

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 February 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, February 16. 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 . | 2 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: January 19, 2021: Regular board meeting• Library performance & activity measures: January 2021• Financial reports
Claims: January 2021
YTD report: January 2021 | 5 min |
| 5. Reports <ul style="list-style-type: none">• Board Chair | 10 min |

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

Time check: 3:50

6. COVID-19 Library services update

10 min

- Rebecca Judd, Director and staff

7. Facilities update

10 min

- Central Library main floor remodel – Rebecca Judd, Director, and staff

Time check: 4:10

8. Whatcom Community Foundation and fundraising

10 min

- Rick Osen, Board Chair
- Kristy Van Ness, Trustee: Library Giving Day

9. New business

3 min

10. Action items for next meeting

2 min

Time check: 4:25

11. Adjourn

**Next Regular Library Board Meeting: Tuesday, March 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.

The Latest on Bellingham's Central Library Remodel

whatcomtalk.com/2021/01/28/the-latest-on-bellinghams-central-library-remodel/

January 28, 2021

[f Facebook442](#) [🐦 Tweet1](#) [P Pin](#)

Bellingham's Central Library, at 210 Central Street, is the largest of the city's three locations, as well as the library's administrative and operations center. The downtown branch welcomed about 630,000 visits in 2019, with Central Library patrons borrowing 1.2 million items and attending more than 1,000 programs. This all takes place in a 1950s-era building that saw its last major renovation in 1985.

Since July 13, Bellingham Public Library (BPL) and the Public Works Department have been working with Tiger Construction and RMC Architects to remodel the Central Library's main floor. The project is scheduled to be completed this spring.

The interior remodel of the main floor is outlined in [an assessment of the Central Library completed in 2018 by RMC Architects](#). Library leaders expect this project to be the first of several sequential improvements to the existing building and site, including examining options to increase library space.



This project involves remodeling the nearly 20,000-square-foot main floor where adult and teen collections and services are located. Changes will include improvements to public seating and the addition of study rooms, converting the lighting to LED technology, incorporating more efficient book-handling systems, adding two public restrooms, and providing additional open spaces and a more open concept.

Rick Osen, who's been on BPL's board of trustees since 2015, says the issue of improving and expanding library facilities has been on the library board of trustees agenda for at least 15 years.

"The original building of the 1950s had a modest expansion and upgrade in 1985," he says. "Other than a few basic improvements, nothing substantial has been done at the Central Library for the last 35 years."

In 2008, the library board, in conjunction with library administration, released a commissioned plan for a new library building. But the price tag, combined with that year's recession, tabled the project.

Over the subsequent years, Osen says, the concept of a new building did not gain new roots, so more recently the board suggested looking at improvement of and possible expansion to the existing facility. For reasons of fiscal feasibility, the board decided on a phased approach

to accomplishing these goals, concentrating the first phase on the Central Library's main floor.

The renovations are on the main floor only, not on the lower floor where the Children's Library and large meeting room are located, says Library Director Rebecca Judd, but there are hopes to remodel the lower floor in the future.

Judd says that the way people use the library today is different than it was in 1950—or in 1985.

“Today people bring their many digital devices with them and need a place to plug them in. We have greatly expanded the electrical outlets and capacity on the north side of the building, near the large plate-glass windows. We enhanced the seating in that area with new furniture and furnishings to create a more welcoming space, and we replaced the glass in the windows facing the lawn for better views.”

They've also created a more inviting teen area in the northeast corner of the main floor, with a fun design, special lights and colorful carpet.

“The public will be so pleased and surprised when we're finally able to reopen the Central Library—it's fresh and new,” says Annette Bagley, head of community relations for BPL.

The library staff has been dedicated throughout the pandemic to continue providing materials through the curbside pickup service.

“This has been an especially large task while working around the remodel construction, as access to the book stacks on the main floor is limited,” Bagley continues. “The entire basement was transformed into a Santa's workshop-style assembly line of desks six feet apart, plexiglass barriers, and staff in PPE to make it all happen.”

Library curbside pickup services—which were initiated in March 2020 to make library materials available while the library is closed to patrons due to COVID-19 restrictions—will continue with minimal disruption during the project. Patrons can request library materials



Rick Osen has been on Bellingham Public Library's board of trustees since 2015. Photo courtesy Bellingham Public Library



Rebecca Judd has been director of Bellingham Public Library since July 2018. Photo courtesy Bellingham Public Library

and pick up these items by following the directions on the library's website at www.bellinghampubliclibrary.org/curbside.

Library users may see small impacts to parking around the library from construction-related staging and deliveries. All BPL locations are currently closed to visitors, with reopening of facilities coming in later phases of the governor's [Safe Start plan](#).

“Throughout the pandemic, our library staff has continued to innovate to provide the best service we can,” says Judd. “In late December, we added the [myLIBRO](#) app to our services, which allows patrons to schedule their curbside pickups through their mobile devices. Before the pandemic, our children's library offered 19 story times per week.”

During the pandemic, the children's librarians pivoted to virtual story times and continue to interact with patrons each week through YouTube and Zoom.

Meanwhile, staff answers up to 100 help desk calls per day. “Since people can't come into the library to ask questions,” Judd continues, “help desk phones have been a lifeline service for many.”

One challenge created by the remodel is that library staff only have access to the main floor a few hours a day to pull holds and to re-shelve materials on the book stacks. Collections on the main floor are currently covered in plastic.

“The impact of the physical remodel with new paint, carpet, furnishings and layout will be an emotional boost to our community, demonstrating the high value we place on reading and learning,” says Judd. “This boost is especially important as we come out of this difficult pandemic.”

For a sneak peek at the remodel—and a tour with library director Rebecca Judd—please go to <https://www.bellinghampubliclibrary.org/news/bellingham-central-library-main-floor-remodel-underway>.



Bellingham Public Library's book stacks are currently covered in plastic for protection during the remodel. Photo courtesy Bellingham Public Library



New carpets and lighting are part of Bellingham Public Library's remodel project. Photo courtesy Bellingham Public Library

To learn more about this project, visit the [Central Library Main Floor Remodel webpage](#) or contact the library administration at 360. 778.7323 or via the [Ask Us! online form](#).

Library pickups slated to resume next week

BY ROBERT MITTENDORF
rmittendorf@bhamherald.com

Bellingham Public Library staff has returned to the downtown location after it closed last week during a homeless encampment on the building's lawn, but it will be next week before curbside pickup of materials will resume.

"We'll have staff back in the building (Monday, Feb. 1), working through the backlog of returns and requests," Library Director Rebecca Judd told The Bellingham Herald in an email.

Pickup appointments canceled Jan. 22-30 will be rescheduled Feb. 8-10, Judd said.

Judd said library staff will contact patrons whose appointments were canceled during the week-long closure of the library

and nearby City Hall.

"In order to provide excellent service, it will take several days for staff to check in the large volume of returned materials and process the incoming requests for items we received over the closure days," according to a message from Judd that was emailed to patrons and posted at the library website.

New curbside appointments can be scheduled starting Feb. 11.

Both buildings closed Jan. 22 when a confrontation flared as city officials tried to clear a 25-foot safety zone around City Hall, where an estimated 100 homeless residents and their supporters pitched dozens of tents and built makeshift structures of pallets and tarps to protest what they said was a lack of shelter for homeless peo-



STAFF The Bellingham Herald file

A woman crosses Central Avenue near the Bellingham Public Library in 2018. Library staff has returned after the building was closed last week.

ple.

City officials ousted campers on Jan. 28 and dismantled the protest encampment, called Camp 210, using dozens of police in riot gear to cordon off the area as Public Works crews removed trash and belongings left behind.

It was the second time that violence at the camp forced suspension of curbside services since June, when hands-free pickups were offered because steps to curb spread of the new coronavirus pandemic closed the building to the general public.

"Thank you for your continued patience," Judd's statement said. "Please be assured that the library has all hands on deck working as quickly as possible to connect you with your materials."

Book return slots at the downtown library, 210 Central Ave., opened at 10 a.m. Monday. Books also can be returned at the library's Fairhaven and Barkley branches.

Robert Mittendorf:
360-756-2805,
@BhamMitty



**Regular Meeting of the Library Board of Trustees
Tuesday, January 19, 2021 – 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, Jim McCabe, Rebecca Craven, Vernon (Damani) Johnson and Kristy Van Ness

Library Staff: Rebecca Judd, Annette Bagley, Bethany Hوجلund, Jon McConnel, Jennifer Vander Ploeg, Katie Bray and Wendy Jenkins

Others Present: Hollie Huthman, City Council Liaison; Rachel Myers, Whatcom Community Foundation Philanthropic Advisor & Program Manager

Call to order and introductions: Regular session was called to order at 3:30 p.m. by Chair, Rick Osen.

Approve/modify agenda: Jim McCabe moved to approve the agenda. Rebecca Craven seconded. Motion carried.

Public comment: no comments.

Consent agenda: Referencing the 2020 Year-to-date (YTD) report in the packet, Rick asked Rebecca if the remaining budget would be returned to the General Fund; Rebecca confirmed that was the case. Rebecca Craven commented that, on the same report, there is a 9% difference between Salaries and Benefits expenditures and asked if it was known why. Wendy responded that this was partly due to the frozen vacancies and the hiring of Theresa as temporary help (no benefits) for the last half of the year. Rebecca Craven asked if it also was impacted by staff not taking as much vacation time. Wendy confirmed she was correct. Jim pointed out that 2020 will certainly be an 'asterisk year' for statistics, yet our Performance & Activity statistics, despite the disruptions in service, are only down 37% due to the increase circulation of digital materials. Rebecca Craven moved to approve the December 15, 2020 Regular meeting minutes and the December 2020 performance and activity measures and financial reports. Jim McCabe seconded. Motion carried.

Board Chair report:

- Rick welcomed Hollie Huthman back for another year as the Library City Council Liaison.
- Rick reported that the Barkley Lease Agreement has been finalized.

Board member reports:

- Jim complimented Rebecca on the remodel tour video, stating he has heard good feedback on it.
- Jim asked Jon about the decision to eliminate Heritage Quest, noting that the remaining database, Ancestry, is only for use at the library whereas you could use Heritage Quest from home. Jon clarified that Ancestry is allowing home access during the pandemic. Jon added that the usage statistics for Heritage Quest did not justify the expense.

City Council liaison report: Hollie provided an update on the City Hall/Lee Memorial Park (Library lawn) tent encampment. The Mayor has stated that the encampment will end by the end of January. Currently, there is capacity available at Base Camp and Swift Haven is open at Geri Fields with 25 tiny houses. Remaining campers are requesting a low/no barrier option which poses many challenges. The City and County have designated property and can provide 24-hour property care, but a sponsor organization is needed to sign for liability. Damani added that the Whatcom Human Rights Task Force considered being the sponsor, but decided it was not feasible as they are not a service-providing organization.

Friends of BPL report: No report.

Library Director report:

- Rebecca recalled that at last month's meeting the Library was closed while the fire barrier was being constructed. Curbside service is now back up and running and we are working through the backlog. She expressed appreciation for the community's patience and encouraging words.
- Rebecca reported staff are setting up next quarter's projects such as wayfinding and collection maintenance. Significant collection shifting is ongoing.
- Rebecca said there have been staff questions concerning inauguration day. Rebecca checked with police who report there will be extra patrols. There will also be extra management team on site.
- Annette reported that the first January Whatcom READS event happened last Thursday with over 50 attendees. She added that there are strong sign-up numbers for upcoming programs as well. The committee continues work on the promotional video and the Speakers' Bureau/Facilitators service which it hopes to launch in February.

Library statistics overview: Jon explained that since at least 1923, libraries have been required to provide an Annual Report to the state which includes statistical information deemed of public interest. Washington State Library then publishes this data. Jon has created an interactive spreadsheet, available on the library website, that merges this information so that peer library comparisons can be made and trends can be seen:

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

Jon shared a PowerPoint on Statistical Trends he developed to provide the Trustees with an overview of the types of data we gather, the trends the data illustrates, and how we compare to other libraries in the state. (See Attachment #1 for Statistical Trends, Inputs and Out. All Attachments are located at the end of the minutes.)

Rick added that this is the information the board has used to determine our service standards.

Healthy Washington Library services update: Rebecca reported the new state guidelines do not change our current level of service. In Phase 1 we can continue with curbside service only. In Phase 2, libraries would be able to have limited in-person service at 25% capacity. Rebecca thanked Jen for her work on furlough planning which impacts how we develop service levels going forward. For now, we will continue with the current curbside hours and will not add services. She added that in the Washington State vaccine tier plan, libraries are not specifically mentioned.

Whatcom Community Foundation overview: Rick reminded everyone that we will be promoting Library Giving Day which falls on April 7, 2021. The fundraising committee will meet to begin developing a plan prior to February's board meeting.

Rachel Myers related that Whatcom Community Foundation (WCF) was established, almost 25 years ago, with the goal of helping Whatcom County be a better place to live by connecting people, ideas, and resources. The Foundation holds endowment and designated funds for the community. Rachel shared a PowerPoint which delineated the funds that support Bellingham Public Library (See Attachment #2 for What is a community foundation?):

- Bellingham Public Library Agency Endowment Fund: established in 1997 with a balance of \$175,513. Current balance is \$300,00. Total amount disbursed to BPL is \$135,500.
- Bellingham Public Library Designated Endowment Fund: gifts to fund total \$52,064. Total amount disbursed to BPL is \$11,207.
- Four non-endowed funds:
 - Bellingham Public Library Unrestricted Fund
 - Bellingham Public Library Capital Fund
 - Bellingham Public Library Materials Fund
 - Fairhaven Library Branch Materials Fund
- Bayview Fund (endowed) – BPL is one of 8 organizations that receive a yearly disbursement from this fund established from the estate of Fredericka Bond in 2004. Total amount disbursed to BPL is \$24,359.
- The Robert Bragg & George Muldrow Endowment for the Bellingham Public Library (endowed) – established in late 2017 to provide unrestricted support for BPL that is not already being provided by the City of Bellingham. Initial gift was \$2.4 million; an addition \$900K was added in 2019; current balance is \$4.4 million. The 1st disbursement from this fund will be in 2021.

Rachel explained that disbursements are determined by a 12-quarter trailing average rather than current value. The established rate of disbursement has held at 4% for years. The WCF Board is considering allowing a higher disbursement rate of 5-6% for 2021 due to current

economic hardships. Rachel asked if the Library Board would be interested in receiving this higher rate if available.

Rick proposed the board take the higher percentage for the Bragg-Muldrow disbursement and put it into the non-endowed Capital Fund to be used as seed money for the next round of library renovation or expansion. He also suggested keeping the other endowment disbursements at 4%.

After discussion, Jim McCabe made a motion to keep the Bellingham Public Library Agency Endowment and the Designated Endowment Fund disbursements at 4% and to accept the WCF recommended increased percentage disbursement for the Bragg-Muldrow Endowment Fund. Kristy Van Ness seconded. Motion carried.

Rachel added the WCF board is meeting next week to decide whether to increase the rate and disbursement checks will follow soon after the decision.

Facilities update: Jen screen-shared photos showing recent progress on the remodel as well as photos illustrating how the Children's Library and Lecture Room have been transformed to accommodate curbside service. (See Attachment #3 for January Highlights from the Main floor remodel.)

New Business:

- No new business

Action items for next meeting:

- No action items for next meeting

Meeting adjourned at 4:56 p.m.

Next Regular Library Board Meeting – February 16, 2021 – Zoom meeting – 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

Attachments:

- Attachment #1: Statistical Trends, Inputs and Outputs
- Attachment #2: What is a community foundation?
- Attachment #3: January Highlights from the Main floor remodel

BellinghamPublicLibrary



Statistical Trends

Inputs and Outputs

1

RCW 27.12.260: Annual Report of Trustees

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

2

1923

REVISED FORM FOR PUBLIC LIBRARY STATISTICS

Compiled by the
A. L. A. Committee on Library Administration

This is a revision of the form for Library Statistics sent out in February, 1917. It is for the use of public libraries.

Two copies of the form are being sent to your library. Fill out one copy and return it to this office not later than July 1. The figures should be for your last fiscal year.

We strongly urge all libraries to use this form in their regular annual reports.

In speaking of the revision the committee chairman writes: "A considerable number of items have been added in order to make the reports as complete as possible without being too long, and in order to reduce to a minimum the questionnaire business which we are all afflicted. Also, if the new items recommended are adopted, it will eliminate the compilation of much additional data for the Bureau of Education tables."

"A brief outline of salary schedules is added. Some libraries may not want to give this data but it will be highly valuable information, and will eliminate one of the principal reasons for frequent questionnaires."

Each library using this schedule is expected to omit all headings which have no reference to its work and to condense under the nearest general heading all which are insignificant to it.

Annual report for year ended December 31, 1923

Name of library Bellingham Free Public Libraries

City or town Bellingham State Washington

Name of librarian Edith B. Carhart

Date of founding 1903

Population served (latest statistics or estimate—state which) Gen. 1920 - 30,220 Est. 36,075

Assessed valuation of city or town 1,335,223.86

Assessed valuation is what per cent of true cash value 50%

Rate of tax levy for library purposes 1 3/8 mills

1

3

Washington Public Library Statistics

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

Washington 2020 Map of Public Library Service

2019 CSV file of Library Administrative Data and 2019 CSV file of Branch Library Data

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

2019 Excel Spreadsheet - Note: there are multiple tabs

2019 Full Report (1.5 MB)

2019 Report Categories

<ul style="list-style-type: none"> Top Ten Lists Summary of Service Revenue and Expenditures Summary Total Revenue Sources Operating Revenue Sources Local, Federal and Capital Revenue Detail Local, State and Federal Revenue Per Capita Detail Total Expenditures Total Operating Expenditures Detail Personnel, Collection, Other & Capital Expenditures Outlets, Registered Users and Staff Collection/Holdings Circulation and Collection Use Resource Sharing: ILL and Cooperatives 	<ul style="list-style-type: none"> Library Programs Annual Library Service Measures Computers Automated Systems, E-Rate and Filters Electronic Service Measures Internet Presence Branch Data Salaries Benefits Public Library Service by County Glossary Notes Credits Table of Contents
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Previous Statistics (1999 - 2018)

4

Merged!

The screenshot shows the Bellingham Public Library website interface. At the top, there is a navigation bar with 'Catalog' and 'Site' options. Below that is a search bar with the placeholder text 'Find books, music, movies & more...'. The main content area features a large data table titled 'Washington Public Library Statistics Data Merged'. The table has multiple columns representing different metrics and rows representing various library branches and categories. Below the table, there is a heading 'Washington Public Library Statistics Data Merged' and a paragraph stating: 'The Washington State Library's Washington Public Library Statistical Report is published yearly, along with the data behind it.'

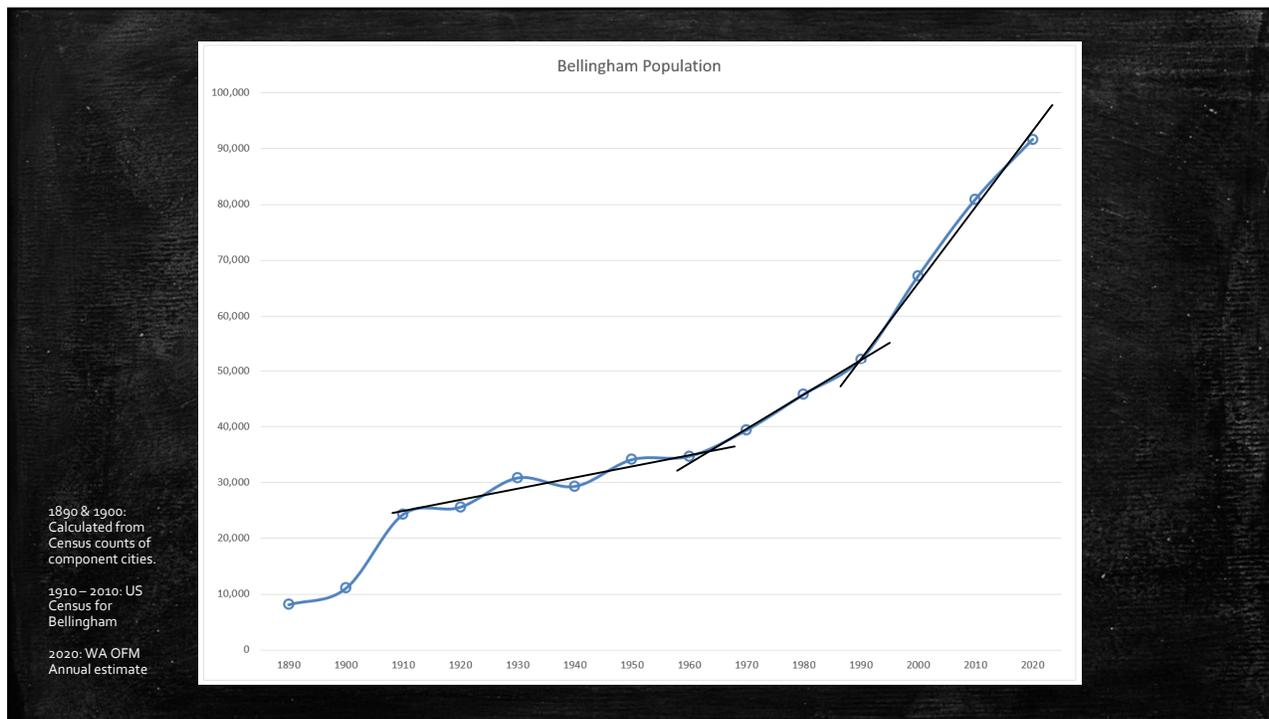
Search for 'public library statistics' on BPL's website.

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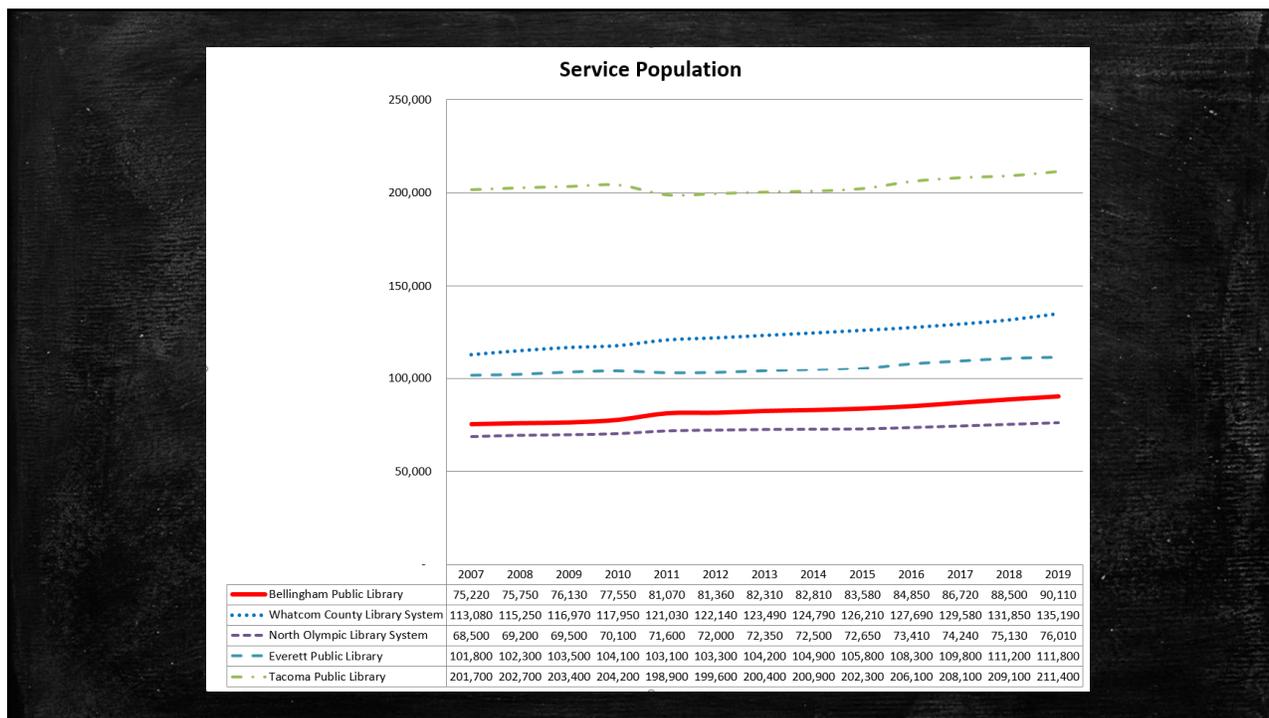
Definitions

- LSA: Legal Service Area
 - The geographic area a public library serves.
- Service Population
 - Residents of the LSA

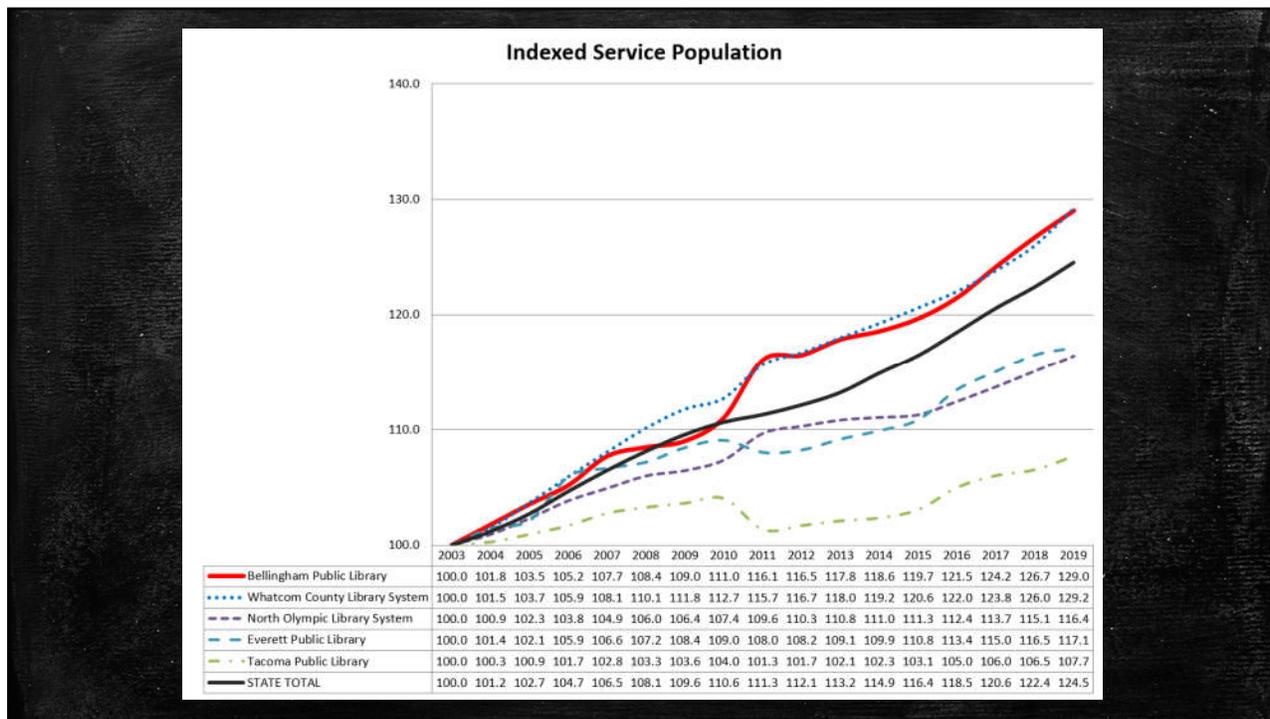
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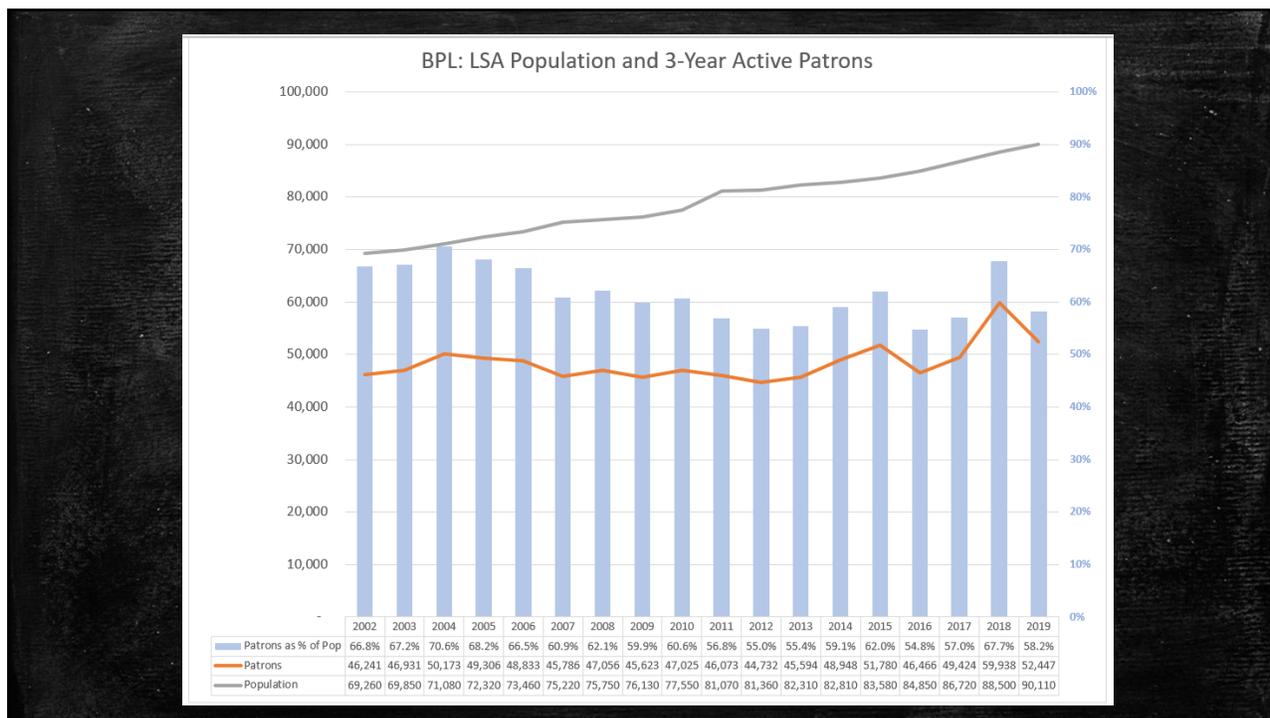
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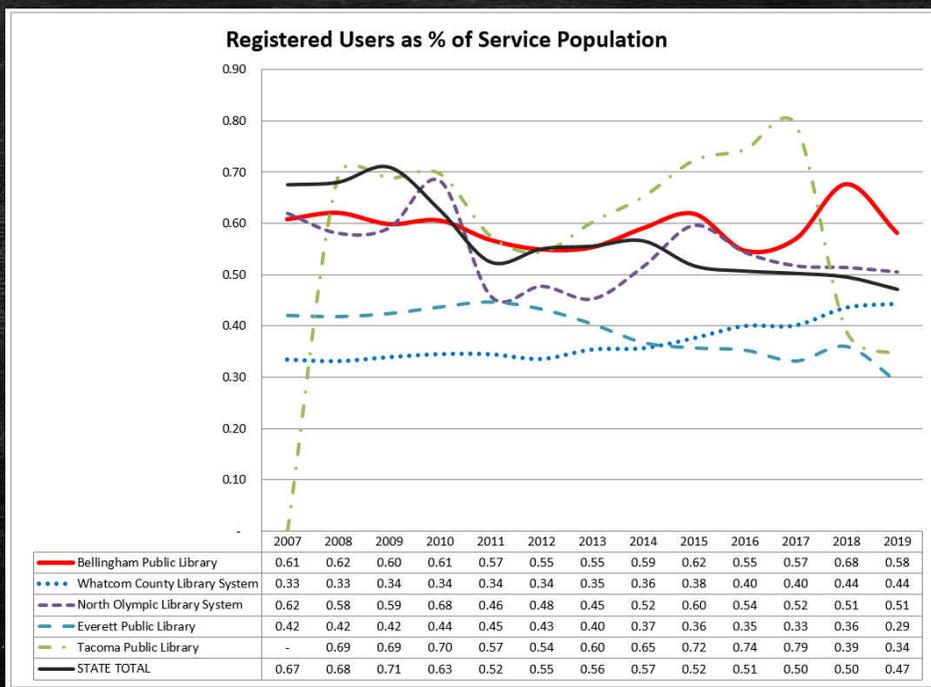
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11

Number of persons using library for reading and study
(Total figures of attendance in reading rooms, if kept.)

REGISTRATION

	Adult	Juvenile	Total
Number of borrowers registered during year			1630
Total number of registered borrowers			

Registration period, years: 5 years

Per cent registered borrowers of population served:

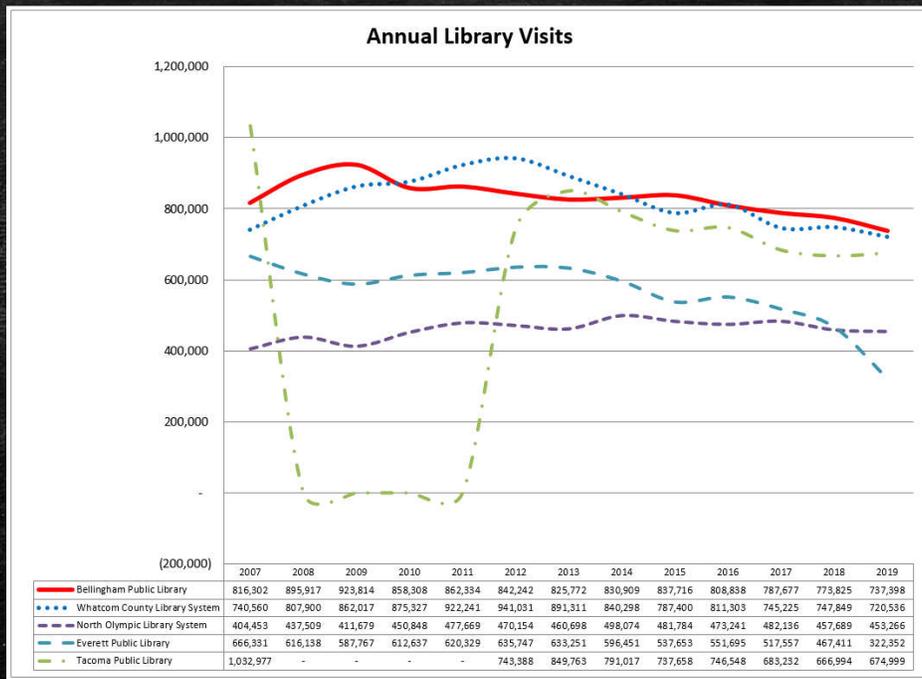
SALARIES AND STAFF

Salary schedules

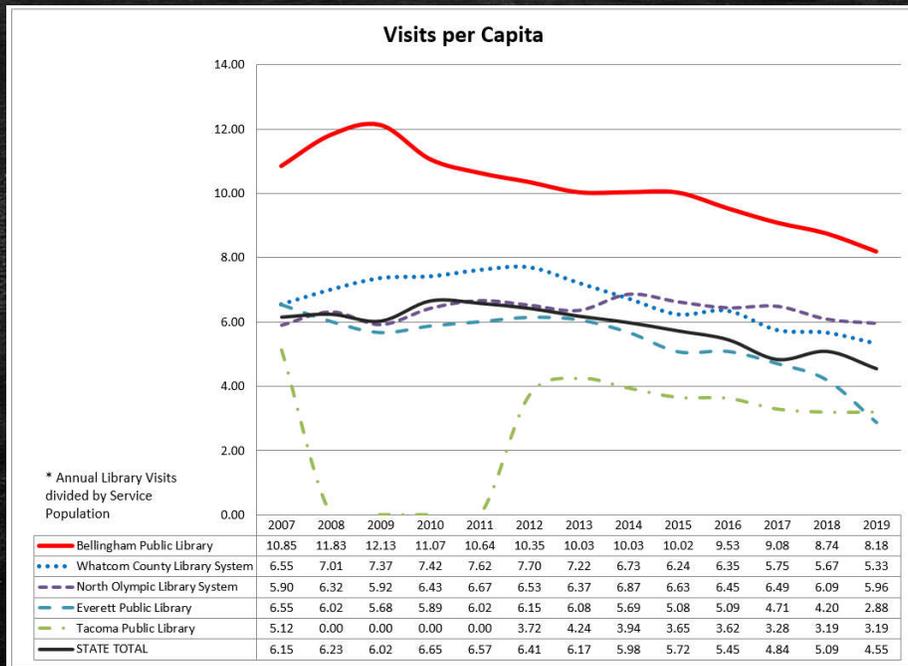
Librarian	\$1500
Assistant librarian	None
Department heads	1200
Branch librarians	1200
First assistant branch librarians	
Children's librarians	1200
Catalogers	1200

Revising names - not completed

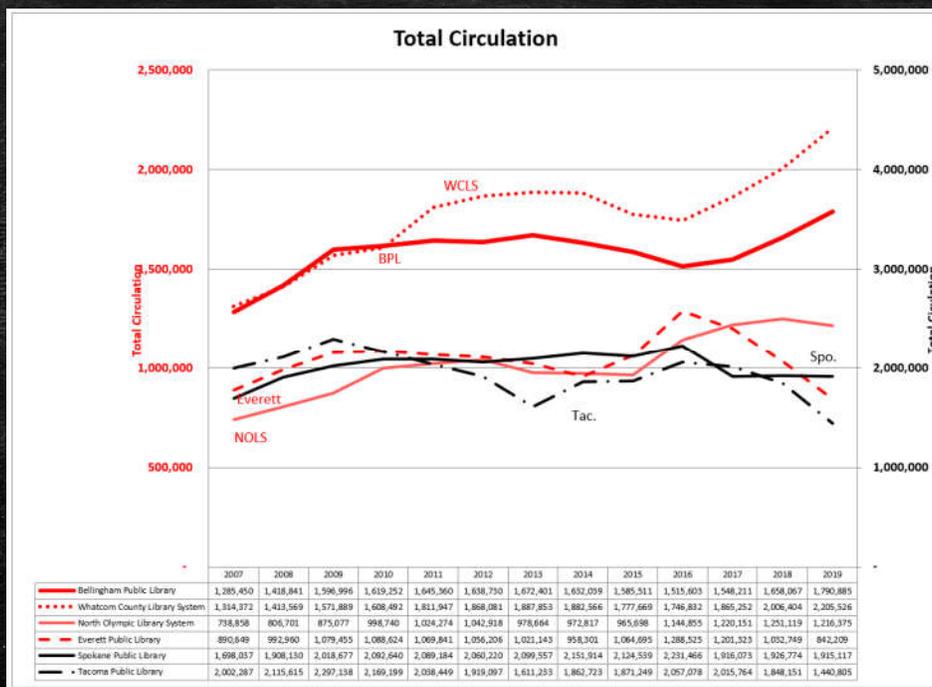
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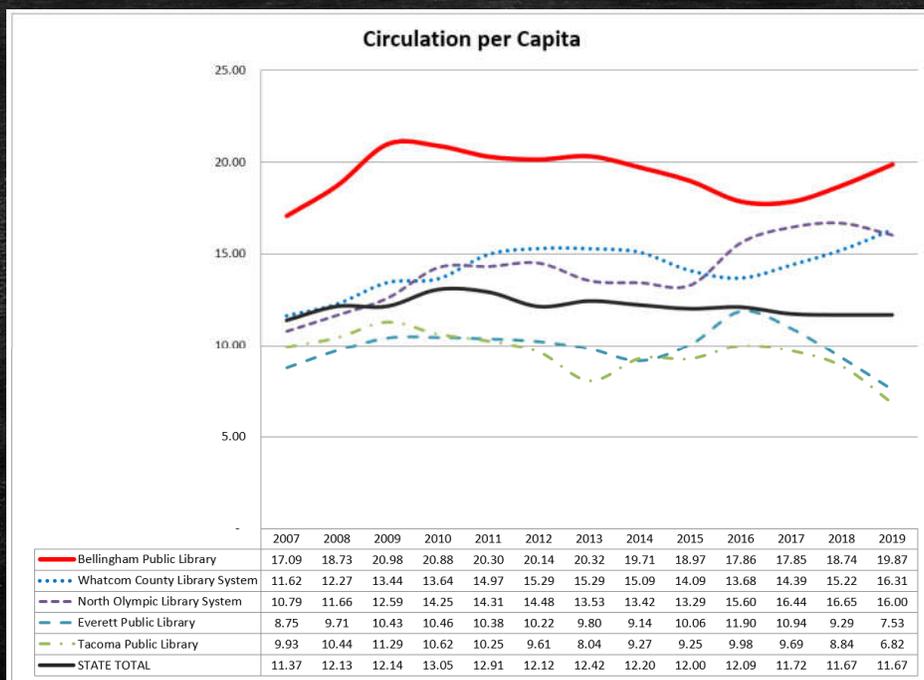
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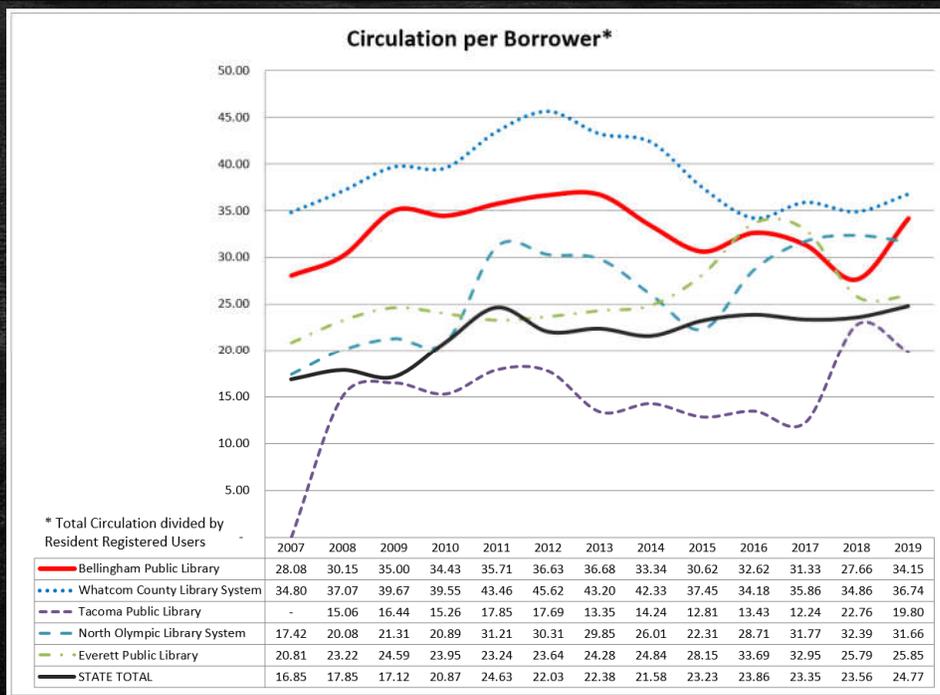
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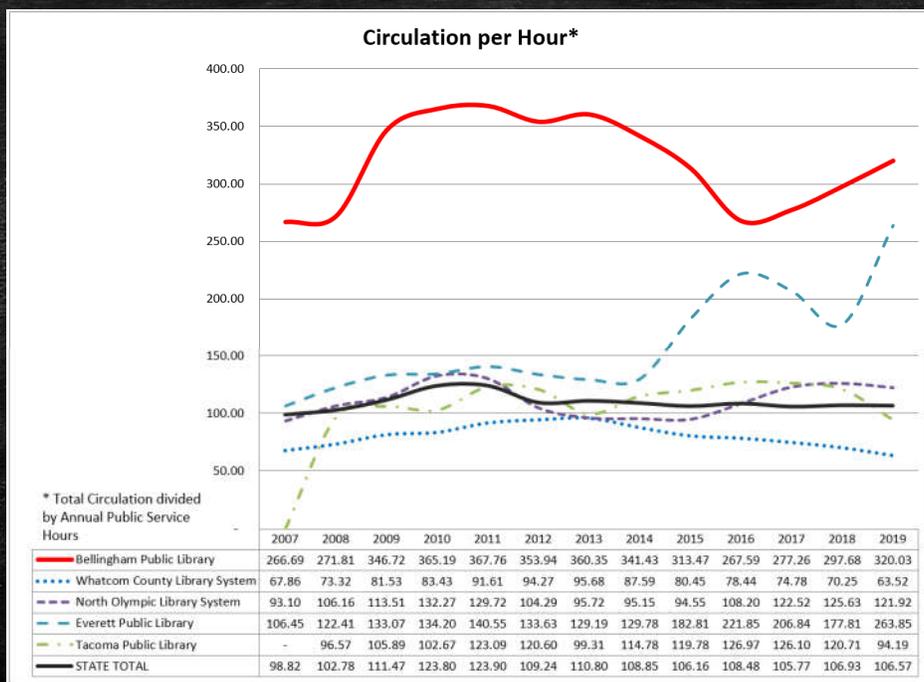
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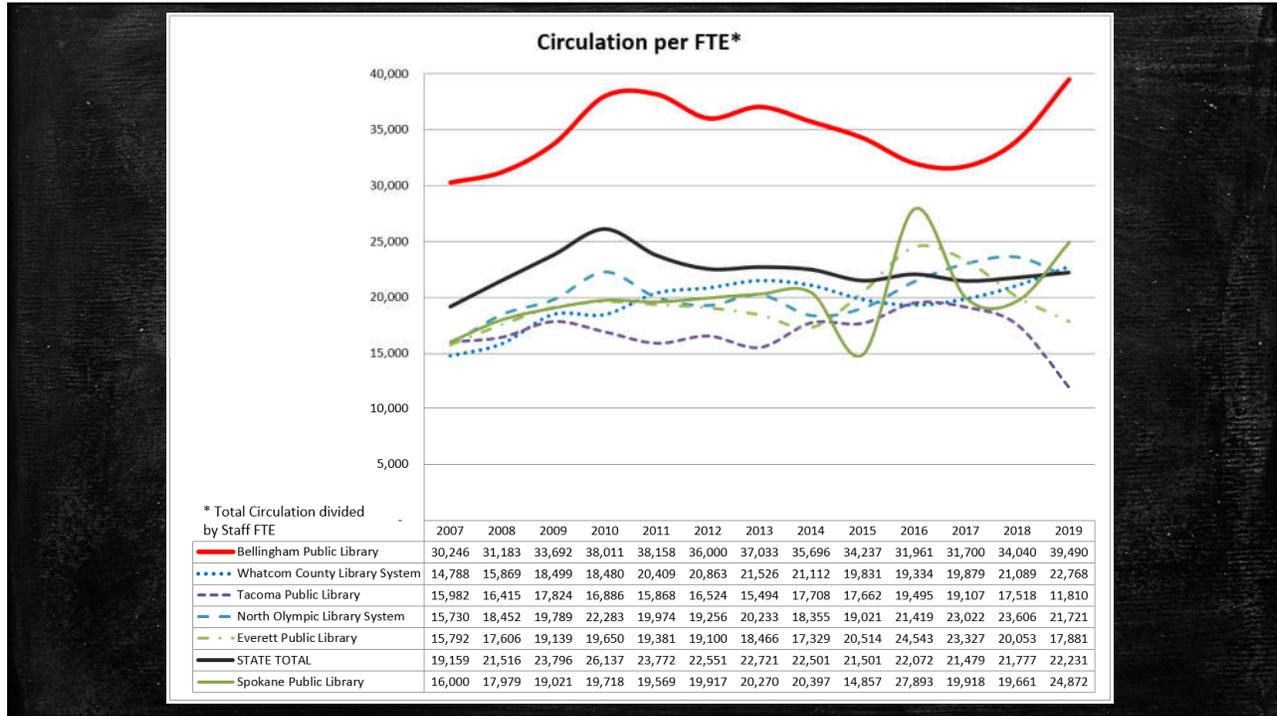
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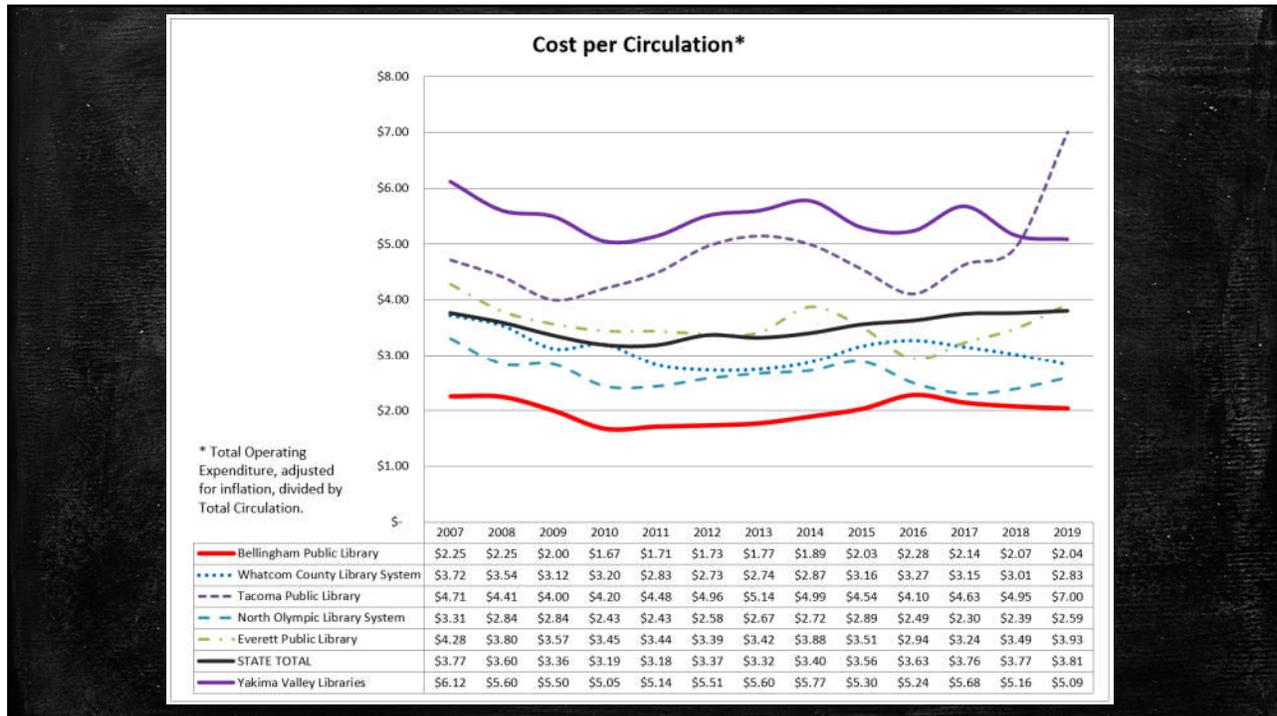
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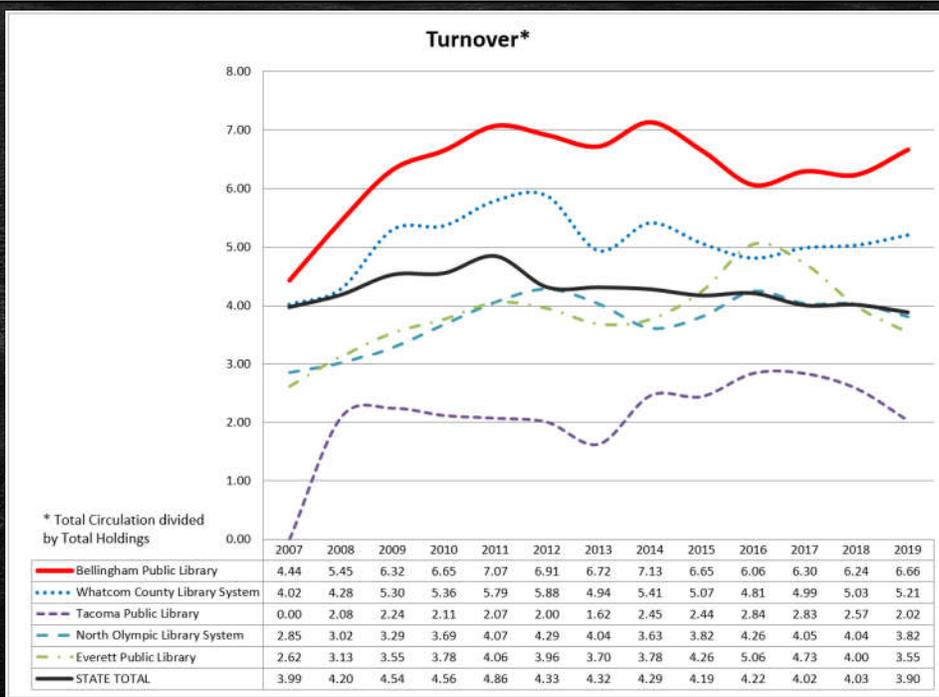
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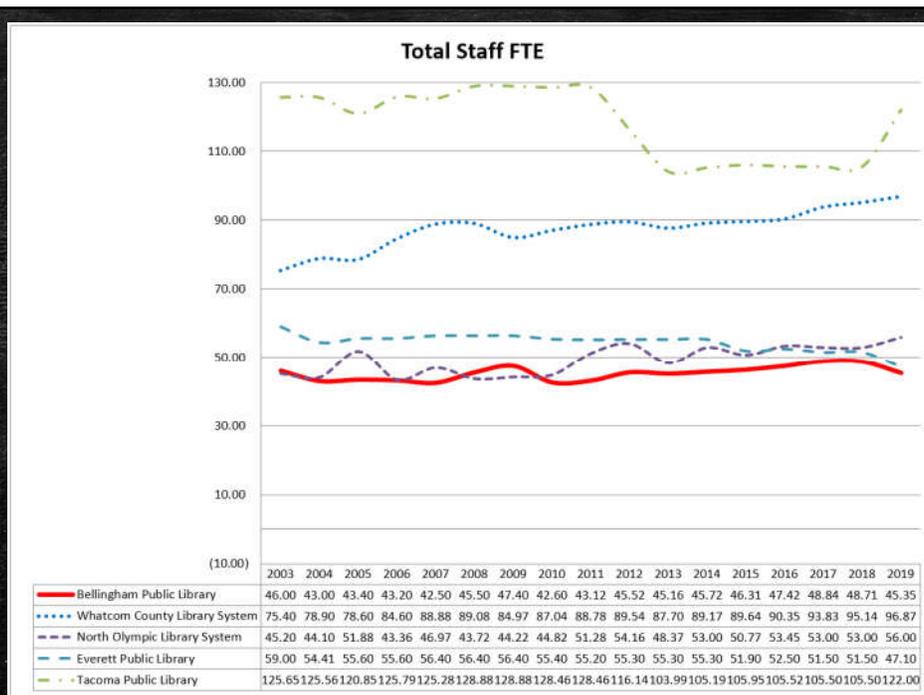
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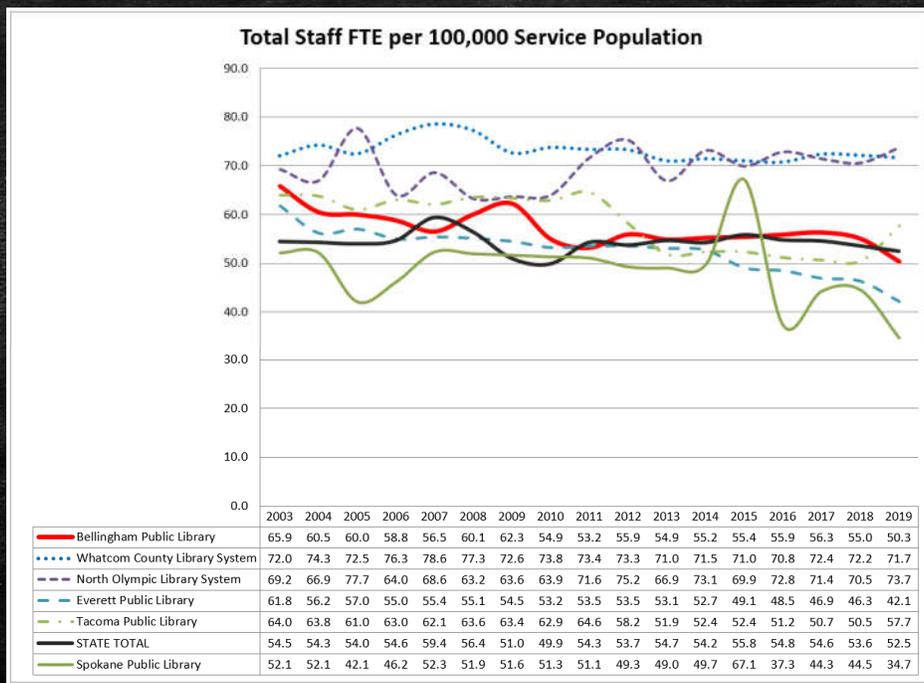
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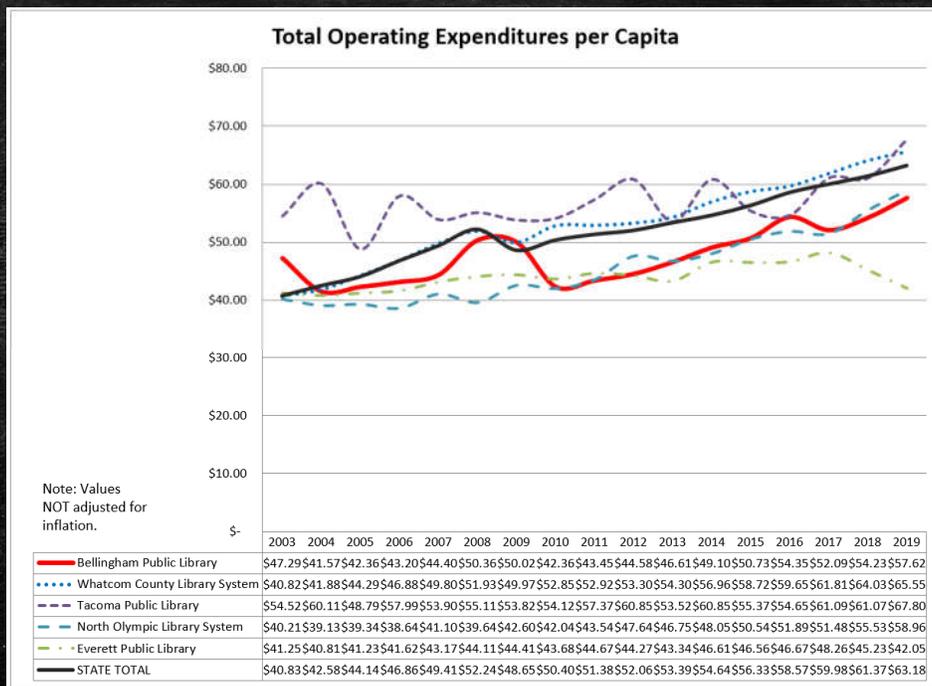
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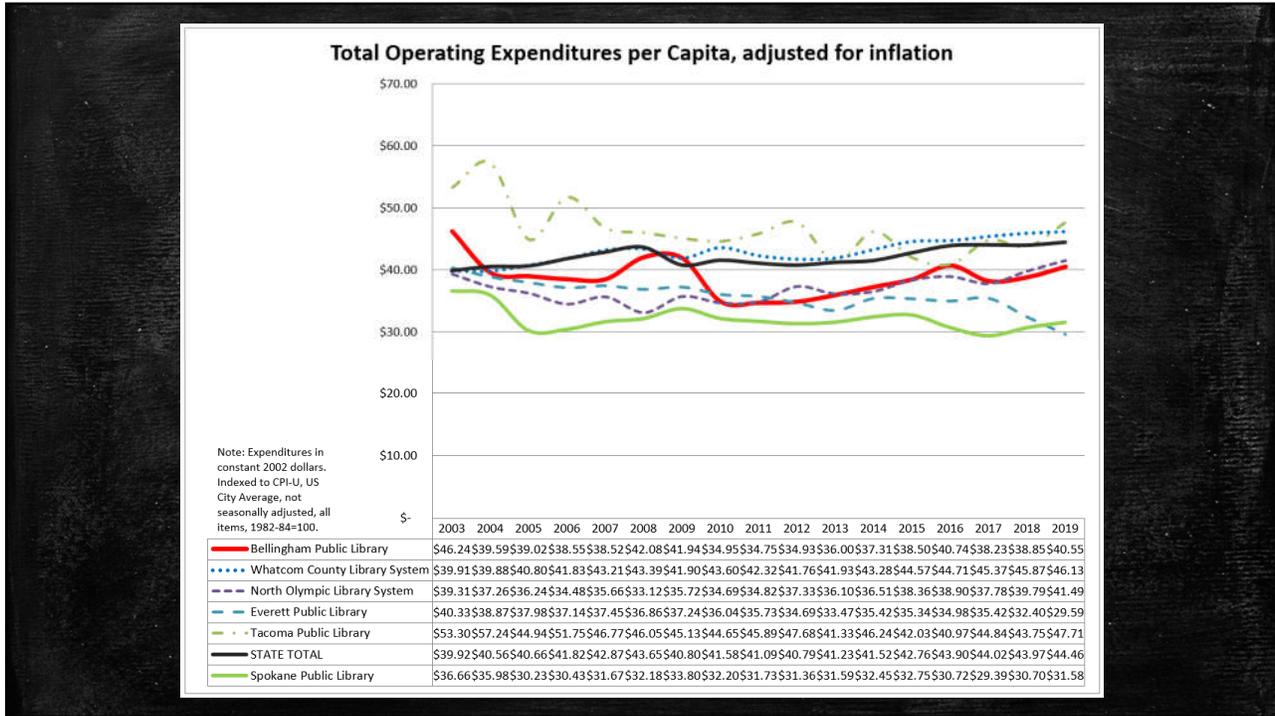
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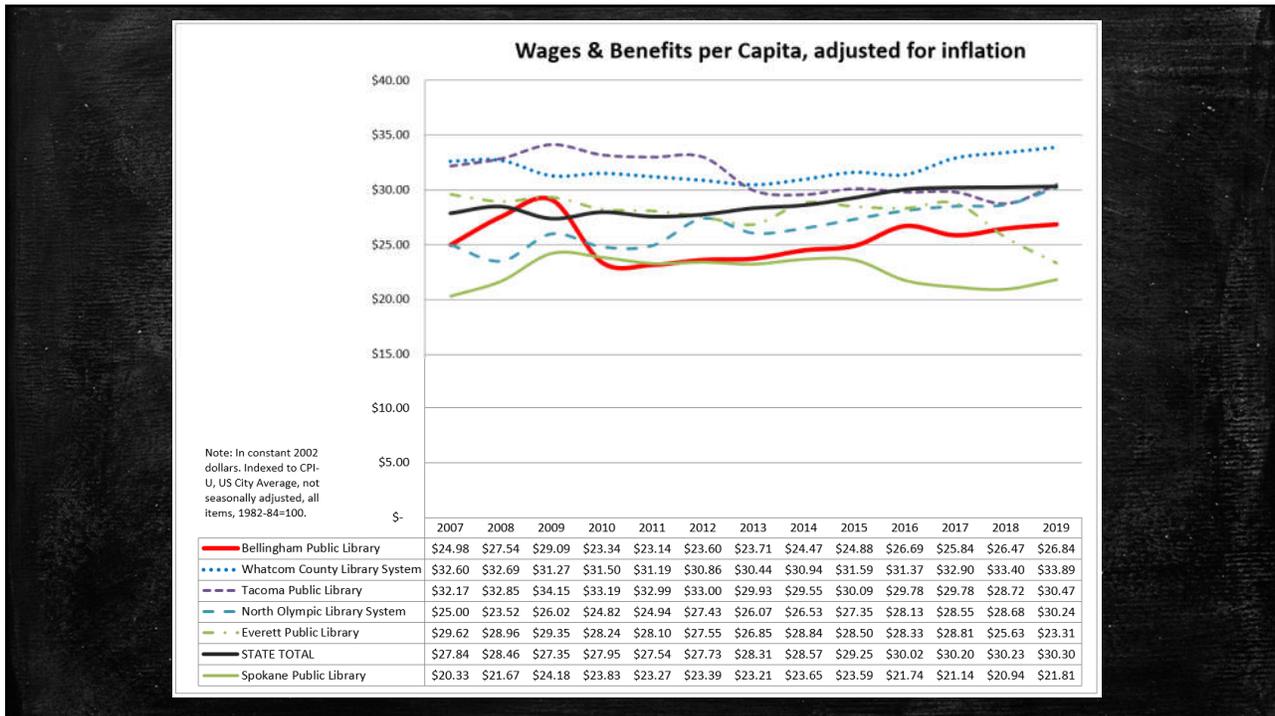
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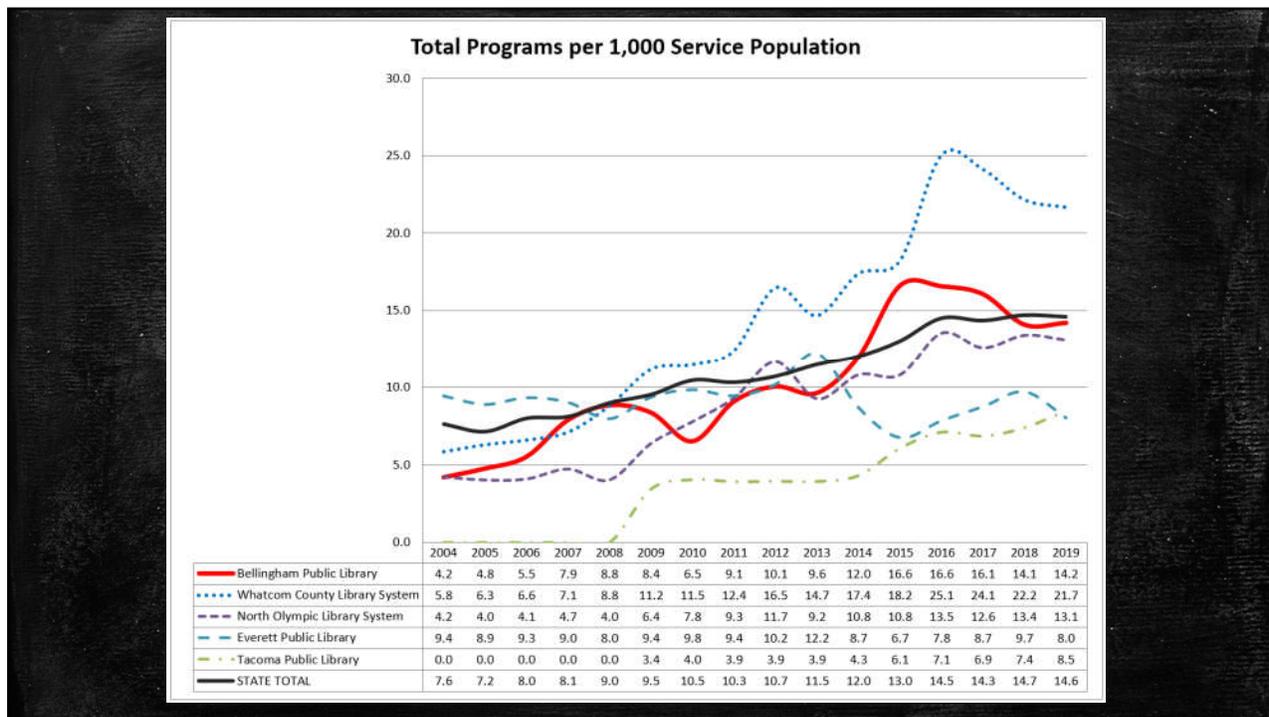
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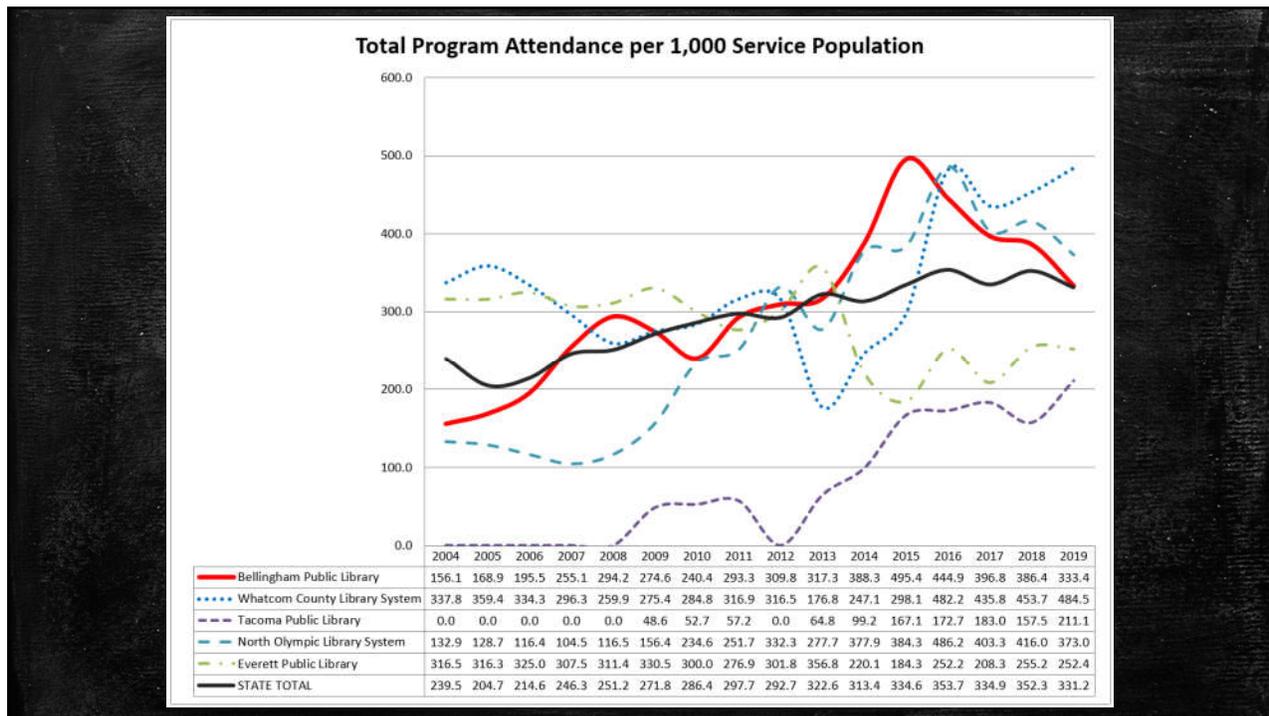
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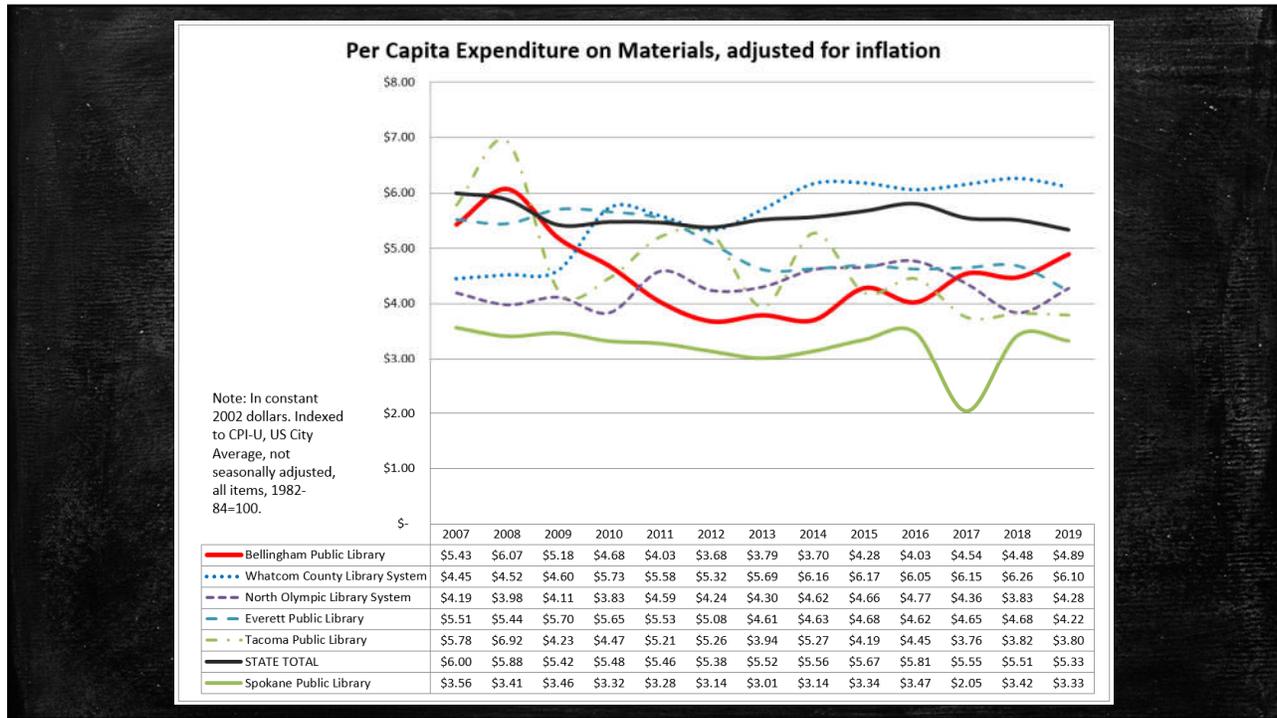
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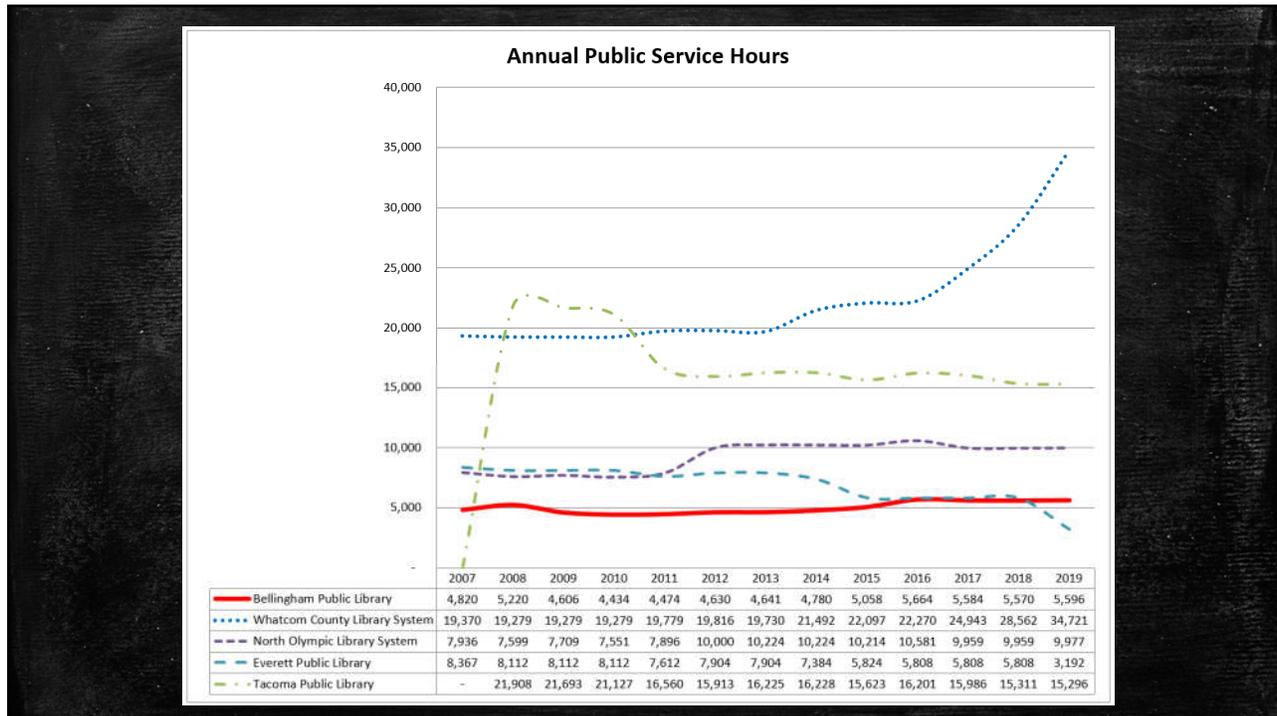
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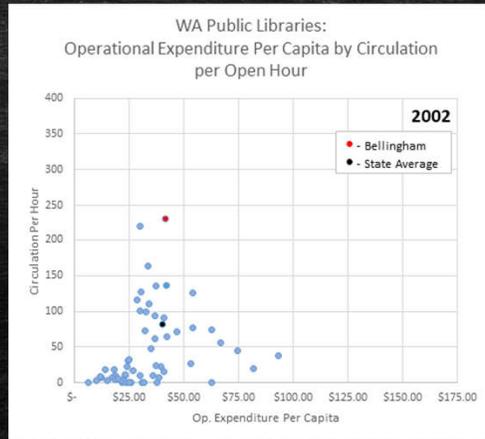
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31



32



33

What Else...?

350 columns of data to play with!

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

34

What is a community foundation?



1

COMMUNITY VISION: Everyone who lives here thrives.



2



MISSION

Amplify the force of philanthropy—by connecting people, ideas and resources—so that communities flourish.



Whatcom
Community Foundation

3



Whatcom
Community Foundation

What is an endowed fund and how do they work?

Investment Approach

Fees

Definitions

Principal

Income

Spendable

Spending Rate

4



Whatcom
Community Foundation

Funds that support Bellingham Public Library

Bellingham Public Library Agency Endowment Fund (endowed) Established in 1997 with a balance of \$175,513. Current balance: \$300,000. Total amount disbursed to BPL: \$135,500.

Bellingham Public Library Designated Endowment Fund (endowed) Total gifts to Fund: \$52,064. Total amount disbursed to BPL: \$11,207

Bellingham Public Library Unrestricted Fund (non-endowed)

Bellingham Public Library Capital Fund (non-endowed)

Bellingham Public Library Materials Fund (non-endowed)

Fairhaven Library Branch Materials Fund (non-endowed)

5



Whatcom
Community Foundation

Funds that support Bellingham Public Library

Bayview Fund (Endowed) - BPL is one of 8 organizations that benefit from this designated fund created by a bequest from the estate of Fredericka Bond in 2004. Total disbursements to BPL: \$24,359.

The Robert Bragg & George Muldrow Endowment for the Bellingham Public Library (Endowed) - To provide unrestricted support for the Bellingham Public Library that is not already being provided by the City of Bellingham. BPL is lone beneficiary of this designated fund established from Robert & George's estate in late 2017 with a gift of \$2.4 million – additional \$900K added in 2019. Current balance: \$4.4 million.

6



Funds that support Bellingham Public Library

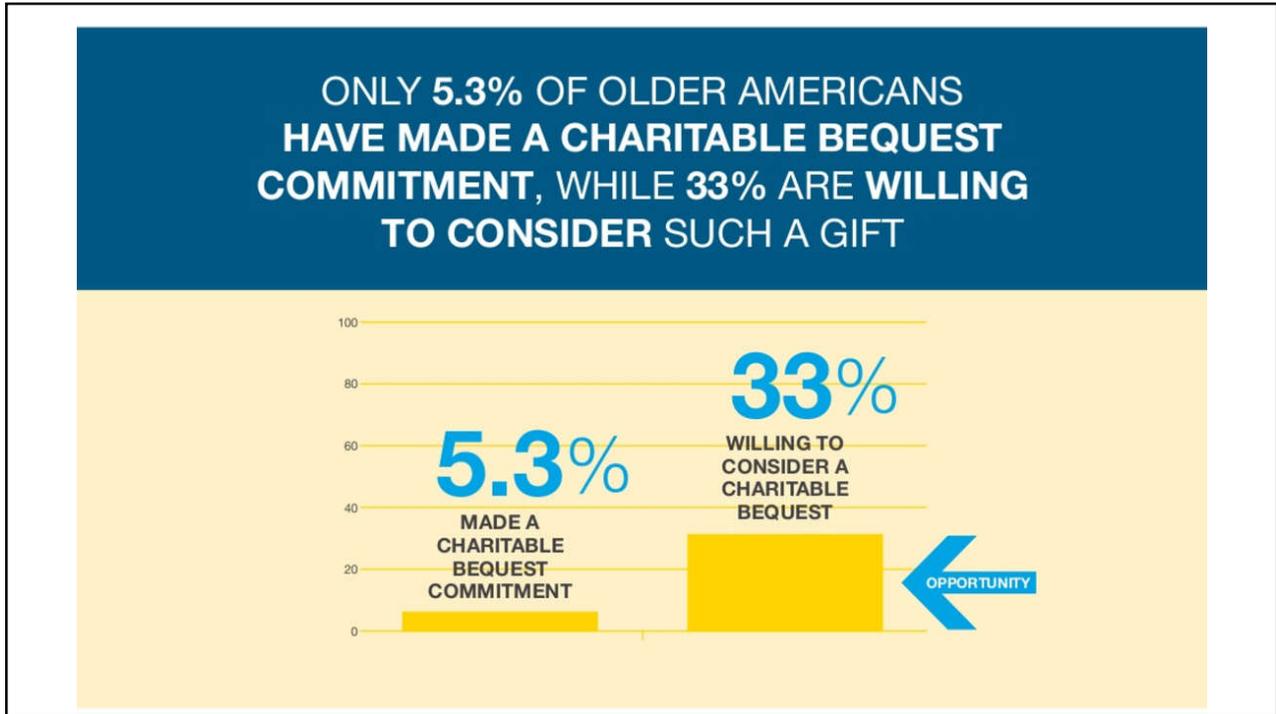
4.0000% of 3,295,119.99 (12 quarter avg) \$ 131,804.80

And here are the Q ending values from CS:

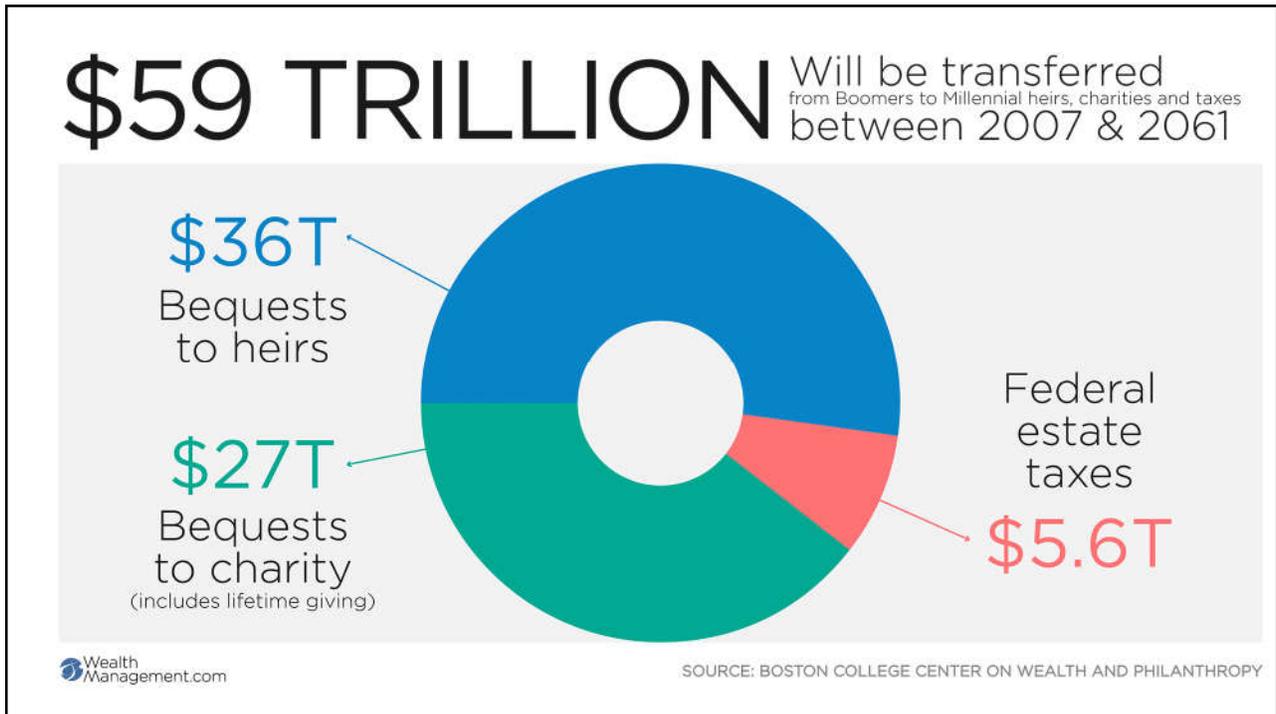
Quarter Ending Asset Values		
Date	Amount	
2020-12-31	4,470,908.46	Books are not closed for this period, amount may not match financials.
2020-09-30	4,028,942.17	
2020-06-30	3,818,726.44	
2020-03-31	3,293,136.83	
2019-12-31	3,918,388.82	
2019-09-30	3,703,513.67	
2019-06-30	3,666,030.34	
2019-03-31	2,624,066.83	
2018-12-31	2,373,758.95	
2018-09-30	2,622,685.88	
2018-06-30	2,531,343.00	
2018-03-31	2,489,938.13	
2017-12-31	2,525,928.87	

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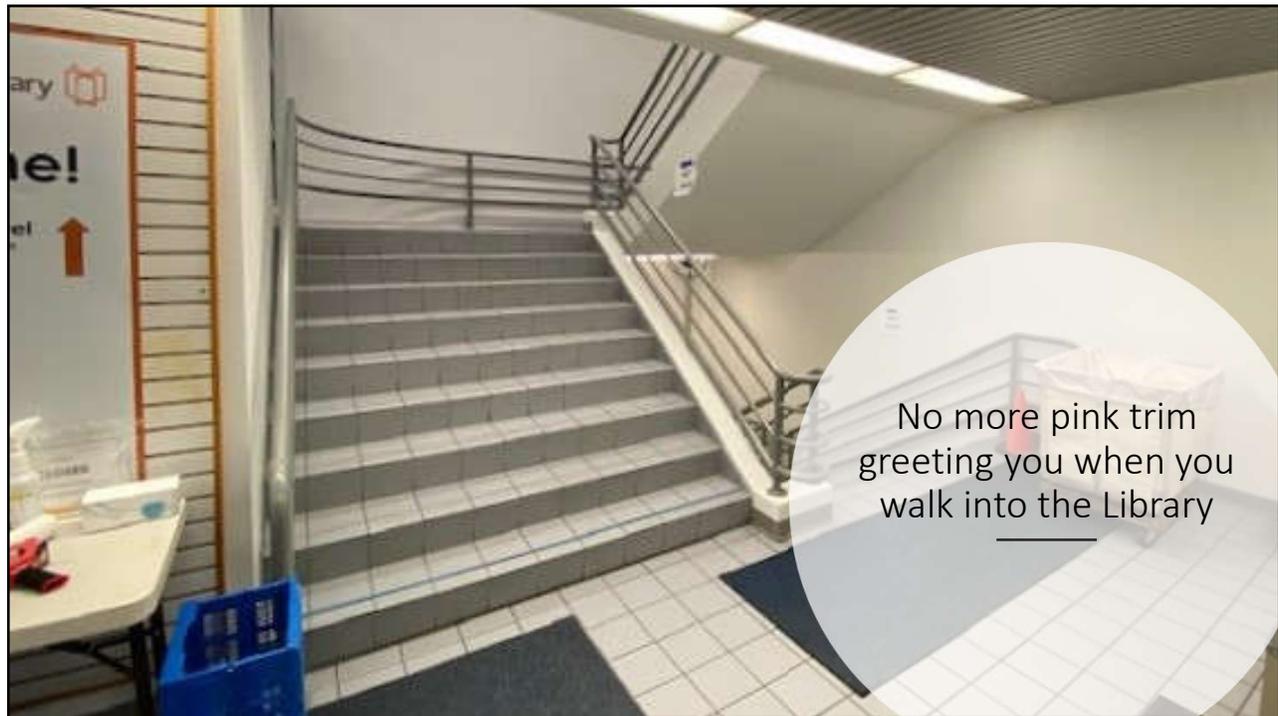


10

Highlights from the Main floor remodel

- Painting mostly done
- Carpet installed
- Electrical continues
- Casework is going in (countertops and cabinets)

1

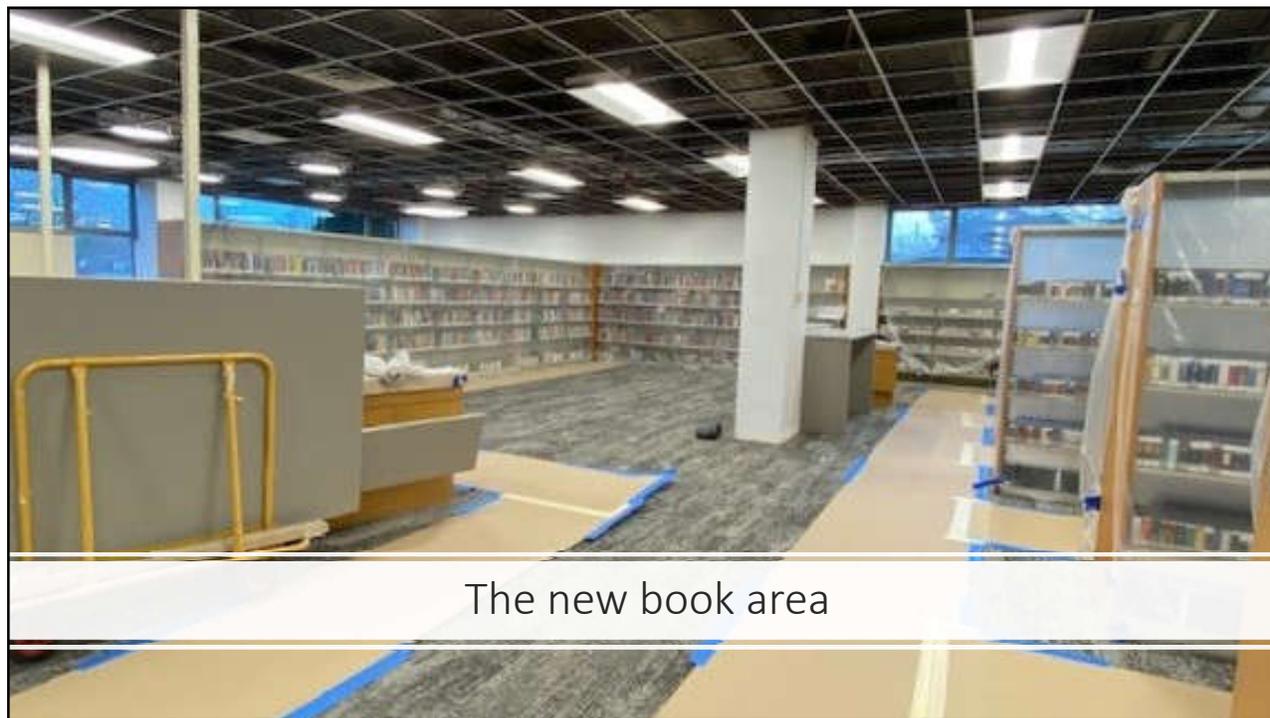


2



The new flooring in the book stacks

3



The new book area

4

The lovely new seating area!

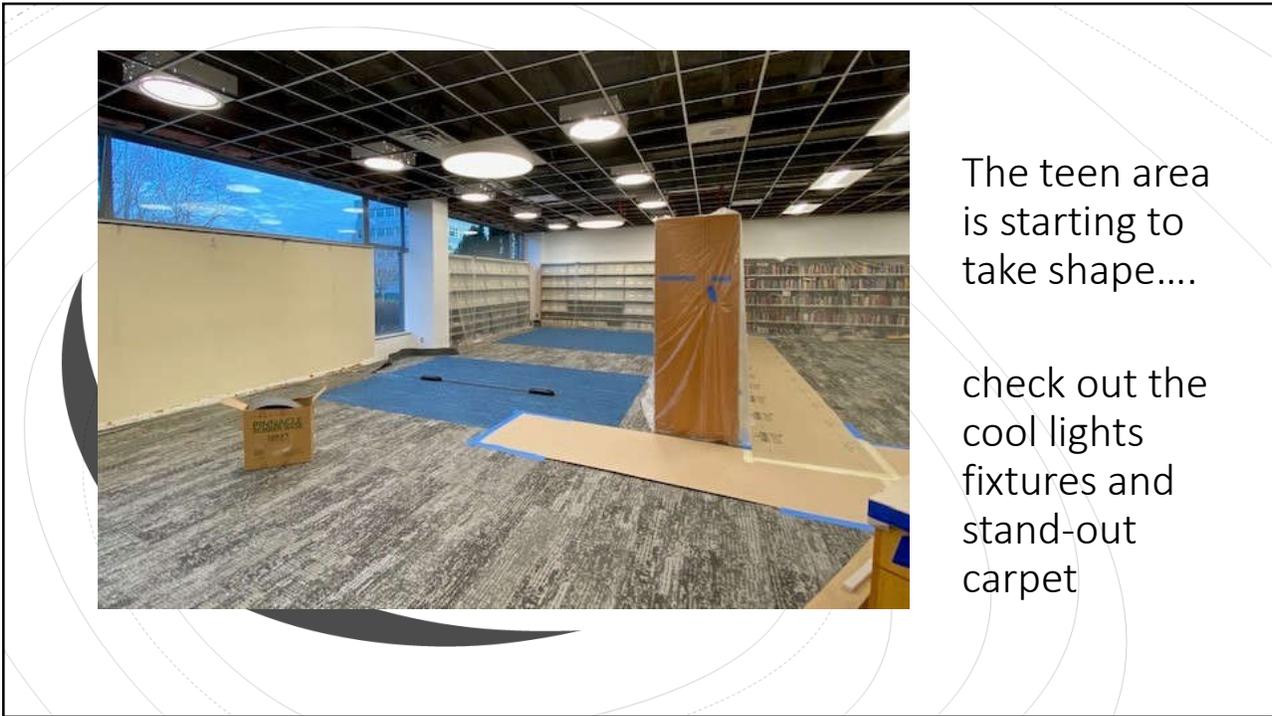


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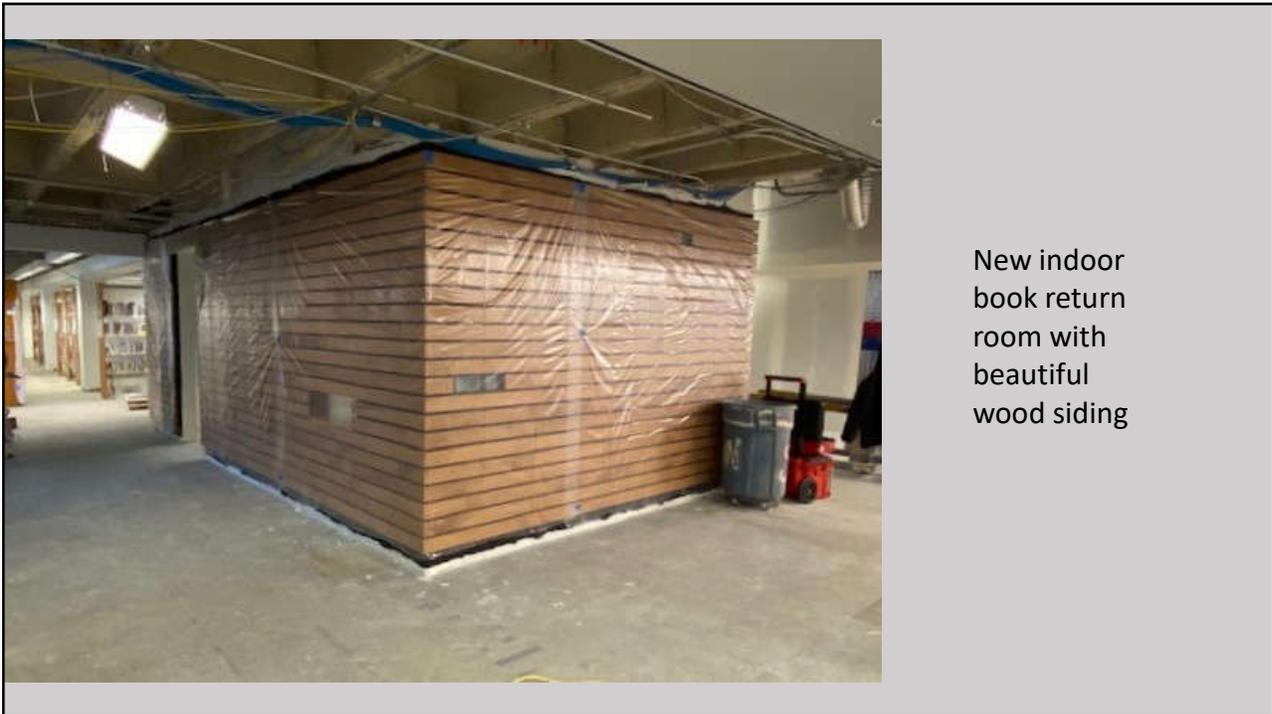


And in the offices in the staff area...

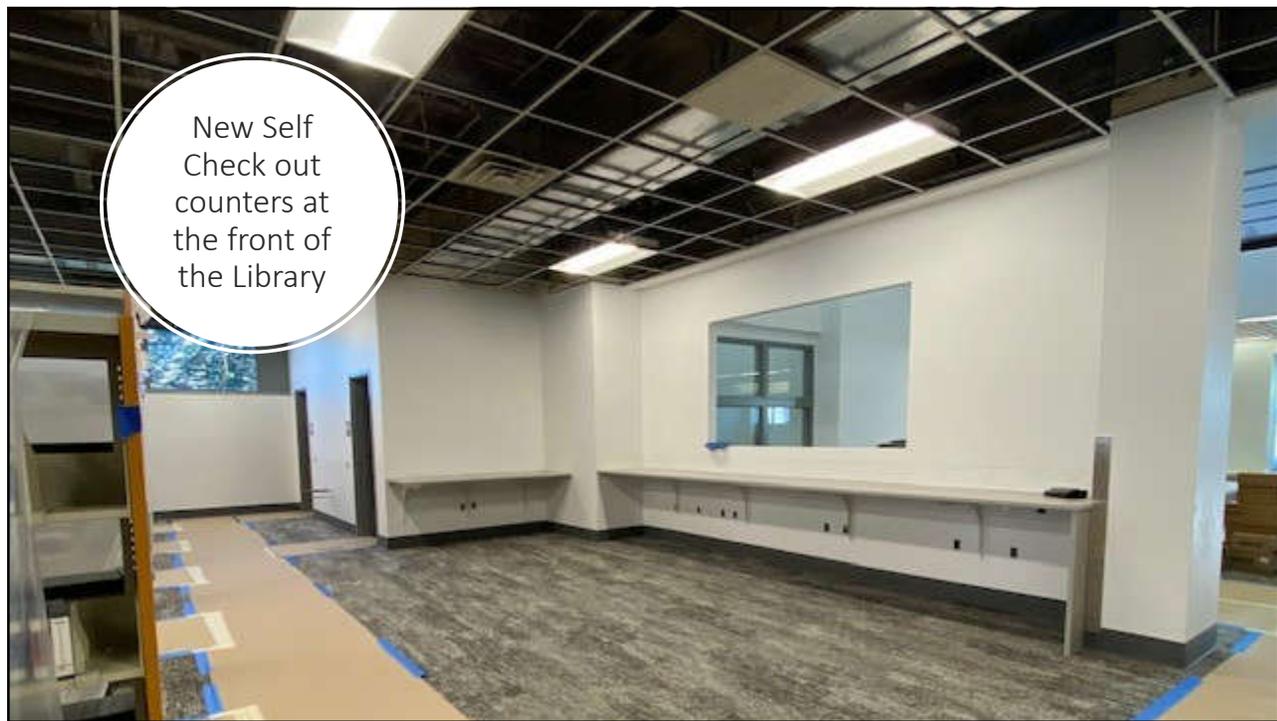
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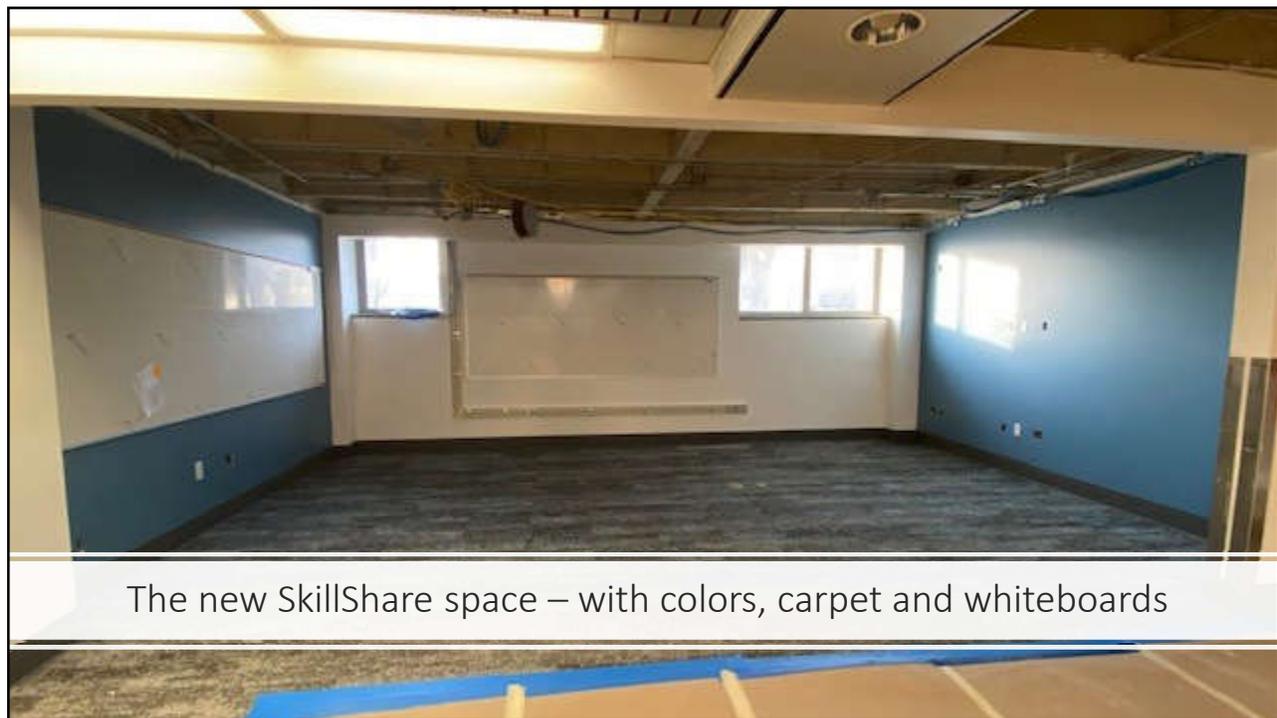
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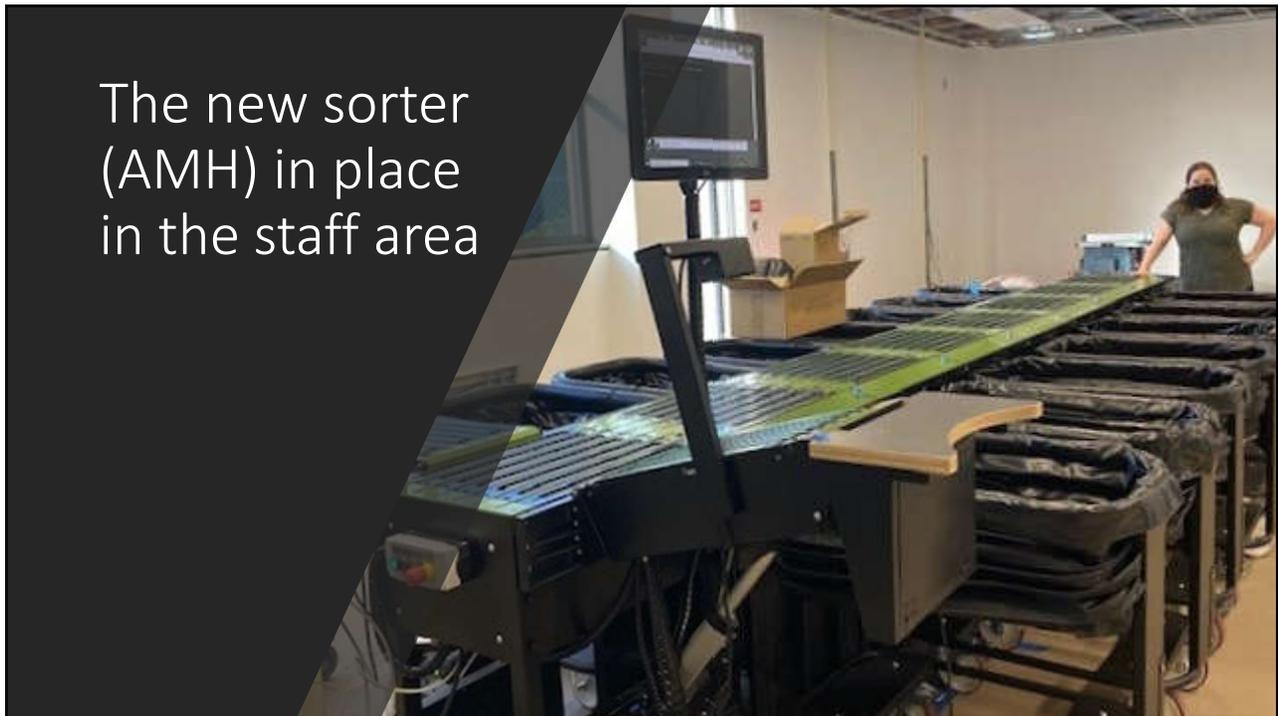
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10



11



12



If you've been wondering where we have been working during this construction

13

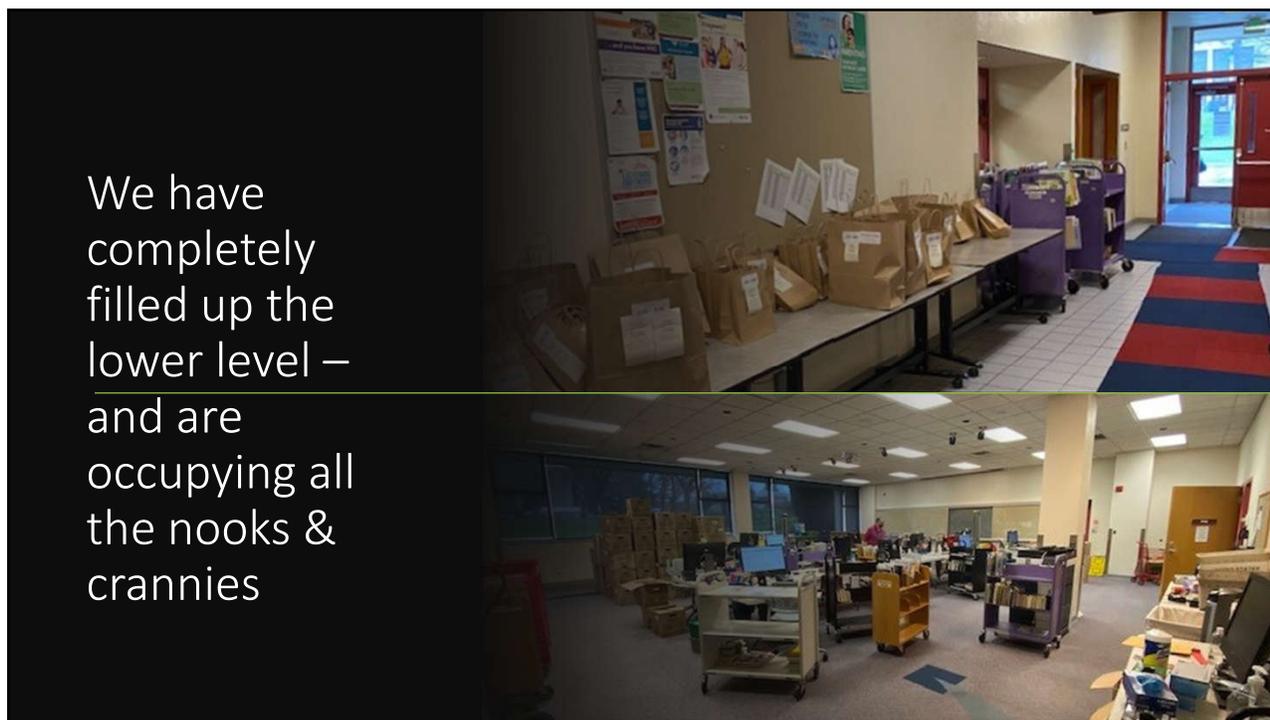


You've probably never seen the Dodson Room looking like this!

14



15



16

**Bellingham Public Library
Performance & Activity Measures, 2021**

Library Board
February 16, 2021
Consent Agenda

			Year to Date		% of change YTD
	January-21	January-20	2021	2020	
Holdings - Number of materials in the library's collection					
Physical copies added to the collection	2,471	3,134	2,471	3,134	-21.16%
Electronic copies purchased by BPL	75	54	75	54	38.89%
Physical copies withdrawn from collection	(5,451)	(1,472)	(5,451)	(1,472)	270.31%
Total physical holdings			169,213	182,853	-7.46%
Total electronic holdings in Consortium available to BPL			107,877	87,472	23.33%
Total Holdings (Physical and Electronic)			277,090	270,325	2.50%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity					
Central Library					
Adult	25,702	60,051	25,702	60,051	-57.20%
Youth	20,743	48,050	20,743	48,050	-56.83%
Sub-Total Central	46,445	108,101	46,445	108,101	-57.04%
Fairhaven Branch					
Adult	15	8,119	15	8,119	-99.82%
Youth	3	2,790	3	2,790	-99.89%
Sub-Total Fairhaven	18	10,909	18	10,909	-99.83%
Barkley Branch					
Adult	2	6,840	2	6,840	-99.97%
Youth	2	4,260	2	4,260	-99.95%
Sub-Total Barkley	4	11,100	4	11,100	-99.96%
Bellingham Technical College					
Adult	0	41	0	41	-100.00%
Youth	0	15	0	15	-100.00%
Sub-Total BTC	0	56	0	56	-100.00%
Whatcom Community College					
Adult	0	306	0	306	-100.00%
Youth	0	75	0	75	-100.00%
Sub-Total WCC	0	381	0	381	-100.00%
Western Washington University					
Adult	0	495	0	495	-100.00%
Youth	0	335	0	335	-100.00%
Sub-Total WWU	0	830	0	830	-100.00%
Online Services					
Kanopy***	2,146	975	2,146	975	120.10%
NW Anytime Library Overdrive	31,431	25,698	31,431	25,698	22.31%
eMagazines	3,562	2,759	3,562	2,759	29.10%
Sub-Total Online	37,139	29,432	37,139	29,432	26.19%
Total Circulation	83,606	160,809	83,606	160,809	-48.01%
Holds Activity					
Items placed on hold shelf	40,444	50,959	40,444	50,959	-20.63%
Services					
Persons Visiting - Number of persons counted as they enter the libraries or visit remote website					
Central Library					
Curbside Service	5,436	0	5,436	0	
Adult	0	41,347	0	41,347	-100.00%
Childrens	0	10,406	0	10,406	-100.00%
Fairhaven Branch	0	7,254	0	7,254	-100.00%
Barkley Branch	0	4,699	0	4,699	-100.00%
Total Persons Visiting	0	63,706	0	63,706	-100.00%
Website Visits	36,954	48,623	36,954	48,623	-24.00%
Number of visits to www.bellinghampubliclibrary.org					
Bibliocommons Visits	10,084	14,518	10,084	14,518	-30.54%
Number of visits to Bibliocommons					
Total Website Visits	47,038	63,141	47,038	63,141	-25.50%
Computer Usage - Number of sessions					
Central Library					
Adult & Teen (30 terminals)	0	5,286	0	5,286	-100.00%
Childrens (3 terminals)	0	150	0	150	-100.00%
Fairhaven Branch (7 terminals)	0	457	0	457	-100.00%
Barkley Branch (4 terminals)	0	308	0	308	-100.00%
Total Computer Usage	0	6,201	0	6,201	-100.00%
New Borrowers Registered					
Central Library	412	697	412	697	-40.89%
Fairhaven Branch	0	53	0	53	-100.00%
Barkley Branch	0	50	0	50	-100.00%
Total New Borrowers Registered	412	800	412	800	-48.50%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs					
Programs	41	104	41	104	-60.58%
Attendees	309	2,191	309	2,191	-85.90%
Volunteer Hours	0	1,014	0	1,014	-100.00%

*** Kanopy reported usage from January 6-31 only: number has been calculated based on the average of the 26 reported days

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

JANUARY 2021 CLAIMS

LIST OF CLAIMS AGAINST THE BOARD OF LIBRARY TRUSTEES AND THE CITY OF BELLINGHAM TO BE CONSIDERED AND APPROVED AT THE REGULAR BOARD MEETING OF FEBRUARY 16, 2021, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
Supplies		
Books; DVDs; monitors; keyboards	Amazon.com	4,240.91
Training supply & books	American Library Association	126.48
Banner & hardware	Applied Digital Images	303.82
Books	Center Point Large Print	145.90
Network cables	CDW Government	469.98
PPE supplies	City of Bellingham Warehouse	568.80
Water @ Central	Crystal Springs	23.18
Reference USA database	InfoUSA Marketing	1,087.00
Delivery crate labels	Library Store	321.36
AMH protective cover	Lowe's	28.22
Mango Languages database	Mango Languages	4,116.00
Office supplies	Office Depot	86.71
eBooks, audiobooks	Overdrive Inc	5,915.82
Ancestry Library database	Proquest	3,342.14
RBDigital	Recorded Books	13,067.00
WA State Overdrive Consortium	Secretary of State	48,729.64
Security software	Secure by Design	20.00
Databases	Value Line	4,350.00
Books	Village Books	203.85
Cares Act curbside bag purchases	Webstaurant	1,452.93
	SUPPLIES Sub Total	\$88,599.74
Other Services and Charges		
Computer replacement allocation	City of Bellingham Interfund	8,310.00
Facilities Services	City of Bellingham Interfund	48,603.15
Fleet Services	City of Bellingham Interfund	521.00
Mailroom Service allocation	City of Bellingham Interfund	1,275.72
Purchasing Services	City of Bellingham Interfund	122.00
Risk Management	City of Bellingham Interfund	5,812.00
Technology replacement allocation	City of Bellingham Interfund	1,449.00
Telecom Services	City of Bellingham Interfund	1,027.32
Printing	Copy Source	70.05
Water cooler rental	Crystal Springs	9.77
Sign-up & Spaces software	Demco	5,105.12
Barkley contract delivery	FedEx	8.50
Virtual conference	Innovative User Group	75.00
Copier lease and copies	Oasys Inc.	708.78
ILL & tech services	OCLC	2,167.63
Institution membership	Public Libraries of Washington	882.73
Barkley operating costs	Talbot Services LLC	533.33
Microfische machine lease	Technology Unlimited	339.14
Mailing Summer Reading Books	USPS	30.80
CARES Act wireless hot spot service	Verizon	800.20
	OTHER SERVICES AND CHARGES Sub Total	\$77,851.24

Gift Fund

GIFT FUND OUTLAYS Sub Total	\$0.00
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TOTAL GENERAL FUND CLAIMS \$166,450.98

TOTAL CLAIMS \$166,450.98

Library - Budget to Actual - General Fund

January 8.3% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Charges for Goods and Services		22,100	22,100	0%
Fines and Penalties	130	(0)	(130)	
Miscellaneous Revenue		45,000	45,000	0%
Total Revenue	130	67,100	66,970	0%
Expenses				
Salaries and Wages	200,722	2,372,916	2,172,194	8%
Personnel Benefits	87,429	1,103,344	1,015,915	8%
Supplies	88,600	718,950	630,350	12%
Other Services and Charges	77,851	1,010,520	932,669	8%
Total Expenditure	454,602	5,205,730	4,751,128	9%

Library - Budget to Actual - Gift Fund

January 8.3% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Donations	1,500	50,000	48,500	3%
Total Revenue	1,500	50,000	48,500	3%
Expenses				
Gift Fund expenses	0	50,026	50,026	0%
Total Expenditure	0	50,026	50,026	0%



DIRECTOR'S REPORT FOR February 16, 2021

On February 1, staff were able to return to the Central Library after a one-week closure. With crates and totes stacked in every nook and cranny of the lower floor, we knew we needed some time to process the backlog of materials in order to provide excellent curbside service going forward. And what an incredible effort! In six days, our team processed over 30,000 items in total. Curbside pickup restarted on February 8 to an appreciative community. As we close what has been a physically challenging and very busy two weeks, and with Valentine's Day around the corner, I wanted to share with the Board a few of the words of gratitude we have received. I hope they lift your spirits as much as they lifted ours:



To all the hard-working library workers - I want to sincerely thank all of you for the hard work you have done over the last several months. It has not been easy for anyone to deal with this pandemic nor the recent events in our public spaces. Through it all, you have endeavored to keep library services going, using any and all means available. Books and all the other services you provide have been a lifeline for many of those stuck at home. Every patron and tax payer should be extremely happy with and proud of our library employees. You have gone over and beyond what could have ever been expected. I appreciate you. Thank you.



I really do appreciate what you and the other staff are doing (have done) to support our community during this very difficult year. You all have adapted and adjusted to situations none of us anticipated. Job well done!



Dear Bellingham Library staff, Thank you for being a highlight of my family's 2020. I'm impressed with all you've done, providing curbside pick-ups, being a safe space for BLM displays, and homeless, through a pandemic AND a remodel! We can't wait for storytime + in person visits again!



To all BPL employees ... I want to express my thanks and appreciation for all that you do! I am grateful for your service. THANK YOU!

(Rebecca Judd, Library Director)

WELCOME & INCLUDE

Curbside services return: Curbside service resumed on Feb 8, and we were very eager to get items to our patrons. Of course, while we were closed, materials continued to accumulate from Whatcom County Library System locations, as well as returns from patrons. During our catch-up week we were able to check in (either requests or returns) a staggering 33,000 items. We ran out of hold shelf space early and covered every flat surface in the Children's department with piles



of requested items – more than 20,000 holds were ready to roll when we resumed service! All library staff and managers participated in this monumental effort to help dig out of the backlog. (Jen Vander Ploeg, Head of Public Services and Operations)

Patron holds sit in an overflow space on top of shelves

Curbside innovation: During the recent catch-up week, Ill Support helped us find a way to delay sending Hold notices to patrons. Staff filled around 13,000 holds that week, but our Site Manager was able to keep them from being sent until the week we restarted curbside service. It took creative thinking and some excellent SQL scripting skills to make it happen, and I'm very appreciative of the help we received. (Jon McConnel, Head of Digital Services)

ACCESS & OPPORTUNITY

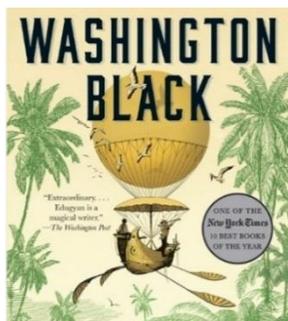
Librarian research and information services: Librarians continue to answer research, information and technology assistance questions from the public digitally and via phone. During fall 2020, Public Services Librarian Suzanne Carlson-Prandini led an effort in collaboration with Jon McConnel to transition the answering of community inquiries to a more logical, digital tool. This tool, provided by the Washington State Library through our participation in ASKWA virtual reference service, provides a streamlined, easy to access framework that allows for increased efficiency in answering patron questions and follow-ups, and allows us to keep statistics on how many questions, and what general types of questions are being answered. In January, the public services librarian team answered 128 questions that fell primarily into the categories of general research, technology support, readers advisory and general account/circulation/catalog assistance. (Bethany Hoglund, Deputy Library Director)

Critical role of libraries: We may not always remember in the day-to-day moments just how critical our services are to a struggling community. Below is one librarian's account that highlights the critical role of libraries in these unprecedented times:

“A patron left a phone message re: needing help with tax forms. She needed advice on what to do because she had not received her stimulus check. She was barely holding back tears in her voice message; clearly close to the end of her rope. She had been unable to get a human on a phone at the AARP or IRS. It became clear during our conversation that the need wasn't limited to help with tax forms. There were multiple needs for covering expenses in the moment. I referred her to the Opportunity Council's Tax Helpline as the Opportunity Council provides both support with taxes and local support programs to individuals needing assistance with food & shelter. That's the continuing value of libraries – connecting people to resources that best match their needs. Our conversation concluded with her having a clear sense of a positive next step as well as a way to follow up with me if she had additional questions or ran into further difficulties. This is what we've always provided, but the number of people who need this type of assistance and the intensity has increased. The library bridges people from despair to hope in those vulnerable moments of their lives when they can't see a way forward.”

(Bethany Hoglund, Deputy Library Director)

READ & LEARN



Whatcom READS 2021: Virtual event links have now been set up for the three author events with Esi Edugyan on Mar. 4 at 1pm and 7pm and Mar. 5 at 11 am. Registration is at: [Upcoming Events – Whatcom READS](#). A special opportunity for book clubs and small groups to request a Book Discussion Facilitator has been set up featuring local anti-racism leaders, including Damani Johnson, Masa DeLara and Shu-Ling Zhao. Requests can be made at: [Book Discussion Facilitators – Whatcom READS](#). A video project with Veritas Media featuring Whatcom Reads, Washington Black and local anti-racism efforts is also complete. (Annette Bagley, Head of Community Relations)

Kanopy video streaming: Kanopy graciously continued to provide service to our patrons while we finalized the 2021 contract. Now that the contract is complete, we have processed payment on the \$50,000 invoice for this year's streaming video service. The price increased by \$20,000 over last year due to our patrons' enthusiastic uptake of streaming video during the lockdown. If use drops this year and our patrons don't utilize the full amount, any remaining funds will roll-over to next year's invoice. (Jon McConnel, Head of Digital Services)

eMagazines move: Our digital magazine collection migrated to a new home on January 25. Until the end of March patrons can access new issues on both the old platform, RBDigital, and the new, Overdrive and Libby. We've been working with Overdrive and some of the Washington Anytime Library consortia to make the magazines discoverable at the new platform, and some positive changes are underway. Expect a decrease in circulation after March because Overdrive does not support automatic checkout of new issues, which really drove circulation at RBDigital since that feature was added. (Jon McConnel, Head of Digital Services)

INFORM & INVOLVE

Earned Media: Bellingham Public Library is the focus of three recent media features. [Whatcom Talk](#) ran a story about the Central Library's remodel project with quotes from Board Chair Rick Osen and Library Director Rebecca Judd. [Whatcom Dad's Podcast](#) interviewed BPL Children's Librarian Bernice Chang on their episode 15. And the [Bellingham Herald](#) ran a short story announcing the Library's Curbside operation has resumed service. Bellingham Public Library and Whatcom County Library System have also been chosen to be featured by the Bellingham Chamber in their upcoming Toast of the Town series. (Annette Bagley, Head of Community Relations)

Newsletter: Our monthly newsletter continues to be an effective tool for reaching Bellingham Public Library patrons and supporters. A new page has been added to the website to allow individuals to [Subscribe to the newsletter](#) and to view previous issues. Recently we have also utilized the newsletter to communicate to patrons regarding our closure and reopening of Curbside Services. (Annette Bagley, Head of Community Relations)

BTV: The BTV film crew returned to the Library all day on Feb. 11 to document the many complex steps involved in our ongoing Curbside Pickup Service. This project was initiated in November and delayed by the unexpected closures. We hope to have a completed video by the end of February. Many thanks to our Library staff and Kristy Van Ness and her family for participating. (Annette Bagley, Head of Community Relations)



Black History Month: Bellingham Public Library is providing technical support for a virtual celebration by Bellingham Unity Committee on Saturday, Feb. 20, 5 – 7 pm. Visit cob.org/cbh to join; registration is not required. The [Unrooted Experience](#) videos are now live on the Library's website and are being featured throughout the month of February on our Facebook page. (Annette Bagley, Head of Community Relations)

THRIVE & GROW

Telephone system changes: While investigating the phone notice system, Whatcom County Library System discovered that the call-in system is drastically underutilized. Management teams at both BPL and WCLS agreed to stop offering the service at the end of March. Plans are underway for outreach to the handful of patrons, less than two dozen, who will be impacted by the change. The savings from dropping two commercial phone lines will be significant. Both libraries are also planning a campaign to encourage patrons to choose email or text notices. (Jon McConnel, Head of Digital Services)

AMH training: The second day of training on the new sorter was cancelled in January due to the situation around the building. We're expecting to have that training rescheduled before the end of February. Staff will begin utilizing the new AMH technology when the remodel is complete. (Jon McConnel, Head of Digital Services)

Main Floor renovations: We are in the home stretch of the Library renovation, and just starting the elevator replacement project. The renovation continues with a push of electrical and wiring. Ceiling tiles arrived and will be installed after some inspections of work above the lid. Lots of finishing work will be happening over the next few weeks as the project gets pulled together. We are expecting completion near the end of the month. Resumption of curbside service on Feb 8 was complicated by the shutdown of our main elevator. The new elevator was delivered to a local warehouse due to disruptions around the Library and will make its way to our building during the project. We're expecting this project to last up to 7 weeks. (Jen Vander Ploeg, Head of Public Services and Operations)

Respectfully submitted,
Rebecca Judd