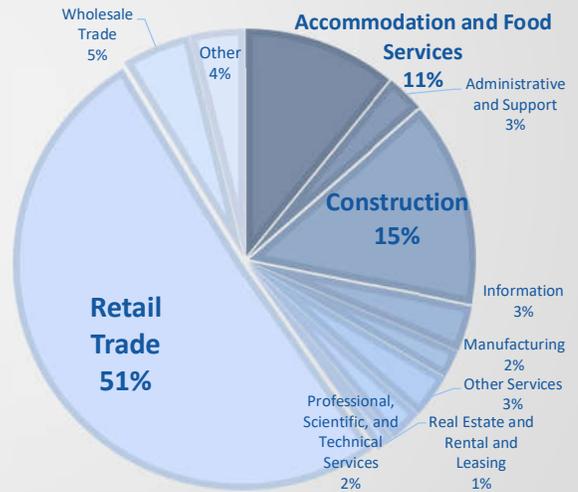


Local Tax Source Comparison

Business & Occupation Tax

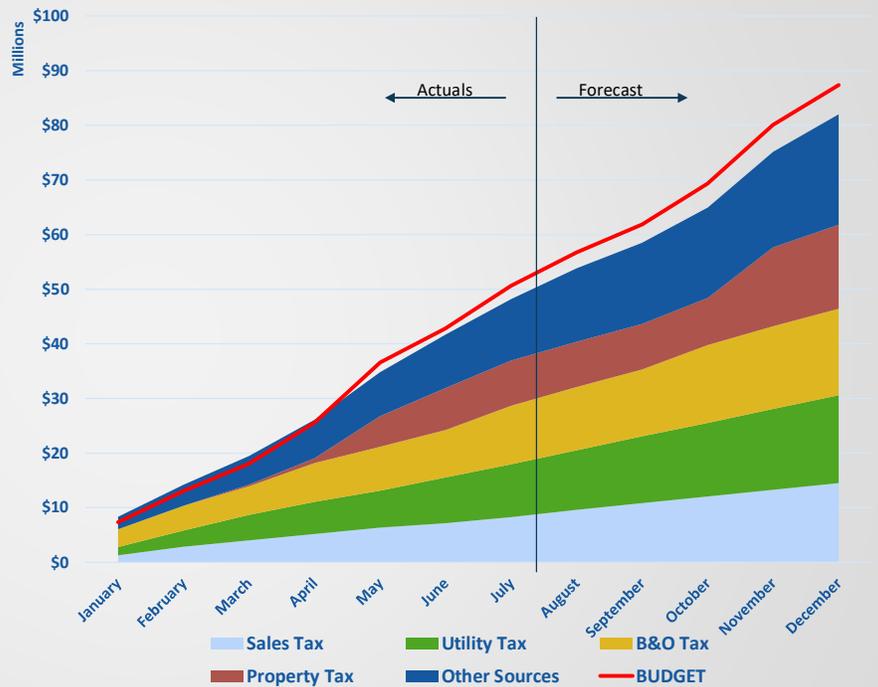


Sales & Use Tax



General Fund Forecast

- Minimal change from May forecast
- 8% less revenue from adopted budget forecast - \$7 million shortfall
- Early months exceeded expectations



General Fund Detail

Other funds face shortfalls

- All sales tax reliant sources are seeing revenue shortfalls. This is not impacting current year projects.
- Tourism and parking remain heavily impacted. Parking is no longer expect to need General Fund support.
- Minor funds across the City are also impacted.

	Change from Budget	Percent Change
General Fund		
Property Tax	-	
Sales Tax	(1,445,454)	-9%
B&O Tax	(2,232,066)	-13%
Utility Tax	(919,984)	-6%
Other GF	(2,541,935)	-50%
SubTotal Net GF Change	(7,139,440)	-8.08%
Other Funds Impacted		
Street (Sales Tax)	(891,363)	-9%
TBD (Sales Tax)	(612,163)	-9%
Tourism	(884,159)	-47%
Parking	(1,066,212)	-46%
SubTotal Net Other Funds Change	(3,453,898)	
Total Major Revenue Reduction	(10,593,337)	

19

General Fund Unrestricted Reserve Impact

- JC Penny project is unlikely to be resolved before the end of the year.
- Salary savings includes frozen non-essential positions – this is subject to increase as vacancies occur.
- Expect *additional* savings as all departments are trying to reduce spending beyond requirements
- 2019 Fire Overtime will likely add additional expense

2020 Beginning Unrestricted Reserve	16,500,000
<i>Budgeted Revenues</i>	88,695,946
Projected Revenue Reduction	(7,139,440)
Projected Revenues	81,556,506
<i>Budgeted Expenditures</i>	94,013,446
Projected Savings	
JC Penny Building	(2,135,000)
5% Salary Savings	(3,350,000)
Projected Budgeted Expenditures	88,528,446
<i>Use of Reserve</i>	(6,971,940)
2020 Proj. Ending Unrestricted Reserve	9,528,060

20

Budget Timeline

- October 1st: Budget delivered to Council
- October 12th: Budget introduction
- October – November: Budget work sessions
- November 9: 2021-2022 Revenue Forecast
- November 23: Council Adopts Property Tax Ordinance
- December 7: Introduce Budget Ordinance
- December 14: Council Adopts Budget



Questions?

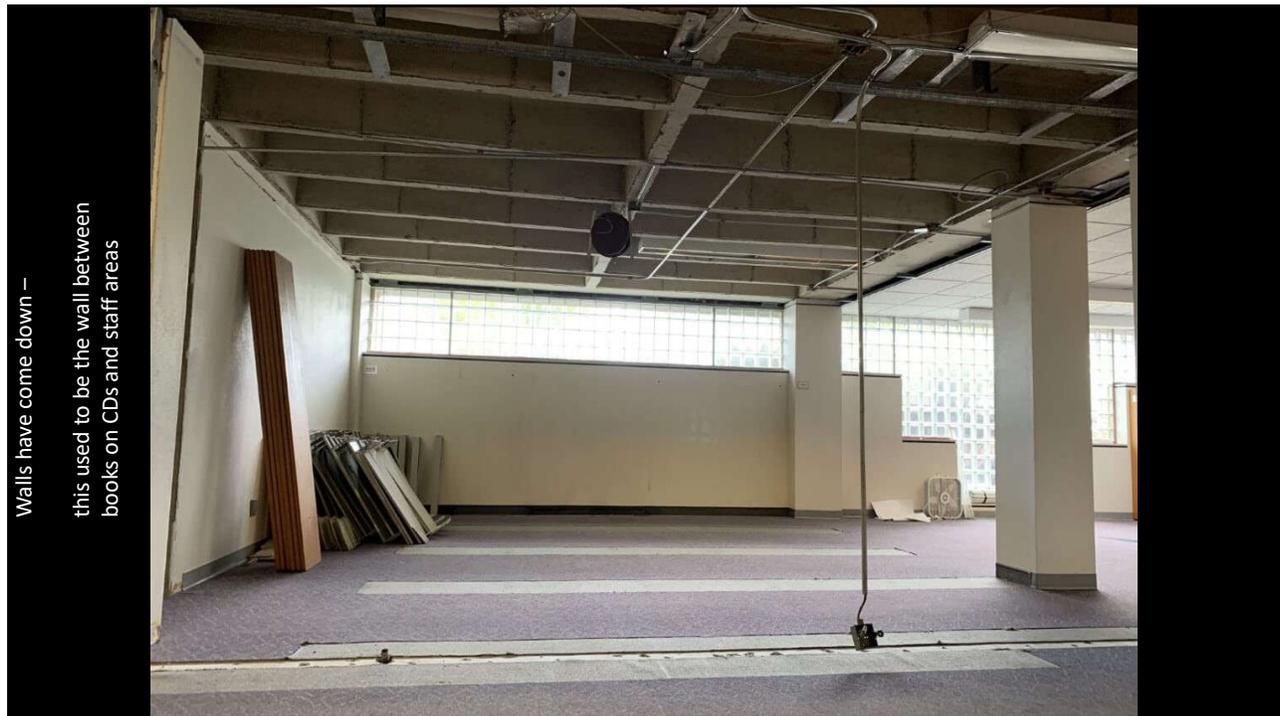
Presentation and additional reports available at:
<https://www.cob.org/gov/dept/finance/pages/reports.aspx>



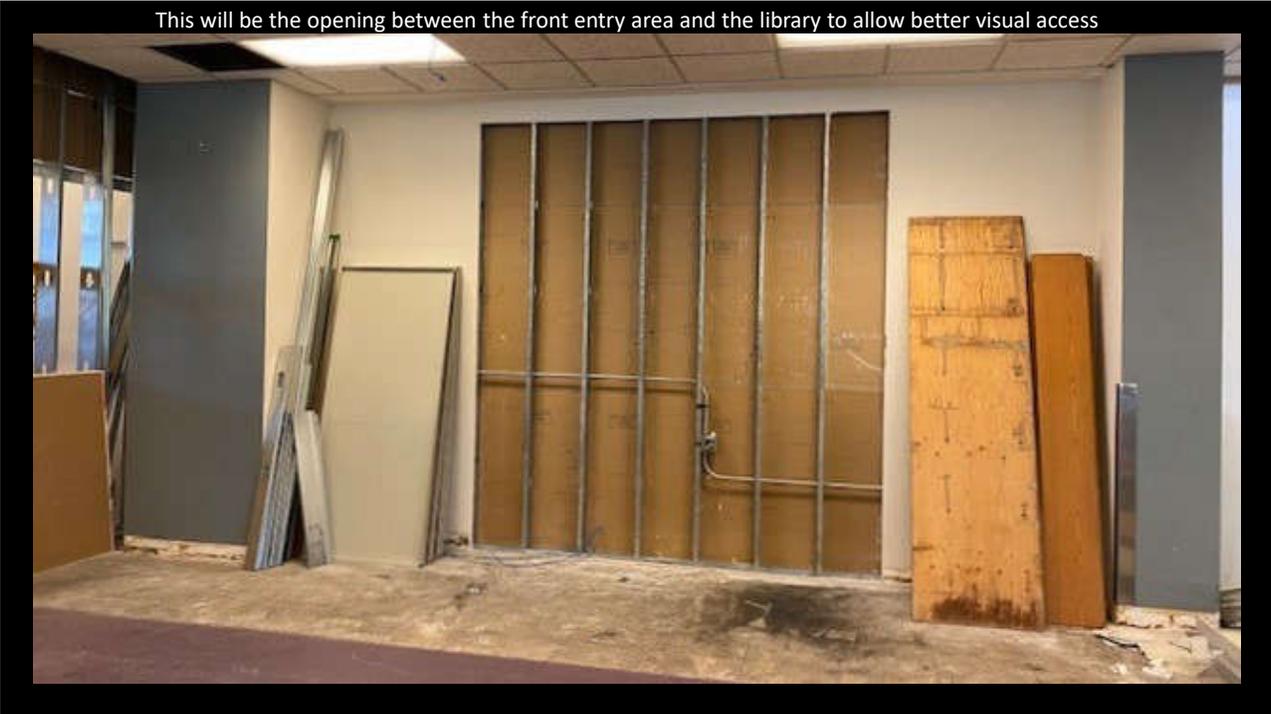
Highlights from the Main floor remodel

- Changes from last month's update are not as visually dramatic
- As with any renovation, when walls come down discoveries are made
- Some of these discoveries have necessitated adjusting the layout/ design as well as the work that needs to be done

1



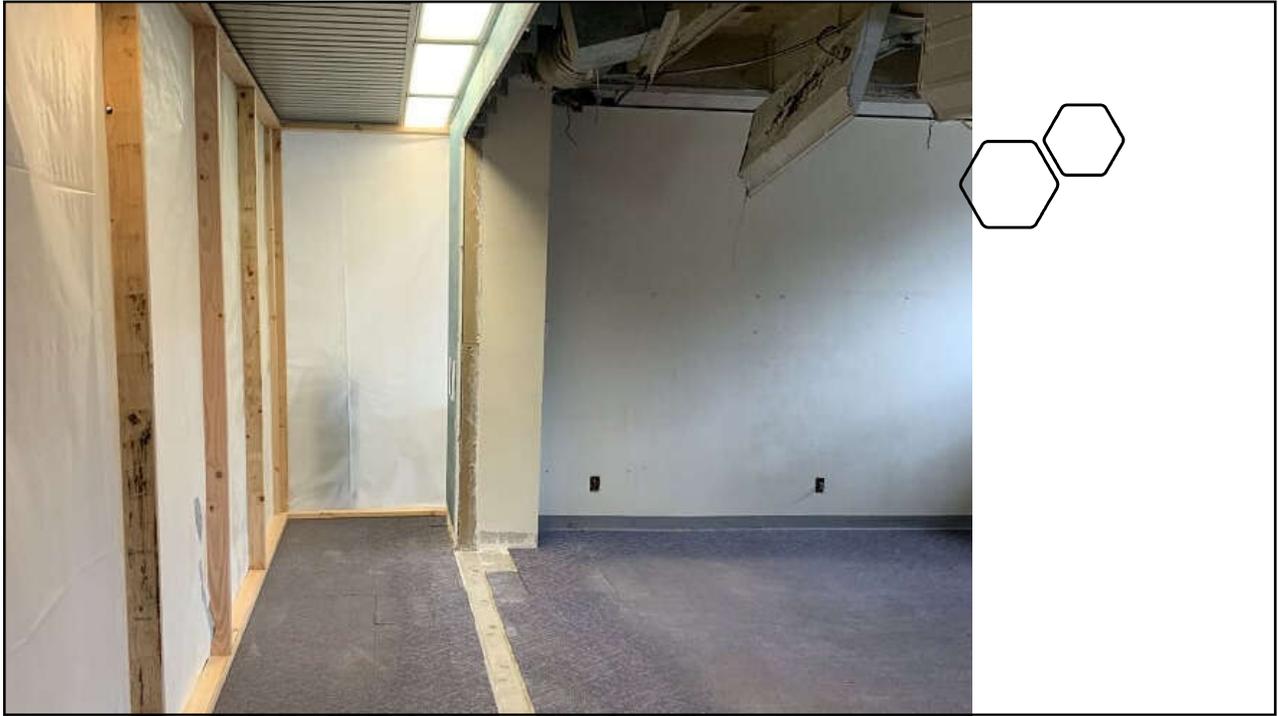
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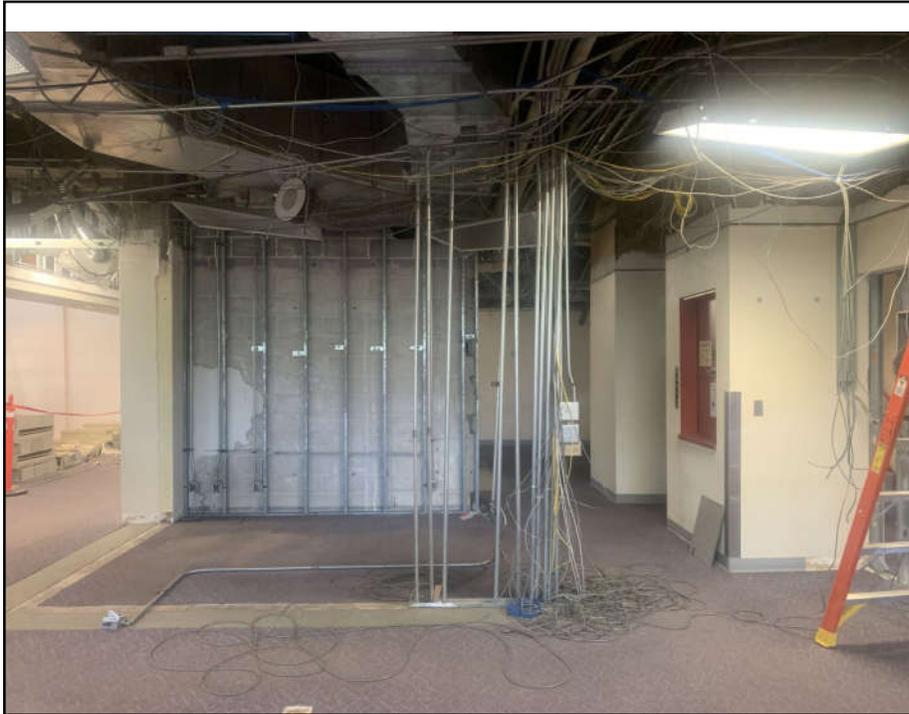


5



Our largest "discovery" so far..... In the middle of our public computing space

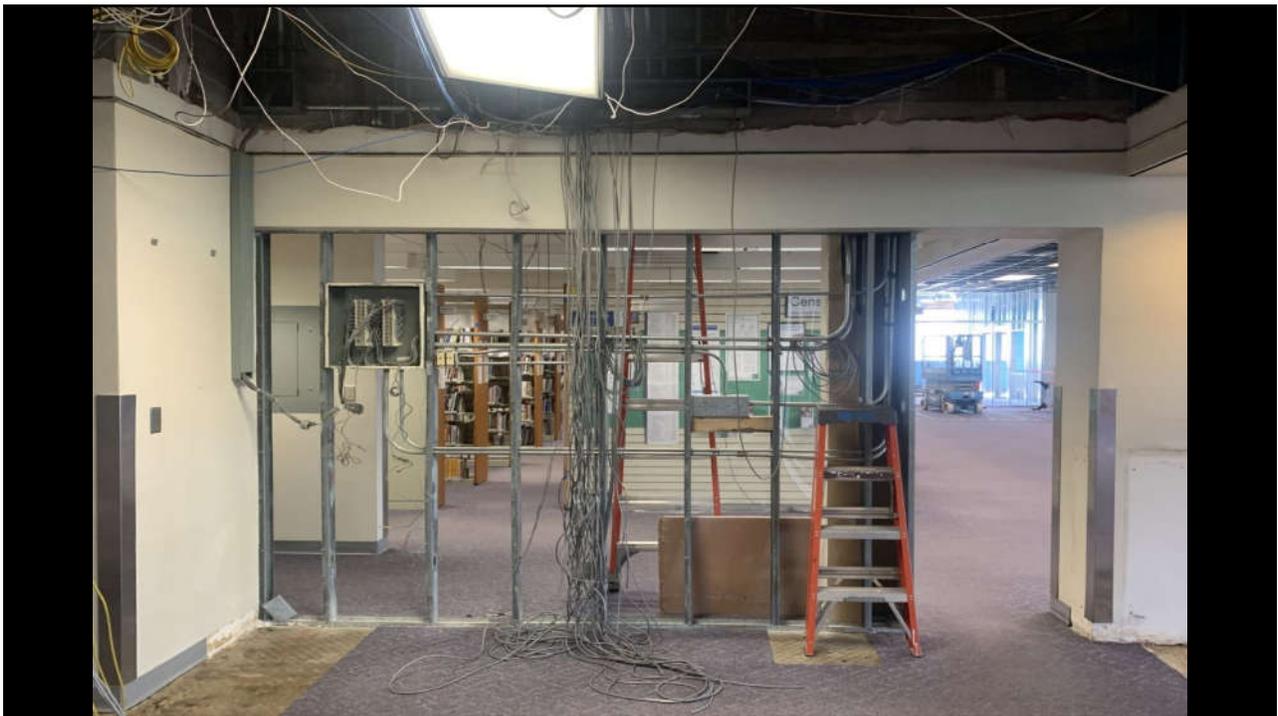
6



And we've found wires and cables..... many generations of wires and cables.

I believe the yellow ones are in use!

7



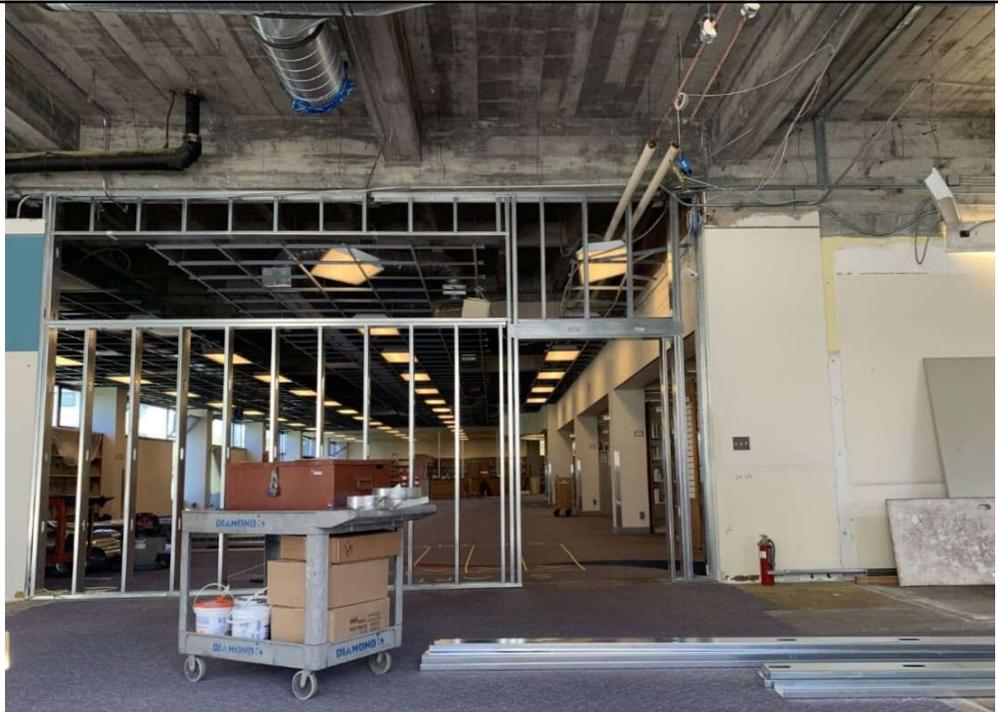
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But we also have new walls –
Main floor restrooms are framed



9

The new wall to close off the west end of the building,
creating the new staff work area

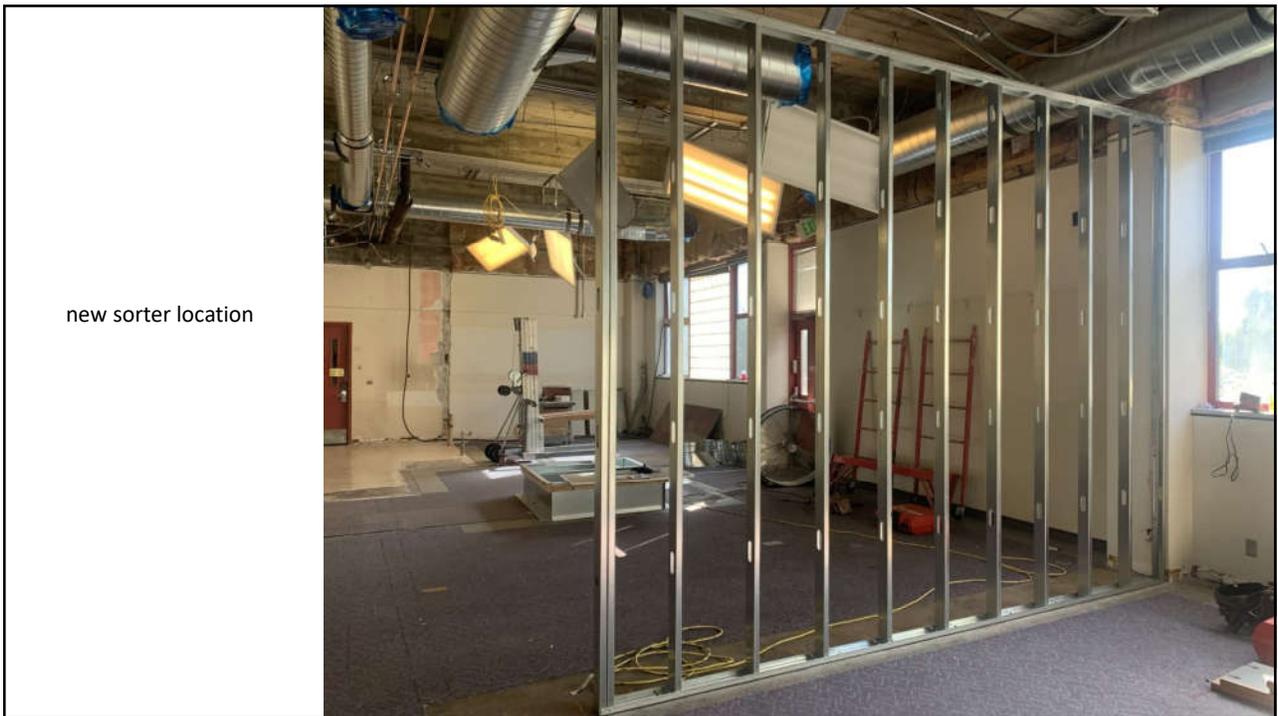


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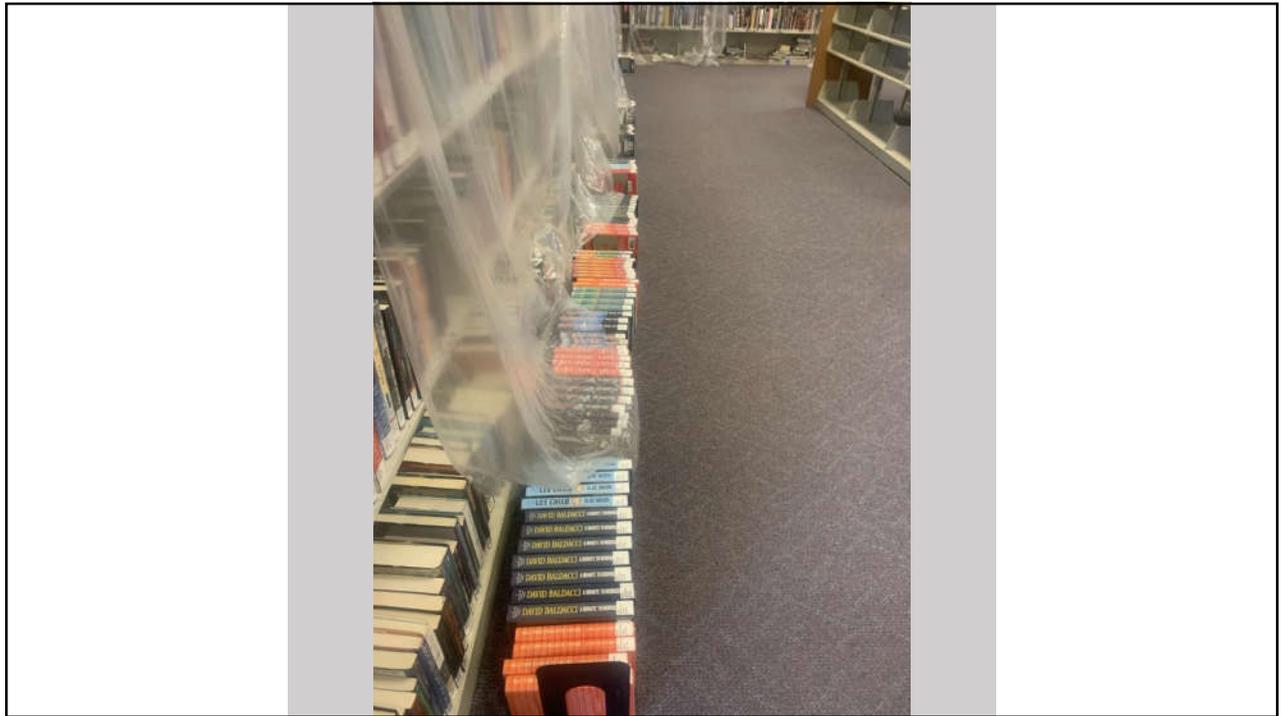
New offices framed in the west end of the building

11



new sorter location

12



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**Bellingham Public Library
Performance & Activity Measures, 2020**

			Year to Date		% of change YTD
	September-20	September-19	2020	2019	
Holdings - Number of materials in the library's collection					
Physical copies added to the collection	1,758	2,838	16,266	22,780	-28.60%
Electronic copies added to the Consortium collection by BPL	263	164	1,414	916	54.37%
Physical copies withdrawn from the collection	(4,851)	(10,619)	(23,697)	(17,004)	39.36%
Total physical holdings			175,422	187,768	-6.58%
Total electronic holdings in Consortium available to BPL			101,512	96,749	4.92%
Total Holdings (Physical and Electronic)			276,934	284,517	-2.67%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity					
Central Library					
Adult	32,950	56,543	277,317	517,427	-46.40%
Youth	26,651	46,853	223,714	428,935	-47.84%
Sub-Total Central	59,601	103,396	501,031	946,362	-47.06%
Fairhaven Branch					
Adult	3	7,078	23,058	65,530	-64.81%
Youth	3	3,058	8,549	25,018	-65.83%
Sub-Total Fairhaven	6	10,136	31,607	90,548	-65.09%
Barkley Branch					
Adult	4	5,530	18,242	50,255	-63.70%
Youth	8	4,249	12,478	33,916	-63.21%
Sub-Total Barkley	12	9,779	30,720	84,171	-63.50%
Bellingham Technical College					
Adult	0	12	141	537	-73.74%
Youth	0	2	51	101	-49.50%
Sub-Total BTC	0	14	192	638	-69.91%
Whatcom Community College					
Adult	0	99	968	2,748	-64.77%
Youth	0	22	281	856	-67.17%
Sub-Total WCC	0	121	1,249	3,604	-65.34%
Western Washington University					
Adult	0	312	1,450	4,302	-66.29%
Youth	0	224	968	2,342	-58.67%
Sub-Total WWU	0	536	2,418	6,644	-63.61%
Online Services					
Kanopy	1,872	702	14,762	2,313	
WA Anytime Library Overdrive	29,356	21,897	264,206	194,657	35.73%
RBdigital	3,828	2,416	30,046	21,060	42.67%
Sub-Total Online	35,056	25,015	309,014	218,030	41.73%
Total Circulation	94,675	148,997	876,231	1,349,997	-35.09%
Holds Activity					
Items placed on hold shelf	50,049	44,089	305,720	419,792	-27.17%
Services					
Persons Visiting - Number of persons counted as they enter the libraries or visit remote website					
Central Library					
Adult	0	38,705	101,447	356,979	-71.58%
Children's	0	9,547	25,134	97,564	-74.24%
Fairhaven Branch	0	6,751	16,695	61,267	-72.75%
Barkley Branch	0	4,896	10,936	42,645	-74.36%
Total Persons Visiting	0	59,899	154,212	558,455	-72.39%
Website Visits					
This count reflects number of visits to www.bellinghampubliclibrary.org					
Bibliocommons visits	9,445	12,134	84,159	110,330	-23.72%
This count reflects number of visits to Bibliocommons					
Total Website Visits	47,839	52,035	405,848	479,746	-15.40%
Computer Usage - Number of sessions					
Central Library					
Adult & Teen (30 terminals)	0	5,415	12,817	47,381	-72.95%
Childrens (3 terminals)	0	123	363	1,314	-72.37%
Fairhaven Branch (6 terminals)	0	519	1,193	4,731	-74.78%
Barkley Branch (4 terminals)	0	301	782	2,693	-70.96%
Total Computer Usage	0	6,358	15,155	56,119	-72.99%
New Borrowers Registered					
Central Library	1,409	2,074	3,651	5,575	-34.51%
Fairhaven Branch	0	53	130	459	-71.68%
Barkley Branch	0	50	93	307	-69.71%
Total New Borrowers Registered	1,409	2,177	3,874	6,341	-38.91%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs					
Programs	67	84	620	948	-34.60%
Attendees	717	1,905	16,124	22,762	-29.16%
Volunteer Hours	0	875	1,431	5,107	-71.97%

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 OCTOBER 20, 2020, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
Supplies		
Books; DVDs; supplies; headsets; Brawny wipes	Amazon.com	1,029.26
Books	Baker & Taylor	17,827.68
Books	Center Point Large Print	133.29
PPE supplies	City of Bellingham Warehouse	332.06
Printing	Copy Source	85.87
Water @ Central (two months)	Crystal Springs	116.32
Periodicals	Ebsco Subscription Services	(106.27)
Books	Gale	196.56
Notification software	Gravity Perks	49.00
DVDs, CDs, recorded books	Midwest Tape	7,862.19
Office supplies	Office Depot	168.75
eBooks, audiobooks	Overdrive Inc	5,413.88
Truck fuel	Reisner Distributor	40.42
Cares Act curbside bag purchases	Webstaurant	2,922.20
	SUPPLIES Sub Total	\$36,071.21
Other Services and Charges		
Book processing	Baker & Taylor	5,358.54
Banking & credit card fees	City of Bellingham Interfund	2.75
Computer replacement allocation	City of Bellingham Interfund	7,859.00
Facilities Services	City of Bellingham Interfund	50,571.10
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
Telecom Services	City of Bellingham Interfund	2,508.06
CD & DVD processing	Midwest Tape	1,021.08
Copier lease and copies	Oasys Inc.	785.77
ILL & tech services	OCLC	2,167.63
Barkley operating costs	Talbot Services LLC	533.33
Microfische machine lease	Technology Unlimited	339.14
Membership	Washington Library Association	90.00
	OTHER SERVICES AND CHARGES Sub Total	\$78,260.78
Capital Outlays		
Envisionware Inc.	Automated Materials Handler	0.00
	CAPITAL OUTLAYS Sub Total	\$0.00

Gift Fund

Technology replacement allocation
Back in Circulation virtual conference

City of Bellingham Interfund 6.50
University of Wisconsin 250.00

GIFT FUND OUTLAYS Sub Total \$256.50

TOTAL GENERAL FUND CLAIMS \$114,331.99

TOTAL CLAIMS \$114,588.49

Library - Budget to Actual - General Fund

SEPTEMBER 2020 75% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Charges for Goods and Services	3,859	22,100	18,241	17%
Fines and Penalties	3,101	(0)	(3,101)	(7,752,500%)
Miscellaneous Revenue	2,052	45,000	42,948	5%
Total Revenue	9,012	67,100	58,088	13%
Expenses				
Salaries and Wages	1,738,389	2,562,652	824,263	68%
Personnel Benefits	832,668	1,333,303	500,635	62%
Supplies	455,712	792,364	336,652	58%
Other Services and Charges	767,764	978,168	210,404	78%
Capital Outlays	0	200,000	200,000	0%
Total Expenditure	3,794,533	5,866,487	2,071,954	65%

Library - Budget to Actual - Gift Fund

Month % 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	19,309	60,802	41,493	32%
Total Expenditure	19,309	60,802	41,493	32%



DIRECTOR'S REPORT FOR October 20, 2020

On October 6, Governor Inslee released [updated Phase 2](#) guidance for libraries. Of note, libraries are now allowed some indoor activity in Phase 2 at 25% capacity with strict safety protocols and local health department guidance in place. The Central Library main floor remodel will make additional services downtown a challenge, but we are exploring options at our branch locations and working on a recommendation for the Board and City leaders to consider. (Rebecca Judd, Library Director)

WELCOME & INCLUDE



Welcome to Annette: Annette Bagley, our new Head of Community Relations, began her tenure with Bellingham Public Library on October 16. We look forward to welcoming Annette to the Library and City community. (Rebecca Judd, Library Director)

Curbside 2.0: We've selected an automation interface for curbside called MyLibro and will be working with the vendor to get it up and running as soon as possible. When it is ready, patrons will be able to book an appointment through an app on their mobile device or through a website form to pick up curbside materials, in addition to the option of calling to schedule an appointment. (Jen Vander Ploeg, Head of Public Services and Operations)



ACCESS & OPPORTUNITY

Base Camp library: Librarians Deborah Brewer and Suzanne Carlson-Prandini continue their collaboration with the Friends of the Bellingham Public Library to provide reading materials to patrons residing at Base Camp. (Bethany Hoggund, Deputy Library Director)

Outreach services: We have picked up most items from our outreach facilities and have been working to find creative ways to serve outreach patrons. Some facilities are able to send a staff member to the Library to collect materials, utilizing our curbside pickup of holds. (Jen Vander Ploeg, Head of Public Services and Operations)



Hot Spot lending: Twenty new Verizon hotspot devices became available for patrons to borrow on October 16. Now we have 35 devices that use the Sprint/T-Mobile network, and 20 that use Verizon's network. Hotspot circulation continues to be brisk, with all the MobileBeacon devices in use and over a dozen requests waiting. (Jon McConnel, Head of Digital Services)

Research referrals move online: Beginning November 1, patrons will experience improved access and response times to research referrals as staff migrate from a paper-based research referral procedure to an online form. Irregular staff schedules in the building made referrals difficult to both track and respond to in a timely fashion. Since March, access has been further restricted with Library facility closures. Librarian Suzanne Carlson-Prandini worked with Digital Services Manager Jon McConnel, Washington State Library staff, City ITSD staff, librarians, and clerks for over a year to create an online solution and related training. (Bethany Hoglund, Deputy Library Director)

READ & LEARN

ConnectED: The Library's partnership with Bellingham Public Schools continues. A revised 3-year MOU was signed with the Bellingham Public School District instead of the previous year-to-year agreement. We have more than 11,000 student accounts again this year. (Jon McConnel, Head of Digital Services)

Interlibrary Loan: We have resumed borrowing items from, and lending items to, other libraries nationwide. The service was paused when COVID-19 lockdowns forced so many libraries to close. Once enough of them reopened and rejoined the Interlibrary Loan sharing system, we did likewise. (Jon McConnel, Head of Digital Services)



Virtual book discussion: Bellingham Reads continues to meet online as a book discussion group while the building is closed to the public. Meeting times had been scheduled after all members had an opportunity to read the book. Beginning Tuesday, October 27, the schedule will return to the traditional meeting time, making it easier to transition to in-person meetings once that becomes feasible as well as making it easier for participants to plan their schedules. (Bethany Hoglund, Deputy Library Director)

Virtual Baby Time: Librarian Bernice Chang will be offering Baby Time class via Zoom this Fall. Parents and caregivers with babies ages birth to 12 months will have a space to learn new songs & rhymes, as well as ways to incorporate the five early literacy practices into daily routines. This will also be a place for parents and caregivers to connect with others during this challenging time. (Bethany Hoglund, Deputy Library Director)

What we're hearing about Summer Reading and virtual storytimes:

"Thank you BPL! [Summer Reading] is such a great program that my girls look forward to every summer. Thank you for going above and beyond this year and making it still happen. We really appreciate you!"

"Thanks to you and the Bellingham Public Library for our book for Tora. I wanted to express to you personally how much I/we appreciate Virtual Little Storytime. Tora is with us 2 full days each week. She just turned 19 months old. We have viewed every episode of Little Storytime and a few more than once. One of Tora's favorites was the episode when you read the duck books. Practicing the early literacy skills with her has been a great boon to our shared time. I also want to thank you for the encouragement to find lots of ways to incorporate water play. It worked! I look forward to seeing you in person, hopefully in 2021."

"We got our Bingo card book in the mail today and were very excited! Thank you so much! We love getting fun mail 😊 Thank you and the team for providing so many creative and fun resources for the community. We have been loving doing Storytime from home with you and are excited for when it gets back up and running. We miss coming in person but are so grateful for the ability to do it from home!"

"[The kids] received their books from the library yesterday- thank you so much! We were so happy to be able to participate in the program. [Our son's] favorite category was the "book you didn't like/finish" because the concept blew his mind, it gave him good food for thought. Again, thank you to you and everyone at BPL. We miss you and hope to see you soon!"

(Bethany Hoglund, Deputy Library Director)



INFORM & INVOLVE

REALM study: A recent set of recommendations from the Oregon Health Authority has shifted our thinking on quarantine days. The Oregon State Library reached out to the OHA to evaluate the results of the recent Battelle Lab tests and recommend a quarantine length for materials commonly found in libraries, archives, and museums. After reviewing the test results, as well as other relevant materials, the Oregon Health Authority issued a quarantine recommendation of 24 hours. This is the first such recommendation, based on the specifics of the REALM study, that has been issued nationally. Based on these findings, we will be seeking guidance from the Whatcom County Health Department to set a new quarantine length for Bellingham Public Library materials. (Rebecca Judd, Library Director)

Census 2020: Libraries played a critical role in providing access to Census information during a challenging data-gathering year. In order to stay current on Census topics, Deborah Brewer participated on the Whatcom County Complete Count Committee and kept Library staff up-to-date on ongoing changes to the timeline. Her participation allowed staff to maintain accurate graphics and messaging on the Library's Census webpage and social media outlets. Special thanks to Bernice Chang, Theresa Keith, and Suzanne Carlson-Prandini for their work on this effort. (Bethany Hoglund, Deputy Library Director)

Voting 2020: The League of Women Voters has worked closely with Library staff to get the word out about the importance of voting. They provided bookmarks to be placed in curbside pickup bags on September 22 National Voters Registration Day and signs to post in front of the Library. Library staff continues to be involved in keeping the Library voting webpage current and submitting content to be delivered to Library social media accounts. Special thanks to Deborah Brewer, Bernice Chang, Theresa Keith, and Suzanne Carlson-Prandini for their work in this area. (Bethany Hoglund, Deputy Library Director)

THRIVE & GROW

Staffing update: Current frozen positions at the Library include: Children's Services Librarian (40 hours), Specialist 2 (40 hours), and Library Clerk (25 hours). We are in the process of hiring new Library Assistants to fill vacancies in that work group; over 250 applications were received. (Rebecca Judd, Library Director)

Automated Materials Handler: We sent a box of items to Lyngsoe, the company that will manufacture our sorter, to test how well their scanners read the barcodes on our materials. Many different types of items were sent from both Bellingham Public Library and Whatcom County Library System. There are close to a dozen different formats, so it was quite a large box! The sorter is scheduled to be delivered December 8. (Jon McConnel, Head of Digital Services)



New window connecting entrance to main floor

Main Floor renovations: Much of the wall framing is complete, with a just bit left to be done around the center mechanical shaft. The garage floor has been filled in and concrete poured. New lighting is going up quickly and is so much brighter than the old fixtures. Work has started to prepare the roof for installing the roof top unit (HVAC) in the west end staff area. After door frames arrive, drywall installation will start. Installing electrical in the floor of the new seating area is getting started. We've heard that the new elevator car is being shipped mid-December, and we hope to have an updated timeline for this part of the project soon. (Jen Vander Ploeg, Head of Public Services and Operations)

Gifts and grants to Bellingham Public Library: The Library recently received a gift of \$121,627 from the estate of Jack Bernstein to support capital improvements at the Fairhaven branch library. Mr. Bernstein was a strong supporter of the Friends of the Fairhaven Library Committee, and his gift will help us keep this beautiful Carnegie building a community treasure for years to come. Also this month, the Haggen Foundation granted \$5,000 to the Library to support the anti-racist reading list. Thank you to Whatcom Community Foundation for applying for and receiving the grant funds on our behalf, and, of course, a big thank you to the Haggen Foundation! (Rebecca Judd, Library Director)

Respectfully submitted,
Rebecca Judd