

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 January 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, January 19. 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](mailto: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](mailto:librarytrustees@cob.org).

**AGENDA**

**TIME (approx.)**

- |  |        |
|--|--------|
| <b>1. Call to order and introductions</b>  | 2 min  |
| <b>2. Approve/modify agenda</b>  | 1 min  |
| <b>3. Public comment (from email)</b><br>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 <a href="mailto:librarytrustees@cob.org">librarytrustees@cob.org</a> .   | 2 min  |
| <b>4. Consent agenda</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> December 15, 2020: Regular board meeting</li><li>• <b>Library performance &amp; activity measures:</b> December 2020</li><li>• <b>Financial reports</b><br/>Claims: December 2020<br/>YTD report: December 2020</li></ul> | 2 min  |
| <b>5. Reports</b> <ul style="list-style-type: none"><li>• Board Chair</li></ul>  | 10 min |

- Library Board members
- City Council liaison
- Friends of Bellingham Public Library
- Library Director

**Time check: 3:47**

- |  |        |
|--|--------|
| <b>5. Library statistics overview</b>                                    | 20 min |
| • Jon McConnel   |        |
| <b>6. Healthy Washington Library services update</b>                     | 8 min  |
| • Rebecca Judd, Director and staff                                       |        |
| <b>7. Facilities update</b>  | 10 min |
| • Central Library main floor remodel – Rebecca Judd, Director, and staff |        |
| <b>Time check: 4:25</b>  |        |
| <b>8. Whatcom Community Foundation overview</b>                          | 30 min |
| • Rachel Myers, Whatcom Community Foundation                             |        |
| <b>9. New business</b>   | 3 min  |
| <b>10. Action items for next meeting</b>                                 | 2 min  |
| <b>Time check: 5:00</b>  |        |
| <b>11. Adjourn</b>   |        |

**Next Regular Library Board Meeting: Tuesday, February 16, 2021 – 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.



## For Immediate Release

Jan. 11, 2021

### **Kristy Van Ness Joins Bellingham Public Library Board of Trustees**



Bellingham Public Library Board of Trustees welcomes new member Kristy Van Ness, who begins her first term Jan. 2021 through Dec. 2025.

Van Ness is a resident of the Sunnyland neighborhood of Bellingham and a retired public involvement consultant. She's active with Sunnyland Elementary School, volunteering at the school library and working with the Parent Teacher Association. She holds a bachelor's degree in strategic communication from Washington State University.

Van Ness's background includes 11 years of community relations and public outreach experience, managing communications teams for large-scale transportation projects in the Seattle area, working directly with city departments, and translating technical information for the public.

Her regular workouts include lifting large bags of library books for her family, which includes two elementary school-aged children. Van Ness's love for the library, as well as her family's frequent book checkouts, participation in library events and summer reading programs, and use of online library resources, motivated her to give back to the community as part of the Board of Trustees.

"Our library has proven to be a vital part of our community, especially during COVID. I want to ensure that it thrives and grows so that it can be utilized and loved by community members for years to come," she said. "Ensuring its resources can be accessed by all and encouraging our youth to become active users is important for our next generation of local citizens."

The [Bellingham Public Library](#) serves the residents of Bellingham and Whatcom County, circulating over 1.6 million items annually to almost 60,000 active cardholders. Our library is known throughout the state and nation for its high use among community members. In state-wide data, Bellingham Public Library consistently ranks among the highest circulation per capita and among the most-visited.

Library operations are governed by the [Library Board of Trustees](#), composed of five volunteer members appointed by the Mayor of Bellingham with the approval of the Bellingham City Council.

#### **Media Contacts:**

Rebecca Judd, Bellingham Public Library Director, 360-778-7221 or [rejudd@cob.org](mailto:rejudd@cob.org)  
Annette Bagley, Head of Community Relations, [ambagley@cob.org](mailto:ambagley@cob.org)



We are excited to announce Sara Jones has been selected as the new Washington State Librarian. Sara will be joining us on Feb. 16 after serving as the director of the Marin County Free Library since July 2013. Prior to her time in California, she held positions in Nevada libraries for 25 years, including serving as the Carson City Library Director, the Elko-Lander-Eureka County Library System Director and Youth Services Coordinator, and Nevada State Librarian and Administrator of the State Library and Archives from 2000-2007.

She was named the Nevada Library Association's Librarian of the Year in 2012; served as Nevada's American Library Association (ALA) Council Delegate for four years; coordinated ALA National Library Legislative Day for Nevada for 12 years; served as the Nevada Library Association president; was an active member of the Western Council of State Libraries serving as both vice president and president; and served on the University of North Texas Department of Library and Information Sciences Board of Advisors for over 10 years. She was awarded the ALA Sullivan award for services to children in 2018. She is currently the president of CALIFA, a nonprofit library membership consortium.

Sara has an MLS from Syracuse University, and has taught in the San Jose State University and University of North Texas LIS programs.

With an impressive resume and passion for libraries, Sara brings a wealth of knowledge and expertise to lead our exceptional team at the Washington State Library and help expand and enhance our outreach and services throughout Washington state.

Photo courtesy of [ALA.org](http://ALA.org).

**MIKE BUSCHMAN | LSTA Coordinator, Library Development**

Washington State Library | Office of the Secretary of State

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~connecting Washington through the power of libraries~





**Regular Meeting of the Library Board of Trustees  
Tuesday, December 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.

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**Board Members Present:** Rick Osen, Rachel Myers, Rebecca Craven, Jim McCabe and Vernon (Damani) Johnson

**Library Staff:** Rebecca Judd, Annette Bagley, Bethany Hoglund, Jon McConnel, Jennifer Vander Ploeg and Wendy Jenkins

**Others Present:** Hollie Huthman, City Council Liaison; Faye Hill, Friends of BPL; Kristy Van Ness, incoming 2021 Trustee

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**Call to order and introductions:** Regular session was called to order at 3:30 p.m. by Chair Rick Osen. Rick invited everyone to introduce themselves to Kristy Van Ness, incoming Board Trustee in January 2021. Kristy then introduced herself and expressed that she is looking forward to working with the Library and the community.

**Approve/modify agenda:** Rachel Myers moved to approve the agenda. Rebecca Craven seconded. Motion carried.

**Public comment:** No comments.

**Consent agenda:** Jim McCabe moved to approve the November 17, 2020 Regular meeting minutes and the November 2020 performance and activity measures and financial reports. Rebecca Craven seconded. Motion carried.

**Board Chair report:**

- Rick reported that he and Rebecca Judd had their monthly meeting with Mayor Fleetwood. They discussed the encampment protest which the Mayor is working hard to resolve. Two days later we had the fire and propane tank explosions mentioned in the Bellingham Herald article that is in the packet.
- Rick applauded Annette for the eNewsletter relaunch in November.
- Rick thanked Jen for her good work as project manager for the remodel.
- Rick expressed his appreciation to all staff for persevering during these troubling and unpredictable times.

### Board member reports:

- Rebecca Craven said it was wonderful to see the spontaneous love for the library expressed in the NextDoor posts.

**Friends of BPL report:** Faye Hill reported the Friends will be holding a Zoom Board meeting on December 16. She asked what is happening with book donations. Jen responded that we are not accepting donations right now because they would need to be boxed and quarantined. There is explanatory signage posted at the book return bins.

### Library Director report:

- Rebecca congratulated staff members who are celebrating milestone anniversaries:
  - Bernice Chang, Children's Librarian 15 years
  - Beth Bevens, Library Clerk 20 years
  - Wendy Jenkins, Administrative Assistant 25 years
  - Deborah Brewer, Public Services Librarian 30 years
- Rebecca thanked Theresa Keith for her work this past year, first filling in as Supervisor of Materials Distribution, and then as a Library Specialist – we appreciate her good work and will miss her.
- Michelle Becker, Supervisor of Public Services, has her 1-year anniversary tomorrow.

### Library Board of Trustees transitions:

- Celebrating Rachel Myers' 11 years of service from March 2010 to December 2020: Rick read *Resolution of Appreciation for Library Trustee Rachel Myers (See attachment #1. All attachments are located at the end of the minutes)*.
- Welcoming Kristy Van Ness: Rick announced that City Council approved the appointment of Kristy to the Library Board on December 7, 2020.
- Election of Library Board Chairperson and Vice Chairperson for 2021:
  - Chair: Rebecca Craven nominated Rick Osen. Rachel Myers seconded. Motion carried.
  - Vice-Chair: Rebecca Craven nominated Jim McCabe. Damani Johnson seconded. Motion carried.

### Phase 2 update:

- Before the update, Rebecca shared two books that the Library purchased to add to the collection in honor of Rachel Myers' service: *Floret Farm's Cut Flower Garden* by Erin Benzakein and an author signed copy of the second Maisie Dobbs book *Birds of a Feather* by Jacqueline Winspear. These books will have a book plate that reads:

In Recognition  
of  
Rachel Myers

Bellingham Public Library  
Board of Trustees  
March 2010 – December 2020

- Rebecca provided background for the protest at City Hall: the tent encampment was initiated to draw attention to the need for winter homeless shelter options. The

encampment grew and spread to the back lawn of the Library, Lee Memorial Park. Two occurrences – additional COVID-19 cases in the encampment plus a tent fire that resulted in exploding propane tanks – prompted a pause in curbside service. Rebecca added that we want to support additional shelter needs and the democracy of a protest, but also support the safety of our staff.

- In the meantime, the contractors are still working on the remodel. The Automated Materials Handler (AMH) has been delivered. And the painters are focusing on the foyer and upstairs entry.
- Once we reopen, we have the myLIBRO app ready to go, the return bins at Fairhaven and Barkley Branches ready to open, and a second eNewsletter has been prepared.

**City Council liaison report:** Hollie reported City Council approved the 2021-2022 Budget, as well as the appointment of Kristy Van Ness to the 2021 Library Board. Hollie thanked Rebecca for the encampment update and said that the City is moving quickly for a resolution.

**Facilities update:**

- Barkley Branch Licensing Agreement: Barkley Company has signed the agreement, as well as Rick and Rebecca Judd. The agreement is currently being routed for City signatures.
- Central Library main floor remodel: Jen provided current photo highlights for the remodel (*See Attachment #2 for Highlights from the Main floor remodel*).

**2021 Annual Action Plan:** Rebecca reported there were a few minor updates since the last board meeting, such as spelling out acronyms, and the Plan was reviewed at the November All Staff meeting. She said the Plan is ready to move forward into 2021. Jim congratulated everyone involved for a solid document.

**Fundraising follow-up:** Rick reviewed that at last month's meeting it was decided we focus on Library Giving Day. Ideas were suggested about a focus on a special project for the donations. Rick proposed that we focus on *Equity, Diversity and Inclusion* as this is part of our Strategic Plan and it is currently on the communities' mind. Rick further proposed that an ad hoc committee be formed to work out the details. He reached out prior to this meeting to ask if Damani and Kristy would serve on the subcommittee. Rebecca Judd will organize a meeting following January's board meeting.

**Whatcom READS 2021 – Washington Black by Esi Edugyan:** Annette screenshared the Whatcom READS (WR) graphics that have been developed for 2021 (see December packet for sample). She also reported that WR has received a Whatcom Community Foundation grant to expand conversations and projects. A 'Speakers Bureau' is being established that can provide facilitators for book groups to learn more about racial equity. This grant will also fund additional copies of the book for facilitators to read and pass on as well as fund the creation of a video to expand the conversation.

Annette also reported that we are working with Pickford Cinema to promote *The Library That Dolly Built* documentary.

**2021 regular Library Board of Trustees meeting & City Holiday schedules:**

- In the packet is a schedule of the regular Board Meetings for 2021. Rebecca Craven moved to accept the calendar as written. Jim McCabe seconded. Motion carried.
- Also, in the packet is a 2021 City Holiday schedule for all city employees. It mentions that, "Additional closure days may be added pending further analysis of available Library resources."

**New Business:**

- Review of the Whatcom Community Foundation funds
- Review Library Gift Funds, 2020
- Jon will present statistics information as an introduction for Kristy and a refresher for other Trustees.

**Meeting adjourned** at 4:24 p.m.

**Next Regular Library Board Meeting – January 19, 2021 – Zoom meeting – at 3:30 p.m.**

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

**Attachments:**

- Attachment #1: Resolution of Appreciation for Library Trustee Rachel Myers
- Attachment #2: Highlights from the Main floor remodel



## **RESOLUTION OF APPRECIATION FOR LIBRARY TRUSTEE RACHEL MYERS**

**Whereas**, Rachel Myers has served on the Board of Trustees of the Bellingham Public Library for 11 years, from March 2010 through December 2020, including serving as Vice-Chair from 2015 through 2020, offering professional fundraising and leadership skills with consistent collegiality with her colleagues in order to further the Board's effectiveness; and

**Whereas**, in addition to serving on the Board of Trustees, she participated in Library events including hosting many Whatcom READS author events with grace and good humor; and used the Library to access materials and information to support her and her family's own love of learning; and

**Whereas**, Rachel generously shared her passion and advocacy for the library as a core part of the Bellingham community, strengthening partnerships with many other community organizations; and

**Whereas**, under the Board's leadership, the Library has achieved many significant accomplishments during Rachel's tenure, including completing the Sustainable Funding Study and the Strategic Plan, expanding early literacy services, providing feedback for renovations to the Central Library, and many others; and

**Whereas**, Rachel served on the Board of Trustees during some difficult times, including the current COVID-19 crisis and racial equity demonstrations, prompting her to write a grant to the Haggen Foundation which secured \$5,000 in funding for Always Available Anti-Racist digital materials access; and

**Whereas**, despite these challenges, Rachel's commitment to the Library remains strong including developing the framework, within Whatcom Community Foundation, for Library Giving Day; and

**Whereas**, Rachel regularly expressed her appreciation and support of library staff for their unfailing service to carry out the library's mission, and called being a Trustee, "Such a great volunteer opportunity!"

## **THEREFORE, BE IT HEREBY RESOLVED**

The Library Board of Trustees, on behalf of the Library staff and the people of the Bellingham community, express sincere gratitude and appreciation for Rachel Myers' exemplary and extensive contributions to the Library during her years of service on the Library Board of Trustees.

Approved by the Bellingham Public Library Board of Trustees, December 15, 2020

## Highlights from the Main floor remodel

- New windows are in
- Painting is in full swing
- Almost all old flooring is gone
- Electrical is going into the seating area floor

1



2

Check out the old lighting on the left vs the new lighting on the right



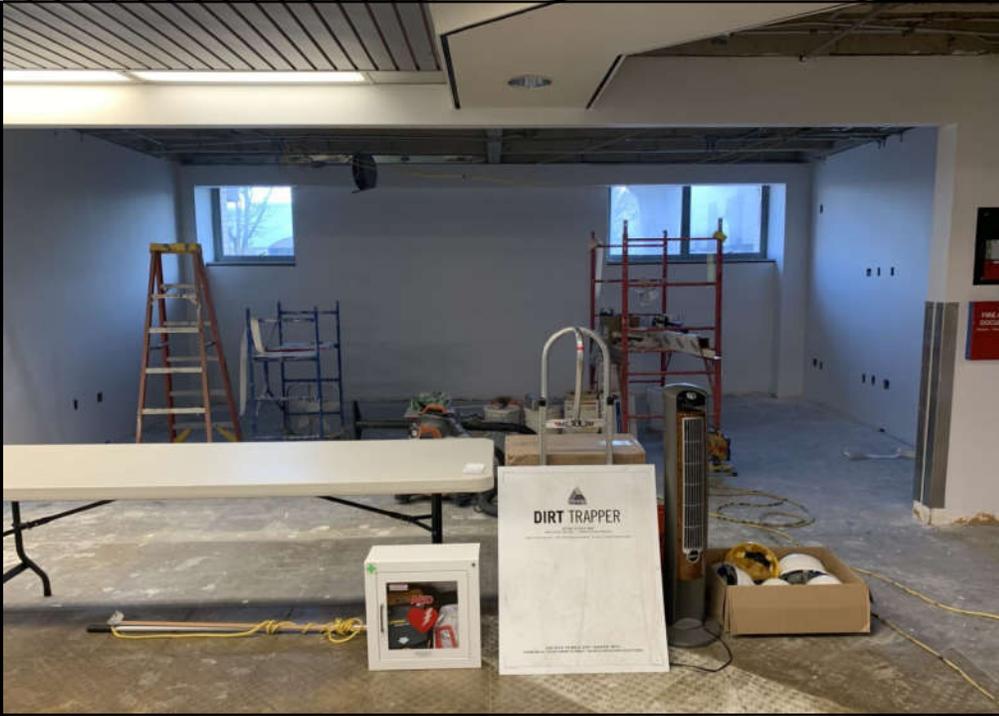
3



Study rooms – with walls and windows!

4

The new SkillShare space – formerly the returns room at the front of the library



5



And then there are the doors....the mystery door opening and another door to be removed

6

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

	December-20	December-19	Year to Date 2020	2019	% of change YTD
<b>Holdings</b> - Number of materials in the library's collection					
Physical copies added to the collection	1,276	1,390	21,428	29,481	-27.32%
Electronic copies added to the Consortium collection by BPL	164	8	1,735	1,054	64.61%
Physical copies withdrawn from the collection	(106)	(1,807)	(24,403)	(24,238)	0.68%
Total physical holdings			179,878	187,235	-3.93%
Total electronic holdings in Consortium available to BPL			106,042	87,472	21.23%
<b>Total Holdings (Physical and Electronic)</b>			<b>285,920</b>	<b>274,707</b>	<b>4.08%</b>
<b>Circulation</b> - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity					
<b>Central Library</b>					
Adult	14,948	59,128	358,840	693,375	-48.25%
Youth	11,812	44,325	293,051	569,885	-48.58%
<b>Sub-Total Central</b>	<b>26,760</b>	<b>103,453</b>	<b>651,891</b>	<b>1,263,260</b>	<b>-48.40%</b>
<b>Fairhaven Branch</b>					
Adult	15	7,812	23,091	88,422	-73.89%
Youth	7	2,968	8,572	33,961	-74.76%
<b>Sub-Total Fairhaven</b>	<b>22</b>	<b>10,780</b>	<b>31,663</b>	<b>122,383</b>	<b>-74.13%</b>
<b>Barkley Branch</b>					
Adult	1	6,167	18,254	68,364	-73.30%
Youth	6	4,677	12,492	47,718	-73.82%
<b>Sub-Total Barkley</b>	<b>7</b>	<b>10,844</b>	<b>30,746</b>	<b>116,082</b>	<b>-73.51%</b>
<b>Bellingham Technical College</b>					
Adult	0	49	141	753	-81.27%
Youth	0	16	51	135	-62.22%
<b>Sub-Total BTC</b>	<b>0</b>	<b>65</b>	<b>192</b>	<b>888</b>	<b>-78.38%</b>
<b>Whatcom Community College</b>					
Adult	0	288	968	3,822	-74.67%
Youth	0	63	281	1,082	-74.03%
<b>Sub-Total WCC</b>	<b>0</b>	<b>351</b>	<b>1,249</b>	<b>4,904</b>	<b>-74.53%</b>
<b>Western Washington University</b>					
Adult	0	505	1,450	5,754	-74.80%
Youth	0	335	968	3,418	-71.68%
<b>Sub-Total WWU</b>	<b>0</b>	<b>840</b>	<b>2,418</b>	<b>9,172</b>	<b>-73.64%</b>
<b>Online Services</b>					
Kanopy	**	983	17,607	4,863	
WA Anytime Library Overdrive	30,318	23,622	351,422	263,527	33.35%
RBdigital	3,516	2,772	41,448	28,899	43.42%
<b>Sub-Total Online</b>	<b>33,834</b>	<b>27,377</b>	<b>410,477</b>	<b>297,289</b>	<b>38.07%</b>
<b>Total Circulation</b>	<b>60,623</b>	<b>153,710</b>	<b>1,128,636</b>	<b>1,813,978</b>	<b>-37.78%</b>
<b>Holds Activity</b>					
Items placed on hold shelf	31,066	48,155	449,120	566,195	-20.68%
<b>Services</b>					
<b>Persons Visiting</b> - Number of persons counted as they enter the libraries or visit remote website					
<b>Central Library</b>					
Adult	0	37,599	101,447	473,875	-78.59%
Children's	0	8,415	25,134	125,107	-79.91%
Fairhaven Branch	0	6,482	16,695	81,592	-79.54%
Barkley Branch	0	4,474	10,936	56,824	-80.75%
<b>Total Persons Visiting</b>	<b>0</b>	<b>56,970</b>	<b>154,212</b>	<b>737,398</b>	<b>-79.09%</b>
<b>Website Visits</b>	33,529	39,076	423,914	487,567	-13.06%
This count reflects number of visits to www.bellinghampubliclibrary.org					
<b>Bibliocommons visits</b>	9,420	13,061	113,609	149,753	-24.14%
This count reflects number of visits to Bibliocommons					
<b>Total Website Visits</b>	<b>42,949</b>	<b>52,137</b>	<b>537,523</b>	<b>637,320</b>	<b>-15.66%</b>
<b>Computer Usage</b> - Number of sessions					
<b>Central Library</b>					
Adult & Teen (30 terminals)	0	5,057	12,817	62,773	-79.58%
Childrens (3 terminals)	0	116	363	1,661	-78.15%
Fairhaven Branch (6 terminals)	0	445	1,193	6,258	-80.94%
Barkley Branch (4 terminals)	0	265	782	3,588	-78.21%
<b>Total Computer Usage</b>	<b>0</b>	<b>5,883</b>	<b>15,155</b>	<b>74,280</b>	<b>-79.60%</b>
<b>New Borrowers Registered</b>					
Central Library	258	378	4,460	6,878	-35.16%
Fairhaven Branch	0	22	130	570	-77.19%
Barkley Branch	0	29	93	400	-76.75%
<b>Total New Borrowers Registered</b>	<b>258</b>	<b>429</b>	<b>4,683</b>	<b>7,848</b>	<b>-40.33%</b>
<b>Programs</b> - Library sponsored or co-sponsored educational, recreational, or cultural programs					
Programs	29	84	695	1,276	-45.53%
Attendees	444	2,012	17,395	29,979	-41.98%
<b>Volunteer Hours</b>	<b>0</b>	<b>365</b>	<b>1,431</b>	<b>6,256</b>	<b>-77.12%</b>

\*\* Kanopy data unavailable at printing

LIST OF CLAIMS AGAINST THE BOARD OF LIBRARY TRUSTEES AND THE CITY OF BELLINGHAM TO BE CONSIDERED AND APPROVED AT THE REGULAR BOARD MEETING OF JANUARY 19, 2021, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	<b>VENDOR</b>	<b>AMOUNT</b>
<b>Supplies</b>		
Key duplicates	Accurate Lock & Security	10.65
Logo envelopes	Allied Envelope	51.63
Books	ALM Media LLC	480.45
Books; DVDs; printers; scanners; keyboards	Amazon.com	7,177.36
Training supplies & books	American Library Association	136.74
Books	Baker & Taylor	50,648.99
Name plate	Bay Trophies	21.74
Books	Center Point Large Print	291.80
Books; DVDs	CDW Government	378.33
Laptops and books	CDW	2,632.94
Printing	Copy Source	710.75
Shelving	Costco	86.94
Water @ Central (two months)	Crystal Springs	102.75
Databases; Periodicals	Ebsco Subscription Services	22,445.83
Potting soil	Fred Meyer	4.88
Books	Gale	174.72
Books	Grey House Publishing	502.25
City Directory	Infogroup	315.23
Books	Information today	464.53
DVDs, CDs, recorded books	Midwest Tape	13,588.54
Office & Circulation supplies	Office Depot	1,014.39
Delivery totes	Orbis Corporation	9,918.88
eBooks, audiobooks	Overdrive Inc	27,424.66
Forms annual subscription	Plymouth Rocket	31.52
Truck fuel	Reisner Distributor	95.47
Books	Risk Management Association	450.67
Security software (two months)	Secure by Design	41.74
Books	Thomson Reuters	427.19
Books	Thomson West	427.19
Desk bases	Uplift Desk	9,193.84
Lost ILLs	Various institutions	306.17
Books	Village Books	1,069.19
Book kits - Time Immemorial	WCLS	1,490.30
Cares Act curbside bag purchases	Webstaurant	3,895.47
Use tax credit	WSDO	(64.94)

**SUPPLIES Sub Total    \$155,948.79**

**Other Services and Charges**

Memberships	American Library Association	663.00
Book processing	Baker & Taylor	13,666.59
Spanish interface	Bibliocommons	568.82
Computer replacement allocation	City of Bellingham Interfund	7,859.00
Facilities Services	City of Bellingham Interfund	49,265.72
Fleet Services	City of Bellingham Interfund	1,958.44

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

**DECEMBER 2020 CLAIMS**

Mailroom Service allocation	City of Bellingham Interfund	669.72
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
Water cooler rental (two months)	Crystal Springs	19.54
Barkley contract delivery	FedEx	18.90
Newsletter graphic design	Katrina Lyon Design	960.00
CD & DVD processing	Midwest Tape	1,944.15
Copier lease and copies	Oasys Inc	778.27
ILL & tech services	OCLC	2,167.63
Photograph	Radley Muller Photography	135.88
Mileage reimbursement: programming, interbranch	Staff	97.64
Barkley operating costs	Talbot Services LLC	533.33
Update message recording	Talkingtech US	200.00
Microfische machine lease (two months)	Technology Unlimited	678.28
Mailing Summer Reading Books	USPS	71.59
CARES Act wireless hot spot service	Verizon	2,374.40
Membership	Washington Library Association	100.00
4th quarter notices	WCLS	2,209.37

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**OTHER SERVICES AND CHARGES Sub Total    \$92,006.21**

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**Capital Outlays**

Envisionware Inc.	Automated Materials Handler	186,512.90
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**CAPITAL OUTLAYS Sub Total    \$186,512.90**

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**Gift Fund**

"We closed the book on 2020!" water bottles	4AllPromos	362.14
Teen Summer Reading prize books	Amazon.com	57.00
Books	Baker & Taylor	356.81
Technology replacement allocation	City of Bellingham Interfund	6.50
Digital storytelling project	Monica Koller & storytellers	5,100.00

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**GIFT FUND OUTLAYS Sub Total    \$5,882.45**

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**TOTAL GENERAL FUND CLAIMS    \$434,467.90**

**TOTAL CLAIMS    \$440,350.35**

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

**DECEMBER 99% YTD (Year not closed yet)**

	YTD Actuals	Budget	Remaining	% Complete
<b>Revenues</b>				
Charges for Goods and Services	5,439	22,100	16,661	25%
Fines and Penalties	3,377	(0)	(3,377)	
Miscellaneous Revenue	13,200	45,000	31,800	29%
<b>Total Revenue</b>	<b>22,016</b>	<b>67,100</b>	<b>45,084</b>	<b>33%</b>
<b>Expenses</b>				
Salaries and Wages	2,378,168	2,562,652	184,484	93%
Personnel Benefits	1,118,933	1,333,303	214,370	84%
Supplies	713,449	792,364	78,915	90%
Other Services and Charges	997,060	978,168	(18,892)	102%
Capital Outlays	186,513	200,000	13,487	93%
<b>Total Expenditure</b>	<b>5,394,123</b>	<b>5,866,487</b>	<b>472,364</b>	<b>92%</b>

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

**DECEMBER 100% YTD**

	YTD Actuals	Budget	Remaining	% Complete
<b>Revenues</b>				
Donations	132,404	50,000	(82,404)	265%
<b>Total Revenue</b>	<b>132,404</b>	<b>50,000</b>	<b>(82,404)</b>	<b>265%</b>
<b>Expenses</b>				
Gift Fund expenses	27,254	60,802	33,548	45%
<b>Total Expenditure</b>	<b>27,254</b>	<b>60,802</b>	<b>33,548</b>	<b>45%</b>



## ACCESS & OPPORTUNITY

**School Library returns:** In addition to the ConnectED collaboration with the Bellingham School District, which provides each student with a limited use public library account, we have a new partnership which allows District students to return school library books at our book drop locations. While schools are in remote learning, there is not a secure place for students to return books accessible 24/7. District librarians approached Children's Librarian Bernice Chang and Teen Services Librarian Jennifer Lovchik with this dilemma, and we were happy to help and further strengthen our collaborative relationship with the District in supporting student and family learning. On a regular basis, Bernice and Jennifer contact individual school librarians and coordinate safe pickups. (Bethany Hogle, Deputy Library Director)

## READ & LEARN

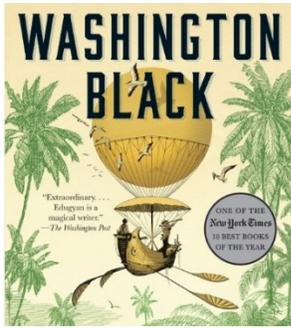
**2020 and 2021 Materials budget:** A big thank you to Acquisitions Specialist Nate Dalgas and materials selectors for working closely with me to monitor and spend out our 2020 materials budget. Nate continues to close out the 2020 budget, and the 2021 budget is nearly finalized. This year we will again provide enhanced support of digital materials and services such as eBooks, eAudiobooks and Kanopy film and documentary streaming. (Bethany Hogle, Deputy Library Director)



**Virtual storytimes return:** Virtual storytimes returned the week of January 11 for families with children ages birth – 5 years. To access the storytimes, families can quickly and easily [register](#) for the private link. Additionally, Children's Librarian Bernice Chang opened registration for another Baby Time class, which is a weekly live [Zoom class](#) for infants and their caregivers that begins at the end of the month. (Bethany Hogle, Deputy Library Director)

**Database evaluation:** Each year, Bellingham Public Library staff evaluate specialized database use, such as Consumer Reports, NoveList, and Auto Repair Source, and make recommendations of titles to add or drop. In 2021, the team recommended one database drop, Heritage Quest, and no new adds. (Jon McConnel, Head of Digital Services)

**eMagazines move:** Due to a merger last summer, our digital magazine collection will move to Overdrive's platforms (Libby, and the Overdrive app and website) on January 25. The list of magazines available to borrow will remain the same, as will access to 3 years of back issues. After a two-month transition period where new issues will be available at both the old and new platforms, the RBDigital platform will be retired. Patrons wanting to access their old check-outs after the end of March will be able to; directions will be provided. (Jon McConnel, Head of Digital Services)



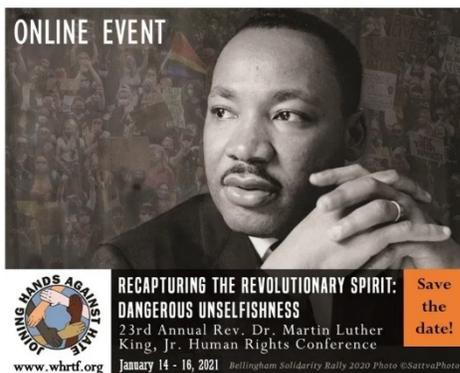
**Whatcom READS 2021:** Publicity and activities are continuing for Whatcom READS. A poetry reading by Robert Lashley occurred on Thurs., Jan. 14, broadcast over Zoom from the Mount Baker Theatre. Additional events in January include Stories of the Civil Rights Movement by Kathya Alexander on Sat., Jan. 23 and Let's Talk About Race with Clyde Ford on Mon., Jan. 25. Seven events are scheduled for February. Registration for each event is at [www.whatcomreads.org](http://www.whatcomreads.org). A video featuring Whatcom READS and Washington Black, funded by a grant from Whatcom Community Foundation, is in progress and scheduled to be released in early February. We are also in process of organizing and offering individuals to facilitate book discussions to small groups, highlighting the anti-racism work being done in our community. Discussion facilitators will be available in February and March by emailing [whatcomreads@gmail.com](mailto:whatcomreads@gmail.com). Author Esi Edugyan will offer 3 Whatcom READS programs: an interview with Paul Hanson, a book talk, and a craft workshop to WWU Honors students. (Annette Bagley, Head of Community Relations)

## INFORM & INVOLVE

**Remodel video:** A video tour of the Central Library main floor remodel is now running on BTV Bellingham and was released in the Bellingham Public Library News email, as well as on our website, YouTube and social media channels. It can be seen here: [Bellingham Central Library main floor remodel underway](#) (Annette Bagley, Head of Community Relations)

**Owned Digital Media:** Our email to Library patrons continues to be sent monthly. The Dec. 22 email had an open rate of 44.5%. This month's email was sent Jan. 13 in advance of the MLK Conference and MLK Day celebration. We are continuing to update website content regularly and analyze our website strategy. We are also analyzing our social media strategy for 2021. (Annette Bagley, Head of Community Relations)

**Paid Print Media:** The Library was featured as the center spread in the January 2021 Playbook produced by Bellingham Parks & Rec Dept. 10,000 print copies were distributed in the Bellingham Herald on Sunday, Jan. 10, and 500 copies were distributed through the Library's Curbside Pickup bags on Jan. 11-12. (Annette Bagley, Head of Community Relations)



**Martin Luther King Jr. Human Rights Conference:** Adult and Youth Services staff worked in collaboration with the Whatcom Human Rights Task Force and the Whatcom County Library System to support the [Martin Luther King Jr. Human Rights Conference](#) virtually. Typically, Bellingham Public Library and WCLS staff host tables at the conference, displaying library materials to enhance conference learning and exploration of topics presented. This year, staff researched and curated print and digital book lists for youth and adults that are linked to the conference webpage. Thank you to Adult Services Librarians Katie Bray and Deborah Brewer, Teen Services

Librarian Jennifer Lovchik, Children's Services Librarian Bernice Chang, and Children's Specialist Julie Mauermann for their collaborative efforts to support this important community event. (Bethany Hoglund, Deputy Library Director)

**Racial Equity:** In addition to highlighting racial equity through Whatcom READS, Bellingham Public Library is working on a number of projects this month including: updated anti-racism reading lists for the Whatcom Human Rights Taskforce's Rev. Dr. Martin Luther King Jr. Human

Rights Conference, preparing to unveil The Unrooted Experience, a series of six videos by local community members, produced in collaboration with Monica Koller of Connecting Communities, and working with Monica Koller and Terrance Morris on a virtual Black History Month event in mid-February. (Annette Bagley, Head of Community Relations)

## THRIVE & GROW

**Telephone system changes:** Bellingham Public Library and Whatcom County Library System are discussing the future of the phone system that provides integration to Polaris. The existing hardware at WCLS is eight years old and needs to be retired or replaced. Ill will offer a hosted system for Polaris libraries in the near future, and we're planning to pursue that option. (Jon McConnel, Head of Digital Services)



**Main Floor renovations:** The main floor renovation is starting to take final shape. Electrical work continues, new lights are still being installed, carpet installation is underway, and the new sorter is anchored in place. Finishing touches for the sorter and training super users will take place right after the holiday weekend. The elevator replacement project continues to be delayed as we wait for our replacement elevator to ship out from the manufacturer. (Jen Vander Ploeg, Head of Public Services and Operations)

***New carpet on the main floor***

Respectfully submitted,  
Rebecca Judd

## Whatcom Community Foundation Fund report - 2020 Year End

Funds	Year end balance
Bellingham Public Library Designated Endowment Fund	\$70,042.60
Bellingham Public Library Endowment (Agency) Fund	\$300,080.63
Bellingham Public Library Fund - Capital \$121,627 designated for capital improvements at Fairhaven Branch	\$121,686.91
Bellingham Public Library Fund - Fairhaven Branch Materials	\$351.65
Bellingham Public Library Fund - Materials Some of these funds are restricted for specific materials	\$10,463.08
Bellingham Public Library Fund - Unrestricted	\$18,235.00
<b>Current total</b>	<b><u>\$520,859.87</u></b>

### 2020 Distributions

Bellingham Public Library Designated Endowment Fund 1/9/2020 Annual designated distribution	\$2,224.35
Bellingham Public Library Endowment (Agency) Fund 1/9/2020 Annual designated distribution	\$10,138.10
Bellingham Public Library Fund - Capital 11/18/2020 Main floor remodel support	\$71,500.00
Bellingham Public Library Fund - Materials 10/16/2020 Haggen foundation - anti-racist materials	\$5,000.00
Bellingham Public Library Fund - Unrestricted 6/5/2020 Library Giving day - mobile hotspots	\$1,910.00
Bayview Fund 1/9/2020 Annual designated distribution	\$2,056.05
<b>Total distributions</b>	<b><u>\$90,772.45</u></b>

## 2020 DONATIONS TO LIBRARY GIFT FUND

Date	Received from:	Amount	Purpose:
1/9/2020	Patron	\$25.00	
1/22/2020	Everson Garden Club	\$125.00	Book club kit
1/23/2020	Patron	\$100.00	In memory of Patrick Nestor
1/31/2020	January Misc donations	\$25.16	
2/3/2020	Patron	\$40.00	
2/10/2020	Patron	\$150.00	In memory of Patrick Nestor
2/13/2020	Island Hospital Merle Cancer Care	\$120.00	In memory of Patrick Nestor
2/20/2020	Whatcom Community Foundation	\$12,362.45	Dispersment - Remodel furniture
2/20/2020	Whatcom Community Foundation	\$2,056.05	Dispersment - Remodel furniture
2/22/2020	Patron	\$10.00	
2/29/2020	February Misc donations	\$3.70	
3/13/2020	Birchwood Garden Club	\$275.00	Enjoyment of gardening
3/31/2020	March Misc donations	\$1.36	
5/15/2020	Patron	\$50.00	In memory of Jim Willis
6/25/2020	Patron	\$100.00	In memory of Karen Gilda
6/25/2020	Whatcom Community Foundation	\$1,910.00	Mobile hotspots
7/23/2020	Patron	\$25.00	In memory of Christine Seyl
7/23/2020	Patron	\$50.00	In memory of Christine Seyl
7/23/2020	Patron	\$25.00	In memory of Christine Seyl
7/23/2020	Patron	\$75.00	In memory of Christine Seyl
7/23/2020	Christina White Estate	\$1,200.44	White Estate final distribution
10/8/2020	Patron	\$50.00	
10/8/2020	Patron	\$5.00	
10/8/2020	Patron	\$50.00	In memory of Christine Seyl
10/8/2020	Kucker-Kastner Family	\$1,000.00	
11/10/2020	Haggen Foundation grant	\$5,000.00	Anti-racist digital materials
11/10/2020	Patron	\$500.00	Youth large type fiction
12/29/2020	Patron	\$500.00	Large Print materials
12/29/2020	Patron	\$50.00	
12/29/2020	Patron	\$20.00	In memory of Bob Dickinson
12/29/2020	Whatcom Community Foundation	\$71,500.00	Dispersment - Remodel furniture
<b>TOTAL</b>		<b>\$97,404.16</b>	

## 2020 FRIENDS of the LIBRARY DONATIONS to LIBRARY GIFT FUND

Date	Amount	Purpose:
6/25/2020	\$3,500.00	Staff Development
6/25/2020	\$5,500.00	Summer Reading
6/25/2020	\$12,000.00	Special Projects
7/23/2020	\$1,000.00	Adult programming
7/23/2020	\$3,000.00	Collection Support
7/23/2020	\$10,000.00	Remodel
Total gift fund donations	<b>\$35,000.00</b>	
5/16/2020	\$5,000.00	Books for Babies program
5/16/2020	\$5,000.00	Whatcom READS
Total direct-to-vendor donations	<b>\$10,000.00</b>	
<b>TOTAL FRIENDS DONATIONS</b>		<b>\$45,000.00</b>
<b>COMBINED 2020 DONATIONS TOTAL</b>		<b>\$142,404.16</b>