

**BELLINGHAM PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

**NOTICE OF MEETING
REGULAR MEETING
of TUESDAY, JUNE 21, 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 June 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, June 21, 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 Bernice @ bchang@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 (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: May 17, 2022: Regular board meeting• Library performance & activity measures: May 2022• Financial reports Claims: May 2022 YTD report: May 2022	5 min

5. Reports	10 min
• Board Chair	
• Library Board members	
• City Council liaison	
• Friends of Bellingham Public Library	
• Library Director (see packet materials)	
	Time check: 3:50
6. Return to in-person Board meetings – Action item	5 min
• Rick Osen, Board Chair	
7. 2023-2024 Budget proposal – Action item (see packet materials)	20 min
• Rebecca Judd, Director	
	Time check: 4:15
8. Facilities committee update	15 min
• Rick Osen, Board Chair	
9. New business	3 min
10. Action items for next meeting	2 min
	Time check: 4:35
1. Executive Session	15 min
• To determine Trustee recommendation to Mayor	
11. Adjourn	

**Next Regular Library Board Meeting: Tuesday, July 19, 2022 – 3:30 p.m.
Zoom meeting or in-person to be determined – Bellingham, Washington**

If you require a sign interpreter or other accommodation, please allow the library 48 hours notice. Order of agenda items may be adjusted.



Empowering local governments

Library Board
June 21, 2022
Consent Agenda
Communications & FYI

Rights and Limits on Filming in Public Facilities

August 23, 2019 by [Aidan Mathis](#)
Category: [Court Decisions and AGO Opinions](#)



“First Amendment audits” are an alarming recent phenomenon that has been occurring in local government agencies across Washington and the country. These “audits” typically involve private citizens videotaping or otherwise recording an interaction with their local government — such as the police or another official in performing his or her duties or the day-to-day activities inside

city hall or another government building.

These “auditors” are intentionally pushing the boundaries of their First Amendment rights to see whether the city responds in a way that is consistent with what the auditors believe their rights to be. These auditors may be belligerent or confrontational, sometimes attempting to induce a violation of their rights, which can then serve as the basis of a legal claim against the local government.

This blog post will explore what the rights of these auditors truly are, and how local government agencies can respond if they encounter one.

What Rights Do the Public Have to Film?

Members of the public do have broad rights to film interactions with local government officials and police officers in Washington State. While under [RCW 9.73.030](#) it is a crime to record any *private* conversation without first obtaining the consent of all parties engaged in it, the courts have repeatedly held that this law does not apply to public conversations between citizens and police officers.

The Ninth Circuit Federal Court of Appeals first acknowledged the First Amendment right of citizens to film police officers carrying out their duties in public in the case *Fordyce v. City of Seattle*, 55 F.3d 436 (1995). Later, in *Lewis v. State, Dept. of Licensing*, 157 Wash.2d

446 (2006), the Washington State Supreme Court also ruled in favor of recording public police activity in the context of a traffic stop. The Court held that there was no reasonable expectation of privacy in a brief, official business conversation between an officer and a driver on a public highway, making RCW 9.73.030 inapplicable to the situation.

In addition, citizens lawfully present at the scene of police activity may express verbal criticism—even profane and abusive criticism—towards police officers carrying out their duties so long as the citizens do not physically touch the officers or issue threatening statements or movements. See *State v. E.J.J.*, 183 Wash. 2d 497 (2015). Thus, members of the public do have a right to record the police in the public performance of their duties, even when the recording involves abusive language being directed towards the officers.

This right also likely extends to recordings of other government officials in public spaces, such as city hall. While there has not been a case explicitly granting such a right, the reasoning behind *Lewis v. State, Dept. of Licensing* should apply to other public employees as well. As with the traffic stop in *Lewis*, there is likely no reasonable expectation of privacy for a conversation between a government official and a citizen in places that are open to the public. The State Attorney General has also opined that citizens have a right to record open public meetings, such as a city council meeting, giving some additional support to the notion that citizens have a right to record their government's public conduct. Therefore, citizens likely do have the right to record any government business that occurs in areas open to public examination.

What Can Cities Do?

Although citizens have broad rights to record their government, there are limits that can be imposed.

If the behavior of an auditor interferes with the operation of government or the ability of other members of the public to use a public facility, an auditor may be removed from public property they would otherwise be entitled to be in. See *State v. Blair*, 65 Wash. App. 64 (1992).

Note that such a disruption would have to consist of more than the mere act of recording. In order to be lawfully removed the auditor's actions must make it *impossible* for city business to continue in an orderly fashion. Profane or abusive language doesn't create a sufficient disruption by itself, either—only if such language qualifies as a physical threat or “fighting words” (words that inflict injury themselves or tend to incite an immediate breach of the peace) or if the act (not just the content) of speaking itself disrupts city business, is there cause for members of the public to be removed.

The local government entity can also act to prevent filming in areas of its facilities that are not open to the public. Auditor access to such areas would constitute trespassing, and any conversations recorded would be private for the purposes of [RCW 9.73.030](#).

Ultimately, if an auditor doesn't run afoul of these boundaries, the best advice for local government staff and elected officials is to ignore the auditors and not engage with them except to conduct business. Otherwise, a confrontation with an auditor may lead to a public allegation of a "violation" of their constitutional rights, both in the press and online, and perhaps even to a court challenge that the jurisdiction has attempted to violate the public's constitutional rights.

MRSC is a private nonprofit organization serving local governments in Washington State. Eligible government agencies in Washington State may use our free, one-on-one [Ask MRSC service](#) to get answers to legal, policy, or financial questions.



About Aidan Mathis

Aidan interned at MRSC between his second and third years of law school in 2019 while attending the University of Washington School of Law. He authored this article during his internship.

During law school he focused on local Washington State issues. In addition to MRSC, Aidan externed with Judge Catherine Shaffer at King County Superior Court. A native of Anacortes, Washington, Aidan also earned a Bachelor's Degree in Philosophy from the University of Washington in 2016 prior to entering law school.



Regular Meeting of the Library Board of Trustees
Tuesday, May 17, 2022 – 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

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

Others Present: Kristina Michele Martens, City Council Liaison; Jennie Tuckerman, Friends of BPL Co-President; Jeff Jewel, Photo Archives Research Technician for Whatcom Museum

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 provided a minutes' correction: the sixth sentence of the second bullet under Public Library Association (PLA) Conference round-up should read "... Junior Youth Board representatives were discussed at one session" rather than "... Junior Youth Board representatives were in attendance." Wendy pointed out that the YTD report reflects an increase of \$279,090 in the Library's budget due to the rollover of unspent funds from 2021 (we are in the second year of a biennial budget). Another change from last month is that the budget for the Automated Materials Handler was moved from a Capital to a Services line item because the remainder of the contract with Envisionware is for yearly maintenance. Kristy Van Ness moved to approve the April 19, 2022 regular meeting minutes as amended and the April 2022 performance and activity measures and financial reports. Jim McCabe seconded. Motion carried.

Board Chair report:

- Rick noted the members of the Personnel Committee (Rick, Rebecca Craven, and Rebecca Judd) and reviewed the Trustee recruitment timeline for the current vacancy:
 - The Personnel Committee will be reviewing applications the week of May 23
 - The Committee will meet on June 1 to select candidates to interview
 - Interviews will be held in early-mid June
 - An Executive session will be held at the end of the June 21 Board meeting to finalize a candidate recommendation for the Mayor
 - If the Mayor approves of the recommendation, he will forward it to City Council for an August vote.

Rick added that the vacancy posting is still open and suggested Trustees invite potential candidates to apply.

- Rick noted that the City's ARPA Grant funding process is still underway. HVAC for the Central Library is still under consideration.
- The Library applied for a Capital Improvement Grant being offered through the State Library, and Rick thanked Jen, Annette and Rebecca Judd for their work on the application. The state has \$10 million in funding for public library capital improvements for the July 1, 2023-June 30, 2025 biennium. It is a competitive process with a maximum grant award of \$2 million. The chosen libraries must have one:one matching funds. Rebecca added that the State Library will communicate their recommended projects to the legislature in October.

Board member reports:

- No reports.

City Council liaison report:

- Kristina reported that the City Council hosted a Town Hall Meeting on May 16-Community Voices on Public Safety. She invited Board members and Friends of the Library to submit their comments or recommendations on this subject through the Engage Bellingham platform.

Friends of BPL report:

- Jennie thanked Kristy, Katie and Rebecca Judd for speaking at the Friends' Annual Meeting, and Katie for moderating.
- The Friends held a pop-up book sale on Saturday, May 14, where they made just over \$2,000 despite the bad weather. They provided copies of the library's Master Facilities Plan Community Survey for patrons to fill out. Jennie added that Myra will be hosting an information table at this Saturday's Farmer's Market, and she will also have surveys on hand. Jennie thanked Annette for the new green tablecloths.
- The next pop-up book sale is scheduled for Saturday, June 11, including a children's pop-up sale.
- Jennie thanked the board for the opportunity to meet with the Godfrey's team. They discussed their book sale process and fund-raising ideas.
- Jennie also applauded the new wrap designs for the trucks.

Library Director report:

- Rebecca reported that Ryan Dowd's [Skills for Interacting Confidently and Compassionately with Individuals in Crisis \(mountbakertheatre.com\)](http://mountbakertheatre.com) is this Friday, May 20. To date, there are 992 registrations. The Mayor will be providing welcoming remarks.
- Summer Reading for all ages starts June 1. Rebecca thanked everyone who is working on this program.
- Rebecca reminded the Trustees that Central's increased hours will take effect Monday, June 6. We will be open from 10 am to 7 pm Monday-Thursday, 10 am to 6 pm on Friday and Saturday.

Return to in-person Board meetings:

At the May 23 meeting, City Council will be discussing in-person Council meetings, and the Mayor will be following up with direction to City boards and commissions. Because the Library Board is a governing body, the Trustees also need to make a decision about returning to in-person Board meetings or remaining virtual. The discussion and decision are needed this month because the Governor's order requiring virtual meetings will expire in June. There are three options:

- 1) Return to in-person meetings
- 2) Remain virtual
- 3) Host a hybrid meeting.

Considerations for the decision include:

- If we choose to remain virtual, we will need to provide documentation – a motion noted in the meeting minutes – stating that we cannot hold in-person meetings with reasonable safety.
- Covid caseloads are starting to go up again in our local area. As many people are testing with home kits and not reporting to the County, experts suspect caseloads are underreported.
- The Proclamation of Local Emergency is still in effect.
- The Proclamation of State Emergency is still in effect.
- We can recommend, but not require, that attendees wear face masks.

Rick invited trustee comments:

- Jim commented that at a meeting at the Whatcom Unified Emergency Coordination Center, Liz Coogan, Emergency Manager for the City, stated that the operating guidance about masks is that they are optional. Jim asked if, under the Open Public Meetings Act, we would need a Special meeting to alter a decision to remain virtual. Rick responded that the Board would need to hold a Special meeting in that instance.
- Kristy commented that she would like to make sure everyone who comes to the meeting is comfortable.
- Rebecca Craven commented that, if we go to in-person meetings, she will wear a mask, adding that she isn't sure we are at a place of public necessity to return to in-person meetings. Her suggestion is that we remain virtual until we are told we can't.
- Jim agreed with Rebecca Craven's suggestion, saying virtual meetings are working well. He has some concern that some members of the public might feel excluded with Zoom access, but we have so few public commentors.

- Rebecca Craven asked Rebecca and Wendy if the library has received any requests for in-person board meetings. Rebecca and Wendy answered, "No."
- Rick concluded that the board consensus is to stay virtual for the June meeting, then reassess.

Rick stated, "I move that the Bellingham Public Library Board of Trustees continue to hold monthly Board meetings virtually because it cannot hold in-person meetings with reasonable safety. This determination is based on the following findings:

- The Proclamation of Local Emergency for COVID-19 issued on 3-12-2020 is still in effect for the City of Bellingham;
- The Proclamation of State Emergency for COVID-19 (20-05) issued on 2-29-2020 is still in effect for the State of Washington; and
- The most recent Whatcom County COVID-19 Data Report, issued 5-13-2022 for the period of 4-1-2022 to 4-30-2022, shows an increase in COVID-19 case counts and hospitalizations as follows:
 - Whatcom County experienced an increase in confirmed and probable COVID-19 case counts during April. The 7-day average daily case count climbed to 67 cases per day.
 - The 7-day rate for COVID-19 hospitalizations by specimen date among Whatcom County residents increased and reached 5.7 per 100K by the end of the month. An increase in COVID-19 hospitalizations occurred among individuals 65 and older during the month of April.

The Board shall revisit this decision at the June 21, 2022, Board meeting."

Jim McCabe seconded. Motion carried.

2023-2024 Budget update:

- Rebecca reported that the budget process kicked off at the April 25 City Council meeting. At this meeting, the Mayor outlined five priorities for 2023-2024:
 - 1) Public Safety, including alternative responses
 - 2) Continuing investment in climate action and reducing the City's climate impact
 - 3) Maintaining and expanding investments in affordable housing
 - 4) Supporting vulnerable populations
 - 5) Easing the effects of the coronavirus pandemic and supporting recovery efforts
- New funding requests for departments are due in early July
- There is a new Capital request process. The timeline for Capital requests has not been finalized.
- The management team will be preparing recommendations based on our Levels of Service, as well as right-sizing a few underfunded line items.
- Rebecca will have draft requests prepared for discussion at the June Board meeting.
- Rick added that he and Jim, as Chair and Vice-Chair, will meet with Rebecca prior to the June meeting to preview the requests and offer ideas.
- The Mayor will evaluate requests from all departments and deliver recommendations to Council on October 1. Council will then hold work sessions with departments and approve the budget in December.

Facilities Committee update:

- Rick reported that Godfrey's consultants were on site May 2-6 to meet with stakeholders and community members. On the final day, the consultants met with the Facilities Committee for a debrief.
- Rebecca noted that the one-on-one stakeholder meetings included all 7 Council members, all Library Trustees, a Zoom meeting with the Mayor, an in-person meeting with Blake Lyon, the new Planning and Community Development Director, and representatives from all 4 Connections libraries (including tours of the facilities). Eight focus groups were held including the Friends of Bellingham Public Library, 3 staff groups (management, librarians, and Public Service staff), a virtual session for parents with children, and 3 groups from neighborhoods north of I-5. Rebecca added there was a lot of rich conversation. One of the consultants attended storytimes at the mall and met with Children's staff. Another consultant, focused on technical and digital collection services, met with Jon, Doug and Paul.

Photo History of Bellingham Public Library:

- Jeff Jewel, Photo Archives Research Technician for Whatcom Museum, presented a photo history of the early libraries in Fairhaven, New Whatcom, and combined Bellingham. (see *Attachment #1* for a selection of Jeff's historic library photos. All attachments are at the end of the minutes).

New Business:

- No new business.

Action items for next meeting:

- 2023-24 Operating budget proposal
- Revisit meeting format – virtual or in-person
- Executive session to determine a Trustee recommendation

Meeting adjourned at 4:56 p.m.

Next Regular Library Board Meeting – June 21, 2022 – Zoom meeting – 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

Attachments:

- Attachment #1: selected photos from Jeff Jewel's *Photo History of Bellingham Public Library*



Boundaries for the two towns of Fairhaven and New Whatcom after consolidation from original four towns and prior to becoming the City of Bellingham



Original New Whatcom Public Library, NE corner Magnolia and Dock (Cornwall Ave.), 1892



Side view of the expanded (uplifted!) New Whatcom Library, 1902



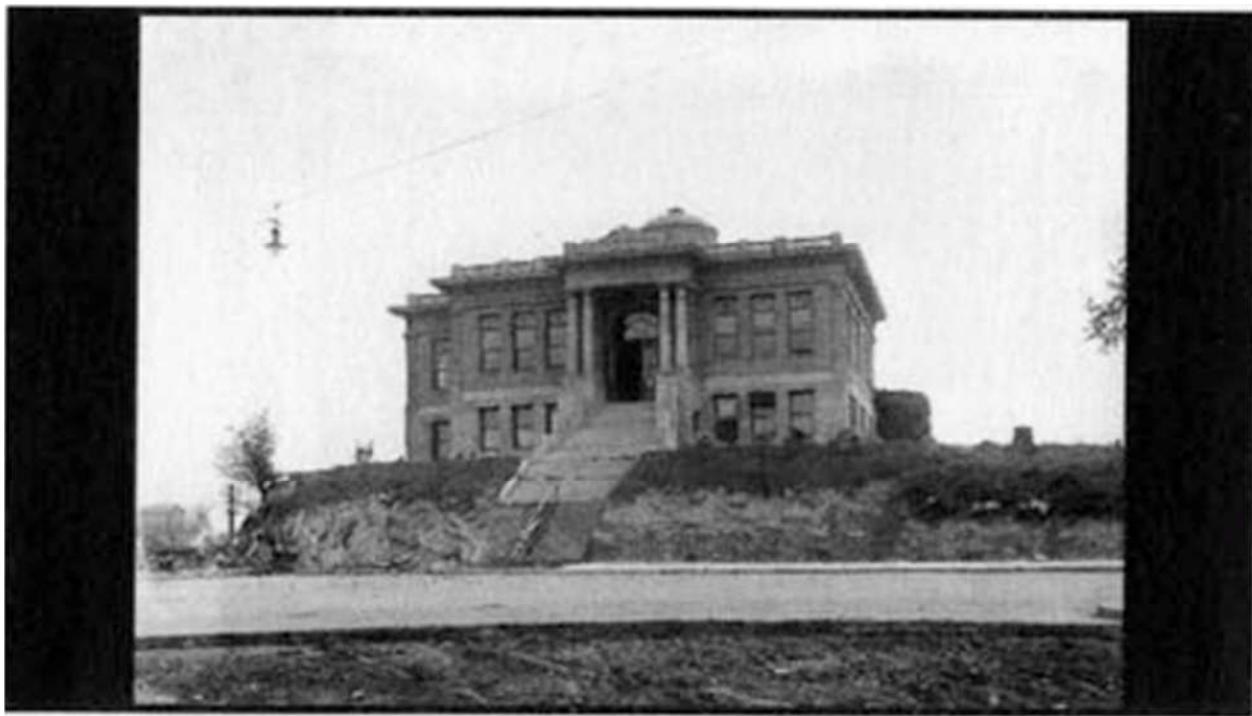
Early photography of the Carnegie-funded Fairhaven Library, late 1904 / early 1905



Early photograph of the Carnegie-funded Bellingham Public Library, NE corner of Commercial and Champion, 1908



YWCA-run cafeteria in the basement of the Bellingham Public Library (downtown Carnegie)



Adding to the stairs at Bellingham Public Library (downtown Carnegie) after Commercial Street was lowered



Editorial about the steps to the Bellingham Public Library (downtown Carnegie), c. 1948



Overflowing with books at the Bellingham Public Library (downtown Carnegie). This photo, and similar images of 'overflow,' were taken to show the need for a new library! 1947-48

(Paid Advertisement)

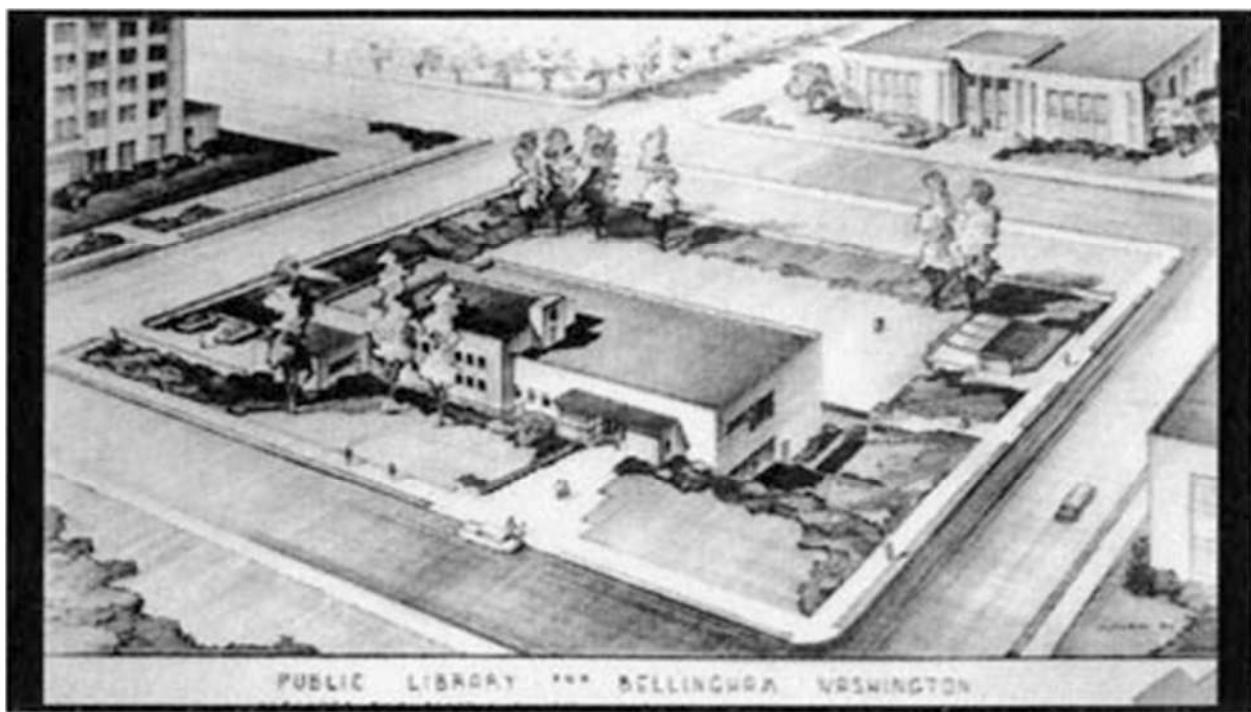
DID YOU KNOW

... that Bellingham's present public library was opened in 1908, when we had only 4,000 books? And that during 1947, the library had a stock of 82,000 books alone, with 201,547 circulations of these volumes?

This is just one more of the many reasons Bellingham deserves a modern, serviceable library building. Watch for others.

**VOTE FOR THE LIBRARY
NOVEMBER 2**

Advertisement to vote for a new Bellingham Public Library, 1948



Architectural rendering of the new Bellingham Public Library, 1949



Newly completed Bellingham Public Library circa 1951

Bellingham Public Library
Performance & Activity Measures, 2022

	May			Year to Date		% of change YTD
	2022	2021	2019	2022	2021	
Holdings - Number of materials in the library's collection						
Physical copies added to the collection	1,758	1,813	2,970	10,529	10,545	-0.15%
Electronic copies purchased by BPL	249	95	1,029	622	554	12.27%
Physical copies withdrawn from collection	(6,807)	(762)	(803)	(9,070)	(11,807)	-23.18%
Total physical holdings			187,341	174,894	168,780	3.62%
Total electronic holdings in Consortium available to BPL			92,091	120,727	109,482	10.27%
Total Holdings (Physical and Electronic)				295,621	278,262	6.24%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity						
Central Library						
Adult	49,655	32,849	56,139	233,673	165,383	41.29%
Youth	43,126	26,225	44,101	204,542	125,855	62.52%
Sub-Total Central	92,781	59,074	100,240	438,215	291,238	50.47%
Fairhaven Branch						
Adult	1,099	14	7,636	4,921	108	
Youth	781	4	2,773	3,611	38	
Sub-Total Fairhaven	1,880	18	10,409	8,532	146	
Barkley Branch						
Adult	1,486	13	5,792	6,170	70	
Youth	1,333	9	3,956	5,613	51	
Sub-Total Barkley	2,819	22	9,748	11,783	121	
Bellingham Technical College						
Adult	0	0	93	0	0	
Youth	0	0	28	0	0	
Sub-Total BTC	0	0	121	0	0	
Whatcom Community College						
Adult	0	0	359	0	0	
Youth	0	0	128	0	0	
Sub-Total WCC	0	0	487	0	0	
Western Washington University						
Adult	0	0	600	0	0	
Youth	0	0	321	0	0	
Sub-Total WWU	0	0	921	0	0	
Online Services						
Freegal ***Service went live Feb 2, 2022	2,519	0	0	15,842	0	
Kanopy	1,724	1,707	334	9,077	9,568	-5.13%
WA Anytime Library Overdrive	31,808	29,575	21,737	152,210	149,705	1.67%
Overdrive Mags	2,383	1,824	2,447	11,595	17,388	-33.32%
Sub-Total Online	38,434	33,106	24,518	188,724	176,661	6.83%
Total Circulation	135,914	92,220	146,444	647,254	468,166	38.25%
Holds Activity						
Items placed on hold shelf	46,385	57,113	47,461	256,400	266,064	-3.63%
Services						
Persons Visiting - Number of persons counted as they enter the libraries						
Central Library						
Curbside Service	60	7,370	0	7,417	35,260	-78.96%
Adult	25,069	0	38,566	98,115	0	
Childrens	5,107	0	9,099	19,897	0	
Fairhaven Branch	4,837	0	6,673	18,335	0	
Barkley Branch	2,900	0	4,705	12,020	0	
Total Persons Visiting	37,973	7,370	59,043	148,367	0	
Website Visits						
This count reflects number of visits to www.bellinghampubliclibrary.org	35,327	32,657	40,027	184,565	175,853	4.95%
Bibliocommons Visits						
This count reflects number of visits to Bibliocommons	14,033	10,781	11,712	64,528	51,550	25.18%
Total Website Visits	49,360	43,438	51,739	249,093	227,403	9.54%
Computer Usage - Number of sessions						
Central Library						
Adult & Teen (30 terminals)	2,039	0	5,184	7,059	0	
Childrens (3 terminals)	29	0	131	72	0	
Fairhaven Branch (6 terminals)	148	0	557	545	0	
Barkley Branch (4 terminals)	124	0	307	419	0	
Total Computer Sessions	2,340	0	6,179	8,115	0	
New Borrowers Registered						
Central Library	482	244	355	2,200	1,522	44.55%
Fairhaven Branch	37	0	41	115	2	
Barkley Branch	34	0	26	77	0	
Total New Borrowers Registered	553	244	422	2,392	1,524	56.96%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs						
Programs	61	75	94	244	315	-22.54%
Attendees	1,729	414	2,446	3,587	3,979	-9.85%
Volunteer Hours	374	0	874	1,256	0	

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

MAY 2022 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 JUNE 21, 2022, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
Materials, Equipment and Supplies		
Books; DVDs; supplies; child masks; toner	Amazon	664.74
Defibrillator batteries	American AED	345.98
Books	Baker & Taylor	22,727.85
Periodicals	Bellingham Herald	541.96
Books	Center Point Large Print	100.40
Facilities Master Plan consultant meeting	Chipotle	41.94
PPE supplies & safety vests	City of Bellingham Warehouse	1,179.17
Water @ Central	Crystal Springs	47.45
Lost Interlibrary loan	Everett Public Library	24.99
Periodicals	Juxtapoz	38.08
Lost Interlibrary loan	King County Library	12.95
Name tags	Laserpoint	45.70
DVDs, CDs, recorded books	Midwest Tape	5,966.70
Ryan Dowd training meal break	Mount Bakery	27.74
Office supplies	Office Depot	425.68
Periodicals	Puget Sound Maritime Historical Society	60.00
Truck fuel	Reisner Distributor	223.19
Books	Rosen Publishing	201.48
Feather banners	Showfire Displays	561.12
Board room water	Smart foodservice	6.48
Facilities Master Plan consultant meeting	Soy House	64.40
Facilities Master Plan focus group refreshments	Starbucks	33.08
Facilities Master Plan consultant meeting	Storia Cucina	27.42
Interlibrary loan supplies	Uline Shipping Supplies	299.56
Lost Interlibrary loan	University of Tennessee	29.95
Books	Village Books	198.70
Lost Interlibrary loan	Western Carolina University	43.30
Books	Whatcom County Historical Society	32.61
Materials, Equipment & Supplies Sub Total		\$33,972.62

Services and Interfund Charges

Barkley branch cleaning	Action Cleaning	702.23
Software subscription	Adobe Creative Cloud	391.55
Back in Circulation conference	American Airlines	284.60
Signage	Applied Digital Imaging	101.29
Preprocessing	Baker & Taylor	6,118.92
Networking breakfast	Chamber of Commerce	25.00
Banking & credit card fees	City of Bellingham Interfund	7.78
Computer replacement allocation	City of Bellingham Interfund	9,228.20
Facilities Services	City of Bellingham Interfund	50,272.63
Fleet Services	City of Bellingham Interfund	861.74
Mailroom allocation	City of Bellingham Interfund	2,492.56
Purchasing Services	City of Bellingham Interfund	121.78
Risk Management	City of Bellingham Interfund	9,718.58
Technology replacement allocation	City of Bellingham Interfund	1,449.33

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

MAY 2022 CLAIMS

Telecom Services	City of Bellingham Interfund	2,232.17
Printing	Copy Source	2,182.17
Water cooler rental	Crystal Springs	23.37
Graphic Design	Katrina Lyon	880.00
Preprocessing	Midwest Tape	789.94
Mobile hotspot	Mobilebeacon	1,320.00
Copier lease and copies	Oasys Inc.	1,185.27
ILL & tech services	OCLC	2,210.98
eBooks, audiobooks	Overdrive Inc	11,209.68
Security software subscription	Secure by Design	20.00
Mileage reimbursement (programming & branch)	Staff	21.82
Barkley operating costs (two months)	Talbot Services LLC	1,066.66
Microfiche machine lease (two months)	Technology Unlimited	678.92
Back in Circulation conference	United Airlines	201.65
Back in Circulation conference	University of Wisconsin	321.10
Hotspot service	Verizon Wireless	1,693.06

Services and Interfund Charges Sub Total \$107,812.98

Gift Fund

Books	Baker & Taylor	149.80
Technology replacement allocation	City of Bellingham Interfund	2.17
Summer Reading activity sheets	Copy Source	1,196.80
Teen programming	Fred Meyer	15.48
Facilities Master Plan consultants	Godfrey's Associates	11,831.00
Summer Reading translation	Language Exchange	397.50
Summer Reading cards	Lynden Tribune	380.71
Anti-Racist digital media	Overdrive Inc	341.06
Tablecloths	Showfire Displays	451.64

GIFT FUND OUTLAYS Sub Total \$14,766.16

TOTAL GENERAL FUND CLAIMS \$141,785.60

TOTAL CLAIMS \$156,551.76



Library - Budget to Actual - General Fund

May 2022 42% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Grants	0			
Print and Copy Fees	2,666	15,000	12,334	18%
Lost, Damage & Non-resident Borrower Fees	1,173	16,100	14,927	7%
Fairhaven Auditorium Rental Fees	1,000	30,000	29,000	3%
Miscellaneous Revenues	455	6,000	5,545	8%
Total Revenue	5,294	67,100	61,806	8%
Expenses				
Salaries and Wages	1,099,506	2,866,803	1,767,297	38%
Personnel Benefits	489,485	1,368,343	878,858	36%
Materials, Equipment and Supplies	123,272	554,407	431,135	22%
Services and Interfund Charges	719,180	1,436,620	717,440	50%
Total Expenditure	2,431,443	6,226,173	3,794,730	39%

Library - Budget to Actual - Gift Fund

May 2022 42% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Donations	94,485	150,000	55,515	63%
Total Revenue	94,485	150,000	55,515	63%
Expenses				
Gift Fund expenses	35,183	136,320	101,137	26%
Total Expenditure	35,183	136,320	101,137	26%



DIRECTOR'S REPORT FOR June 21, 2022

This past month, as we have been hard at work on budget recommendations, I have been reflecting on where we are as an organization. We have said goodbye to many colleagues and have welcomed many newcomers. We have adapted services to meet changing public health directives and the changing needs of our community. We have torn up the main floor of the Central Library and put it back together better and brighter. We have a new community outreach vehicle! I am struck by how much we've grown, and how poised we are to thrive in the coming two years. (Rebecca Judd, Library Director)

WELCOME & INCLUDE

Our Staff: BPL will have two new librarians join the team this summer! A new full-time Adult Public Services Librarian begins on July 1 and a new Children's Public Services Librarian begins September 1. We are thrilled to introduce these individuals to the staff and the public over the next several months. A new Clerk will be joining the Public Services team soon, as we finish up the final pieces in the hiring process. In addition, we were able to create a pool of qualified candidates for the next 6 months in the event of a vacancy. We conducted an internal process to fill our four new 25-hour benefitted Library Assistant positions from our Library Assistant team. Congratulations to Natalia, Kathryn, Andy, and Siena! Our external Library Assistant staffing process is underway to fill four vacant 16-hour positions, with a planned start date mid-July to early-August. Alison Kuiken, Supervisor of Materials Handling & Distribution, will be taking leave for several months starting in late summer. We are soliciting interest from our staff to cover her leave. (Bethany Hoglund, Deputy Director; Jen Vander Ploeg, Head of Public Services and Operations)

June is Pride Month: Pride is the focus for BPL's displays at the Central Library. A special [Pride webpage](#) was created with reading lists and staff recommendations. These are being shared on social media, as well as in the Library's e-newsletter. (Annette Bagley, Head of Community Relations)



ACCESS & OPPORTUNITY



Library Museum Passes: [Mindport Exhibits](#) has contacted BPL about providing 1 set of 4 free passes per day through the Library, in a similar manner offered by Whatcom Museum and Spark Museum. Staff are working on the details and plan to provide the passes beginning July 1. (Annette Bagley, Head of Community Relations)

Broadband Advisory Workgroup: A draft of the Magellan Advisor's consultant report ([18MB PDF](#)) was provided at the May [Broadband Advisory Workgroup](#) meeting, and comments were returned at the first June meeting. The Workgroup was formed in February 2021 to advise the City about what role(s) the City should play in providing broadband services, and what policies the City should adopt to "increase quality, access, equity, and affordability of broadband...."

Additional Workgroup meetings are scheduled for June 21, July 19, and Aug. 2. (Jon McConnel, Head of Digital Services)

READ & LEARN

Summer Reading: Summer Reading for all ages began June 1, and we look forward to a fun summer filled with engagement over books and stories. Highlights include resuming storytimes at the Central Library for ages birth – 8 years, conducting Storytimes at the Mall one day per week, hosting Parties in the Park, and the return of the Children's Craft Fair in July. Summer Readers of all ages can get a "Summer Reading SUPERSTAR Lives Here!" yard or window sign upon completing their personal summer reading challenge. Thank you to the Friends of the Bellingham Public Library and Whatcom Educational Credit Union for sponsoring Summer Reading 2022. (Bethany Hoglund, Deputy Library Director)



Ryan Dowd presents "Skills for Interacting Confidently with Individuals in Crisis": More than 1,000 registrations were received for the Ryan Dowd event hosted by Bellingham Public Library at the Mount Baker Theatre on May 20. Over 700 participated across two sessions, including many City of Bellingham employees from numerous departments. The event was extremely well received throughout our community. The Library is now communicating with the City of Bellingham HR department about offering Ryan Dowd's online trainings to all City employees. (Annette Bagley, Head of Community Relations)

Mayor Fleetwood poses with Ryan Dowd before the afternoon training session

INFORM & INVOLVE

Class Visits: Youth Services staff has kept busy conducting class visits and summer reading book talks to students at the library, in schools, and virtually. Some recent visits include:

- Seven 2nd grade classes from Irene Reither Elementary visiting to learn about librarians as community helpers
- Resuming monthly off-site visits to preschool classrooms
- Virtual book talks to all Wade King Elementary students
- Class visits to the Fairhaven Branch Library

In total, the Youth Services Staff have conducted presentations to nearly 50 classes and groups in the past month. It feels so good to be back in person with kids & teens! (Bethany Hoglund, Deputy Library Director)

Juneteenth: To support the activities of this holiday, Bellingham Public Library shared the Juneteenth video produced by Ferndale Connect and featuring Kristina Michele Martens and Terrance "TeeJay" Morris. BPL also shared the details for the Juneteenth celebration Saturday, June 18, 2 – 6 p.m. in Maritime Heritage Park. (Annette Bagley, Head of Community Relations)



COVID-19 vaccine clinic June 9: Bellingham Public Library partnered with Bellingham School District to provide their final COVID-19 clinic of the school year in the Lecture Room at the Central Library. They vaccinated 85 people, and 55 were age 11 or under. They loved hanging out in the children's library as they awaited their vaccines. (Annette Bagley, Head of Community Relations)

Community Outreach events: The Library has been steadily receiving requests for participation in community outreach events throughout the summer months. Our BPL feather banners have arrived, and our Community Relations Specialist Jenni Johnson has been busy coordinating supplies and new procedures for these events outside our buildings. On June 12, Librarian Suzanne Carlson-Prandini and Specialist Julie Mauermann provided a Library presence at the League of Women Voters' event "Live, Listen, Learn, Explore: A Day of Uplifting Black, Indigenous, People of Color within Whatcom County," and spoke with 200 participants. (Annette Bagley, Head of Community Relations)

THRIVE & GROW

Vehicle Wraps: The Library's Mitsubishi Outlander has been wrapped with our logo and fun design and is now in service! The liftgate truck will go to the sign company on Tuesday, June 21 to be wrapped and picked up on Friday, June 24. (Annette Bagley, Head of Community Relations)



2021 Statistical Report Submitted to Washington State Library: The team effort on this annual task concluded with on-time submission of our 2021 data, which fulfills the mandate of [RCW 27.12.260: Annual Report of Trustees](#). The State Library will review and collate data submitted by all the public libraries in the state before publishing the 2021 [Washington Public Library Statistics](#) and a summary report later this year. They then submit Washington's annual data to the [Public Libraries Survey](#) of the federal [Institute of Museum and Library Services](#). I also incorporate all of the Washington 2021 data into a comparison tool that [combines the State's data since 2000](#). (Jon McConnel, Head of Digital Services)

Security Attendants uniforms refreshed: With a new Security Attendant on board, the Library ordered new uniforms for the entire 4-person Security Attendants team. This included slightly updating the look, colors, and styles of the gear. (Annette Bagley, Head of Community Relations)

Automated Materials Handler Maintenance: A service technician from the AMH vendor visited in early June and gave our machine a clean bill of health. The Library Assistants are doing a great job with ongoing cleaning, which helps the mechanical parts work smoothly. Meanwhile, we are working with the vendor to try to find a way to mitigate issues with the performance of the computers installed in the machine. (Jon McConnel, Head of Digital Services)

Facilities round-up: The City ADA Coordinator (Holly Pederson) did a walk-through of the Central Library to assess areas that could improve our accessibility. She noted some possible projects and is working with the Library and Public Works to explore improvement options. Public Works and IT are working on a project to install technology in the Library Boardroom that will facilitate virtual meetings, as well as meetings that are a combination of in-person and virtual. Improvements will include a new digital display and an OWL for camera/audio. (Jen Vander Ploeg, Head of Public Services and Operations)

Respectfully submitted,
Rebecca Judd



City of Bellingham
210 Lottie Street
Bellingham, WA 98225

Library Board
June 21, 2022
Item #7
2023-2024 Budget proposal

MEMORANDUM

TO: **DEPARTMENT HEADS AND BUDGETEERS**

FROM: FORREST LONGMAN, DEPUTY FINANCE DIRECTORS

CC: MAYOR SETH FLEETWOOD; ANDREW ASBJORNSEN, FINANCE DIRECTOR

SUBJECT: 2023-2024 BUDGET INSTRUCTIONS

DATE: MAY 25, 2022

This memo describes expectations, process, and timeline for development of the 2023-2024 Biennial Budget.

Overall Finances and Priorities

The City's financial situation is strong, having benefited from prudent financial planning and a robust economy. However, new economic forecasts are suggesting a high likelihood of economic slowdown in 2023. While our financial situation is robust enough that we need not overreact to changes to our outlook, it does suggest that program expansions this budget cycle should be modest.

As always, the budget will seek to maintain city services, take care of city-owned assets, and remain on a strong financial footing.

Beyond those enduring goals, the Mayor has set the following overarching priorities for this budget cycle:

- Public safety – including alternative responses
- Continuing investment in climate action and reducing climate impact
- Maintaining and expanding investments in affordable housing
- Supporting vulnerable populations
- Mitigating the impacts of COVID-19 and supporting the community as we emerge from the pandemic

Process and Timeline

This budget process began with department review and correction of existing employee salary allocations; this is ongoing. Policy review will follow several steps. Expect to have approximately four weeks to complete each step that requires department action.

1. Initial development of budget requests (May – Early August):

Operating: Departments will have until **July 8** to complete Change Requests in Questica. These should provide the information necessary to evaluate requests that change the department's workplan, programming, or overall funding levels.

All operational changes must be requested via the Change Request process in Questica.

Capital: Departments will have until **August 5** to complete Change Requests in Questica for capital projects. All projects should be submitted via Change Request.

2. Budget Entry Period (May – Mid August): Questica is open to departments. It will be closed to changes on **August 12**. During this period, Questica is available for departments to make technical changes to their budgets, such as moving budget between line items. These changes should be de minimis and not change the overall authorized budget in any meaningful way.

3. Budget Review and Financial Balancing (July - September): The Mayor and his budget team will review and analyze all budget requests. Department Heads will have an opportunity to present their budget to the budget team.

4. Budget Delivered to Council September 28

Please do not hesitate to contact the budget team with any comments, concerns, or questions:

Forrest Longman – x 8005

Eric Johnson – x 8039



2023-2024 Budget Request: Operations
Mayor's Office deadline: Friday, July 8, 2022

Improvements to Level of Service:

• Facilities (\$160,000 total)

2023: +\$80,000 Mall location pilot (see page 2 for details)
2024: +\$80,000 Mall location pilot (see page 2 for details)

• Materials (\$90,000 total)

2023: +\$30,000
2024: +\$60,000 (2023 request + \$30,000 new)

• Staffing FTE (additional 6.5 FTE; \$864,000 total)

2023: +\$402,000. Includes salaries and benefits, est.
2024: +\$462,000 (2023 request +\$60,000 new). Includes salaries and benefits, est.

+1.0 FTE	Head of Public Services +\$135,000
+0.5 FTE	Increase 0.5 to 1.0 Staff training & volunteer specialist +\$45,000
+0.5 FTE	Increase 0.5 to 1.0 Adult programming specialist +\$45,000
+2.7 FTE	Mall location pilot (see page 2 for details) +\$117,000
+0.9 FTE	2023: Converting 4 RNB 16-hour Library Assistant to 25-hour positions: +\$60,000
+0.9 FTE	2024: Converting 4 RNB 16-hour Library Assistant to 25-hour positions: +\$60,000

Ongoing Operations adjustments (\$116,000 total)

2023: +\$58,000

2024: +\$58,000

+\$4K for Barkley custodial contract
+\$5K Training and Tuition
+\$10K Travel expense
+\$20K Other Professional Services
+\$16K Advertising + Promotions
+\$3K Supplies for Mall location pilot (see page 2 for details)

One-time request: Mall location pilot (see page 2 for details) (\$275,000 total)

2023: +\$25,000 Opening Day Collection

2023: +\$250,000 Furniture, Fixtures & Equipment

2023-2024 Mall location pilot: Bellis Fair Mall

Total Estimated Operating:

2023: +\$200,000

2024: +\$200,000

I. Facilities @ 4500 sq ft

2023: +\$80,000 (Lease, utilities, custodial/maintenance, trash, WiFi)

2024: +\$80,000 @ 4500 sq ft (Lease, utilities, custodial/maintenance, trash, WiFi)

II. Staffing @ 24 open hours

2023: +\$117,000 (1.5 PT clerk; 2 25-hour Library Assistant)

2024: +\$117,000 (1.5 PT clerk; 2 25-hour Library Assistant)

III. Supplies, Operating needs: +\$3,000

One-time request: Opening Day Collection and Furniture, Fixtures & Equipment. Total: \$275,000

2023: +\$25,000 Opening Day Collection

2023: +\$250,000 Furniture, Fixtures & Equipment

<ul style="list-style-type: none">• Mobile shelving• Computer carrels• Wayfinding, signage• Self-checkout• Catalog computer	<ul style="list-style-type: none">• Seating: tables/chairs• Book carts• Staff workstations• Public computers• Phone, Wi-fi hardware
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Established Level of Service Standards:

From 2015 to 2018 the Bellingham Public Library (BPL) Board of Trustees worked with library management to develop a series of Level of Service (LOS) standards to evaluate and determine how resources dedicated to the library benchmark against community needs and expectations. LOS standards were established in four major areas of library services:

- Library facilities—square footage per capita;
- Open hours per week for the Central Library and for the library branches;
- Library materials—expenditures per capita;
- Library staffing in FTE.

To develop these standards, peer libraries across the nation and libraries within the state of Washington were used as benchmarks. Comparisons with these libraries confirmed that Bellingham Public Library had a higher level of usage per capita than most libraries. This demonstrated use and demand from the community also factored into the development of these LOS standards. Each standard identifies three levels of service:

1. Low or minimal – needed to provide the most basic of library services;
2. Medium or operational – allows the library to provide all needed services;
3. High or optimal – allows the library to enhance services.

In 2017, BPL and the City of Bellingham initiated a sustainability funding study for the Library's future. The consulting firm BERK was hired to conduct the study and produce a report—"Bellingham Public Library Services and Funding Models Study," published December 2017.

On November 13, 2017, BERK presented findings from the report to the Bellingham City Council. At that meeting the City Council voted unanimously on the motion "...moved to direct the Administration to give recommendations to the Library Board of Trustees to move forward to Goal 2 (i.e., medium/operational) or 3 (i.e., high/optimal) as a priority.

Level of Service, June 2022 snapshot:

<u>Standard</u>	<u>Date of Adoption</u>	<u>Low/Minimal</u> 1	<u>Medium/Operational</u> 2	<u>High/Optimal</u> 3	<u>June 2022</u>
Library Facilities-- Square ft/capita	01/19/2016	0.6	0.8	1.0	.61
Open hours per week-- Central Library	06/21/2016	56	64	68	56
Open hours per week-- Branch Libraries	06/21/2016	28	36	40	24 x2 locations
Library Materials-- Expenditures/capita	03/21/2017	\$5.00	\$7.50	\$10.00	\$7.40
Library Staff Total Budgeted FTE	03/13/2018	50	58	64	47.6*

Notes:

* Total budgeted FTE may be adjusted during Budget process. Calculation of non-benefited FTE currently under review.

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Population	90,110	91,482	89,860	90,973 est
Adopted Operating Budget	\$5,393,738	\$5,740,897	\$5,247,934	\$5,778,626
Materials Budget	\$548,737	\$548,737	\$643,465	\$673,465
Total square footage	55,670	55,670	55,670	55,670

Population: incorporated City of Bellingham, population multiplier (1.24%) from Whatcom County Comprehensive Plan 2016-2036 Population Projection (Introduction - Table 4)

Materials budget: Pre-processing included in 2021

Total Square Footage 2022: Central 44,000 sf; Fairhaven 10,250 sf (includes auditorium and lower floor); Barkley 1,420 sf

Level of Service growth with proposed 2023-2024 funding increases:

<u>Standard</u>	<u>Date of Adoption</u>	<u>Low/ Minimal 1</u>	<u>Medium/ Operational 2</u>	<u>High/ Optimal 3</u>	<u>June 2022</u>	<u>2023 Proposed</u>	<u>2024 Proposed</u>
Library Facilities-- Square ft/capita	01/19/2016	0.6	0.8	1.0	.61	.65	.65
Open hours per week-- Central Library	06/21/2016	56	64	68	56	56	56
Open hours per week-- Branch Libraries	06/21/2016	28	36	40	24 x2 locations	24 x3 locations	24 x3 locations
Library Materials-- Expenditures/capita	03/21/2017	\$5.00	\$7.50	\$10.00	\$7.40	\$7.64	\$7.87
Library Staff Total Budgeted FTE	03/13/2018	50	58	64	47.6	53.2	54.1

Notes:

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Population	90,110	91,482	89,860	90,973 est	92,100 est	93,241 est
Adopted Operating Budget	\$5,393,738	\$5,740,897	\$5,247,934	\$5,778,626	n/a	n/a
Materials Budget	\$548,737	\$548,737	\$643,465	\$673,465	\$703,465	\$733,465
Total square footage	55,670	55,670	55,670	55,670	60,170	60,170

Population: incorporated City of Bellingham, population multiplier (1.24%) from Whatcom County Comprehensive Plan 2016-2036 Population Projection (Introduction - Table 4)

Adopted Operating Budget: Will include bargained salary and benefit increases not captured in this funding request

Materials Budget: 2023 request = +\$30,000. 2024 request = +\$30,000

Total Square Footage: Central 44,000 sf; Fairhaven 10,250 sf (includes auditorium and lower floor); Barkley 1,420 sf; 2023 and 2024: Mall location pilot: 4500 sf est.