

**BELLINGHAM PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

**NOTICE OF MEETING
REGULAR MEETING
of TUESDAY, DECEMBER 21, 2021, 3:30 p.m.**

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 December 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, December 21, 2021. You may view the meeting from a PC, Mac, iPad, iPhone or Android device from the following link:

www.cob.org/lbot

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.)
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. • Communications and FYI • Minutes: November 16, 2021: Regular board meeting • Library performance & activity measures: November 2021 • Financial reports Claims: November 2021 YTD report: November 2021	5 min

- 5. Reports** 10 min
- Board Chair
 - Library Board members
 - City Council liaison
 - Friends of Bellingham Public Library
 - Library Director
- Time check: 3:50**
- 6. Library Board of Trustees** 5 min
- Election of 2022 Chairperson & Vice Chairperson – Action item; Rick Osen, Board Chair
- 7. 2022 Rates and Fees schedule – Action item (see packet materials)** 5 min
- Rebecca Judd, Director
- Time check: 4:00**
- 8. Reopening update** 10 min
- Open hours proposal – Discussion and direction (see packet materials); Rebecca Judd, Director
- 9. 2022 Action Plan draft – Discussion & direction (see packet materials)** 10 min
- Rebecca Judd, Director
- Time check: 4:20**
- 10. Facilities committee update** 10 min
- Rick Osen, Board Chair
- 11. Fundraising committee update** 15 min
- Donation policy revision – Action item (see packet materials); Rick Osen, Board Chair
 - Planned Giving proposal – Discussion & direction (see packet materials); Rick Osen, Board Chair
- Time check: 4:45**
- 12. New business** 3 min
- 13. Action items for next meeting** 2 min
- Time check: 4:50**
- 14. Adjourn**

**Next Regular Library Board Meeting: Tuesday, January 18, 2022 – 3:30 p.m.
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.



Washington State Broadband Office awards four digital navigator grants for services statewide

Washington State Department of Commerce sent this bulletin at 12/09/2021 05:05 PM PST

Having trouble viewing this email? [View it online](#)

News Release

DEC. 9, 2021

Washington State Broadband Office awards four digital navigator grants for services statewide

Grants will serve residents with one-on-one technical support, devices, and subscriptions to facilitate internet use and adoption among targeted populations

OLYMPIA, WA --- This week, the Washington State Broadband Office approved \$7,387,500 in grants for Digital Navigator services throughout Washington state. Digital Navigator services are essential in helping new internet users get online. These resources will support individuals seeking work, families supporting students, English language learners, Medicaid clients, people experiencing poverty, and senior citizens.

Digital Navigator services will include developing a hotline that community members can call during standard business hours for assistance or to schedule an appointment with a Digital Navigator. They will also offer ongoing digital literacy skills training, including technical skills and application support across a broad spectrum of devices, platforms, and applications in communities throughout Washington.

“Digital equity is about ensuring all of our state’s residents have the ability to meaningfully participate in our society, democracy and economy – especially as these opportunities are moving increasingly online,” said Commerce Director Lisa Brown. “These navigators play an important role in providing culturally relevant support to people who need help gaining access to devices or training to use digital tools.”

The projects awarded funding are:

- **Community Health Network of Washington** – \$1,369,094
Funding will deliver digital navigation services using an existing network of 20 Community Health Centers, which provide care and service to over 1 million low-income patients, including Medicaid members. Grant activities will include providing digital navigator services using an existing customer service call center, hosting web-based digital literacy skills training, and distributing devices to patients in need.
- **Equity in Education Coalition** – \$2,365,000
The grant will allow the Connect Washington Coalition to provide culturally literate, community embedded digital literacy skills through digital navigator services. They will offer a multilingual call-in center to provide technology support services as well as digital navigation and resources. Funding will also support community-based digital equity solutions in partnership with local governments and state broadband funders, including the WSBO and Public Works Board.
- **Goodwill of the Olympics & Rainier Region** – \$1,835,000
Grant funding is designated to provide outreach and services to all 39 counties. Services include a centralized Digital Navigator Hotline, Device and Internet Connectivity Gifting Program for device distribution, and 20 Digital Navigators strategically positioned throughout the state. Digital Navigators will provide mobile outreach and services, virtual services, and multiple service location options through their network of retail thrift stores and job training centers.
- **Seattle Housing Authority** – \$1,818,405
The awarded grant will be utilized to renew and expand Seattle Housing Authority’s existing Digital Navigators pilot program. Funding will bring a range of digital navigation services to more than 5,000 people living at SHA properties throughout Seattle.

These initial programs are part of a pilot Digital Navigator Grant Program funded in the state operating budget by the 2021 Legislature. Grant funds are available for project activities through June 30, 2022.

"The WSBO's Digital Equity team is excited for these projects to get started," said WSBO Digital Equity Manager Ernie Rasmussen. "Access to the internet doesn't help if you aren't familiar with how to use the internet. Many residents of our state need these critical services to be able to go to school, make doctor's appointments, or find a new job."

The project announcement comes just as WSBO is launching its [Digital Equity Forum](#) in partnership with the state's Office of Equity. The Forum will bring together diverse community voices over the next year to discuss access, affordability and digital literacy through regular meetings and listening sessions that reflect community perspectives and interests.

The Washington State Broadband Office is committed to connecting all Washington residents to high-speed broadband infrastructure by 2028. This ambitious goal must be supported by an equally ambitious goal of ensuring that residents in need have access to trusted guides who can assist with learning about internet adoption and using devices to get online. To learn more, visit www.broadband.wa.gov.

MEDIA CENTER

Media Contact

[Jaime Smith](#)

Commerce Communications, (360) 972-0338

From Smithsonian Magazine

INNOVATION | NOVEMBER 2021

How Memphis Created the Nation's Most Innovative Public Library

You can play the ukulele, learn photography or record a song in a top-flight studio. You can also check out a book

By Richard Grant

<https://www.smithsonianmag.com/innovation/memphis-created-nations-innovative-public-library-180978844/?>



**Regular Meeting of the Library Board of Trustees
Tuesday, November 16, 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, Jon McConnel, Katie Bray and Wendy Jenkins

Others Present: Mayor Seth Fleetwood; Hollie Huthman, City Council Liaison; Leigh Ann Giles and Jennie Tuckerman, Friends of BPL Co-Presidents

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

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

Public comment: no comments

Consent agenda: Kristy Van Ness moved to approve the October 19, 2021, Regular meeting minutes and the October 2021 performance and activity measures and financial reports. Rebecca Craven seconded. Motion carried.

Board Chair report:

- Rick reported that he enjoyed Whatcom Literacy Council's 2021 Annual Literacy Breakfast featuring Nancy Pearl on November 5. This year Nancy Pearl was awarded the National Book Foundation's 2021 Literarian Award for Outstanding Service to the American Literary Community. Rick also referenced an article in the Seattle Times: [Nancy Pearl, Seattle's most famous librarian, looks back on a lifetime of books | The Seattle Times](#)
- In past years, the Board has gathered for a social event after the last board meeting of the year. Rick suggested waiting until after the first in-person meeting of 2022.

Board member reports:

- No reports

City Council liaison report:

- Hollie reported on the proposed parking rates and hour changes. The parking rate is proposed to go from \$0.75 per hour to \$1.50 per hour. Hollie commented that this feels like a big jump, but the rate has not been increased for over a decade. The proposed hours for parking enforcement would change to include extended hours on weekdays and Saturdays. Comments can be made through the City's website.
- Damani asked if the food establishments' COVID-inspired outdoor eating arrangements will be permanent. Hollie responded yes, but that permits and yearly fees will be required. The city is starting to monitor which arrangements are not permitted – these will be dismantled.
- Kristy asked if the increased number of short-term parking spaces in front of the library, which were added at the start of the pandemic, will remain. Rebecca Judd replied that she has talked with Public Works, and they will remain.
- Rick congratulated Hollie on her re-election.

Friends of BPL report:

- Leigh Ann reported that book donations have continued to be low since the request to limit donations. On November 1, the Friends expanded the publish date of donated items to 2000 or newer.
- The Friends article in the Library's November eNewsletter brought in 15 new members. Leigh Ann thanked Annette for her help and for moving the Friends' link on the website to a more prominent place.
- Nearly New book sales continue to be strong. There were \$1,000 in sales in October. The Friends have added holiday books for all ages to the Nearly New bookshelves.
- The Friends have filled the glass case in the lower lobby with membership information, information about what the Friends fund, and high value books for sale.
- The Friends next board meeting is tomorrow, November 17 at 1:00 p.m.

Library Director report:

- Rebecca reported that the library remained open regular hours at Central and branches during the recent weather event. As some staff were not able to travel to work, it took teamwork to get through the last few days.
- Hiring and training: four new Clerks started work on November 1; four more will start on December 1; Rob Werner will begin his new role as Public Services Librarian on December 1; and we had eight new Assistants begin this fall. Rebecca said we are on a path to expand our hours early in the new year. The current target is to be open 10 a.m. – 6 p.m. Monday through Saturday early in January. Curbside service numbers have continued to decrease but we will continue to offer the service one hour a week, from 4:30-5:30 on Saturday, while we remain in a state of emergency. In early February, Rebecca hopes we will be able to return to full pre-pandemic hours.
- Meeting spaces, Skillshare, and study rooms are on track to restart in January, as is Outreach to assisted living facilities. Baby and preschool storytimes will remain virtual for the time being. We are exploring creative ways to offer more tech coaching in a socially distanced way.

- Connections libraries (Western Washington University, Bellingham Technical College and Whatcom Community College) have been accepting returns. The resumption of holds pickup will be dependent on those institutions' policies.
- Rebecca gave a short presentation on the Library's mid-biennium budget request to City Council on November 8. Pinky Vargas commented that she hopes we will soon be open more hours. Michael Lilliquist asked if our hotspot budget request will enable us to increase the number of hotspots available. Rebecca answered that we would be able to increase the number from 55 currently to 75 devices.
- The State of Washington contract for the Outreach vehicle American Rescue Plan Act (ARPA) grant was sent to Olympia for final signatures. We will be able to order the vehicle once we receive the fully executed contract.
- The City of Bellingham, working with the Broadband Advisory Committee, will be sending out a community survey next week about access to broadband. We'll be including an invitation to participate in the Library's December eNewsletter, as well as making paper copies of the survey available at the Library through December 31.
- Rebecca offered copies of the 2022 Whatcom Reads title, *Greenwood* by Michael Christie, to Council and Department Heads. There was enthusiastic response to the timeliness of the subject matter.
- Jim commented that he noticed Annette's 'social media clicks' reporting in the Director's Report, asking if there were benchmarks to measure this against. Annette responded that there are no benchmarks, but it is a way to see what the public is interested in. The Althea Wilson event, *Revitalizing Cultural Knowledge and Honoring Sacred Waters* was especially popular.

2022 Holidays & closures:

- Rebecca screenshared the document from the packet, commenting that when a holiday falls on a weekend, the city observes the holiday on Friday or Monday. The library also closes on the actual holiday resulting in a 2-day closure. Changes this year include the removal of Easter from the library closure schedule and the addition of Juneteenth, pending Council approval.

2022 Board of Trustees meeting dates:

- Rebecca screenshared the document from the packet, commenting that we assume we will be able to meet in person, but we will make changes as needed.
- Damani Johnson moved that the 2022 Board of Trustees meeting dates be approved as written. Rebecca Craven seconded. Motion carried.

Welcoming Mayor Seth Fleetwood:

- Board meeting attendees introduced themselves to Mayor Fleetwood. Rick invited attendees to ask questions.

Jim commented that during the exceedingly hot weather in June, the Library was erroneously listed as a cooling place. Is there possible funding available for HVAC in the library? Mayor Fleetwood responded that the city received \$21 million in ARPA funds. It has been proposed to Council to set aside \$5 million for climate adaptation resiliency work. HVAC for the library has been identified as part of that work. No dates have been set yet.

Jim remarked that, with the pandemic, the need to work and study remotely, access Wi-Fi, and attend virtual meetings is high. What do you hope will come out of the Broadband Advisory Committee's work? Mayor Fleetwood responded that the hope is to expand access and funding. The Port is working on a regional plan for infrastructure. Michael Lilliquist is an active proponent for better digital access and he talked with the mayor early on in his administration. They decided to make progress on this issue and created the Advisory Committee to make recommendations to increase digital access in the city. The Committee hired a consultant to oversee the process. A survey will be coming out shortly which will help determine what access people have and what is needed. The survey will be available through the end of this year. Jim added that he heard the National League of Cities is working on broadband issues and wondered if Bellingham belonged to this group. Mayor Fleetwood responded he thinks it is and he will inquire about their broadband work.

Kristy asked what the ramifications will be of the two initiatives that passed in the recent election. Mayor Fleetwood pointed out that, for Initiative 2, Prohibit Facial Recognition and Predictive Policing Technology, we currently do not use this technology, and the initiative will bar against utilizing it in the future. There are some uses that do not do racial profiling and can be helpful with predictive policing, but the nature of initiatives is that they cannot be amended for 2 years. Initiative 3, Protect the Right to Organize, has practical questions that need to be resolved. The Mayor said that, once a broad summary of impacts is developed, he will make it available to Rebecca to share with the board.

The Mayor was asked for his broad observations about being mayor thus far. He responded he is looking forward to in-person meetings, he sees so much value in being in the same room. Information can be conveyed quickly in person. There are certainly benefits to virtual meetings, but he likes the human aspect.

Jim observed that one upside of the pandemic was being able to get the remodel done while the library was closed for in-house use. The Mayor asked if the remodel was complete. Rebecca answered that it is complete except for some surplus items that need to be removed. Rick clarified that we still need to remodel the top and bottom floors, but the goal with the current remodel was to do what we could at the time.

Mayor Fleetwood asked the board how they feel about the library as a place for respite care. Rick responded that, on the whole, the library wants to be supportive of the city but does not want it to involve curtailing regular library services. We'd like to be thoughtful about how it happens.

Rick thanked the Mayor for attending.

Planning for 2022: "Books, Bytes, and Belonging":

- Rebecca screenshared her presentation which illustrates where we have been and where we would like to go as we develop the 2022 Action Plan (see Attachment #1 – all Attachments are located at the end of the minutes).

Jim commented that we read through about 14 different strategic plans from across the nation while doing research for the development of our Strategic Plan. He doesn't recall seeing the word book in any of them and likes that books are included in our 2022 planning.

Rick asked if the trustees could be sent an updated copy of the Staff Directory.

Native American Heritage Month: Library Land Acknowledgement:

- Rebecca screenshared the document from the packet, which has been in the works since February. She thanked Annette for gathering examples of other institutions land acknowledgements. Rebecca requested board input on the current draft which the Library will then take to Teresa Taylor, Project Manager at Lummi Indian Business Council, for feedback. The library goal is to post the acknowledgement in a prominent space in the entry lobby.

Jim asked if there was a reason to capitalize *Since Time Immemorial*. Rebecca responded that they followed the lead on a template provided by Lummi Nation. Annette added that this also links with our Since Time Immemorial theme kits available for checkout by the community.

Rick asked if the City needs to approve the language because it will be placed in a city facility. Annette answered that she reached out to the City early in the process and was given the go ahead to develop the language.

Jim asked if there was a literal translation for the numeral 7 in *Nuxwsa7aq – Nooksack people?* Annette responded that she understands this to be from transcribed Nooksack language.

The Board will take a vote of approval when the final draft is available.

Facilities Committee update:

- Rick reported on progress for the published RFP for a Facilities Master Plan. Proposals from consultants are due back on Tuesday, November 23 at 11:00 a.m. The committee will then review the proposals. Ideally a choice will be made before year end so that work can start early in the new year.

Fundraising Committee update:

- The committee met and discussed updated language in the Donations Policy. A policy revision will be brought to the board in December or January.
- The committee will have a joint meeting with members of the Friends early in January to talk about possible collaboration between the board and the Friends. This year Rick has been attending the Friends' board meetings as a representative of the library board. He noted that the Friends have had a liaison attend the library board meetings for years.
- Library Giving Day is on April 6 in 2022. Rick requested ideas for the project or program that will be supported by the 2022 proceeds. Rebecca Judd has been gathering ideas and suggested a central theme of 'Building Community,' with two focuses:

new community drop boxes to replace the Haggan drop boxes and Community Voice theme kits, similar to the kits currently being developed by Children's staff.

Kristy recalled that one goal is to have a succinct project that is not an ongoing expense. Will the drop boxes have additional cost? Rebecca responded that we staff resources for four community drop boxes. If the facilities study determines we need more drop boxes, we would need additional staffing. Rick added that this is an opportunity to pilot a project. If successful, we can request a budget increase to cover the cost – similar to the successful Wi-Fi hotspots project.

Rebecca Craven moved to accept the suggestion of a Building Community theme with Library Giving Day proceeds to go towards community drop boxes and Community Voice theme kits. Jim McCabe seconded. Motion carried.

New Business:

- No new business

Action items for next meeting:

- Board Chair and Vice-Chair elections

Meeting adjourned at 5:00 p.m.

Next Regular Library Board Meeting – December 21, 2021 – Zoom meeting – 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

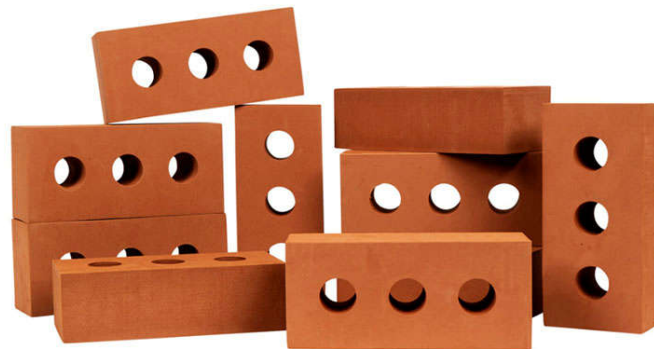
Secretary, Library Board of Trustees

Attachments:

- Attachment #1: Books, Bytes, and Belonging PowerPoint presentation



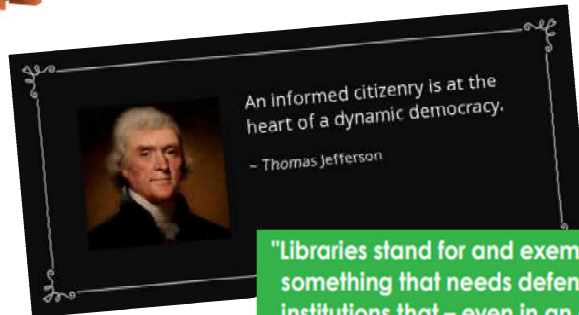
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2



Public Libraries are critical engines of our democracy



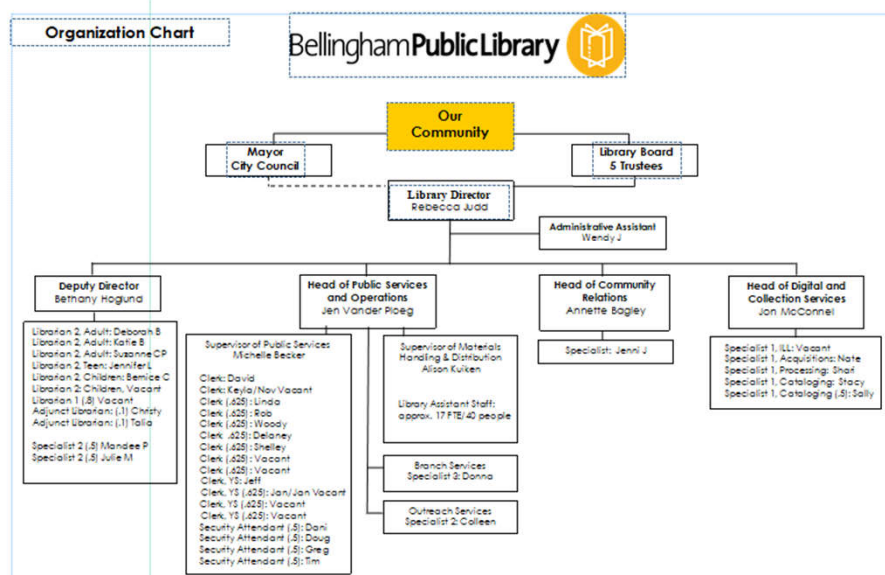
"Libraries stand for and exemplify something that needs defending: the public institutions that – even in an age of atomization and inequality – serve as bedrocks of civil society. Libraries are the kinds of places where ordinary people with different backgrounds, passions, and interests can take part in a living democratic culture."

Eric Klinenberg, "Palaces for the People: How Social Infrastructure Can Help Fight Inequality, Polarization, and the Decline of Civic Life"

3



New roles and ways of doing business



4



New colleagues!



Robin



Catherine



Kimber



Kian



Carolyn



Jeff



Carl



Dave

5



Level of Service Standards developed from 2016-2018

Approved Level of Service Standards						
Standard	Date of Adoption	Low/ Minimal 1	Medium/ Operational 2	High/ Optimal 3	2021	
Library Facilities-- Square ft/capita	01/19/2016	0.6	0.8	1.0	.61	sf/cap
Open hours per week-- Central Library	06/21/2016	56	64	68	56	[Temp. 30 hrs/wk]
Open hours per week-- Branch Libraries	06/21/2016	28	36	40	28	[Temp. 24 hrs/wk]
Library Materials-- Expenditures/capita	03/21/2017	\$5.00	\$7.50	\$10.00	\$6.06	
Library Staff Total FTE	03/13/2018	50	58	64	50.6	

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Community Conversations, Spring 2019



COMMUNITY CONVERSATIONS



REPORT TO THE
BELLINGHAM PUBLIC LIBRARY
BOARD OF TRUSTEES
AUGUST 2019

OUR COMMUNITY STORY

People want to be connected, safe, valued, respected, and accepted by others, with opportunities to be engaged and ever-learning together.

But they are concerned that our community could be more inclusive, safe, and sustainable, with resources and opportunities more equitable and prevalent for all.

As people talk more about those concerns, they talk about the need for authentic connections that strengthen our understanding of each other's diverse experiences, that bridge inequities in access to community resources and economic opportunity, and that reduce divisions and feelings of exclusion.

They say we need to focus on building a welcoming and safe community with well-funded public spaces, where relationships and connections can flourish, where reliable information is accessible to everyone, and where barriers to opportunity are acknowledged and reduced.

And if non-profits, faith-based organizations, people in leadership positions, our government, and our good and creative neighbors played a part in those actions, folks would be more likely to trust the effort and step forward.

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MISSION

Connecting our community with each other and the world.

SHARED VALUES

Our shared values reflect who we are, why our work matters, and what we believe as an organization. They describe, define, and inspire us.

BELONGING:

We believe in the power of belonging. When people belong, they are more able to learn, connect, survive, and thrive.

CHAMPIONS:

We are enthusiastic champions of public library values: freedom of speech and open exchange of knowledge and ideas, the right to read without judgement or restriction, and access to education and information free-of-charge and readily available to all.



COLLABORATION:

We are stronger because of our many partnerships, including two key relationships that form part of our foundation. As a department of the City of Bellingham, we are a valued city service and part of the fabric of community life. Our collaboration with the Whatcom County Library System strengthens our services in our community.

System strengthens our services in our community.

EQUITY:

Libraries are powerful forces for community change by promoting equity, diversity, and inclusion. We work to foster understanding, accessibility, and to ensure all people see themselves and our city's diversity reflected in our collections, services, and facilities.

INNOVATION:

We embrace new ideas and new practices to meet the changing needs of our community.

INSPIRATION:

We inspire curiosity, discovery, and critical thinking which we believe can change a life, a family, a nation, and a planet.

STEWARDSHIP:

Our focus on excellence includes reflecting and modeling careful stewardship of resources. We incorporate sustainable practices in our services and operations.



8



2020-2024 Strategic Plan adopted December 2019



9

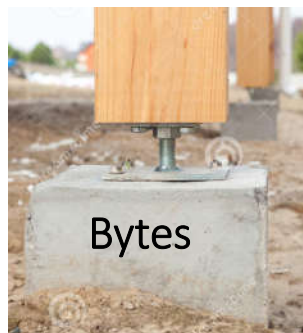
Our world, our community 2020-2021



10



11



12



Information, Knowledge, Stories



Print Books, Digital Books, DVDs, Audio CDs, Music CDs, Magazines, Newspapers, Book Kits, Backpacks, Microfilm, Readers' Advisory, Storytimes, Summer Reading, Whatcom READS, Consumer Reports, Mango, CultureGrams, Newsbank, Research, Community referrals, AskWA

13



Digital Literacy, Equity, Access



Public computers, Printing, Scanning, Video Relay Service, Wireless Access Points, WiFi hotspots, Tech assistance, Tech coaching, Reconnect, Northstar Digital Literacy

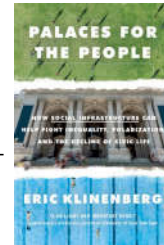
14



Social Infrastructure



Showing up, Reaching out, Going the extra mile, "Pennies in the cup," Remembering names, Reducing barriers, Championing diversity, Listening, Worth the effort, Acknowledging, Empathizing, Building-up, Kindness, Without judgment, Allies, Representation, Free, Fostering relationships, Facilitating, Collaborating, Gathering together



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16

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

Library Board
December 21, 2021
Consent Agenda

	November			Year to Date		% of change
	2021	2020	2019	2021	2020	YTD
Holdings - Number of materials in the library's collection						
Physical copies added to the collection	1,391	972	2,202	21,896	20,152	8.65%
Electronic copies purchased by BPL	55	112	55	968	1,253	-22.75%
Physical copies withdrawn from the collection	(379)	(504)	(4,616)	(22,600)	(24,297)	-6.98%
Total physical holdings			183,270	173,378	171,182	1.28%
Total electronic holdings in Consortium available to BPL			86,311	111,847	86,311	29.59%
Total Holdings (Physical and Electronic)				285,225	257,493	10.77%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity						
Central Library						
Adult	46,306	31,852	56,786	448,628	345,634	29.80%
Youth	45,329	26,838	46,430	399,914	280,832	42.40%
Sub-Total Central	91,635	58,690	103,216	848,542	626,466	35.45%
Fairhaven Branch						
Adult	2,106	12	7,182	9,250	23,100	-59.96%
Youth	1,430	13	2,922	5,083	8,565	-40.65%
Sub-Total Fairhaven	3,536	25	10,104	14,333	31,665	-54.74%
Barkley Branch						
Adult	1,320	3	5,997	6,533	18,253	-64.21%
Youth	1,738	4	4,897	7,424	12,486	-40.54%
Sub-Total Barkley	3,058	7	10,894	13,957	30,739	-54.60%
Bellingham Technical College						
Adult	0	0	93	0	220	-100.00%
Youth	0	0	10	0	69	-100.00%
Sub-Total BTC	0	0	103	0	289	-100.00%
Whatcom Community College						
Adult	0	0	378	0	968	-100.00%
Youth	0	0	95	0	281	-100.00%
Sub-Total WCC	0	0	473	0	1,249	-100.00%
Western Washington University						
Adult	0	0	503	0	2,003	-100.00%
Youth	0	0	349	0	1,283	-100.00%
Sub-Total WWU	0	0	852	0	3,286	-100.00%
Online Services						
Kanopy	1,858	1,148	797	20,015	17,607	13.68%
WA Anytime Library Overdrive	28,797	27,816	22,236	322,497	321,104	0.43%
Overdrive Mags	1,803	3,725	2,579	28,808	37,932	-24.05%
Sub-Total Online	32,458	32,689	25,612	371,320	376,643	-1.41%
Total Circulation	130,687	91,411	151,254	1,248,152	1,070,337	16.61%
Holds Activity						
Items placed on hold shelf	48,831	49,426	46,773	580,777	418,054	38.92%
Services						
Persons Visiting - Number of persons counted as they enter the libraries or visit remote website						
Central Library						
Curbside Service	92	7,072	0	38,828	42,828	-9.34%
Adult	21,466	0	38,448	87,571	101,447	-13.68%
Children's	4,853	0	9,035	32,821	25,134	30.58%
Fairhaven Branch	4,200	0	6,629	21,551	16,695	29.09%
Barkley Branch	2,592	0	4,695	13,369	10,936	22.25%
Total Persons Visiting	33,203	0	58,807	155,312	154,212	0.71%
Website Visits	36,593	32,806	39,010	385,327	390,385	-1.30%
This count reflects number of visits to www.bellinghampubliclibrary.org						
Bibliocommons visits	11,792	9,774	13,227	120,769	104,189	15.91%
This count reflects number of visits to Bibliocommons						
Total Website Visits	48,385	42,580	52,237	506,096	494,574	2.33%
Computer Usage - Number of sessions						
Central Library						
Adult & Teen (30 terminals)	1,558	0	4,713	4,026	12,817	-68.59%
Childrens (3 terminals)	30	0	119	52	363	-85.67%
Fairhaven Branch (6 terminals)	179	0	497	481	1,193	-59.68%
Barkley Branch (4 terminals)	108	0	296	337	782	-56.91%
Total Computer Usage	1,875	0	5,625	4,896	15,155	-67.69%
New Borrowers Registered						
Central Library	447	280	401	5,503	4,202	30.96%
Fairhaven Branch	20	0	40	231	130	77.69%
Barkley Branch	36	0	24	170	93	82.80%
Total New Borrowers Registered	503	280	465	5,904	4,425	33.42%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs						
Programs	73	27	86	794	666	19.22%
Attendees	315	612	1,829	6,992	16,951	-58.75%
Volunteer Hours	240	0	379	1,562	3,062	-48.98%

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

NOVEMBER 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 December 21, 2021, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
Supplies		
Books; DVDs; supplies	Amazon.com	55.05
Books	Baker & Taylor	18,593.95
Books	Center Point Large Print	101.90
Emergency supplies	City of Bellingham Warehouse	156.07
Bookends	Demco	611.36
Periodicals	Ebsco Subscription Services	13,317.36
Custom AMH sorting program	Envisionware	1,183.53
Name tags	Laserpoint	91.12
DVDs, CDs, recorded books	Midwest Tape	4,586.40
Office supplies	Office Depot	128.39
eBooks, audiobooks	Overdrive Inc	2,799.95
Periodicals	Proquest	571.00
Truck fuel	Reisner Distributor	176.18
Magnetic shelf signs	Signs Plus	707.20
Books	Village Books	265.10
Copier paper	WCP Solutions	163.20
SUPPLIES Sub Total		\$43,507.76
Other Services and Charges		
Membership	Chamber of Commerce	330.00
Banking & credit card fees	City of Bellingham Interfund	421.07
Computer replacement allocation	City of Bellingham Interfund	8,310.30
Facilities Services	City of Bellingham Interfund	48,971.07
Fleet Services	City of Bellingham Interfund	520.83
Mailroom allocation (2 months)	City of Bellingham Interfund	4,554.74
Purchasing Services	City of Bellingham Interfund	121.78
Risk Management	City of Bellingham Interfund	5,812.33
Technology replacement allocation	City of Bellingham Interfund	1,449.33
Telecom Services	City of Bellingham Interfund	1,035.76
Printing	Copy Source	85.95
Wayfinding signage	Katrina Lyon Design	1,402.07
Copier lease and copies	Oasys Inc.	1,006.12
ILL & tech services	OCLC	2,210.98
Barkley operating costs	Talbot Services LLC	533.33
Microfiche machine lease	Technology Unlimited	339.46
Contract mail	USPS	8.70
Membership - Institution	Washington Library Association	1,383.00
3rd Quarter borrower notices	WCLS	2,629.30
B&O Taxes	WSDO Revenue	2.65
OTHER SERVICES AND CHARGES Sub Total		\$81,128.77

Gift Fund

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

NOVEMBER 2021 CLAIMS

Discover backpacks	Amazon.com	173.00
Books	Baker & Taylor	238.77
Technology replacement allocation	City of Bellingham Interfund	2.17
Anti-racist programming	Eighth Generation	233.23
Althea Wilson program supplies	Fred Meyer	77.00
Wayfinding signage	Katrina Lyon Design	97.93
Digital media	Overdrive Inc	597.03
Anti-racist program	Althea Wilson	500.00
Hotspot service	Verizon Wireless	800.20
Discover backpacks	Washington State Library	200.00

GIFT FUND OUTLAYS Sub Total	\$2,919.33
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TOTAL GENERAL FUND CLAIMS \$124,636.53

TOTAL CLAIMS \$127,555.86

Library - Budget to Actual - General Fund

November 91.7% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Grants	5,626	0		
Charges for Goods and Services	2,112	22,100	19,988	10%
Fines and Penalties	6,145	(0)	(6,145)	
Miscellaneous Revenue	427	45,000	44,573	1%
Total Revenue	14,310	67,100	52,790	21%
Expenses				
Salaries and Wages	2,169,375	2,491,701	322,326	87%
Personnel Benefits	966,018	1,129,660	163,642	86%
Supplies	593,859	718,950	125,091	83%
Other Services and Charges	903,392	1,016,146	112,754	89%
Other Machinery & Equipment	0	65,188	65,188	0%
Total Expenditure	4,632,644	5,421,645	789,001	85%

Library - Budget to Actual - Gift Fund

November 91.7% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Donations	58,835	50,000	(8,835)	118%
Total Revenue	58,835	50,000	(8,835)	118%
Expenses				
Gift Fund expenses	229,334	223,302	(6,032)	103%
Total Expenditure	229,334	223,302	(6,032)	103%

DIRECTOR'S REPORT FOR December 21, 2021

The close of the year invites a time for reflection of what is past and anticipation for what is to come. At the Library, we have said many goodbyes to colleagues who moved to new positions, new places, and new life chapters. We have also welcomed many new colleagues into our team. On December 3, the Library held a year-end staff meeting to celebrate service anniversaries, welcome new staff, and get to know each other. A highlight of the morning was a first-ever Library Olympics created by Public Services Clerk Woody Ciskowski. The winning team? "Narnia" took the gold medal!

Team Narnia from L to R: Jewel Leuba, Jan Brandt, Linda Barton, Dave Lippiatt, and Anthony Watkins

Congratulations to all those who celebrated milestone service anniversaries in 2021:

5 years:

Stephen Johnson, Library Assistant

Merilee Stewart, Library Clerk

Delaney Saul, Library Clerk

Julie Mauermann, Children's Specialist

10 years:

Tim Kelley, Security Attendant

15 years:

Liz Smith, Library Assistant

20 years:

Alison Kuiken, Supervisor of Materials Handling and Distribution

25 years:

Bethany Hoglund, Deputy Library Director

(Rebecca Judd, Library Director)

WELCOME & INCLUDE

Welcoming new staff: Our recent Public Services Clerk staffing process resulted in many exciting internal promotions. This left some vacancies in our Library Assistant group. We posted to fill those vacancies on December 10 and are planning interviews for early January. Additionally, our eight new Public Services Clerks are working through a lot of training material and shadowing with experienced public service staff. We're looking forward to having a full team to work at our service desks soon. (Jen Vander Ploeg, Head of Public Services and Operations)

Wayfinding Signage at Branches: A variety of updated signage has been installed at both the Fairhaven and Barkley branches, and additional signage has been ordered to be installed in 2022, including placement of the Library's new logo on exterior facing doors, and wall signage with updated design inline with our new design at the Central Library main floor. (Annette Bagley, Head of Community Relations)

Getting ready: Communications for Expansion of Hours and Services is underway and will be released on Monday, Jan. 3. Community relations staff is participating in educating new staff about the reservations systems for Study Rooms, Meeting Rooms and the Skillshare space. (Annette Bagley, Head of Community Relations)

ACCESS & OPPORTUNITY

Social Services information: A new display case has been installed outside the front entrance of the Central Library to allow 24-hour access to the social services information that was previously on a bulletin board inside the Library's lobby. This interior wall space is intended to be repurposed as a location for the Library's Land Acknowledgement in 2022. (Annette Bagley, Head of Community Relations)



Elementary Class Visit: Children's Public Services Librarian Bernice Chang visited Birchwood Elementary on December 13 and was able to conduct three class visits with 2nd grade classrooms in their school library. Bernice reports the class visits were wonderful as she was able to return to sharing stories, talking about the Library and engaging with students in person again. (Bethany Hoglund, Deputy Library Director)

Restarting Outreach: We're anticipating the restart of Library service to health care and assisted living facilities in the first quarter of the new year. We're currently meeting with these facilities to discuss how we'll work together to provide Library services to their residents. (Jen Vander Ploeg, Head of Public Services and Operations)

READ & LEARN



2022 Whatcom READS: The first two community programs for Whatcom Reads were virtual events and highly successful. On Thurs., Dec. 8, "Mushrooms of the Pacific Northwest" had 292 registrations and 169 attendees. On Sat., Dec. 11, "Botany of the Pacific Northwest" had 190 registrations and 87 attendees. Nine additional

events are scheduled for Jan. 22 – Feb. 24. Registration is at whatcomreads.org/events. These lead up to the five author events with Michael Christie, which are currently planned as in-person events Mar. 3 – 5, 2022. Bellingham Public Library is hosting the author at Mount Baker Theatre on Friday, Mar. 4. Dates and times of author events will be announced in January. Recent publicity for Whatcom READS includes a [review for Cascadia Weekly](#) by Amy Kepferle, and a [Whatcom Talk interview](#) of Michael Christie by Margaret Bikman. (Annette Bagley, Head of Community Relations)

Database Renewals: With the new year comes new contracts for digital services. Changes for 2022 include:

- Cancelling Learning Express: this test preparation tool was not getting sufficient use, leading to extraordinarily high cost-per-use metrics - over \$50 per session.
- Adding back Heritage Quest: Heritage Quest was dropped in 2021. We are returning it in 2022 due to Ancestry Library Edition reverting to in-library use only.
- The Whatcom Community Foundation agreed to continue funding Candid's Foundation Directory Online.
- We are working on a three-year contract for Mango to lock-in rates.

INFORM & INVOLVE



Museum collaboration: Whatcom Museum and Spark Museum have both renewed their offering of free passes through the Library for 2022. Whatcom Museum will offer 2 sets of 4 passes per day. Spark Museum will offer 1 set of 4 passes on weekdays (Wed, Thurs, Fri). The Whatcom Museum has also refreshed the display case in the stairway at the Central Library to reflect the Museum's new historical exhibit featuring the former, grand Fairhaven Hotel. (Annette Bagley, Head of Community Relations)

Parks Department collaboration: BPL is continuing to collaborate with the Bellingham Parks Dept by placing a centerfold ad in the winter Playbook publication produced by the Parks Dept. The winter edition will be distributed to City of Bellingham residents on Jan. 3. (Annette Bagley, Head of Community Relations)

Digital Services Marketing Plan: For 2022, we have prepared a schedule of digital services to promote monthly through the Library's Communications/Marketing Plan including the e-newsletter and social media. (Jon McConnel, Head of Digital Services)

THRIVE & GROW

Closed stacks reorganization: A huge thanks to Supervisor of Materials Handling and Distribution Alison Kuiken and her staff Andy, Tori, Ariana, Marissa, Kathryn, Anthony, Carmen, Liz, Natalia, and Siena for undertaking a nearly month-long project to reorganize the closed stacks. Before the reorganization, the closed stacks housed many collections in distinct locations, which created much confusion. Alison and her team designed a creative scheme to interfile all fiction (regardless of collection and format) in one section and all non-fiction (regardless of collection and format) in another location. This is an innovative new way to organize that we hope will facilitate ease of shelving and retrieval for all staff. Thank you! (Bethany Hoglund, Deputy Library Director)

Freight elevator rebuild: The freight elevator modernization process is open for bids now and the process closes January 12, with the project expected to take place in 2022. The Public Works project manager is leading this capital project that is expected to take several months to complete. (Jen Vander Ploeg, Head of Public Services and Operations)

Barkley branch updates: The Barkley branch cleaning contract has been created and is in the process of gathering signatures. It should be in place in early January. Public Works has initiated

a contract to have the City card reader system installed on the Barkley door. These two items will complete the transition of the former "reading room" space at Barkley from Talbot Group to library-operated space. (Jen Vander Ploeg, Head of Public Services and Operations)

Vendor Staff Changes: It seems that our vendors are not immune from the wider turmoil in the labor market that has been making the news. More vendor contacts changed over this past month than in any other 6-month period I can recall. Lots of people have been moving up or moving on at the companies we contract with. (Jon McConnel, Head of Digital Services)

Polaris Upgrade: On Dec 9 staff from Innovative Interfaces Inc. successfully upgraded our hosted instance of Polaris to the latest version with only two hours of downtime, from 5:30-7:30am. So far no problems with the new version have been found. We are working on implementing patron self-update of contact information which this new version of Polaris allows us to offer without staff intervention. (Jon McConnel, Head of Digital Services)

Respectfully submitted,
Rebecca Judd

BELLINGHAM PUBLIC LIBRARY RATES and FEES
Effective January 1, 2022

Library Board
December 21, 2021
Item #7

DRAFT		
Library Rates and Fees are set by the Library Board of Trustees		
Description	Fee	
Fees		
Non-Resident borrower fee	\$52/year	
Senior Non-Resident borrower fee	\$26/year	
Visitor fee	\$5/month	
Photocopies/Print copies		
Black and White	.15/page	
Color	.50/page	
Lost and Damaged Library Materials	replacement cost	
Collections fee	\$10	
Facility use rates		
Fairhaven Branch Auditorium		
Specialty uses by non-commercial groups with pre-existing agreements	\$25/hour	

**Summary: Open Hours Proposal:
12/21/2021**

Pre-pandemic open hours, Central Library

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1-5 Sept-May	10-8	10-8	10-6	10-6	10-6	10-6

Recommended revised open hours, Central Library

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1-5 all-year	10-7	10-7	10-7	10-7	10-6	10-6

Pre-pandemic open hours, Fairhaven and Barkley branches

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Closed	10-2	10-2	2-6	2-6	2-6	10-6

Recommended revised open hours, Fairhaven and Barkley branches

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Closed	10-2	10-2	2-6	2-6	2-6	10-2

**Annual number of staff hours needed to operate Fairhaven and Barkley branches
Saturday 2-6 = 832 hours**

**Annual number of staff hours needed to operate Central Library Sunday 1-5 p.m.
Memorial Day to Labor Day = 900 hours**

Title	Strategic Direction	Q1	Q2	Q3	Q4	Lead Division
DRAFT 2022 Action Plan, Bellingham Public Library (new projects)						
COVID-19 Reopening: expanded hours	1 Welcome & Include	1				Director's Office
COVID-19 Reopening: children's/teen/adult library programming	1 Welcome & Include	1				Deputy Director
COVID-19 Reopening: skillshare programming	1 Welcome & Include	1				Community Relations
COVID-19 Reopening: meeting room operations	1 Welcome & Include	1				Community Relations
Welcome Back campaign	1 Welcome & Include		2	3	4	Community Relations
Revise and update Welcome to Library materials	1 Welcome & Include		2	3		Community Relations
You Belong at Your Library campaign	1 Welcome & Include			3	4	Community Relations
Bellingham 101: design and implement year 1 programming	1 Welcome & Include		2	3		Director's Office
Evaluate, and implement in-Library laptop lending program	1 Welcome & Include	1	2	3	4	Digital and Collection Services
Evaluate, and implement in-Library remote printing	1 Welcome & Include	1	2	3	4	Digital and Collection Services
Design welcoming and inclusive wayfinding for lower floor (Central) and branches	1 Welcome & Include	1	2			Community Relations
Relocate Video Relay Service to Library Conference Room	1 Welcome & Include		2			Digital and Collection Services
Refresh lower lobby (Central)	1 Welcome & Include		2	3	4	Community Relations
Design and install community event kiosk on Library grounds	1 Welcome & Include		2	3	4	Community Relations
Partner with city departments to make improvements to Lee Memorial Park	1 Welcome & Include	1	2	3	4	Community Relations
Review and update Rules of Conduct	1 Welcome & Include		2	3		Public Services & Operations
Review and update Library Confidentiality policy	1 Welcome & Include				4	Public Services & Operations
Coordinate priority trainings in CPR, youth safety, helping people experiencing homelessness, equity, readers' advisory	1 Welcome & Include	1				Director's Office
In partnership with COB Human Resources EDI specialist, evaluate recruitment and retention of diverse workforce; implement improvements	1 Welcome & Include			3	4	Director's Office
Hire and onboard new children's librarian	1 Welcome & Include	1	2			Deputy Director
Hire and onboard new Interlibrary loan specialist	1 Welcome & Include	1	2			Digital and Collection Services
Support hiring and onboarding of new ITSD Library analyst	1 Welcome & Include		2	3		Digital and Collection Services
Implement safety improvements at facilities in coordination with Public Works	1 Welcome & Include	1	2	3	4	Public Services & Operations
Refine emergency procedures to better coordinate and focus operations	1 Welcome & Include	1	2			Public Services & Operations
Evaluate evening and weekend open hours	2 Access & Opportunity	1				Public Services & Operations
COVID-19 Reopening: rescoped Outreach services	2 Access & Opportunity	1	2			Public Services & Operations
COVID-19 Reopening: Connection library services	2 Access & Opportunity	1	2			Public Services & Operations
COVID-19 Reopening: tech coaching program to support digital literacy	2 Access & Opportunity	1	2			Deputy Director
Evaluate storytime program schedule, implement changes	2 Access & Opportunity	1	2	3		Deputy Director

Evaluate storytime program locations, implement changes	2 Access & Opportunity	1	2			Community Relations
Purchase and process 20 additional WiFi hotspots for lending program	2 Access & Opportunity	1				Digital and Collection Services
Working with Facilities Master Plan consultant, identify new locations for Community Drop Boxes; Purchase, wrap and Install Drop boxes	2 Access & Opportunity		2	3	4	Community Relations
Wrap new Hybrid vehicle; submit reporting requirements for ARPA funding	2 Access & Opportunity		2			Community Relations
Wrap delivery truck	2 Access & Opportunity		2			Community Relations
Review and update eligibility for Library service	2 Access & Opportunity	1				Deputy Director
Evaluate Rates and Fees in partnership with WCLS; plan for 2023 implementation	2 Access & Opportunity			3	4	Director's Office
Explore community tech support internship program with TAG	2 Access & Opportunity			3	4	Deputy Director
Plan and implement Quick Picks for You in-Library	2 Access & Opportunity		2	3		Deputy Director
Plan and implement Community Voices kits	3 Read & Learn	1	2	3	4	Deputy Director
Plan and implement Local Author collection at Central	3 Read & Learn	1	2			Deputy Director
Evaluate new ways to support book clubs: kits, facilitation, events, software	3 Read & Learn		2	3		Community Relations
Pilot one new Adult Summer Reading community outreach initiative	3 Read & Learn		2	3		Deputy Director
Design two book talks for adults; pilot community outreach	3 Read & Learn	1	2	3	4	Deputy Director
Market new digital services (ie. Palace, other platforms)	3 Read & Learn	1	2			Community Relations
Complete initial development; Implement 2022 Communications Plan	4 Inform & Involve	1	2	3	4	Community Relations
Revise and update print calendars for Library events	4 Inform & Involve	1	2			Community Relations
Develop calendar and staffing plan for community events	4 Inform & Involve	1	2			Community Relations
Refresh community outreach materials	4 Inform & Involve	1	2			Community Relations
Integrate Land Acknowledgement into spaces, meetings, and programs	4 Inform & Involve	1	2			Community Relations
Support and market Digital Storytelling project with Connecting Community	4 Inform & Involve		2	3		Community Relations
Launch and market Peoples' Perspectives: COVID-19 in Whatcom County, Digital archive	4 Inform & Involve	1				Director's Office
Implement new procedures for collecting program and service feedback	4 Inform & Involve	1	2			Community Relations
Migrate board packets to new document management platform to simplify preparation and improve user experience	4 Inform & Involve		2			Digital and Collection Services
Evaluate and update Board packet performance measures	4 Inform & Involve			3	4	Digital and Collection Services
In partnership w/ Council liaison, pilot "New Business" Library updates	4 Inform & Involve	1				Director's Office
Hire consulting firm; complete Facilities Master Plan	5 Thrive & Grow	1	2			Director's Office
COB Library operations budget: develop and present 2023-2024 request to Library Board, Mayor's office, and City Council	5 Thrive & Grow		2	3		Director's Office

COB Library capital budget, develop and present 2023-2024 request to Library Board, Public Works, Mayor's office	5 Thrive & Grow	1	2	3		Director's Office
Prepare and submit application for state capital grant funding	5 Thrive & Grow		2			Director's Office
If approved, assist Library Board to hire consultant, develop Planned Giving program	5 Thrive & Grow	1	2	3	4	Director's Office
In cooperation with Public Works, support Freight elevator rebuild	5 Thrive & Grow	1	2	3	4	Public Services & Operations
Develop and implement operational service standards	5 Thrive & Grow			3	4	Public Services & Operations
Performance management, restructure and implement changes	5 Thrive & Grow		2	3	4	Director's Office
Plan for 2022 retirements and continuity of service	5 Thrive & Grow	1	2	3	4	Director's Office
Evaluate Erate funding program and impacts; recommend changes	5 Thrive & Grow		2	3		Digital and Collection Services
Review procedures related to new policing legislation; implement changes	5 Thrive & Grow		2	3		Public Services & Operations
Research, design, and print donation envelopes for checks	5 Thrive & Grow	1				Community Relations
Explore COB phone system access with ITSD; implement improvements	5 Thrive & Grow		2	3		Digital and Collection Services
Plan and implement purchase and distribution of tablets for staff workflow	5 Thrive & Grow		2			Digital and Collection Services
Plan and implement migration from Class to new software	5 Thrive & Grow	1	2			Digital and Collection Services
Joint BPL-WCLS evaluation of ILS in preparation for new contract	5 Thrive & Grow			3		Digital and Collection Services

Bellingham Public Library Policy

Title: 2.102 DONATIONS POLICY
Code: 2 Library Collection Services
Chapter: 2.100 Selection

Type of Policy: Departmental
Date Developed: August 16, 2011
Date Revised: [December 21, 2021](#)
Revised by: [Rebecca Judd](#)
Developed by: Pam Kiesner
Approved by: Library Board of Trustees (August 16, 2011)

Cancel: None

See Also: **Library Policy:** 2.101 Collection Development Policy

Codes and laws: RCW 27.12.210 Library trustees – Organization – Bylaws – Powers and duties.

Purpose: In addition to receiving donations directly at the [Library](#), the [Library](#) works with two 501(c)(3) nonprofit organizations that receive donations for [Library](#) purposes: the Friends of the Bellingham Public Library commonly called the "Friends," and the Whatcom Community Foundation. This policy is designed to provide guidance to the general public, the Whatcom Community Foundation, and the Friends of the Bellingham Public Library to facilitate the donation process. This policy is to be interpreted liberally so that prospective donors may enjoy the greatest freedom possible in formulating their gifts.

Definitions

Bellingham Public Library: referred to as [Library](#) in this policy.

Bellingham Public Library Board of Trustees: referred to as Trustees in this policy.

RCW: Revised Code of Washington.

Whatcom Community Foundation: referred to as Foundation in this policy.

1. Library accepts materials donations for the [Library](#) or its collections.

Donated materials in good condition and of value to [Library](#) collections are gratefully accepted. All books, materials, personal property items, furniture, and equipment donated to the [Library](#) become the sole property of the [Library](#) (public property). The [Library](#) reserves the right to make final disposition of all donations received.

Donations may be added to the collection or declined at the [Library](#)'s discretion. Donations not added to the [Library](#) are not returned to the donor. Unused donations may be given to the Friends of the Bellingham Public Library for public sale.

2. Library Board of Trustees has exclusive control of the finances of the Library.

- Trustees have exclusive control of the finances of the Library. (RCW 27.12.210)
- Trustees delegate authority for financial matters to the Library Director.

3. Library Board of Trustees accepts gifts of money or property.

- Trustees accept gifts of money or property for Library purposes as they deem expedient. (RCW 27.12.210)
- Trustees delegate authority to the Library Director to receive gifts of money which-
- Gifts of money may be given for the purchase of Library materials, to support operations or programs, to enhance facilities, or to provide general support.
- The Library reserves the right to decline a gift of money if the conditions of the donation are deemed unsuitable or inappropriate for the Library, such as
- Gifts that may expose the Library to adverse publicity, require Library expenditures, or involve the Library in unexpected responsibilities ~~because of their source, conditions, or purposes will be referred to the Trustees.~~
- Gifts of money donated to the Library may be deposited by the Library into the Bellingham Public Library Gift Fund, which is generally used for smaller gifts and immediate expenditures.
- Gifts of securities, real estate, tangible personal property, equipment, insurance, bequests in a will, trusts, or gifts through other planned giving instruments may be referred to the Whatcom Community Foundation to be credited to an established fund for the benefit of the Library.
- Gifts of money donated to the Library may be deposited by the Library with into one of the funds with the Whatcom Community Foundation ~~into.~~
 - The Bellingham Public Library Endowment Fund, a fund from which the library receives an annual distributable amount when investment performance allows. Any funds that the foundation receives from the library must be deposited into the endowment fund.

4. Library prefers gifts with the fewest possible restrictions.

- Unrestricted gifts of money allow the Library to address its most pressing emergent needs and to make the most advantageous use of such funds.

- Gifts of money or materials may be designated for a particular purpose, or with a condition, providing that the conditions or purposes meet the Library's mission, goals, and needs as determined by the Library Director or Trustees.

5. Gifts may be donated directly to the Whatcom Community Foundation for the benefit of the Bellingham Public Library.

- Gifts donated by individuals to the foundation for the benefit of the Library are added to one of the following funds, consistent with the donor's wishes:
 1. The Bellingham Public Library Endowment Fund (this fund is recommended for gifts that the donor wishes to grow in perpetuity), or
 2. The Bellingham Public Library Fund, a non-endowed fund with ~~three~~ five sub-funds (additional sub-funds may be added as appropriate):
 - ~~a. o~~ Unrestricted Fund: for general library purposes
 - ~~o~~ Materials Fund: for books and materials in all formats for library collections
 - ~~b. o~~ Fairhaven Materials Fund
 - ~~o~~ Capital Fund: for capital improvements for library facilities
 - ~~c. o~~ Library Giving Day
- The Foundation will share donation information with the Library ~~on a quarterly basis~~ for inclusion in monthly ~~quarterly~~ Library financial reports.
~~Note: Gifts made to the F~~oundation for the benefit of the Library are assets of the Foundation. ~~Fund reports are for informational purposes only and do not affect library financial statements.~~

6. Library Board of Trustees determines how to spend funds received from the Foundation.

- There are no restrictions associated with the expenditure of the distributable income received from the endowment fund. The Library Director recommends expenditure or reinvestment to the Trustees.
- Library Director recommends expenditures from the non-endowed sub-funds for consideration by the Trustees. Authority to submit requests for grant distributions from the non-endowed funds rests with the Library Director after a majority Library Board vote. The Foundation Board of Directors retains the right to approve or deny disbursement requests consistent with the purpose of the funds and sub-funds designated for benefit of the Library.

7. Library acknowledges all gifts.

- The Library ~~or foundation~~ will acknowledge all monetary gifts made ~~to their respective organizations~~ directly to the Library for tax purposes.

- Gifts received by the Foundation for the benefit of the Library are acknowledged for tax purposes by the Foundation. A second acknowledgement will be sent by the Library, unless the donor chooses to remain anonymous.

- The Library ~~will acknowledge~~ can provide a receipt ~~for~~ donated items but is unable to set fair market appraisal values. It is the donor's responsibility to establish fair market value of their donation.

- ~~Gifts received by the foundation for the benefit of the library are acknowledged for tax purposes by the foundation. The library will provide the foundation with a 'thank you' note or send a 'thank you' independently, unless the donor chooses to remain anonymous.~~

8. Library will keep gift records confidential.

- Generally, information regarding gift amounts and donor names is considered confidential, unless authorized for release by the donor and, if applicable, the Foundation. ~~Gift records will be kept confidential to the extent permitted by law.~~

9. Library and ~~F~~oundation will publicize the endowment fund and the non-endowed funds ~~and its sub-funds~~.

10. Library Board reviews this policy.

- This policy is periodically reviewed, revised, or reaffirmed by the Library Board.

Project Proposal for



Project Goal:

Collaborate with the Bellingham Public Library Board of Trustees to develop a **planned giving program**, and to craft a strategy for launching and promoting the program to supporters.

Project Timeline:

To be determined

Core Team: Kristy Van Ness (Lead), Rick Osen, Rebecca Judd, Annette Bagley, and Rachel Myers; with additional support from the Board of Trustees and administrative expertise from Wendy Jenkins.

Prepared for: Rick Osen, Chair of the Board of Trustees

Prepared by: Rachel Myers, RM + Co

Submitted: December 14, 2021

My Values, Intention and Approach

My Core Values:

1. **Focus** - *What is most important now?*
2. **Connection** - *Relationships & trust are everything.*
3. **Generosity** - *when you have something to give, don't hold back.*
4. **Authenticity** - *Show up. Be Brave. Be You.*
5. **Action** - *Make it happen!*

I started RM + Co to collaborate with great people and organizations to move their important work forward. Building relationships and trust to make good things happen in my community is what drives me in life and in my work. I am a connector and strategist who loves to learn and collaborate with others to make a difference for the people we serve.

My approach to every project centers on collaboration, communication, and clarity. I will work closely with the team to ensure that we all agree on what success looks like for our project. Along the way, I will provide regular updates and opportunities for reflection, input, and adjustments as we move forward.

Project Outline & Proposal

Project Planning and Finalizing Work Plan (6 hours)

Our first step would focus on working together to become clear on the goals and priorities for our project. We would define what success looks like, articulate our priorities for each step of the process, decide which project management tools we will use, and agree upon how often we want to connect to evaluate our progress and adjust our course. Pass a board resolution agreeing to pursue planned giving as a part of the overall fund development strategy, or some similar show of board support for this effort. From here, we would map out our milestones and get to work!

Based on our conversations so far, I see the project broken into four distinct phases over the course of five to six months:

Phase 1: Getting Ready (12 hours)

Develop what is needed internally for a successful launch, including:

- Providing information for the BPL Board of Trustees that will build a basic understanding of planned gifts and their potential impact, while creating excitement for the launch of the program.
- Sharing our plans with key stakeholders to gain input.
- Developing/updating and approving a Gift Acceptance Policy that includes gifts of property and real estate.
- Continue to develop a system to identify and track potential planned giving donors.

Phase 2: Designing our Program (18 - 22 hours)

This phase would focus on:

- Naming the new Bellingham Public Library legacy society and developing its identity.
 - Developing a compelling case for supporting the Bellingham Public Library today and far into the future, potentially including goals identified in the Facilities Planning process.
 - Creating future gift forms to capture the stories and intentions of our legacy society donors.
 - Setting up our new donor database system and entering contacts.
 - Designing systems and procedures to welcome donors, document and track their intentions, and celebrate their choice to include the Bellingham Public Library in their estate.
 - Designing a stewardship and engagement plan for new Legacy Society members.
 - Developing metrics around how to measure success - number of donor visits, number of legacy society members, PA referrals, etc.
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Phase 3: Communications Planning, Collaboration with the Friends of the Bellingham Public Library, and Professional Advisor outreach (18 - 22 hours)

Our focus for this phase will be on:

- Developing a Professional Advisor (PA) contact list and engagement plan.
- Designing and printing needed materials for PAs and potential legacy society members.
- Share program goals and materials with Friends of BPL and key stakeholders.
- Reviewing current communications materials - print and digital - to determine how best to add our new Planned Giving information.
- Collaborating with Whatcom Community Foundation regarding our plans and adjust/edit the content on their website to reflect our communications goals.
- Preparing content for the website and social media that includes a simplified case for support, sample bequest language and (hopefully) features an early Legacy Society member sharing why they chose to include BPL in their estate giving.

Phase 4: Finalize Program Outreach & Launch (16 - 18 hours)

Important work would include:

- Determining how best to launch our new Legacy Society.
- Develop a list of potential Legacy Society members and develop strategies for outreach
- Launch our communications plan.
- Officially announcing our program, and (ideally) featuring our charter members of the Legacy Society as a part of the launch.

Cost Estimate

\$9,400- \$9,900 (75 - 80 hours)

Thank you for considering this proposal - and for ALL that you do for our community!
