

**BELLINGHAM PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

**NOTICE OF MEETING  
REGULAR MEETING  
of TUESDAY, AUGUST 16, 2022, 3:30 p.m.**

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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 August 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, August 16, 2022. You may view the meeting from a PC, Mac, iPad, iPhone or Android device from the following link:

[www.cob.org/lbot](http://www.cob.org/lbot)

Meeting ID: 916 8904 4189

Password: 7323

For Technical Assistance please contact Katie @ [knbray@cob.org](mailto:knbray@cob.org)

Or join by phone:

Dial (for higher quality, dial a number based on your current location):

US: +1 253 215 8782 OR +1 669 900 6833 OR +1 312 626 6799 OR +1 929 205 6099

OR +1 346 248 7799 OR +1 301 715 8592

Webinar ID: 916 8904 4189 Password: 7323

Please note there will be no public comment taken at the meeting. Instead, community members are respectfully asked and encouraged to submit comments by e-mail to [librarytrustees@cob.org](mailto:librarytrustees@cob.org).

<b>AGENDA</b>	<b>TIME (approx.)</b>
<b>1. Call to order and introductions</b>	2 min
<b>2. Approve/modify agenda</b>	1 min
<b>3. Public comment (from email)</b> Per Washington State Proclamation 20-28, in-person attendance at meetings is prohibited at this time. Please note there will be no public comment taken at the meeting. Instead, community members are respectfully asked and encouraged to submit comments by e-mail to <a href="mailto:librarytrustees@cob.org">librarytrustees@cob.org</a> .	2 min
<b>4. Consent agenda (see packet materials)</b> All matters listed on the consent agenda are considered routine and may be approved in a single motion. A trustee may ask that an item be removed from the consent agenda and considered separately. <ul style="list-style-type: none"><li>• <b>Communications and FYI</b></li><li>• <b>Minutes:</b> July 19, 2022: Regular board meeting</li><li>• <b>Library performance &amp; activity measures:</b> July 2022</li><li>• <b>Financial reports</b> Claims: July 2022 YTD report: July 2022</li></ul>	5 min

- |   |                         |
|---|-------------------------|
| <b>5. Reports</b>   | 10 min                  |
| <ul style="list-style-type: none"><li>• Board Chair</li><li>• Library Board members</li><li>• City Council liaison</li><li>• Friends of Bellingham Public Library</li><li>• Library Director (see packet materials)</li></ul> |                         |
|   | <b>Time check: 3:50</b> |
| <b>6. Godfrey's Associates Facilities Master Plan presentation &amp; discussion</b>   | 45 min                  |
| <ul style="list-style-type: none"><li>• Rick Osen, Board Chair</li><li>• Godfrey's Associates</li></ul>   |                         |
|   | <b>Time check: 4:35</b> |
| <b>7. Policy review: Internet Policy – Action item (see packet materials)</b>   | 5 min                   |
| <ul style="list-style-type: none"><li>• Jon McConnel, Head of Digital &amp; Collection Services</li></ul>   |                         |
| <b>8. New business</b>  | 3 min                   |
| <b>9. Action items for next meeting</b>   | 2 min                   |
|   | <b>Time check: 4:45</b> |
| <b>10. Adjourn</b>  |                         |

**Next Regular Library Board Meeting: Tuesday, September 20, 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.

Rebecca and the staff and  
trustees of Bellingham Public Library -

Library Board  
August 16, 2022  
Consent Agenda  
Communications & FYI

...because sooner or later,  
it *always* does.

Many thanks for your calm,  
measured, and collegial  
response to the recent data  
breach at WCLS. While we're  
not quite sure if this whole  
situation is behind us yet,  
we greatly value our  
partnership with BPL and  
your support of WCLS  
throughout this difficult  
situation. We're sorry that  
→

there was any spillover  
effect on BPL that required  
you to disrupt your work to  
prepare notifications, etc.

As you know, WCLS has lost  
files and data back to the  
beginning of the  
year. **heartline** and our  
main focus for the rest of 2022  
will be rebuilding and taking  
measures to prevent any  
similar issues in the future.  
Thank you for your patience  
as we work through this.  
Looking forward to sunnier  
days ahead!

-Christine

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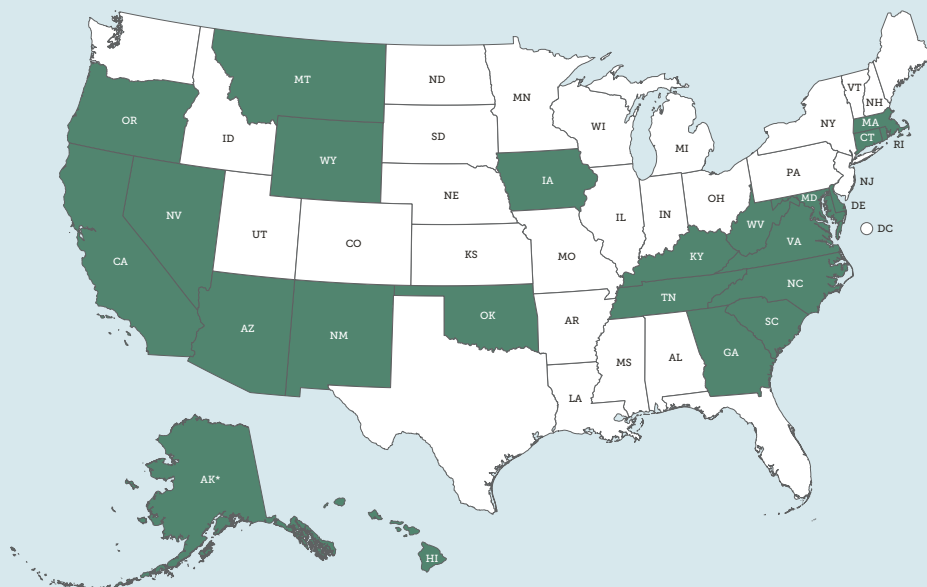


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# How Public Libraries Adapted to Serve Their Communities at the Start of the COVID-19 Pandemic

The COVID-19 Pandemic impacted the ways public libraries serve their communities. This analysis summarizes the findings from **2,616** public libraries with a data reporting period of July 2019–June 2020 in the **23** highlighted states.<sup>1</sup>



<sup>1</sup> Missing data were not imputed and libraries not responding to individual items were included in each denominator.

\*Alaska has a total of 80 public libraries, but 6 were excluded from analysis because their data reporting period ended in December 2019, before the pandemic began.

As access to physical materials became limited due to closures, public libraries ensured that their patrons had access to services:



**93%** continued to provide services to the public even while their buildings were closed.

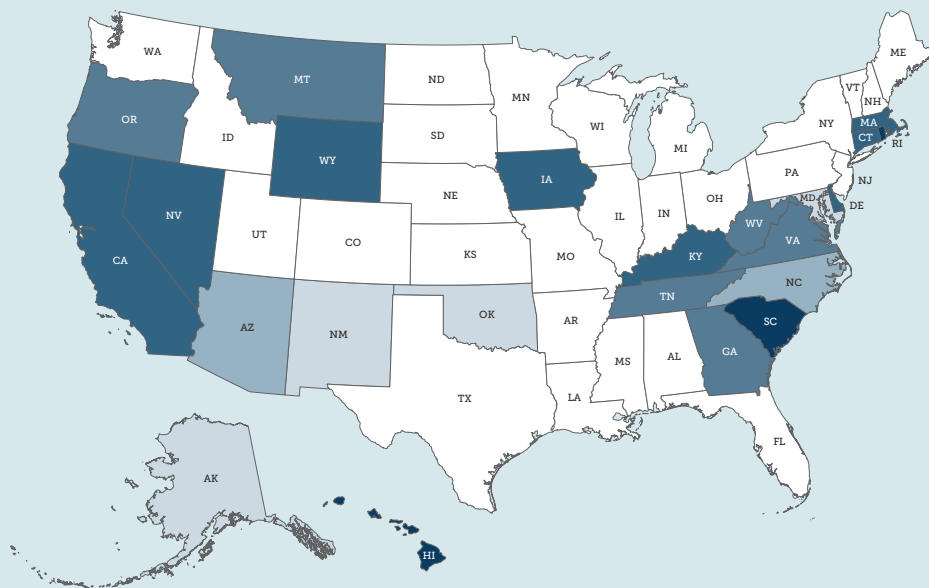


**65%** increased the electronic materials available to the public (e.g., e-books, downloadable audiobooks).

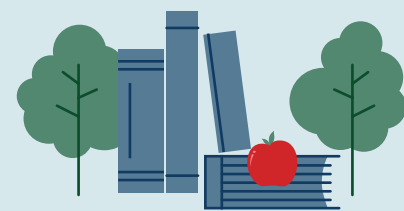
**68%** offered electronic library cards, more than twice as many as before the pandemic.



**60%** of library systems offered virtual live programs during the pandemic, and about the same proportion offered recorded program content via the Internet.



Percent of libraries that provided "outside" service for checking out physical materials at one or more buildings.



**88%** of libraries provided "outside" service for checking out physical materials (e.g., books, DVDs) while buildings were closed to the public.

**69%** provided Wi-Fi service outside the building (e.g., parking lot or mobile facilities) at one or more locations during the pandemic.

Of these libraries **44%** increased outdoor Wi-Fi access.



In addition to providing library services, some library staff assisted other agencies in providing vital community services during the pandemic.

**18%** of libraries reassigned their staff to work for other government agencies or nonprofit organizations.

## Key Terms

- 1. Public library:** An administrative entity that (1) contains an organized collection of printed or other library materials, or a combination thereof, (2) has paid staff, (3) has an established schedule in which the services of the staff are available to the public, (4) has the facilities necessary to support such a collection, staff, and schedule, and (5) is supported in whole or in part with public funds. (This definition was developed by the Federal State Cooperative System.) Public libraries may be a single location library or a multiple-branch library system.
- 2. Electronic materials:** Library materials that are distributed digitally online and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable video and audio files.
- 3. Physical materials:** Library materials that include print materials like books and government documents, audio records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMS), audio reels, talking books, and other sound recordings, and video tapes, DVDs, video CD-ROMs.



**Regular Meeting of the Library Board of Trustees  
Tuesday, July 19, 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.

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**Board Members Present:** Rick Osen, Jim McCabe, and Rebecca Craven

**Board Members Absent:** Kristy Van Ness

**Library Staff:** Rebecca Judd, Bethany Hoglund, Jon McConnel, Katie Bray and Wendy Jenkins

**Others Present:** Kristina Michele Martens, City Council Liaison; Leigh Ann Giles and Jennie Tuckerman, Friends of BPL Co-Presidents; Melissa Morin, Board Trustee candidate

**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:** Jim provided a clarification to the June 21 minutes. In the third paragraph under Facilities committee update, he suggested changing:

“Looking at the LOS standards, they would be even lower than they are today. The approach has been to work from the statistics that Chris Behee and Jon provided to identify gaps in service” to

“Looking at the LOS standards, the square footage per capita standard would be even lower than it is today. Godfrey's has been working with statistics that Chris Behee and Jon provided to map and identify gaps in service.”

Jim McCabe moved to approve the June 21, 2022 Regular meeting minutes as amended and the June 2022 performance and activity measures and financial reports. Rebecca Craven seconded. Motion carried.

**Board Chair report:**

- Last month, the Board voted to continue with virtual meetings until COVID-19 conditions substantially change. Seeing no new positive trends, the August Board meeting will be held via Zoom.
- Rick and Rebecca Judd met and discussed inviting new department heads to future board meetings: Planning director, ITSD Director, and Police Chief. These will be scheduled in the Fall.
- Rick and Rebecca Judd met with Andy Asbjornsen, City Finance Director, as a follow-up to the June meeting with City Finance, City attorneys, Whatcom Community Foundation (WCF) and Bellingham Public Library. The discussion centered on the Agency Endowment Fund held at Whatcom Community Foundation. The recommended solution would be to transfer the Bellingham Public Library Agency Endowment Fund (currently less than 6% of the total funds for the Library at WCF) into the Library's gift fund. This would put City funds back within City accounting protocols. Rebecca Craven and Jim McCabe agreed with this path. Rick asked Wendy to reach out to WCF to begin this process.
- Rick and Rebecca Judd met with Mayor Fleetwood on July 7, 2022. The discussion revolved around the committees' recommendation to fill the Board vacancy. Mayor Fleetwood enthusiastically endorsed Melissa Morin – she should obtain final confirmation at the July 25 City Council meeting. The other topic discussed was the pilot project for a northside Library presence at the Bellis Fair Mall as proposed in the Library's operating budget requests for 2023-2024.

**Board member reports:**

- Jim stopped by the Library Party @ Cordata Park, commenting that it was a great event.

**City Council liaison report:**

- Council is busy getting ready for budget season.
- Rebecca Judd met with Kristina to provide an update on last month's board meeting.
- Kristina thanked everyone who attended the Pride Parade, stating it's important to be present and involved in the community.

**Friends of BPL report:**

- Leigh Ann reported the July 9 Pop-up book sale brought in \$3,000.
- Myra has been working hard to get the Friends known in the community. Tabling at the Farmer's Market is one example. There are now 191 members.
- The next Pop-up sale will be held September 10. Decisions are still being made about an indoor sale in October or November.
- At the last Farmer's Market, Rick Steves stopped by to talk with Myra. She quickly located one of his books, 2007 Best of Europe, which he autographed.
- The Friends participated in and assisted with both of the Library parties at Squalicum and Cordata parks.
- Four Friends participated in the Pride Parade. Jennie shared the sign she carried – an enlarged picture of an 'I Read Banned Books' button.



**Melissa Morin introductions:**

- After introductions, Melissa noted that she is excited to join the Board. She has been a resident for 10 years and worked 5 of those years on community-based projects for Whatcom County Health Department, including serving as the Communications Manager for the Health Department during the pandemic. She currently works remotely as a Senior Account Director for DH, a communications and marketing firm based in Spokane. She is an avid reader and promoter of social change.

**Library Director report:**

- As mentioned in the Director's Report, Rebecca reiterated that we are saddened that our close partners at Whatcom County Library System are going through such a disruptive event. The situation is still evolving and being investigated. Rebecca will inform the board of any new relevant information. Rebecca thanked the strong city team involved in this event – primarily Bryce Carter, Senior Information Security Analyst, Sarah Chaplin, Assistant City Attorney, and Jon McConnel, Digital and Collection Services Manager, Library.

**Facilities committee update:**

- Rick reported that the Facilities Committee met with Godfrey's Associates at a regularly scheduled meeting on Friday, July 15. The Committee was presented with a partial first draft of the report. The report is still in very draft form and will be re-organized to include an Executive Summary, Report, and separate Appendices.
- The bulk of the August Board meeting will be a presentation from Godfrey's.
- The Capital Budget request to the City for 2023-2024 focuses on the Central library renovation. This is in addition to the 2-year pilot project at Bellis Fair Mall.
- Highlights of the Facilities Master Plan recommendations include:
  - Proceeding with completing the renovation of the Central Library, including new HVAC system (Library's capital budget request for 2023/24). And the 2-year pilot project at the Bellis Fair mall (Library's operating budget request for 2023/24).
  - Then, in phases yet to be determined: permanent location and development of a Northside library; renovation to improve library spaces within current Fairhaven library; and expansion and relocation of a Barkley neighborhood library. These would be followed by expansion of or replacement of the Central Library.
  - Each phase is designed to address underserved areas within the current and future city, and to further the library towards meeting its Level of Service standard through the combination of 4 library facilities—Central, Northside, Fairhaven and Barkley. Questions remain about how to phase this and how to finance it. This will be resolved through city/library efforts.

Jim commented that this is a good summary and pointed out that Godfrey's is specifically a library consultant, so in addition to facilities, they have many recommendations concerning library operations.



Rebecca Judd offered thanks to Jon McConnel and Chris Behee, Long Range Division Manager for the Planning department, for the work they have done.

Rebecca Craven asked if Godfrey's had a suggested order for a Northside branch. Rick answered that the preliminary goal is to look at Northside after the renovation at Central, then Fairhaven and Barkley. For funding, it needs to be determined if it should be one big ask, or individual asks. Rebecca Craven asked if there are plans for staffing. Rick responded that it is difficult to project at this stage.

Rebecca Craven asked for more information about the decision to focus on branches rather than a larger scale expansion of Central. Rick answered that it is based on the population density in the north and east, stating that we want to place facilities closer to where people live. Rick added that he is supportive of the recommendation to focus on branch libraries. After that, we will have a better idea about what size the Central library should be.

**2023-2024 Capital Budget proposal:**

- Rebecca screenshared the draft Capital Budget proposal that is included in the packet. The format of this proposal mirrors the questions asked by the city. Much of the work for this proposal was done while preparing and submitting the Capital State Improvement Grant application. Rebecca read through the sections of the draft: description, justification, expected outcomes, and other implications.

Rebecca Craven commented that she is excited to see HVAC addressed, adding that she isn't surprised, but 8.5 million is a big cost. Rick added that about half of the cost is for HVAC.

Rick Osen moved that the library submit the 2023-2024 Capital Budget Request as written. Jim McCabe seconded. Motion carried.

**2<sup>nd</sup> Quarter Action Plan update – April-June 2022:**

- Rebecca screenshared the 2<sup>nd</sup> Quarter Action Plan update that is included in the packet, pointing out that she wants the document to be useful for the board and invited feedback. She included a link to the [2022 Annual Action Plan](#) in the update. Rebecca added that it is great to see all that has been accomplished so far this year.

**New Business:**

- No new business

**Action items for next meeting:**

- Godfrey's presentation

**Meeting adjourned** at 4:40 p.m.

**Next Regular Library Board Meeting – August 16, 2022 – Zoom meeting – 3:30 p.m.**

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

**Bellingham Public Library  
Performance & Activity Measures, 2022**

Library Board  
August 16, 2022  
Consent Agenda

	July			Year to Date		% of change
	2022	2021	2019	2022	2021	YTD
<b>Holdings</b> - Number of materials in the library's collection						
Physical copies added to collection	1,795	1,717	2,710	14,535	14,854	-2.15%
Electronic copies purchased by BPL	59	33	151	905	700	29.29%
Physical copies withdrawn from collection	(1,013)	(201)	(1,880)	(10,572)	(17,892)	-40.91%
Total physical holdings			189,711	175,438	170,989	2.60%
Total electronic holdings in Consortium available to BPL			93,215	121,982	110,004	10.89%
<b>Total Holdings (Physical and Electronic)</b>				<b>297,420</b>	<b>280,993</b>	<b>5.85%</b>
<b>Circulation</b> - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity						
<b>Central Library</b>						
Adult	52,043	46,343	60,445	335,078	253,437	32.21%
Youth	48,790	49,130	57,036	299,378	215,157	39.14%
<b>Sub-Total Central</b>	<b>100,833</b>	<b>95,473</b>	<b>117,481</b>	<b>634,456</b>	<b>468,594</b>	<b>35.40%</b>
<b>Fairhaven Branch</b>						
Adult	1,361	1,616	7,627	7,408	1,737	
Youth	976	714	5,369	5,369	758	
<b>Sub-Total Fairhaven</b>	<b>2,337</b>	<b>2,330</b>	<b>10,758</b>	<b>12,777</b>	<b>2,495</b>	
<b>Barkley Branch</b>						
Adult	1,504	1,312	6,043	9,149	1,388	
Youth	1,355	1,171	4,015	8,274	1,227	
<b>Sub-Total Barkley</b>	<b>2,859</b>	<b>2,483</b>	<b>10,058</b>	<b>17,423</b>	<b>2,615</b>	
<b>Bellingham Technical College</b>						
Adult	0	0	60	0	0	
Youth	0	0	5	0	0	
<b>Sub-Total BTC</b>	<b>0</b>	<b>0</b>	<b>65</b>	<b>0</b>	<b>0</b>	
<b>Whatcom Community College</b>						
Adult	0	0	371	0	0	
Youth	0	0	142	0	0	
<b>Sub-Total WCC</b>	<b>0</b>	<b>0</b>	<b>513</b>	<b>0</b>	<b>0</b>	
<b>Western Washington University</b>						
Adult	0	0	419	0	0	
Youth	0	0	194	0	0	
<b>Sub-Total WWU</b>	<b>0</b>	<b>0</b>	<b>613</b>	<b>0</b>	<b>0</b>	
<b>Online Services</b>						
Freegal ***Service went live Feb 2, 2022	2,754	0	0	20,616	0	
Kanopy	1,478	1,672	413	12,185	12,884	-5.43%
WA Anytime Library Overdrive	32,194	28,837	22,782	215,498	206,856	4.18%
Overdrive Mags	1,747	1,788	2,033	15,276	21,082	-27.54%
<b>Sub-Total Online</b>	<b>38,173</b>	<b>32,297</b>	<b>25,228</b>	<b>263,575</b>	<b>240,822</b>	<b>9.45%</b>
<b>Total Circulation</b>	<b>144,202</b>	<b>132,583</b>	<b>164,716</b>	<b>928,231</b>	<b>714,526</b>	<b>29.91%</b>
<b>Holds Activity</b>						
Items placed on hold shelf	47,272	51,921	51,932	351,070	347,443	1.04%
<b>Services</b>						
<b>Persons Visiting</b> - Number of persons counted as they enter the libraries						
<b>Central Library</b>						
Curbside Service	61	445	0	7,538	37,775	-80.05%
Adult	29,191	0	42,978	154,751	0	
Children's	7,191	6,741	14,395	33,929	12,606	
Fairhaven Branch	4,864	3,936	6,873	27,905	3,936	
Barkley Branch	2,927	2,507	5,256	17,919	2,507	
<b>Total Persons Visiting</b>	<b>44,234</b>	<b>13,629</b>	<b>69,502</b>	<b>234,504</b>	<b>19,049</b>	
<b>Website Visits</b>						
This count reflects number of visits to www.bellinghampubliclibrary.org	35,892	33,160	40,929	255,482	243,426	4.95%
<b>Bibliocommons Visits</b>						
This count reflects number of visits to Bibliocommons	15,680	11,118	13,818	95,129	73,552	29.34%
<b>Total Website Visits</b>	<b>51,572</b>	<b>44,278</b>	<b>54,747</b>	<b>350,611</b>	<b>316,978</b>	<b>10.61%</b>
<b>Computer Usage</b> - Number of sessions						
<b>Central Library</b>						
Adult & Teen (30 terminals)	2,230	0	5,343	11,348	0	
Children's (3 terminals)	56	0	155	169	0	
Fairhaven Branch (6 terminals)	188	0	601	911	0	
Barkley Branch (4 terminals)	142	0	309	678	0	
<b>Total Computer Usage</b>	<b>2,616</b>	<b>0</b>	<b>6,408</b>	<b>13,106</b>	<b>0</b>	
<b>New Borrowers Registered</b>						
<b>Central Library</b>						
Fairhaven Branch	438	376	505	3,136	2,065	51.86%
Barkley Branch	45	60	72	195	62	
	34	42	44	148	42	
<b>Total New Borrowers Registered</b>	<b>517</b>	<b>478</b>	<b>621</b>	<b>3,479</b>	<b>2,169</b>	<b>60.40%</b>
<b>Programs</b> - Library sponsored or co-sponsored educational, recreational, or cultural programs						
Programs	63	92	125	358	482	-25.73%
Attendees	1,924	984	3,316	7,624	5,451	39.86%
<b>Volunteer Hours - Friends of BPL only</b>	<b>275</b>	<b>245</b>	<b>453</b>	<b>2,706</b>	<b>378</b>	

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

**JULY 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 AUGUST 16, 2022, IN  
ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
<b>Materials, Equipment and Supplies</b>		
Books; DVDs; supplies; child masks	Amazon.com	175.91
Books	Baker & Taylor	25,330.31
Books	Center Point Large Print	100.40
PPE supplies	City of Bellingham Warehouse	1,455.11
Lost interlibrary loan	City of Toledo	5.73
Lost interlibrary loan	City of Tigard	21.95
Brochure rack	Displays2Go	(250.23)
Lost Interlibrary loan	East Carolina University	48.95
Wonderbooks	Findaway World	7,897.82
Lost Interlibrary loan	Free Library of Philadelphia	37.98
Book kit bags	Land's End	477.37
Name tags	Laserpoint	50.70
DVDs, CDs, recorded books	Midwest Tape	3,694.13
Office supplies	Office Depot	246.61
Truck fuel	Reisner Distributor	353.93
Lost interlibrary loan	Sewanee: the University of the South	40.00
Barkley signage	Signs Plus	257.86
Emergency water	Staples	75.88
Staff retirements	Village Books	98.65
Outreach carts	West Marine	174.05
<b>Materials, Equipment &amp; Supplies Sub Total</b>		<b>\$40,293.11</b>

**Services and Interfund Charges**

Barkley branch cleaning	Action Cleaning	675.20
Membership	American Library Association	228.00
Signage	Applied Digital Imaging	37.54
Preprocessing	Baker & Taylor	6,944.14
Computer replacement allocation	City of Bellingham Interfund	9,228.20
Facilities Services	City of Bellingham Interfund	50,292.47
Fleet Services	City of Bellingham Interfund	861.74
Mailroom allocation	City of Bellingham Interfund	1,884.19
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
Telecom Services	City of Bellingham Interfund	2,334.15
Printing	Copy Source	728.62
Databases	Gale Cengage	1,382.89
Preprocessing	Midwest Tape	415.54
Copier lease and copies	Oasys Inc.	1,738.21
ILL & tech services	OCLC	2,293.90
eBooks, audiobooks	Overdrive Inc	7,253.17
Culturegrams database	Proquest	177.16
Security software subscription	Secure by Design	20.00
Barkley operating costs	Talbot Services LLC	533.33
Microfische machine lease	Technology Unlimited	339.46

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

**JULY 2022 CLAIMS**

Hotspot service  
B&O Taxes

Verizon Wireless 1,640.41  
WSDO Revenue 11.08

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Services and Interfund Charges Sub Total \$100,309.09

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**Gift Fund**

Books  
Technology replacement allocation  
Anti-Racist digital media  
Summer Reading supplies

Baker & Taylor 2,942.61  
City of Bellingham Interfund 2.17  
Overdrive Inc 176.01  
Target 8.79

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GIFT FUND OUTLAYS Sub Total \$3,129.58

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**TOTAL GENERAL FUND CLAIMS \$140,602.20**

**TOTAL CLAIMS \$143,731.78**

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

**July 2022 58.3% YTD**

	YTD Actuals	Budget	Remaining	% Complete
<b>Revenues</b>				
Grants	0	0		
Print and Copy Fees	4,174	15,000	10,826	28%
Lost, Damage & Non-resident Borrower Fees	2,552	16,100	13,548	16%
Fairhaven Auditorium Rental Fees	1,450	30,000	28,550	5%
Miscellaneous Revenues	579	6,000	5,421	10%
<b>Total Revenue</b>	<b>8,755</b>	<b>67,100</b>	<b>58,345</b>	<b>13%</b>
<b>Expenses</b>				
Salaries and Wages	1,523,397	2,866,803	1,343,406	53%
Personnel Benefits	689,345	1,368,343	678,998	50%
Materials, Equipment and Supplies	200,679	554,407	353,728	36%
Services and Interfund Charges	938,369	1,436,620	498,251	65%
<b>Total Expenditure</b>	<b>3,351,790</b>	<b>6,226,173</b>	<b>2,874,383</b>	<b>54%</b>

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

**July 2022 58.3% YTD**

	YTD Actuals	Budget	Remaining	% Complete
<b>Revenues</b>				
Donations	115,845	150,000	34,155	77%
<b>Total Revenue</b>	<b>115,845</b>	<b>150,000</b>	<b>34,155</b>	<b>77%</b>
<b>Expenses</b>				
Gift Fund expenses	50,102	136,320	86,218	37%
<b>Total Expenditure</b>	<b>50,102</b>	<b>136,320</b>	<b>86,218</b>	<b>37%</b>

## DIRECTOR'S REPORT FOR August 16, 2022

As of this writing, the House is poised to pass the final version of the [Inflation Reduction Act of 2022](#). This landmark legislation, which represents the biggest federal climate investment in US history, is estimated to cut carbon emissions in the US by around 40% by 2030. The City's Climate Team, which includes the Library, has been following the legislation closely and with excitement. (Rebecca Judd, Library Director)

## WELCOME & INCLUDE

**Early Learning Centers reopen at all branches:** Early Learning Centers reopened at the Central, Barkley and Fairhaven Libraries. These spaces are for children ages birth – 5 years and their caregiver/family to read, play and learn together. We are thrilled to once again offer easy-to-clean toys, puzzles and other interactive play materials in our spaces to support early learning and family engagement. (Bethany Hoglund, Deputy Library Director)

**Congratulations:** to Shelley Catwell. Shelley will be serving as temporary Supervisor of Materials Handling & Distribution (quite a long title) while Alison Kuiken is on leave. Her first day in this new role was August 1. (Jen Vander Ploeg, Head of Public Services and Operations)

**Help Desk safety:** On July 19 and 20, Holly O'Neill and Emily Highleyman from the Whatcom Dispute Resolution Center facilitated the first of three conversations on Help Desk safety. At the sessions, Public Services staff shared experiences – about the Help Desk specifically and safety generally. The next series of conversations will take place in September and will focus on brainstorming solutions and ideas for change. In November, we will come together for a third session to review a proposed Action Plan. Thank you to all the Public Services staff who shared with honesty and vulnerability. Thank you also to our facilitators who created such a safe space. (Rebecca Judd, Library Director)

## ACCESS & OPPORTUNITY



**BPD Literacy Initiative:** In 2019, the Bellingham Police Department, in collaboration with the Library, received a Project Neighborly Grant from the Whatcom Community Foundation for the BPD Literacy Initiative. By distributing books to children, the project aims to increase access to reading materials, promote literacy, and foster a positive relationship between children and law enforcement in our community. Children's Services staff worked with the BPD to select books for ages birth – 5 years in multiple languages and packaged them in age specific groupings. Following a kick-off event at Lee Memorial Park behind the Central Library on Saturday, August 27, officers will have bags of books in their patrol vehicles to give away to children. We have enjoyed working with the BPD on this fun and important collaboration. (Bethany Hoglund, Deputy Library Director)

**Answering research and information questions for the public:** One core responsibility of the librarian team is answering the wide variety of questions that come in from the public. Since January, the team has answered 792 questions via email, chat, phone and in-person queries. Of those questions, the top areas include technology support, accessing digital materials, ready reference (questions that are answered quickly using a few readily available resources), in-depth research questions, reading recommendations and general account/circulation needs. Thank you to the small but mighty librarian team for continuously meeting the community's need for information and assistance. (Bethany Hoglund, Deputy Library Director)

## READ & LEARN



**Successful Children's Craft Fair:** Nearly 50 booths graced the lawn the morning of Friday, July 29 for the return of the annual Children's Craft Fair. A hot, jubilant time was had by all as children happily sold and bartered their unique crafts. Staff received very positive comments following the event from participants and parents, all reporting a very enjoyable, successful experience. (Bethany Hoglund, Deputy Library Director)

*BFD shopping at a Craft Fair table*

**Skillshare programming:** Skillshare activities at Bellingham Central Library are beginning to ramp up this fall after a soft phase-in this spring and summer. Several monthly series are planned including: Household Emergency Preparedness, Animal Emergency Care, and Whatcom Weavers Guild "Little Looms." Tech Basics Help also continues every Wednesday afternoon in the Skillshare space. (Annette Bagley, Head of Community Relations)



*Instructor Greg Hope discusses Household Emergency Preparedness*

**Prime Time Reading Program coming in 2023:** Children's Services staff applied for and received a grant from Humanities WA to conduct a Prime Time Family Reading series in winter/spring 2023. Each week, for six weeks, a group of children and their families will gather at the library to share a meal and then participate in a book reading and discussion led by a local scholar. This program is designed to strengthen families and communities through intentional family engagement with each other, with the public library, and with their school. Staff conducted a wonderful Prime Time series in spring 2015 and continue to maintain relationships with families forged during that collaboration. (Bethany Hoglund, Deputy Library Director)

**Whatcom Reads 2023:** Dates for the Whatcom Reads 2023 events with "Cold Millions" author Jess Walter have been set for Mar. 2 - 4. Bellingham Public Library will request use of Mount Baker Theatre on Friday, Mar. 3 for the in-person speaking event. (Annette Bagley, Head of Community Relations)

## INFORM & INVOLVE

**BPL data breach:** As mentioned at the July Board meeting, our partners at WCLS suffered a security incident in June. As a consequence of the incident, we were informed in July that some BPL patron personally-identifiable information had been downloaded without authorization. COB ITSD organized an Incident Response Team that worked through the necessary response,



including notifying the affected patrons, resetting their PINs, and making the necessary media notifications, all of which happened on July 21. The BPL data breach was covered by The Bellingham Herald, Cascadia Daily News, KGMI, and KPUG. Once again, big thanks to Bryce Carter, Senior Information Security Analyst for COB ITSD for his expert work in managing the situation and coordinating the interdepartmental response team. (Jon McConnel, Head of Digital Services)

**Security exercise:** A coincidence of timing had Bryce Carter, Security Analyst in the City's IT Department, schedule an interdepartmental cybersecurity tabletop exercise for July 26. A large group of City executives and department representatives participated in a hybrid meeting, jointly working through a scenario designed to explore the City's policies, procedures, and ability to respond to a hypothetical ransomware event. Rebecca participated in the Executive break-out group, and I participated in the technology break-out group, the latter of which was focused mostly on ITSD policies and procedures. The meeting's proximity to the real-life security event at WCLS really helped bring focus to the exercise. Bryce plans to run similar exercises annually. (Jon McConnel, Head of Digital Services)

**Museum Pass media coverage:** An article appeared in the July 29 Cascadia Daily News regarding the free Museum Passes offered by Bellingham Public Library for Whatcom Museum, Spark Museum and Mindport Exhibits: [Library offers free museum passes to families \(cascadiadaily.com\)](https://cascadiadaily.com). (Annette Bagley, Head of Community Relations)



**CBS Sunday Morning:** On July 24, the CBS Sunday Morning show aired a 7-minute segment titled [Welcome to the library of the 21<sup>st</sup> century](#), which was featured in the Library's August eNewsletter. It's been wonderful to see the wide reach this video has had, and the excitement it has generated. (Annette Bagley, Head of Community Relations)

**Kanawha County Library podcast booth (CBS News)**

**Book Club software "KitKeeper" down:** On Friday, Aug. 5, patrons began experiencing problems utilizing KitKeeper software to reserve and manage holds on Book Club kits. By Tuesday, Aug. 9, neither patrons nor staff had access to the platform. Patrons were notified of the temporary service outage through the Library's eNewsletter, website and social media. No cause has been reported by KitKeeper to date. (Annette Bagley, Head of Community Relations)

**BTV 360 Video:** Library staff are working with BTV to create a "360 Video" tour to of the Library that can be featured on the Library's website. Viewers click on dots within the video to virtually "walk" through the building and see a 360 degree view at each location on the main floor and ground floor. (Annette Bagley, Head of Community Relations)

**Fall Playbook:** Bellingham Public Library placed a 2-page ad in the Bellingham Parks Dept.'s "Fall Playbook" publication. The ad features Library events Sept. – Dec. 2022. (Annette Bagley, Head of Community Relations)

## THRIVE & GROW

**Facilities round-up:** The schedule for the Freight Elevator Modernization will be finalized the week of August 22 with work expected to begin in September. This is a slight delay from the previous start date of early August. (Jen Vander Ploeg, Head of Public Services and Operations)



**New canvas tote bags ordered for Book Club Kits:** To improve the patron experience with the BPL Book Club Kits, 240 canvas tote bags have been ordered to replace the plastic bins currently used as kit containers. The soft-sided tote bags will allow patrons to return the kits using exterior drop boxes and streamline the Book Club Kit efficiency. (Annette Bagley, Head of Community Relations)

*Suzanne Carlson-Prandini with new Book Club Kit bags*

**ILS Contract:** The 5-year contract for our shared, hosted instance of Polaris expires in late January 2024. First steps were taken in July to begin preparing for the next ILS RFP, which must happen in 2023. After outreach to WCLS, a decision was made to form a small BPL/WCLS working group. On August 11, at the first meeting of the group, we will review the work of the previous joint committee to see how much can be re-used. (Jon McConnel, Head of Digital Services)

**Review of Baker & Taylor cataloging & processing procedures:** In 2015 BPL contracted with Baker & Taylor to perform much of the cataloging and physical processing for new books purchased from them. The work they do for us is guided by a document that details all of BPL's cataloging and processing procedures. This summer Bethany and I have started a full review of those procedures to make sure the documentation is complete, and also that all of the rules are still needed. We've been finding that some of BPL's unique exceptions to standard practices are difficult for B&T staff to apply consistently, so we are particularly reviewing such exceptions. (Jon McConnel, Head of Digital Services)

Respectfully submitted,  
Rebecca Judd

# Bellingham Public Library Policy

Library Board  
August 16, 2022  
Item #6  
Policy review

<b>Title:</b>	4.401 INTERNET POLICY
<b>Code:</b>	4 Public Services
<b>Chapter:</b>	4.400 Public Use of Computers

**Type of Policy:** Departmental

**Date Developed:** 21 May 1996

**Date Revised:** 16 April 1999, 5 June 2000, 6 September 2000, 20 August 2001, 8 January 2002, 11 March 2003, 21 July 2009

**Revised by:** Pam Kiesner

**Developed by:** Claudia McCain

**Approved By:** Library Board of Trustees

<b>Cancels:</b>	
<b>See Also:</b>	<b>Library policy:</b> <a href="#">4.101 Rules of Conduct</a> <b>Library procedure:</b> <a href="#">4.401.101 Internet time limit abuse</a> <a href="#">4.401.102 Guidelines for computer use</a> <b>Other resources:</b> <a href="#">Freedom to Read Statement (ALA)</a> <a href="#">Library Bill of Rights (ALA)</a> <a href="#">Interpretation of the Library Bill of Rights: Access for Children and Young Adults to Nonprint materials (ALA)</a> <a href="#">Interpretation of the Library Bill of Rights: Access to Electronic Information, Services and Networks (ALA)</a> <a href="#">Statement on Use of Library Filtering Software (ALA)</a>

## **Scope**

This policy applies to all visitors to all facilities and properties of the Bellingham Public Library.

## **Definition**

**Minor:** persons under the age of eighteen (18).

## **Policy/Conditions**

### **1. Library provides public access to the Internet.**

The Library's mission is to provide our community access to the world of ideas and information. The Internet is a global electronic network of ideas, images and commentary that enhances resources already available in the Library.

### **2. Library does not control the information available on the Internet.**

The Internet offers access to a wealth of information that is personally, professionally and culturally enriching. It may also offer access to information that is inaccurate, incomplete or dated, and some sources may be offensive, disturbing or illegal.

Internet resources are not subject to the same selection review as other library material. The Library does not monitor, control or filter content accessed through the Internet and is not responsible for its content or its use in the library.

### **3. Library requires responsible use of the Internet.**

Patrons who use the Internet in the Library must agree to abide by this Internet policy, *Guidelines for computer use*, and the Library's *Rules of Conduct*.

Patrons are asked to avoid viewing material not appropriate in a public setting.

Failure to use Internet access according to these rules may result in revocation of Internet use privileges, Library privileges and/or criminal prosecution.

### **4. Library offers assistance to its patrons in becoming informed Internet users.**

People who access the Internet will determine what sources are appropriate for their use.

Library staff offers assistance in creating informed Internet users by:

- creating 'Online Research Tools' by identifying links to reliable websites
- helping patrons access printed and online resources that teach how to choose
- and evaluate Internet resources
- helping patrons identify and use online filtering resources
- offering classes in email and Internet use
- developing other resources as needed

### **5. Library provides Internet access to minors.**

The Library affirms the right and responsibility of parents/guardians to determine and monitor their children's use of the Library's resources, including use of the Internet.

Minors are required to have a library card authorized by a parent/guardian to use the Internet. Visitor passes are not given to minors without parent/guardian permission.

Library staff offers assistance to parents/guardians of children by:

- creating a Kids Page with links to age appropriate search engines and websites
- being available to help identify appropriate sites for children.
- offering a *Guide to Online Safety* for families
- developing other resources as needed

### **6. Library limits daily time on the Internet.**

In order to make the ~~Internet available to as many persons as possible, individuals are limited to 90 minutes of access daily~~ Library's computers available to as many persons as

possible, the Library Director or designee may set limits on the time allowed per patron for use of the Library's public access computers, and may choose how to implement the limits.

**7. Library provides wireless Internet access.**

Wireless access to the Internet is available to patrons with their own computing equipment during open Library hours. Patrons are responsible for configuring and protecting their own equipment. The Library's wireless network is not secure and the Library is not responsible for any damages arising from its use.

**8. Library Board reviews this policy.**

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