

**BELLINGHAM PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

**NOTICE OF MEETING
REGULAR MEETING
of TUESDAY, JANUARY 18, 2022, 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 January Board Meeting remotely through an online web-based meeting platform. Per Washington State Proclamation 20-28, in-person attendance at meetings is prohibited at this time.

The Board meeting will be streamed live via Zoom at 3:30 p.m. on Tuesday, January 18, 2022. 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.

| <u>AGENDA</u> | <u>TIME (approx.)</u> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| 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 (see packet materials) 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: December 21, 2021: Regular board meeting• Library performance & activity measures: December 2021• Financial reports Claims: December 2021 YTD report: December 2021 | 5 min |

| | |
|-----------------------------------------------------------------------|-------------------------|
| 5. Reports | 10 min |
| • Board Chair (see packet materials) | |
| • Library Board members | |
| • City Council liaison | |
| • Friends of Bellingham Public Library | |
| • Library Director (see packet materials) | |
| | Time check: 3:50 |
| 6. Pandemic response | |
| • Rebecca Judd, Director | 10 min |
| 7. 2022 Annual Action Plan final draft | 10 min |
| • Rebecca Judd, Director | |
| 8. Facilities committee update | 10 min |
| • Rick Osen, Board Chair | |
| | Time check: 4:20 |
| 9. Fundraising | 15 min |
| • Donated funds review (see packet materials); Rebecca Judd, Director | |
| • Fundraising committee update; Rick Osen, Board Chair | |
| 10. New business | 3 min |
| 11. Action items for next meeting | 2 min |
| | Time check: 4:40 |
| 12. Adjourn | |

**Next Regular Library Board Meeting: Tuesday, February 15, 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.



Library Board
January 18, 2022
Consent Agenda

**Regular Meeting of the Library Board of Trustees
Tuesday, December 21, 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 and Kristy Van Ness

Board Members Absent: Vernon (Damani) Johnson

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

Others Present: 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 3:31 p.m. by Chair, Rick Osen. Rick congratulated Bethany Hoglund on 25 years of service at the Library.

Approve/modify agenda: Rebecca Craven moved to approve the agenda. Kristy Van Ness seconded. Motion carried.

Public comment: no comments.

Consent agenda: Jim McCabe moved to approve the November 16, 2021 Regular meeting minutes and the November 2021 performance and activity measures and financial reports. Rebecca Craven seconded. Motion carried.

Board Chair report:

- Rick announced that we have scheduled Zoom board meetings for the start of 2022. We will wait for City guidance on holding in-person meetings.

Board member reports:

- No reports.

City Council liaison report:

- Hollie reported there will be two new Council members starting in January: Skip Williams and Kristina Martens. The Council reorganization meeting will be on January 3 to determine board assignments.

- The next Regular meeting will be Monday, January 10, 2022.
- Council has been advised by City staff to not meet in person yet. Council will be discussing this in January to determine controls such as masks and vaccine requirements.

Friends of BPL report:

- Leigh Ann reported that book donations have been a little slow the past month.
- The Friends are considering a sale in May.
- Friends' membership coordinator, Myra, has been hosting a table at the weekly Farmer's Market, signing up new volunteers and passing out free books. Myra also worked to set up a Little Free Library at the tiny home village Gardenview.
- The Friends' display case in the lower lobby, featuring higher end items, is doing well. The new display case is being set up with bag and sticker samples.
- The yearly newsletter will be coming out in January and the Friends are preparing for their annual Membership meeting in April.
- Jennie reported that Nearly New book sales were over \$1000 in November. As of today, December sales are already over \$1000. Display case sales are over \$200 so far in December. Jennie thanked staff for their help in getting the display cases set up.

Library Director report:

- Rebecca commented that she loves seeing Myra at the Farmer's Market, adding she is a great advocate for the Friends.
- The Land Acknowledgement is not on this month's agenda because it is being reviewed by partners in Lummi Nation.
- The mid-biennium budget has been finalized. Included in the new budget are a \$30,000 increase for materials, \$24,000 to fully fund 75 wi-fi hotspots (an increase of 20), \$9,500 funding for MyLibro and OmeKa S software; and \$6,000 for custodial service at Barkley Branch. Rebecca thanked Hollie and City Council for approving this budget.
- The Outreach hybrid van, made possible with an ARPA grant, has been ordered; we hope to receive it this winter or early spring.
- An HVAC upgrade for the Library was included in one of the City's ARPA grant proposals to City Council.
- Rebecca thanked Hollie for putting her in contact with two people from Unity Care about free rapid COVID test kit distribution. Rebecca is working with them on determining possible distribution points in Bellingham.
- Rebecca encouraged everyone to read the two Communications articles in this month's packet, *How Memphis Created the Nation's Most Innovative Public Library* and *Washington State Broadband Office awards four digital navigator grants for services statewide*.
- Rebecca Craven referenced the YTD Library Budget document in the consent agenda, asking how we can have \$6,145 in Fines and Penalties revenues when we no longer charge fines. Wendy clarified that these are for lost and damaged items rather than fines. It was suggested we change the language to Lost and Damage Fees.

Library Board of Trustees: Election of 2022 Chairperson & Vice Chairperson

- Jim McCabe nominated Rick for Chairperson, commenting Rick has done a great job and we should keep good momentum going. Rebecca Craven seconded. Motion carried.

- Rebecca Craven nominated Jim McCabe for Vice Chairperson. Kristy Van Ness seconded. Motion carried.
- Rick reported that Rebecca Craven's 1st term ends in March. She is willing to continue for a 2nd term. Rick and Rebecca Judd will request a reappointment from the Mayor.

2022 Rates and Fees schedule:

- Rebecca screenshared the Rates and Fees schedule from the packet, commenting that there are no changes from the 2021 schedule. She noted that the \$10 Collections fee is currently suspended due to the pandemic. Kristy asked how many Non-Resident cards we issue. Jen responded not many due to a reciprocal agreement with libraries in Washington state. There are a few districts that do not fund a local library resulting in a few Non-Resident cards. (Jon provided data later in the meeting – there are currently 5 fee-paying Washington Non-Resident cards active in the past year.)
- Jim McCabe moved to accept the 2022 Rates and Fees schedule. Rebecca Craven seconded. Motion carried.

Reopening update:

- Rebecca reported we are on track to extend hours, on January 3, from 10:00 a.m. to 6:00 p.m. Monday through Saturday, with one hour of curbside service offered during open hours from 4:30-5:30 on Saturdays. We are also on track to reopen meeting rooms January 3, but there is uncertainty due to Covid variants. Rebecca is waiting until next week to make final decisions on meeting rooms.
- Rebecca screenshared the Open Hours Proposal summary that is included in the packet. She is recommending extending Central Library hours and adjusting Branch hours in February. Central hours would be extended from 6 p.m. to 7 p.m. Monday through Thursday, and open from 1-5 p.m. on Sundays, all year. Saturday hours at the branches would be kept at 10 a.m. to 2 p.m., eliminating statistically slow hours to help accommodate Sunday hours at Central. She added that this is a good time to adjust our hours and will provide better access for more people.
- Jen shared a PowerPoint, *Considering: Evening hours at Central & Considering: Branch Saturdays vs Central Sundays* (see Attachment #1; all attachments are at the end of the minutes). Using graphs, Jen illustrated:
 - Use on Monday and Tuesday has historically dropped to very minimal numbers after 7 p.m.
 - Use on Wednesday and Thursday is strong right up until 6 p.m.
 - Branch Saturday use has historically been much slower than the rest of the week.
 - Branch Saturday use is generally better in the earlier part of the day.
 - Sundays closed during summer disrupts use habits of patrons.

Analysis of staff hours needed for each scenario is included in the packet document and in Jen's PowerPoint.

Rebecca Craven pointed out that she likes two things about this recommendation: consistent hours Monday-Thursday and year-round Sundays.

Leigh Ann asked if this would impact evening programming. Rebecca responded that meeting room availability is tied to open hours, but looking back at 2019, there is minimal use from 7-8:00 p.m. City staff would still be able to use the rooms beyond

open hours, such as for the Mayor's Neighborhood Advisory Committee (MNAC) meetings.

Rick commented that he loves to make decisions based on good data and thanked Jen for these statistics. He asked for clarification that these changes are proposed to take effect in February. Rebecca confirmed – current staffing and training allowed for the 10 am – 6 pm Monday – Saturday hours on Jan 3 and, by February, we would be able to staff the proposed increases and adjustments.

The Board gave direction to move forward with this plan.

2022 Action Plan draft:

- Rebecca screenshared and reviewed the 2022 Action Plan draft that is included in the packet.

Jim, referencing the project, "Migrate board packets to new document management platform to simplify preparation and improve user experience," commented that currently board materials are easy to access – will this improve the interface? Rebecca Judd responded that there is a city initiative to get all board materials on the same central city platform. The 2nd piece to this project is "Evaluate and update Board packet performance measures" – is there an easier way to present these measures? Are there other measures that would be useful for the board to track?

Rick called the draft Action Plan an ambitious list.

Facilities committee update:

- Rick reported that we received four responses to the Facilities Master Plan RFP. The committee and Carol Rofkar, Superintendent of Fleet, Facilities, Communications, and Traffic, reviewed and rated the proposals. The committee selected a preferred firm and interviewed them last Friday. The preferred firm was the most responsive to the RFP as well as the only full-time library consulting firm. The committee expects to make a final decision at their meeting tomorrow. Purchasing will help with notifications and contract negotiations. The proposed timeline is 5 months, but could be affected by the pandemic, as there would be need for onsite work.

Fundraising committee update:

- Donation policy revision: Rebecca screenshared the draft Donations Policy that the committee has been revising. Rebecca Craven asked if we could tweak the last bullet in #3 – "Gifts of money donated to the Library may be deposited by the Library into one of the funds with the Whatcom Community Foundation" – to refer to funds that benefit BPL specifically.

Jim questioned the wording in the 2nd to last bullet in #3 – "Gifts of securities, real estate, tangible personal property, equipment..." – saying it sounds like WCF has a storage room for personal property and equipment. Jen commented that we have received equipment such as magnifying readers, but these types of items would most likely come directly to the library rather than WCF. Rebecca Judd said she will check with the Foundation about this wording.

Rebecca Craven moved to approve the Donation Policy draft with amended language and after consultation with Whatcom Community Foundation. Jim McCabe seconded. Motion carried.

- Planned Giving proposal: Rick reported that the committee looked at fundraising ideas other than Library Giving Day. There is an interest in promoting planned giving, such as the Braggs-Muldrow Endowment for Bellingham Public Library. As staff cannot actively fundraise, the committee decided to investigate hiring an expert. Rachel Myers, former board trustee and former Philanthropic Advisor for Whatcom Community Foundation, has a consulting business registered with the City. She has significant experience in planned giving, philanthropy, and knowledge of the library. The committee reached out to her for a proposal outlining the steps and cost involved in establishing a planned giving program. Rachel's proposal is included in the packet. Financing for this project would come from endowment fund disbursements that the Board earmarked early in 2021, for wi-fi hotspots (funding for hotspots is now included in the Library's General Fund budget).

Jim, referring to the 1st bullet of Phase 3, "Developing a Professional Advisor (PA) contact list," asked if this means hiring a professional advisor. Rick responded this refers to developing a list of attorneys or estate planners who are aware of the Library as an option for planned giving, not hiring someone.

Rebecca Craven commented that developing a planned giving strategy is important and Rachel has a good background to accomplish this.

Rebecca Judd added that she ran the proposal by the Legal department.

There was general agreement to proceed in next steps and see where it takes us.

New Business:

- No new business.

Action items for next meeting:

- Land Acknowledgement
- RFP update

Meeting adjourned at 4:54 p.m.

Next Regular Library Board Meeting – January 18, 2021 – Zoom meeting – 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

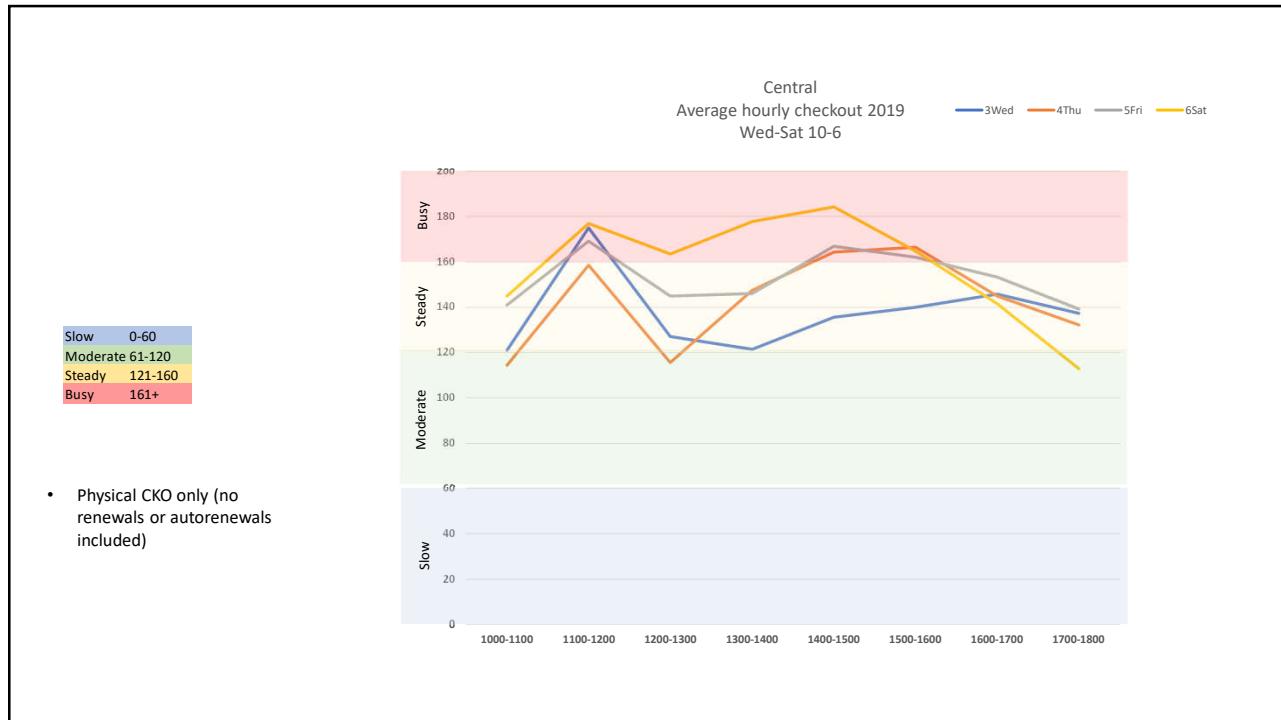
Considering: Evening hours at Central

- Use on Monday and Tuesday has historically dropped to very minimal numbers after 7pm
- Use on Wednesday and Thursday is strong right until 6pm
- Offering after dinner hours on more days could appeal to more users
- Recommend 10-7 Mon-Thurs to provide broader access

1



2

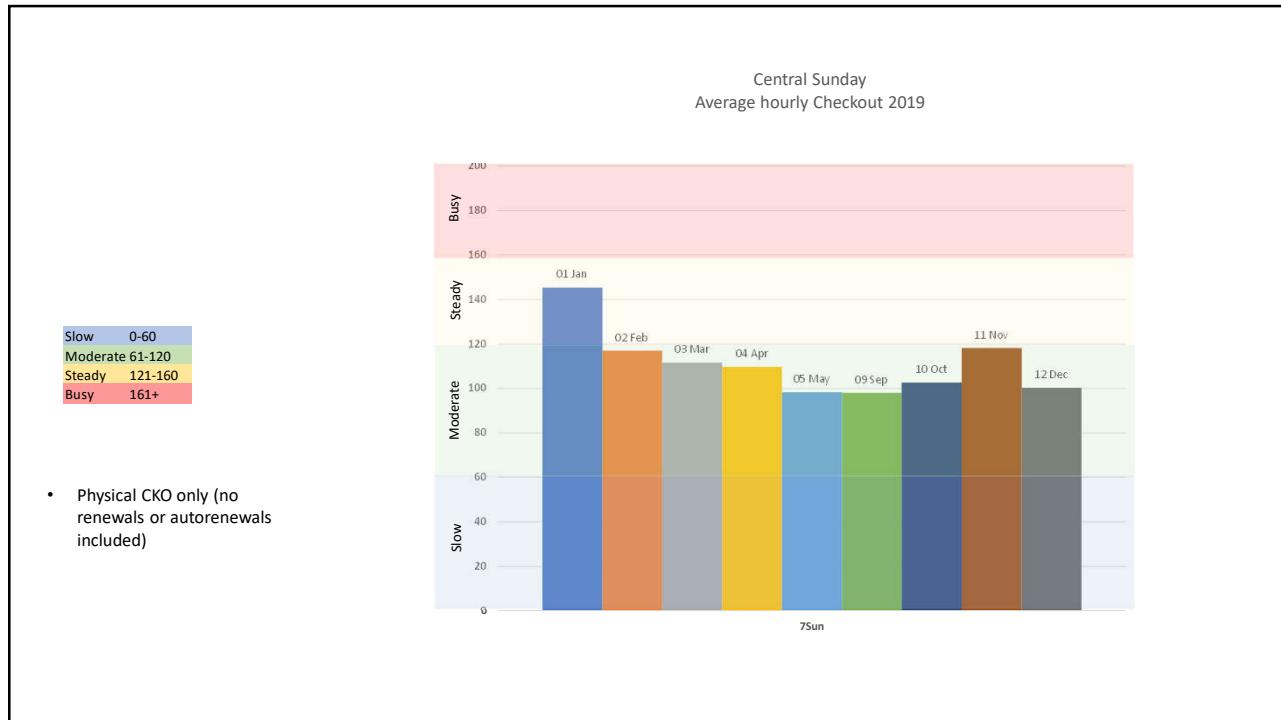


3

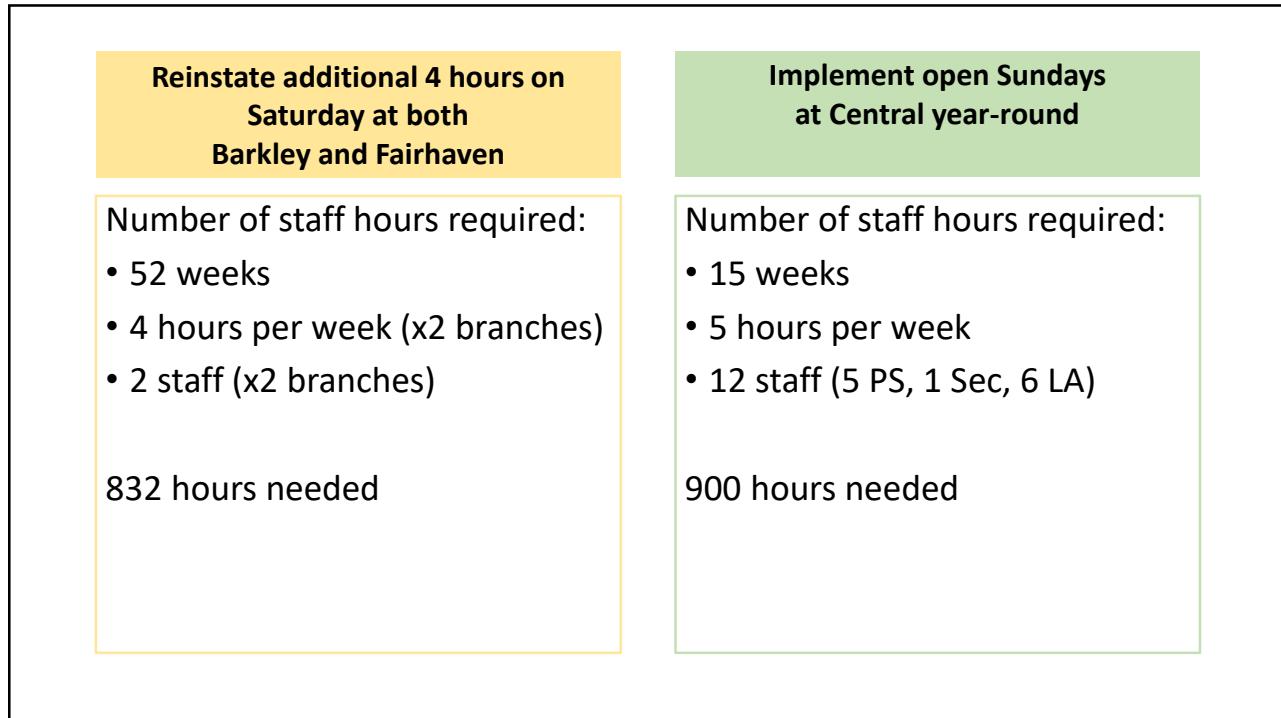
Considering: Branch Saturdays vs Central Sundays

- Branch Saturday use has historically been much slower than the rest of the week
- Branch Saturday use is generally better in the earlier part of the day – recommend keeping those hours
- Sundays closed during summer disrupts use habits of patrons
- More use at Central on Sunday than Saturdays at branches combined
- Recommend repurposing the remaining 4 hours from branch Saturdays to open Sunday year-round at Central for broader benefit

4



5



6

Bellingham Public Library
Performance & Activity Measures, 2021

| | December | | | Year to Date | | % of change YTD |
|------------------------------------------------------------------------------------------------------------------------------|----------------|---------------|----------------|------------------|------------------|--------------------|
| | 2021 | 2020 | 2019 | 2021 | 2020 | |
| Holdings - Number of materials in the library's collection | | | | | | |
| Physical copies added to the collection | 729 | 1,276 | 1,390 | 22,625 | 21,428 | 5.59% |
| Electronic copies purchased by BPL | 94 | 164 | 8 | 1,062 | 1,417 | -25.05% |
| Physical copies withdrawn from the collection | (2,993) | (106) | (1,807) | (25,593) | (24,403) | 4.88% |
| Total physical holdings | | | 182,853 | 173,359 | 172,352 | 0.58% |
| Total electronic holdings in Consortium available to BPL | | | 87,472 | 113,405 | 87,472 | 29.65% |
| Total Holdings (Physical and Electronic) | | | | 286,764 | 259,824 | 10.37% |
| Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity | | | | | | |
| Central Library | | | | | | |
| Adult | 42,313 | 14,948 | 59,128 | 490,941 | 360,582 | 36.15% |
| Youth | 37,398 | 11,812 | 44,325 | 437,312 | 292,644 | 49.43% |
| Sub-Total Central | 79,711 | 26,760 | 103,453 | 928,253 | 653,226 | 42.10% |
| Fairhaven Branch | | | | | | |
| Adult | 1,377 | 15 | 7,812 | 10,627 | 23,115 | -54.03% |
| Youth | 969 | 7 | 2,968 | 6,052 | 8,572 | -29.40% |
| Sub-Total Fairhaven | 2,346 | 22 | 10,780 | 16,679 | 31,687 | -47.36% |
| Barkley Branch | | | | | | |
| Adult | 1,165 | 1 | 6,167 | 7,698 | 18,254 | -57.83% |
| Youth | 1,281 | 6 | 4,677 | 8,705 | 12,492 | -30.32% |
| Sub-Total Barkley | 2,446 | 7 | 10,844 | 16,403 | 30,746 | -46.65% |
| Bellingham Technical College | | | | | | |
| Adult | 0 | 0 | 49 | 0 | 220 | -100.00% |
| Youth | 0 | 0 | 16 | 0 | 69 | -100.00% |
| Sub-Total BTC | 0 | 0 | 65 | 0 | 289 | -100.00% |
| Whatcom Community College | | | | | | |
| Adult | 0 | 0 | 288 | 0 | 968 | -100.00% |
| Youth | 0 | 0 | 63 | 0 | 281 | -100.00% |
| Sub-Total WCC | 0 | 0 | 351 | 0 | 1,249 | -100.00% |
| Western Washington University | | | | | | |
| Adult | 0 | 0 | 505 | 0 | 2,003 | -100.00% |
| Youth | 0 | 0 | 335 | 0 | 1,283 | -100.00% |
| Sub-Total WWU | 0 | 0 | 840 | 0 | 3,286 | -100.00% |
| Online Services | | | | | | |
| Kanopy | 2,048 | 1,795 | 983 | 22,063 | 19,402 | 13.72% |
| WA Anytime Library Overdrive | 29,128 | 30,318 | 23,622 | 351,625 | 351,422 | 0.06% |
| Overdrive Mags | 1,822 | 3,516 | 2,772 | 30,630 | 41,448 | -26.10% |
| Sub-Total Online | 32,998 | 35,629 | 27,377 | 404,318 | 412,272 | -1.93% |
| Total Circulation | 117,501 | 62,418 | 153,710 | 1,365,653 | 1,132,755 | 20.56% |
| Holds Activity | | | | | | |
| Items placed on hold shelf | 44,696 | 31,066 | 48,155 | 625,473 | 449,120 | 39.27% |
| Services | | | | | | |
| Persons Visiting - Number of persons counted as they enter the libraries or visit remote website | | | | | | |
| Central Library | | | | | | |
| Curbside Service | 71 | 3,884 | 0 | 38,899 | 46,712 | -16.73% |
| Adult | 18,847 | 0 | 37,599 | 106,418 | 101,447 | 4.90% |
| Children's | 3,841 | 0 | 8,415 | 36,662 | 25,134 | 45.87% |
| Fairhaven Branch | 4,140 | 0 | 6,482 | 25,691 | 16,695 | 53.88% |
| Barkley Branch | 2,525 | 0 | 4,474 | 15,894 | 10,936 | 45.34% |
| Total Persons Visiting | 29,424 | 0 | 56,970 | 184,665 | 154,212 | 19.75% |
| Website Visits | | | | | | |
| This count reflects number of visits to www.bellinghampubliclibrary.org | 32,932 | 33,529 | 39,076 | 418,259 | 423,914 | -1.33% |
| Bibliocommons visits | | | | | | |
| This count reflects number of visits to Bibliocommons | 11,735 | 9,420 | 13,061 | 132,504 | 113,609 | 16.63% |
| Total Website Visits | 44,667 | 42,949 | 52,137 | 550,763 | 537,523 | 2.46% |
| Computer Usage - Number of sessions | | | | | | |
| Central Library | | | | | | |
| Adult & Teen (30 terminals) | 1,365 | 0 | 5,057 | 5,391 | 12,817 | -57.94% |
| Childrens (3 terminals) | 26 | 0 | 116 | 78 | 363 | -78.51% |
| Fairhaven Branch (6 terminals) | 224 | 0 | 445 | 705 | 1,193 | -40.91% |
| Barkley Branch (4 terminals) | 92 | 0 | 265 | 429 | 782 | -45.14% |
| Total Computer Usage | 1,707 | 0 | 5,883 | 6,603 | 15,155 | -56.43% |
| New Borrowers Registered | | | | | | |
| Central Library | 408 | 258 | 378 | 5,911 | 4,460 | 32.53% |
| Fairhaven Branch | 32 | 0 | 22 | 263 | 130 | 102.31% |
| Barkley Branch | 8 | 0 | 29 | 178 | 93 | 91.40% |
| Total New Borrowers Registered | 448 | 258 | 429 | 6,352 | 4,683 | 35.64% |
| Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs | | | | | | |
| Programs | 64 | 29 | 88 | 858 | 695 | 23.45% |
| Attendees | 240 | 444 | 2,060 | 7,232 | 17,395 | -58.42% |
| Volunteer Hours | 164 | 0 | 365 | 1,726 | 3,062 | -43.64% |

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

DECEMBER 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 JANUARY 18, 2022, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

| | VENDOR | AMOUNT |
|----------------------------------------------------|---------------------------------|--------------------|
| Materials, Equipment and Supplies | | |
| Creative Cloud | Adobe Inc | 260.99 |
| Books | ALM Media | 496.13 |
| Books; DVDs; supplies; child masks; Happy Lights | Amazon.com | 1,754.92 |
| Books | Baker & Taylor | 41,882.87 |
| Office chair | Blackburn Office Equipment | 552.27 |
| Books | Cavendish Square Books | 195.54 |
| Books | Center Point Large Print | 100.40 |
| Books & posters | Chicago Books & Posters | 183.15 |
| PPE supplies | City of Bellingham Warehouse | 377.65 |
| Hand warmers | Costco | 65.26 |
| Water @ Central | Crystal Springs | (13.13) |
| Book easels | Demco | 882.77 |
| Periodicals | Ebsco Subscription Services | (151.24) |
| Year end staff meeting supplies | Fred Meyer | 37.95 |
| Books | Gale | 87.36 |
| Website form | Gravity Forms | 29.00 |
| Staff milestone anniversaries | Haggen | 130.56 |
| Lost Interlibrary loan | Jefferson County Public Library | 18.00 |
| Name tags | Laserpoint | 69.90 |
| Lost Interlibrary loan | Messiah University | 50.00 |
| DVDs, CDs, recorded books | Midwest Tape | 11,880.51 |
| Staff milestone anniversaries | Modsock | 91.39 |
| Office supplies | Office Depot | 489.74 |
| Books | Orca Book Publishing | 173.16 |
| Periodicals | Outdoor Journal | 97.91 |
| eBooks, audiobooks | Overdrive Inc | 4,814.01 |
| Truck fuel (two months) | Reisner Distributor | 338.17 |
| Security software | Secure by Design | 40.00 |
| Banner | Signs by Tomorrow | 372.71 |
| Staff milestone anniversaries | Village Books | 210.00 |
| Software support | VMware | 192.33 |
| Copier paper | WCP Solutions | 544.00 |
| Materials, Equipment and Supplies Sub Total | | \$66,254.28 |

Services and Interfund Charges

| | | |
|----------------------------------------------------|------------------------------|-----------|
| Memberships; PLA Stats; webinar; PLA registrations | American Library Association | 3,624.73 |
| Signage | Applied Digital Imaging | 210.99 |
| Membership | Bellingham City Club | 20.00 |
| Computer replacement allocation | City of Bellingham Interfund | 8,310.30 |
| Facilities Services | City of Bellingham Interfund | 47,290.09 |
| Fleet Services | City of Bellingham Interfund | 520.83 |
| Mailroom allocation | City of Bellingham Interfund | 1,947.14 |
| 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 |

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

DECEMBER 2021 CLAIMS

| | | |
|-------------------------------------------------|-------------------------------------|-----------------|
| Telecom Services | City of Bellingham Interfund | 1,028.66 |
| Printing | Copy Source | 40.32 |
| Water cooler rental | Crystal Springs | 10.87 |
| Staff & volunteer training | Darkness to Light | 304.50 |
| Graphic Design | Katrina Lyon Designs | 400.00 |
| Translation services | Language Exchange | 136.04 |
| Copier lease and copies | Oasys Inc. | 1,086.81 |
| ILL & tech services | OCLC | 2,210.98 |
| Mileage reimbursement (between branches) | Staff | 181.44 |
| Barkley operating costs | Talbot Services LLC | 533.33 |
| Microfiche machine lease | Technology Unlimited | 339.46 |
| Interlibrary Loan | USPS | 7.62 |
| 4th Q borrower notices | WCLS | 2,051.22 |

Services and Interfund Charges Sub Total **\$77,638.77**

Gift Fund

| | | |
|------------------------------------------|------------------------------------------|-----------------|
| CDs | Amazon.com | 52.52 |
| Webinar | American Library Association | 20.47 |
| Books | Baker & Taylor | 2,039.61 |
| Foundation Center Database | Candid | 2,995.00 |
| Technology replacement allocation | City of Bellingham Interfund | 2.17 |
| Program speaker honorariums | Fred Meyer | 57.90 |
| Books | Librarian's Guide to Homelessness | 59.96 |
| Anti-Racist digital media | Overdrive Inc | 973.81 |
| Hotspot service | Verizon Wireless | 800.20 |
| Books | Village Books | 673.02 |

GIFT FUND OUTLAYS Sub Total **\$7,674.66**

TOTAL GENERAL FUND CLAIMS **\$143,893.05**

TOTAL CLAIMS **\$151,567.71**



City of Bellingham

Library Board
January 18, 2022
Consent Agenda

Library - Budget to Actual - General Fund

December 100% YTD

| | YTD Actuals | Budget | Remaining | % Complete |
|-------------------------------------------|------------------|------------------|----------------|------------|
| Revenues | | | | |
| Grants | 5,626 | 0 | 0 | |
| Print and Copy Fees | 2,540 | 15,000 | 12,460 | 17% |
| Lost, Damage & Non-resident Borrower Fees | 6,745 | 16,100 | 9,355 | 42% |
| Fairhaven Auditorium Rental Fees | 0 | 30,000 | 30,000 | 0% |
| Miscellaneous Revenues | 427 | 6,000 | 5,573 | 7% |
| Total Revenue | 15,338 | 67,100 | 51,762 | 23% |
| | | | | |
| Expenses | | | | |
| Salaries and Wages | 2,381,222 | 2,491,701 | 110,479 | 96% |
| Personnel Benefits | 1,058,575 | 1,129,660 | 71,085 | 94% |
| Materials, Equipment and Supplies | 660,114 | 718,950 | 58,836 | 92% |
| Services and Interfund Charges | 980,622 | 1,016,146 | 35,524 | 97% |
| Automated Materials Handler | 0 | 65,188 | 65,188 | 0% |
| Total Expenditure | 5,080,533 | 5,421,645 | 341,112 | 94% |

Library - Budget to Actual - Gift Fund

December 100% YTD

| | YTD Actuals | Budget | Remaining | % Complete |
|--------------------------|----------------|----------------|-----------------|-------------|
| Revenues | | | | |
| Donations | 61,649 | 50,000 | (11,649) | 123% |
| Total Revenue | 61,649 | 50,000 | (11,649) | 123% |
| | | | | |
| Expenses | | | | |
| Gift Fund expenses | 237,008 | 223,302 | (13,706) | 106% |
| Total Expenditure | 237,008 | 223,302 | (13,706) | 106% |

BPL BOARD OF TRUSTEES

2021 Highlights

This summary contains selected highlights for the year's work of the Bellingham Public Library's Board of Trustees in its role as the governing body of the library. It was year two of the COVID pandemic, presenting many challenges for the library. Through all of that, the Board and the Library have kept their eyes on continuing to address the Strategic Plan and make progress on Level of Service standards. The Board recognizes that the current and future successes of these initiatives are due to the library management and library staff who carry out their responsibilities and mission with industriousness, expertise, dedication and ingenuity.

BOARD PERSONNEL & MEETINGS

- Kristy Van Ness was welcomed to the Board beginning January, 2021, to replace Rachel Myers after her stellar service on the Board for 11 years.
- The Board formed a new Fundraising Committee, which is added to two other standing committees—the Facilities Committee and the Personnel/Policies Committee.
- All meetings were held online. The Board welcomed many guests to its meetings, including: Rachel Myers, Whatcom Community Foundation; Forrest Longman, Deputy Finance Director; Carol Rofkar, Superintendent in Public Works; Sarah Chaplin, Assistant City Attorney; Elizabeth Monahan, Human Resources Director; and, Mayor Seth Fleetwood.
- The Board Chair began regular attendance at the Friends of the Bellingham Public Library Board meetings in July. Friends' Board Presidents have attended Library Board meetings for many years.

FACILITIES – CONSTRUCTION & PLANNING

- The year began with the finalization of an agreement between the Library and the Barkley Corporation for the library's expanded space and operational control of the Barkley Branch Library.
- Renovation/remodeling was completed on the main floor of the Central Library. This was the most substantial change to the facility in more than 35 years. A ribbon-cutting ceremony was held on June 3, 2021, and opened to the public shortly thereafter. The changes have been well received.
- The renovation of the Central Library's main floor was the first step in a strategy to upgrade and expand the library facilities in phases. To further this strategy, the Library Board and Library Administration issued an RFP for a consultant to develop and recommend a 10-year master plan that dovetails library services with library facility and space needs. As the year ended, a consultant was selected and contract negotiations were underway. Work on the plan will commence in early 2022.

ADDITIONAL SUPPORT FOR THE LIBRARY

- For the second year, BPL participated in Library Giving Day during National Library Week in April. Better preparedness led to an uptick in giving with a net of \$15,183 raised, resulting in funds for digital storytelling, a refresh of the Spanish language collection, and continued funding for the Library's anti-racist digital reading list.
- Beyond annual participation in Library Giving Day, the Board's Fundraising Committee decided to look at the development of a planned giving program to seek support for BPL. With Board approval, the committee expects to hire a consultant in 2022 to formulate a framework for the program.

- The Board wishes to acknowledge the past, present and future support for library programs and staff through the wide-ranging efforts of the Friends of the Bellingham Public Library. The past two years the pandemic has curtailed revenue for the Friends. However, through their wise stewardship and creativity the Friends have been able to continue their contributions to library programs and services that benefit the community.

BUDGET

- ✓ The Board worked closely with library management to develop the library's budget requests for modest mid-term adjustments to the city's 2021-22 biennial budget. Approval was gained for these adjustments.
- ✓ Other possibilities for facility funding will be explored in 2022. These could include ARPA funds received by the City from the Federal Government; and, state funds available through grants from the Library Capital Improvement Program.

Rick Osen, Chair, Board of Trustees, 1/18/2022



DIRECTOR'S REPORT FOR January 18, 2022

The past month has brought multiple challenges our way: severe cold weather, winter storms, and most of all, the recent surge in COVID-19 case counts as omicron roars through our community. We know that spring is around the corner, and we hope that omicron will fall as quickly as it has risen. For now, though, all we can do is hold on. (Rebecca Judd, Library Director)

WELCOME & INCLUDE



Jan Brandt's retirement: After 22 years of stellar service to children and families in the Children's Library, Children's Public Services Clerk Jan Brandt retired on January 15. We thank Jan for sharing her love and deep knowledge of children's literature with us and the community. Over the years, Jan conducted storytimes, awarded thousands and thousands of Summer Reading prizes, compiled hundreds of reading recommendation and educational support curriculum lists, kept our plants watered, and warmly welcomed each child and family into the Children's Library with her gentle kindness and good humor. (Bethany Hoglund, Deputy Library Director)

Library Assistant hiring: In the December budget process, City Council approved a request to convert existing salary dollars to fund four 25-hour benefitted Library Assistant positions. We have added these positions to the staffing queue to be filled internally and look forward to the added flexibility that these positions will give us. In addition, we are in the process of hiring 6-8 new Library Assistants. Interviews were held the week of January 10. (Jen Vander Ploeg, Head of Public Services and Operations)

Winter weather: Late December and early January weather events created disruptions to operations, making it challenging for staff and the public to get to our buildings. We continue to work on clearing the backlog from delayed deliveries and fewer staff on-site during those days. (Jen Vander Ploeg, Head of Public Services and Operations)

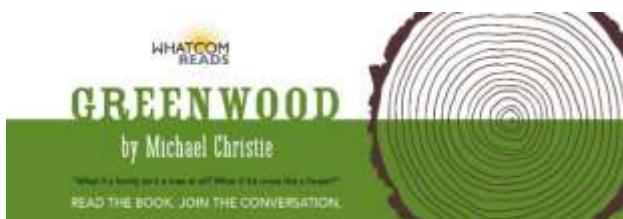


ACCESS & OPPORTUNITY

Wi-Fi Hotspots: The 2022 budget includes an increase in funding to allow us to double the number of Wi-Fi hotspots we have with service from Verizon. The new devices have been ordered and will be available to the public as soon as they are processed. Hold queues for our two kinds of hotspots remain substantial, and none of them have yet spent any time sitting 'In' on a shelf. (Jon McConnel, Head of Digital Services)

Interlibrary Loan Specialist: The job posting for the vacant Interlibrary Loan position went live on January 13 and will close at 4:30 p.m. on January 31. We hope to have the new Specialist in place in March. (Jon McConnel, Head of Digital Services)

READ & LEARN



2022 Whatcom READS: Nine events are scheduled for Jan. 22 – Feb. 24, related to themes in our 2022 selection, *Greenwood*, by Michael Christie. 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 scheduled to host the author at Mount Baker Theatre on Friday, Mar. 4, and planning is on-going. Dates and times of author events have not yet been announced, as we continue to monitor the COVID-19 situation in our community. Due to the high volume of holds on all copies of *Greenwood*, BPL has activated the e-book version of the title as “always available” through Washington Anytime Library. (Annette Bagley, Head of Community Relations)

2022 Materials budget: We received a \$30,000 biennium budget increase for library materials in 2022 that will be used for digital materials. Jon McConnel and I surveyed our current digital offerings and identified a few gaps: streaming/downloadable music, remote access to genealogy resources, and historical newspapers. In 2022 we look forward to providing Freegal (a streaming music service that WCLS also offers), HeritageQuest (a genealogy research database that patrons can access from home) and Newspapers.com West Coast edition (historical newspapers) for our public, in addition to increasing funds for eBooks and eAudiobooks. (Bethany Hoglund, Deputy Library Director)

Contracts: the end of the year is a busy time for Digital Services due to the roll-over of contracts from one budget year to the next, and getting invoices paid. The transition this time was particularly busy. There was a new service to get set-up, including the contract to negotiate (Freegal); a continuing service that requires a yearly contract update due to the nature of the service and its cost variability (Kanopy); and a service where we are working to switch from year-to-year to a three-year contract in order to lock-in rates (Mango). All contracts are reviewed by the City's Legal Dept., and the process must be approved by the Purchasing Dept. before the City's signature process begins. Once complete, invoices can be paid and new services can be set-up. (Jon McConnel, Head of Digital Services)

Digital Library statistics: BPL is part of the Washington Digital Library Consortium (WDLC), which is comprised of 44 public libraries in Washington State. Together, the WDLC created the Washington Anytime Library; a collection of ebooks, eaudiobooks and digital magazines most often accessed through the Libby app. In 2021, the WDLC circulated 1.8 million eBooks and eAudiobooks. BPL patrons checked out 372,585 of those items and had the highest circulation of all WDLC libraries. Of these 372K checkouts, 70% were of adult titles, 40% were eAudiobook and 60% were eBook. (Bethany Hoglund, Deputy Library Director)

INFORM & INVOLVE

Emergency warming center: The Library lecture room was the host site for the City of Bellingham emergency warming center from December 27 – January 2. The warming center was opened as a response to the extreme cold temperatures that week and ran from 9 a.m. – 7 p.m. each day. Library staff were not involved with the running of the warming center but offered general assistance and support. (Rebecca Judd, Library Director)

Community Health Improvement Plan/Healthy Whatcom: Public Services Librarians Bernice Chang and Jennifer Lovchik, Children's Programming Specialist Julie Mauermann and I participated in the Healthy Whatcom team's process of creating a Community Health Improvement Plan that focuses on three priority areas: Early Learning and Childcare, Child and Youth Mental Health and Housing for Children and Families. At the final meeting of the year, the teams created Action Plans and Implementation Teams. These Action Plans strive to shift power to communities of color, center BIPOC voices and experiences and make system level changes that improve racial equity, all focused on improving child and family well-being in Whatcom County. Bernice, Jennifer, Julie and I will each serve on a different implementation team; Bernice and I will be Co-Chairs of our respective implementation teams. We are honored to be so involved in this critical work and to help implement these Action Plans in our community. (Bethany Hoglund, Deputy Library Director)



Health and wellness: For January 2022, BPL is promoting "Health and Wellness." To expand this theme, staff have created several Health and Wellness related online lists of recommended books, children's books, and DVDs. We have also created a Health and Wellness website post highlighting these lists and the many digital services available through the Library with Health and Wellness content. The webpage and staff recommendations will be posted to the Library's social media accounts throughout January. The Health and Wellness topic in the January e-newsletter received 508 clicks to the webpage in the first 24 hours. The January newsletter also included information from the Whatcom County Health Dept

about the current Omicron variant COVID-19 surge. The Library has reposted a news release from the Washington State Department of Health outlining "What to do if you test positive for COVID-19," particularly for those using home tests. (Annette Bagley, Head of Community Relations)

Communications plan: The Library's 2022 Communications Plan has been developed and is in process of implementation by the Community Relations department. This includes an internal Master Calendar, as well as an overview and goals for all internal (owned) media channels, external (earned) media relations, paid advertising, and community relations. (Annette Bagley, Head of Community Relations)

THRIVE & GROW

Coming Change to Phone Notices: The MOU with Whatcom County Library System for sharing the Integrated Library System, Polaris, splits out responsibility for some of the peripheral services. WCLS has responsibility for the telephone notification system. The system currently used has reached the end of its life and WCLS is pursuing a replacement for it. The new service they have selected was also the first choice of BPL. Patrons will still have the option to receive certain notices by telephone call, but the phone number(s) the calls come from will change, as will the computer-generated voice and likely the wording of the notices. This change is expected sometime in the first quarter. (Jon McConnel, Head of Digital Services)

Respectfully submitted,
Rebecca Judd

2021 DONATIONS TO LIBRARY GIFT FUND

Library Board
January 18, 2022
Item #9 Donated funds review

| Date | Received from: | Amount | Purpose: |
|------------|-----------------------------------------|--------------------|-----------------------------------------------|
| 1/21/2021 | Individual | \$1,500.00 | Children's materials |
| 2/11/2021 | Individual | \$500.00 | Unrestricted |
| 2/25/2021 | Individual | \$100.00 | Unrestricted |
| 3/4/2021 | Individuals in memory of Karen Wayerski | \$385.00 | Children's bird books |
| 3/4/2021 | Individuals | \$1,000.00 | Music |
| 4/15/2021 | Individual | \$50.00 | Unrestricted |
| 4/15/2021 | Individual | \$50.00 | Unrestricted |
| 4/15/2021 | Individual | \$40.00 | Unrestricted |
| 4/15/2021 | Individual | \$25.00 | LGD |
| 4/15/2021 | Individual | \$500.00 | Remodel |
| 4/22/2021 | Individual | \$25.00 | Unrestricted |
| 4/22/2021 | Individual | \$1,000.00 | Large Print |
| 4/29/2021 | Individual | \$1,500.00 | Unrestricted |
| 5/6/2021 | WCF - Bayview & Endowment distribution | \$15,787.21 | WiFi hotspot year 2 |
| 5/20/2021 | WCF - LGD distribution | \$15,183.00 | Anti-racist/Spanish lang/Digital Storytelling |
| 7/13/2021 | Individual | \$100.00 | Unrestricted |
| 7/14/2021 | Individual | \$50.00 | Unrestricted |
| 7/16/2021 | Individual | \$300.00 | Unrestricted |
| 7/27/2021 | Emma Willard School | \$50.00 | Outreach program |
| 7/27/2021 | Individual | \$17.50 | Unrestricted |
| 7/31/2021 | Misc donations July | \$5.01 | Unrestricted |
| 8/3/2021 | Anonymous | \$100.00 | Unrestricted |
| 8/17/2021 | Individual | \$50.00 | Outreach program |
| 8/31/2021 | Willows Book Group | \$410.00 | Book Club Kits |
| 8/31/2021 | Misc donations August | \$44.00 | Unrestricted |
| 9/7/2021 | Individual | \$50.00 | Unrestricted |
| 9/23/2021 | Birchwood Garden Club | \$75.00 | Gardening books |
| 9/28/2021 | Individual | \$50.00 | Unrestricted |
| 9/30/2021 | Misc donations September | \$28.56 | Unrestricted |
| 10/8/2021 | Individual | \$50.00 | Unrestricted |
| 10/26/2021 | Individual | \$120.00 | Book Club kit |
| 10/31/2021 | Misc donations October | \$41.50 | Unrestricted |
| 11/2/2021 | Individual | \$25.00 | Unrestricted |
| 11/24/2021 | Individual | \$100.00 | Adult materials |
| 11/29/2021 | Whatcom Community Foundation | \$2,995.00 | Foundation database |
| 11/30/2021 | Misc donations November | \$27.88 | Unrestricted |
| 12/13/2021 | Anonymous | \$1,000.00 | Unrestricted |
| 12/15/2022 | Individual | \$150.00 | Unrestricted |
| 12/20/2021 | Individual | \$100.00 | Unrestricted |
| 12/20/2021 | Individual | \$1,500.00 | Children's materials |
| 12/28/2021 | Individual | \$35.00 | Unrestricted |
| 12/31/2022 | Misc donations December | \$29.50 | Unrestricted |
| | TOTAL | \$45,149.16 | |

2021 FRIENDS of the LIBRARY DONATIONS to LIBRARY GIFT FUND

| Date | Amount | Purpose: |
|--------------------------------------|--------------------|-------------------------------------------|
| 4/15/2021 | \$3,000.00 | Book Club Kits |
| 4/15/2021 | \$5,000.00 | Digital archive & Discover Pass backpacks |
| 4/15/2021 | \$5,500.00 | Summer Reading |
| 9/22/2021 | \$3,000.00 | Community Voice kits & backpacks |
| Total gift fund donations | \$16,500.00 | |
| 7/7/2021 | \$5,000.00 | Books for Babies program |
| 7/7/2021 | \$7,500.00 | Whatcom READS |
| Total direct-to-vendor donations | \$12,500.00 | |
| TOTAL FRIENDS DONATIONS | \$29,000.00 | |
| COMBINED 2021 DONATIONS TOTAL | \$74,149.16 | |

Whatcom Community Foundation Fund report - 2021 Year End

Donations

| Date | Received from: | Fund | Amount |
|------------------------|----------------------------|--------------------------------|--------------------|
| 11/9/2021 | Kinder fund | BPL Endowment | \$250.00 |
| 1/12/2021 | Individual | BPL Endowment (Agency) | \$97.50 |
| 9/29/2021 | Individual | BPL Fairhaven Branch Materials | \$5,000.00 |
| 12/31/2021 | Individual | BPL Fairhaven Branch Materials | \$50.00 |
| 4/12/2021 | Individual | BPL Materials | \$150.00 |
| 12/31/2021 | Individual | BPL Materials | \$50.00 |
| 1/26/2021 | Individual | BPL Unrestricted | \$500.00 |
| 2/23/2021 | Individual | BPL Unrestricted | \$200.00 |
| 3/16/2021 | Individual | BPL Unrestricted | \$50.00 |
| 3/18/2021 | Individual | BPL Unrestricted | \$200.00 |
| 3/24/2021 | Individual | BPL Unrestricted | \$100.00 |
| 4/7/2021 | Individuals | Library Giving Day | \$15,183.00 |
| 5/5/2021 | Individual | BPL Unrestricted | \$200.00 |
| 5/7/2021 | Anonymous (monthly) | BPL Unrestricted | \$75.00 |
| 5/15/2021 | Individual (monthly) | BPL Unrestricted | \$28.00 |
| 6/7/2021 | Anonymous (monthly) | BPL Unrestricted | \$75.00 |
| 6/15/2021 | Individual (monthly) | BPL Unrestricted | \$28.00 |
| 6/17/2021 | Angel Fund | BPL Unrestricted | \$3,000.00 |
| 7/7/2021 | Anonymous (monthly) | BPL Unrestricted | \$75.00 |
| 7/14/2021 | Individual | BPL Unrestricted | \$75.00 |
| 7/15/2021 | Individual (monthly) | BPL Unrestricted | \$28.00 |
| 8/5/2021 | Individual | BPL Unrestricted | \$500.00 |
| 8/7/2021 | Anonymous (monthly) | BPL Unrestricted | \$75.00 |
| 8/15/2021 | Individual (monthly) | BPL Unrestricted | \$28.00 |
| 9/7/2021 | Anonymous (monthly) | BPL Unrestricted | \$75.00 |
| 9/15/2021 | Individual (monthly) | BPL Unrestricted | \$28.00 |
| 9/20/2021 | Anonymous - Internal Grant | BPL Unrestricted | \$2,000.00 |
| 10/7/2021 | Anonymous (monthly) | BPL Unrestricted | \$75.00 |
| 10/15/2021 | Individual (monthly) | BPL Unrestricted | \$28.00 |
| 11/4/2021 | Estate Gift | BPL Unrestricted | \$5,000.00 |
| 11/7/2021 | Anonymous (monthly) | BPL Unrestricted | \$75.00 |
| 11/15/2021 | Individual (monthly) | BPL Unrestricted | \$28.00 |
| 12/7/2021 | Anonymous (monthly) | BPL Unrestricted | \$75.00 |
| 12/12/2021 | Individual | BPL Unrestricted | \$300.00 |
| 12/15/2021 | Individual (monthly) | BPL Unrestricted | \$28.00 |
| 12/19/2021 | Individual | BPL Unrestricted | \$100.00 |
| 12/20/2021 | Charitable Trust | BPL Unrestricted | \$1,000.00 |
| 12/31/2021 | Individual | BPL Unrestricted | \$50.00 |
| 12/31/2021 | Anonymous | BPL Unrestricted | \$500.00 |
| Total Donations | | | \$35,379.50 |

Funds

| | Year end balance (approximate) |
|---------------------------------------------------------------------------------------------------------------|--------------------------------|
| Bellingham Public Library Designated Endowment Fund | \$77,385.83 |
| Bellingham Public Library Endowment (Agency) Fund | \$330,295.04 |
| Bellingham Public Library Fund - Capital \$121,627 designated for capital improvements at Fairhaven Branch | \$121,698.93 |
| Bellingham Public Library Fund - Fairhaven Branch Materials | \$5,311.91 |
| Bellingham Public Library Fund - Materials Some of these funds are restricted for specific materials | \$9,656.25 |
| Bellingham Public Library Fund - Unrestricted | \$32,196.25 |
| Current total | \$576,544.21 |
| (Increase of \$55,684 over 2020 year end balance) | |

Distributions

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Robert Bragg & George Muldrow Endowment for the Bellingham Public Library 2/1/2021 Annual designated distribution (held at WCF as a 'spendable portion') | \$197,707.20 |
| Bellingham Public Library Designated Endowment Fund 2/1/2021 Annual designated distribution | \$2,350.02 |
| Bellingham Public Library Endowment (Agency) Fund 2/1/2021 Annual designated distribution | \$10,303.09 |
| Bellingham Public Library Fund - Materials 2/23/2021 Individual 2020 grant for music CDs | \$1,000.00 |
| Bellingham Public Library Fund - Unrestricted 5/7/2021 Library Giving day: Anti-racist & Spanish materials, Digital Storytelling | \$15,183.00 |
| Bayview Fund 2/1/2021 Annual designated distribution | \$3,134.10 |
| Total distributions | \$226,543.31 |