

**BELLINGHAM PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

**NOTICE OF MEETING
REGULAR MEETING
of TUESDAY, MAY 16, 2023, 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. Order of agenda items may be adjusted.

**Central Library, 210 Central Avenue, Bellingham, Washington
Lecture Room – 3:30 p.m.**

AGENDA	TIME (approx.)
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We acknowledge that we gather on territory that has been the traditional and ancestral homeland to the Lhaq'temish (the Lummi People), the Nooksack People, and other Coast Salish tribes of this region Since Time Immemorial.

We honor our shared responsibility to this land and these waters, we commit to learning from Indigenous wisdom, and we strive to repair and deepen our relationships as neighbors and friends.

- | | |
|---|--------|
| 1. Call to order and introductions | 1 min |
| 2. Approve/modify agenda | 1 min |
| 3. Public comment
This time is set aside for members of the public to make comments.
Remarks will be limited to three minutes. | 3 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: April 18, 2023: Regular board meeting• Library performance & activity measures: April 2023• Financial reports
Claims: April 2023
YTD report: April 2023 | 5 min |
| 5. Reports <ul style="list-style-type: none">• Board Chair• Library Board members• City Council liaison• Friends of Bellingham Public Library• Library Director (see packet materials) | 10 min |

Time check: 3:50

- | | |
|---|-------------------------|
| 6. Policy revision: Use of Meeting Rooms Policy – Action item (see packet materials) | 10 min |
| • Rebecca Judd, Director | |
| 7. Facilities Committee update | 10 min |
| • RFQ update for Central Library remodel; Rick Osen, Board Chair | |
| | Time check: 4:10 |
| 8. Planned Giving project (see packet materials) | 30 min |
| • Rick Osen, Board Chair & guest speaker Rachel Myers, RM+Company | |
| 9. New business | 3 min |
| 10. Agenda items for next meeting | 2 min |
| • Introducing: Police Chief Rebecca Mertzig | |
| • 2023 City Revenue & Budget Outlook: Andy Asbjornsen, Finance Director | |
| | Time check: 4:45 |
| 11. Adjourn | |

Accessibility:

The Bellingham Public Library Lecture Room is ADA accessible. Elevator access to the lower floor is available at the Central Avenue entrance. If you require a sign interpreter or other accommodation, please allow the library 48 hours' notice. For additional accommodation, contact the Administrative Assistant at 778-7220 in advance of the meeting. Thank you.

Next Regular Library Board Meeting: Tuesday, June 20, 2023 – 3:30 p.m.
Location: Lecture Room, Central Library, 210 Central Avenue
Bellingham, Washington

CASCADIA **DAILY** NEWS

Library branch opens in Bellis Fair Mall

New location increases accessibility for northern Bellingham

April 26, 2023 at 6:02 p.m.



Bellingham Mayor Seth Fleetwood and Cordata neighborhood resident Julie Guy cut the ceremonial ribbon April 26 at the new Bellis Fair location of the Bellingham Public Library. The branch is the first new library in 15 years. *(Finn Wendt/Cascadia Daily News)*

By **NINA WALSH**

Staff Reporter

Following a ribbon-cutting ceremony, a crowd of community members entered the doors of the new Bellis Fair branch of the Bellingham Public Library for the first time Wednesday, April 26.

Visitors of all ages perused the shelves and lined up at the checkout desk, reading material in hand, ready to be among the first to check out a book at the new location.

Located in suite 616 of Bellis Fair Mall, the branch is the result of years of hard work by community members, library employees and Bellingham City Council to bring library services to north Bellingham.

Cordata neighborhood resident Julie Guy, 96, has advocated for a library location in northern Bellingham for more than 15 years. After years of discussion and collaboration with the city, her wish was granted when Mayor Seth Fleetwood and the city council approved funding for the new branch in the 2023-24 budget.

“We now feel our part of the town is as sophisticated as the rest of the city,” Guy said to the crowd, to whoops and cheers.



Julie Guy speaks about the years of work it took to open the new library location in the mall. (Finn Wendt/Cascadia Daily News)

The Bellis Fair branch offers a wide selection for book browsing, from adult nonfiction to children and young adult options, too. The location also provides access to free WiFi, computers and an early learning child play area.

“We’re really hoping to introduce the library to a whole new audience in this location,” Library Director Rebecca Judd said. “I think of it as a serendipitous discovery of the library in an unexpected place.”

Frank Czevator, 5, signed up for his very first library card at the grand opening.

Czevator attended with his grandmother, Missy Pemberton, who carried a handful of books and DVDs to check out.

Czevator and Pemberton are both Cordata residents, and Pemberton said the new Bellis Fair branch makes it “so much easier” to access the library.



The first visitors of the Bellis Fair branch stream into the library. (*Finn Wendt/Cascadia Daily News*)

“I’ve always loved the idea of having a library where people already are, and eliminating that barrier and incorporating it into people’s lives,” said Bethany Hoglund, library deputy director. “So it’s just thrilling to me that this gives everyone in the northside [of Bellingham] an opportunity to have a library that offers free parking ... air conditioning in the summer and so many different benefits.”

The new branch is not only an effort to increase library accessibility for north Bellingham residents, but is also part of Bellis Fair's larger mission to bring community-focused resources to the mall.

Prior to the branch opening, Bellis Fair General Manager Derek Koper collaborated with the library to offer free, weekly story times to north Bellingham residents.



Bellingham Mayor Seth Fleetwood talks to the crowd before the ribbon is cut, signaling the opening of the new branch. (Finn Wendt/Cascadia Daily News)

Since being acquired by 4th Dimension Properties in December 2022, Bellis Fair's management has been working to attract people to the mall in ways other than retail shopping.

"[We want to] be more community-based, and [have] more activities and experiences that draw people here," Koper said.

Koper hopes that the new library branch will be just the first step in many new additions to the mall to provide a hub for the community.

"I'm excited for the future," he said.

New Bellingham library branch ends 'cultural desert' in these neighborhoods

BY ROBERT MITTENDORF UPDATED APRIL 27, 2023 12:24 PM



Library patrons take photos of the opening ceremony at the Bellingham Public Library's new branch at Bellis Fair mall on Wednesday, April 26. ROBERT MITTENDORF

The Bellingham Herald About 200 people clapped and cheered as the Bellingham Public Library opened a new branch in a former clothing store at Bellis Fair mall, bringing a public collection of books, movies and recordings to the city's northern neighborhoods for the first time. "Everything north of (Interstate 5) was a cultural desert," said Julianna Guy, a long-time Cordata neighborhood advocate, at an opening ceremony Wednesday, April 26. "Look at the crowd outside. This tells you that they're very interested. We finally got two parks and now we have a library," Guy told The Bellingham Herald. At 96, Guy said that she was overjoyed because she wasn't sure if she'd live to see a Cordata library location. "Our part of town is now as sophisticated as the rest of the city," she said, beaming. On Wednesday, she cut the opening-day ribbon, holding a pair of oversized shears with Mayor Seth Fleetwood.



Cordata neighborhood advocate Julianna Guy, left, chats with Bellingham Mayor Seth Fleetwood as the Bellingham Public Library opened its new branch at Bellis Fair mall on Wednesday, April 26. Robert Mittendorf

The Bellingham Herald "This is something that's been pondered and considered for years," Fleetwood told the crowd waiting in a mall courtyard across from a children's play area near Dick's Sporting Goods. "I think that we all appreciate the role that libraries play in democracies," Fleetwood said during the ceremony, which also marked National Library Week. Bellingham Library's new Bellis Fair Branch is 4,500 square feet and features a children's area, books and other materials for all ages, along with computer and Wi-Fi access, said Rebecca Judd, library director.



Gabbie Brown, left, and Amanda Hahn chat in the children's area of the Bellingham Public Library's new branch at Bellis Fair mall on Wednesday, April 26. It cost \$275,000 to get started, including \$25,000 for books and other materials, Judd told The Herald. Hours are 2 to 6 p.m. Wednesday-Friday, 11 a.m to 6 p.m. Saturday, and 1 to 5 p.m. Sunday. Bellis Fair is the library's fourth Bellingham location, including the main library at 210 Central Ave., and branches in Barkley Village at 3111 Newmarket St. and in Fairhaven at 1117 12th St. Cleanup plans How the city plans to tackle downtown crime & litter [READ MORE](#)

Bellingham Public Library serves Bellingham and Whatcom County, circulating over 1.6 million items annually to almost 60,000 active cardholders and known throughout the state and nation for its high use, Judd said. In statewide data, the Bellingham Public Library consistently ranks among the highest circulation of materials per capita and among the most-visited, she said.



Bellingham Mayor Seth Fleetwood, center, addresses a crowd of about 200 people as the Bellingham Public Library opened its new branch at Bellis Fair mall on Wednesday, April 26. Library Director Rebecca Judd is second from right. Robert Mittendorf The Bellingham Herald



A crowd of about 200 people clapped and cheered as the Bellingham Public Library opened its new branch at Bellis Fair mall on Wednesday, April 26. Robert Mittendorf The Bellingham Herald This story was originally published April 27, 2023, 12:02 PM. ROBERT MITTENDORF 360-756-2805 Robert Mittendorf covers civic issues, weather, traffic and how people are coping with the high cost of housing for The Bellingham Herald. A journalist since 1984, he's also a volunteer firefighter for South Whatcom Fire Authority.

Read more at: <https://www.bellinghamherald.com/news/local/article274764496.html#storylink=cpy>

City & County

BRIEF: Let's book it to the mall

New Bellis Fair library branch expands reading opportunities, services in northern Bellingham

By Isabel Hyde

April 29, 2023 | 7:00pm PDT



Bellingham Public Library's new branch at the Bellis Fair Mall opened Wednesday, April 26. The library offers a diverse collection of books for all ages and organized Storytimes for young children. // Photo by Isabel Hyde

The Bellingham Public Library opened a new branch at Bellis Fair Mall on April 26, bringing more reading and learning opportunities for young readers on the north side of the city. The branch offers a wide variety of books in the children's section as well as an Early Learning Center where weekly storytimes are run by children's librarians and specialists.

The library's storytimes at the mall began in April 2022 with "Little Storytime" for children up to 3 years old and Preschool Storytime for ages 3 to 5. Bethany Hoglund, the deputy library director at Bellingham Public Library, said the success of this program played an important role in the expansion to a full library branch.

"Storytime is such an important time for that caregiver and that child to have a positive shared experience, to build that attachment and connection, and it's so fun to do it around books and reading. Everyone loves stories, right?" Hoglund said.

Storytimes will continue every Wednesday through May 10 and start up again in mid-June with the addition of a weekly bilingual storytime, "Cuentos y cantos." The mall branch will remain open during the storytime break while the library prepares for the **Summer Reading Program**, which begins June 1.

In addition to weekly storytimes, the library is working toward bringing summer programs for older kids, teens and adults to the Bellis Fair branch.

Hoglund said the library has received a lot of community feedback asking for engagement and learning opportunities for all ages in northern Bellingham. She said a few ideas currently being looked into include the development of a teen advisory board and coaching sessions for adults on accessing basic library technology.

Summer programs and events are said to be announced on the **Bellingham Public Library** website sometime in May.

"Stay tuned," Hoglund said. "We will be unveiling more as we get used to this branch and get it under our belt."

The Bellis Fair branch is open 2 to 6 p.m. Wednesday through Friday, 11 a.m. to 6 p.m. Saturday and 1 to 5 p.m. Sunday.

Isabel Hyde

Isabel Hyde (she/her) is a city news reporter for The Front. She is a third-year studying public relations. In her free time, she enjoys watching films, curling up with a good book, and going to local music shows. You can reach her at isabelhyde.thefront@gmail.com.



The Seattle Public Library

1000 Fourth Ave.
Seattle, WA 98104 www.spl.org

NEWS

FOR IMMEDIATE RELEASE

Thursday, April 27, 2023 at 1:30 p.m. PST

THE SEATTLE PUBLIC LIBRARY JOINS BROOKLYN PUBLIC LIBRARY'S BOOKS UNBANNED INITIATIVE TO FIGHT CENSORSHIP WITH FREE CARD FOR YOUTH

Teens and young adults across the country can now sign up for a Books Unbanned card that provides access to the Library's collection of e-books and e-audiobooks

The Seattle Public Library is joining Brooklyn Public Library's Books Unbanned initiative to fight censorship and book banning by offering teens and young adults across the nation free access to the books in its digital collection.

Youth ages 13 to 26 who live in the United States can now sign up for a free card from The Seattle Public Library that allows them full access to the Library's collection of e-books and e-audiobooks. The simple application takes only minutes to complete and is available at www.spl.org/BooksUnbanned.

"In the face of a growing national movement to censor what children and young adults read, we are proud to stand with Brooklyn Public Library in protecting intellectual freedom and the right to read," said The Seattle Public Library's Chief Librarian Tom Fay. "This movement and trend must be countered by doing what public libraries are supposed to do – providing free and unrestricted access to information, ideas and diverse viewpoints."

"For the last year, Brooklyn Public Library has provided access to books from all points of view to thousands of young people across the county. With an alarming number of book bans, we are pleased to welcome The Seattle Public Library to the Books Unbanned program so that together, with all of our might, we can fight for the enduring democratic principle of unfettered equal access to books and ideas from all perspectives," said Linda E. Johnson, President and CEO, Brooklyn Public Library.

Books Unbanned helps counter the series of increasingly coordinated and effective efforts to remove books from public and school libraries across the nation. In March 2023, The American Library Association's Office of Intellectual Freedom [reported](#) that 2022 saw a record number of demands to censor library books and resources. More than 2,500 unique titles were targeted for censorship, a 38% increase since in 2021.

Of the reported book challenges, “58% targeted books and materials in school libraries, classroom libraries or school curricula; 41% of book challenges targeted materials in public libraries,” the American Library Association’s press release said, and “the vast majority were written by or about members of the LGBTQIA+ community and people of color.”

The Seattle Public Library’s announcement coincides with the American Library Association’s [National Library Week](#), April 23 to April 29, during which the American Library Association [has highlighted the 13 most challenged books](#) in the U.S., among other initiatives.

“We hope that teens and young adults go to www.spl.org/BooksUnbanned to sign up for a card and use it to explore and check out books about any topic they wish,” said Andrew Harbison, The Seattle Public Library’s Director of Library Programs and Services. “Every individual has the right to decide what materials they choose to read and to explore new viewpoints. And parents and caregivers have the right to guide their children to materials that best serve the needs of their families.”

Harbison also emphasized that the Books Unbanned card is for teens and young adults who live outside the Seattle area and are not eligible for a full-access card at The Seattle Public Library. Seattle residents can – and should – apply for a full-access Library card: Information and applications in multiple languages are available at <https://www.spl.org/card>.

HOW TO SIGN UP FOR BOOKS UNBANNED

The Seattle Public Library’s Books Unbanned card will be good for one year and is designed to complement resources that exist for teens in their local communities. Youth who sign up can check out a maximum of 10 titles at a time and place a maximum of five holds.

The Books Unbanned card provides access to all titles in the Library’s [OverDrive collection](#) of more than 900,000 e-books and e-audiobooks. The Library has also created several lists highlighting books for young adults that have been frequently challenged, available on its Books Unbanned page, along with links to other materials for teens and young adults.

Cardholders can place holds and check out e-books and e-audiobooks on the Library’s online catalogue or through the very popular Libby app.

HOW BOOKS UNBANNED IS FUNDED AT THE SEATTLE PUBLIC LIBRARY

The Library’s Books Unbanned card is funded by private support through The Seattle Public Library Foundation. People interested in supporting the Books Unbanned initiative can contribute through the [Foundation’s Equity & Access Fund](#).

“Equitable access to knowledge – for everyone – is an essential value of our library and our democracy,” said Foundation CEO Jonna Ward. “By funding the Books Unbanned card, we

can help young people impacted by book bans or limits to access. The unprecedented threats to the right to read require an urgent response.”

ABOUT THE SEATTLE PUBLIC LIBRARY

Located in one of just two [UNESCO Cities of Literature](#) in the U.S., The Seattle Public Library believes that the power of knowledge improves people's lives. We promote literacy and a love of reading as we bring people, information and ideas together to enrich lives and build community. We [support intellectual freedom](#) and uphold the right of all people to freely and confidentially access information as guaranteed by the First Amendment of the U.S. Constitution. Contact the Library’s Ask Us service by phone at 206-386-4636 or by email or chat at www.spl.org/Ask. Staff are ready to answer questions and direct you to helpful resources and information.

ABOUT BROOKLYN PUBLIC LIBRARY

Brooklyn Public Library is one of the nation’s largest library systems and among New York City’s most democratic institutions. As a leader in developing modern 21st-century libraries, BPL provides resources to support personal advancement, foster civic literacy, and strengthen the fabric of community among the more than 2.7 million individuals who call Brooklyn home. BPL provides nearly 60,000 free programs a year with writers, thinkers, artists, and educators—from around the corner and around the world. And BPL gives patrons millions of opportunities to enjoy one of life’s greatest satisfactions: the joy of a good book.

Since April of 2022, 6,300 teens from all 50 states have signed up for [BPL’s National Teen eCard](#), and have used the card for 100,000 checkouts.

ABOUT THE SEATTLE PUBLIC LIBRARY FOUNDATION

The Seattle Public Library Foundation is a nonprofit partner of the Library, providing a way for people who value libraries to contribute financial support and advocate for The Seattle Public Library, enhancing its impact on our community and ensuring its long-term vitality.

Since its founding, The Seattle Public Library Foundation has generated more than \$245 million in grants and endowments that help the Library expand its collections, offer innovative programs for people of all ages, and upgrade neighborhood libraries.



Regular Meeting of the Library Board of Trustees
Tuesday, April 18, 2023 – Central Library Lecture Room
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, Kristy Van Ness and Melissa Morin

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

Others Present: Jennie Tuckerman, Friends of BPL Co-President; Carol Comeau, Friends' Liaison

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

Approve/modify agenda: Rick suggested that we continue to print the land acknowledgement on each month's agenda, but only read it aloud in November, during Native American Heritage Month. Trustees expressed agreement. Jim McCabe moved to approve the agenda. Rebecca Craven seconded. Motion carried.

Public comment: no comments.

Consent agenda: Melissa Morin moved to approve the March 21, 2023 Regular meeting minutes and the March 2023 performance and activity measures and financial reports. Kristy Van Ness seconded. Motion carried.

Board Chair report:

- Rick reported that he and Rebecca Judd had their monthly meeting with the Mayor on April 3rd. The main topic of discussion was the upcoming opening of the Bellis Fair Branch.
- On behalf of all of the Board, Rick thanked the City Council and the Mayor's office for their support of our budget request to supplement the Library's security and information staff.

Board member reports:

- Kristy reported she participated in a presentation and discussion from the Library Support Network (led by the Seattle Public Library Foundation), regarding planned giving programs within libraries and library foundations. Staff from other libraries offered insight and answered

questions, also offering to share written materials they have used for their organization's planned giving efforts.

- Kristy attended a library class visit with 30 third graders. She reported that Children's Services Librarian Bernice Chang did a fantastic job, and it was wonderful to see kids getting their picture taken with their new library card.
- Melissa said that she would be out of town for the May board meeting and requested a virtual option. Rebecca Judd said this would be a good opportunity to test the new OWL technology.

City Council liaison report:

- Not present.

Friends of BPL report:

- Jennie reported that the Library Giving Day pop-up sale brought in \$2,990. Bernice heard this and promptly donated \$10 to bring the total to \$3,000.
- The Friends will hold their Annual Membership meeting on Saturday, April 22. Jennie extended an invitation to everyone present.
- The first post-pandemic big book sale will be held in the Lecture Room May 24-27, 2023.
- Beginning next month, Carol Comeau will be attending the board meeting as the Friend's Board Liaison.

Library Director report:

- Rebecca announced that next week is National Library Week, with our main celebration the opening of the Bellis Fair Branch. We'll also be celebrating Library Snapshot Day throughout the week, taking behind the scenes, week-in-the-life photos.
- Tuesday is National Library Workers day – a time to celebrate staff. The Friends have plans to support staff on that day.
- Annette showed copies of the 2023 Summer Reading challenge cards (See Attachment #1 for samples. All attachments are at the end of the minutes). The Library will have Spanish, Vietnamese and Russian cards ready to print on demand.
- Rebecca thanked BTV for making the Community Voices Kits video, featuring Bernice.
- As mentioned in the Director's report, starting this month, Jon will be providing a quarterly Database and Learning Resources statistics report. Rebecca noted that the Freegal music statistic will be removed from the Circulation/Online Services section of the Performance & Activities report and moved to the Database report (to match State reporting guidelines).
- Safety, Security & Ease:
 - Funding for the FTE increase for the Security & Information Attendant team will be available April 25, and the vacant positions are currently posted.
 - Guidelines for staff volunteer administration of naloxone are undergoing final legal review.
 - Micah Scheff, a library security consultant, will be contracted to do a building walkthrough at Central. We are excited to make this connection for future security training for the library.

1st Quarter Action Plan report:

- Rebecca Judd screenshared and explained the highlights listed on the document in the packet.

Facilities Committee update:

- Bellis Fair Branch pilot update:
 - Shelving will be delivered April 19.
 - Furniture will arrive the week of April 17.
 - A Public Services staff meeting was held at the branch on April 18 and there will be a second on Thursday, April 20.
 - Books are being boxed and delivered daily, which is great practice for delivery drivers.
 - Preparations are underway for the open house and grand opening.
 - The Mayor plans to announce the grand opening at Monday's City Council meeting.
 - Signage: the entrance signs have been installed; the interior book drop has been wrapped (exterior drop will be wrapped soon); interior signage will go up next week.
 - Wiring, cabling, painting, carpet installation and cleaning, and drywall are complete, as is the installation of a cardkey system on the back door.
 - Mobile shelving units will arrive in May.
 - Flip-through picture book shelving is in place.
 - The early learning space is being set up.
 - State Librarian Sara Jones plans to attend.
 - Annette is working on social media for the event.
- RFQ update for Central Library remodel: Rick reported that the selection committee (Library and Public Works) has decided on an architectural firm to lead the design of Phase II of the Central Library renovation. Contract negotiation/clarification is under way, so we will wait to announce the firm until the contract is signed. The notice to proceed is expected in the next couple of weeks.

Fundraising update:

- Library Giving Day update and Burgeon Group Funding: Rick reported that Library Giving Day generated \$8,755 in donations, just over a third of that coming from the \$3,000 raised by the Friends at their book sale supporting the day. Thank you, Friends! Rick noted that the Seattle Public Library Foundation's promotions for Giving Day did not mention specific projects and had matching funds for up to \$25,000 in contributions. The Fundraising Committee will discuss strategies prior to next year's Giving Day.

Expenditure decision: the Burgeon early childhood learning products for the Bellis Fair branch have a cost of \$24,389. Subtracting the \$8,755 raised from Giving Day, the balance is \$15,634. Rick proposed that the Board authorize \$15,634 for this purchase from the Library's gift fund, which has a current balance of \$285,128. The bulk of this balance comes from the recent transference of the Agency Fund from Whatcom Community Foundation to the library. The remainder comes from an accumulation of leftover funds allotted for the Library Master Plan [from the Bragg-Muldrow distributions], remainders of 2021 distribution funds from our other endowments held at WCF, and the 2022 distribution funds from those endowments as listed on the handout in the packet for this meeting. Rick moved that we proceed with purchasing the Burgeon early learning installation, using our current gift funds. Kristy Van Ness seconded. Motion carried.

- 1st quarter donated funds review: Rebecca screenshared the document included in the packet and thanked the Friends for their support. Rebecca Craven pointed out that the second section, for WCF donations, needed to be re-added – the total should be \$1,105 rather than \$1,045. Melissa suggested that, to provide context, we include a list of all WCF funds with current balances and funding designations in the quarterly report.
- Planned Giving project: Rick reported that Rachel Myers has begun work with the Board's project leader, Kristy, on this initiative. Today's video from Rachel, *Transformational Gifts that Shape the Future*, is to provide background on planned giving. She will be attending the Board's May meeting.
- In the video Rachel pointed out that planned giving is so important right now – a Great Wealth Transfer is currently underway. She provided basic vocabulary as well as outlining systems, tools, and strategies to encourage planned gifts. She requested that Trustees be prepared to choose a name for the BPL Legacy Society at the May meeting.
- Questions raised by Trustees were:
 - Do we have conversations with potential donors about giving to the City/BPL-housed Gift Fund? From Rebecca: we steer potential donors to our website, where there is information about Library Giving Day and other funds held at WCF.
 - Concerning thanking donors, could there be a box to check that allows WCF to share contact information with the library?
 - Is WCF able to offer a deeper level of donor support?
 - Does WCF have staff to help with fundraising?
 - WCF manages many funds – do they have particular donors that can be tapped for specific needs or matching funds?
 - We would like to clarify the roles from the City's perspective, WCF's perspective and the Board's perspective (public employees cannot be involved in fundraising).

New Business:

- None

Agenda items for next meeting:

- RFQ update
- Rachel Myers, from RM+Company

Meeting adjourned at 4:49 p.m.

Next Regular Library Board Meeting – May 16, 2023 – Central Library Lecture Room – 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

Attachments:

- Attachment #1: 2023 Summer Reading challenge cards



Play a game	Swoon-worthy	Great cover	From your TBR pile	Read outside
<i>Red Paint</i> by Sasha La Pointe	Go digital	Graphic novel	Start a new series	Bingeworthy
Your favorite author	Legendary creatures	FREE SPACE	A classic retold	Recommendation
Set outside U.S.	Published in 2023	One word title	Short and sweet	Childhood favorite
Set in the past	Road trip	Thrills and chills	Cookbook	Cozy read

SUMMER READING

June 1 – August 31, 2023

Name: _____

Email or Phone #: _____

Adult SUMMER READING

June 1 – August 31

1. **Complete any five squares** this summer and enter to win fun prizes. Reading counts in all formats.
2. Bring your completed card to any Bellingham Public Library location by August 31 to be **entered in prize drawings**.
3. **Have fun!**



Bellingham Public Library Locations and Hours

Central Library

210 Central Avenue
Bellingham, WA 98225

Hours:

Monday – Thursday: 10 am – 7 pm
Friday & Saturday: 10 am – 6 pm
Sunday: 1 – 5pm

Fairhaven Branch

1117 12th Street
Bellingham, WA 98225

Hours:

Monday & Tuesday: 10 am – 2 pm
Wednesday – Friday: 2 – 6 pm
Saturday: 10 am – 2 pm
Sunday closed

Barkley Branch

3111 Newmarket St.
Suite 103
Bellingham, WA 98226

Hours:

Monday & Tuesday: 10 am – 2 pm
Wednesday – Friday: 2 – 6 pm
Saturday: 10 am – 2 pm
Sunday closed

Bellis Fair Branch

Bellis Fair Mall, Suite 616
Bellingham, WA 98226

Hours:

Wednesday – Friday: 2 – 6 pm
Saturday: 11 am – 6 pm
Sunday: 1 – 5 pm



Bellingham
Public Library

bellingshampubliclibrary.org



Read outside	Author you've never read	Picture book	Didn't finish / didn't like	Makes you laugh
Make a bookmark	Listen to a book	Folktale	Learn and tell a joke	Loved it!
Read with a flashlight	From a series	MAKE IT YOURS! Change any square you want.	Book you've read before	Nonfiction
Read to somebody	Read in bed	Biography	Graphic novel	Librarian recommended
Read on a Tuesday	Adventure	Your choice	Make a card for someone	Cover you like

SUMMER READING

June 1 – August 31, 2023

Name: _____ Grade (Fall 2023): _____

School (Fall 2023): _____

Kids SUMMER READING

June 1 – August 31

1. **Set your Summer Reading Goal.** Make it yours!

My goal is: _____

2. Once you've met your goal, come to any Bellingham Public Library location and receive a:

- **Mystery coupon**
- **Free book**
- **Summer Reading Superstar yard/window sign**

3. **Celebrate! You did it!**



Bellingham
Public Library

bellingshampubliclibrary.org

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Bellis Fair Branch

Bellis Fair Mall, Suite 616
Bellingham, WA 98226

Hours:

Wednesday – Friday: 2 – 6 pm
Saturday: 11 am – 6 pm
Sunday: 1 – 5 pm



NÓI

HÁT

ĐỌC

VIẾT

CHƠI

Nói về những gì bạn nhìn thấy ở bên ngoài	Sáng tác một bài hát về những hoạt động bạn đang làm	Ôm vào lòng và đọc	Xé giấy	Đi dạo ngoài thiên nhiên
Nói xin chào bằng các ngôn ngữ khác nhau	Hát và diễn "Row, Row, Row Your Boat"	Đọc ngoài trời	Vẽ một câu chuyện về bản thân	Chơi với thìa/muỗng
Tạo tiếng động vật	Hát một bài hát nhanh, rồi chậm	HÃY LÀM THEO CÁCH CỦA BẠN! Thay đổi bất kỳ ô nào bạn muốn.	Lên danh sách những việc cần làm trong mùa hè này	Tổ chức một bữa tiệc khiêu vũ
Mô tả những người trong gia đình bạn	Hát danh sách mua sắm tạp hóa	Tổ chức giờ kể chuyện cho thú nhồi bông	Viết/vẽ một ghi chú đầy yêu thương cho ai đó	Chơi với nước
Tìm các hình chữ nhật trong nhà của bạn	Hát một ca khúc yêu thích	Tìm và đọc các biển báo	Dùng tay của bạn để hát bài "Itsy Bitsy Spider"	Làm điệu bộ khuôn mặt trong gương

Tên: _____

Tuổi: _____

Đọc Sách Mùa Hè của Trẻ nhỏ

1 tháng Sáu – 31 tháng Tám

1. Nói, hát, đọc, viết và chơi trong mùa hè này.

Thực hiện bao nhiêu hoạt động trên thẻ tùy thích. Đánh dấu hoàn thành chúng khi bạn xong hoặc vẽ một bức tranh. Thoải mái thay đổi bất kỳ hoạt động nào để phù hợp với nhu cầu của con bạn.

2. Khi bạn hoàn thành các hoạt động của mình, hãy đến bất kỳ địa điểm nào của Thư viện Công cộng Bellingham để nhận một:

- Cuốn sách miễn phí
- Giải thưởng đặc biệt
- Bảng hiệu Summer Reading Superstar (Ngôi sao Đọc sách Mùa hè) đặt ở cửa sổ/sân vườn

3. Hãy ăn mừng! Bạn đã làm được rồi!



Bellingham
Public Library

bellingshampubliclibrary.org

Các Địa điểm và Giờ làm việc của Thư viện Công cộng Bellingham

Thư viện Trung tâm

210 Central Avenue
Bellingham, WA 98225

Giờ làm việc:

Thứ Hai – Thứ Năm: 10 am – 7 pm
Thứ Sáu & Thứ Bảy: 10 am – 6 pm
Chủ nhật: 1 – 5pm

Chi nhánh Fairhaven

1117 12th Street
Bellingham, WA 98225

Giờ làm việc:

Thứ Hai & Thứ Ba: 10 am – 2 pm
Thứ Tư – Thứ Sáu: 2 – 6 pm
Thứ Bảy: 10 am – 2 pm
Đóng cửa Chủ nhật

Chi nhánh Barkley

3111 Newmarket St.
Suite 103
Bellingham, WA 98226

Giờ làm việc:

Thứ Hai & Thứ Ba: 10 am – 2 pm
Thứ Tư – Thứ Sáu: 2 – 6 pm
Thứ Bảy: 10 am – 2 pm
Đóng cửa Chủ nhật

Chi nhánh Bellis Fair

Bellis Fair Mall, Suite 616
Bellingham, WA 98226

Giờ làm việc:

Thứ Tư – Thứ Sáu: 2 – 6 pm
Thứ Bảy: 11 am – 6 pm
Chủ nhật: 1 – 5 pm

**Bellingham Public Library
Performance & Activity Measures, 2023**

Library Board
May 16, 2023
Consent Agenda

	April		Year to Date			YTD comparison
	2023	2022	2023	2022	2019	2023 with 2019
Holdings - Number of materials in the library's collection						
Physical copies added to the collection	1,493	2,253	9,135	8,771	10,128	-9.80%
Electronic copies purchased by BPL	124	83	410	373	301	36.21%
Physical copies withdrawn from collection	(369)	(1,173)	(2,367)	(2,263)	(2,564)	-7.68%
Total physical holdings			179,595	175,228	185,174	-3.01%
Total electronic holdings available to BPL			138,767	119,976	91,062	52.39%
Total Holdings (Physical and Electronic)			318,362	295,204	276,236	15.25%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity						
Central Library						
Adult	41,274	49,715	170,534	184,018	228,308	-25.31%
Youth	42,687	45,302	172,273	161,416	179,735	-4.15%
Sub-Total Central	83,961	95,017	342,807	345,434	408,043	-15.99%
Fairhaven Branch						
Adult	5,141	1,142	19,328	3,822	28,481	-32.14%
Youth	2,185	736	8,820	2,830	9,978	-11.61%
Sub-Total Fairhaven	7,326	1,878	28,148	6,652	38,459	-26.81%
Barkley Branch						
Adult	4,374	1,454	18,038	4,684	20,699	-12.86%
Youth	4,094	1,331	16,145	4,280	13,257	21.78%
Sub-Total Barkley	8,468	2,785	34,183	8,964	33,956	0.67%
Bellis Fair Branch						
Adult	251		251	0	0	
Youth	116		116	0	0	
Sub-Total Bellis Fair	367	0	367	0	0	
Bellingham Technical College						
Adult	13	0	88	0	264	-66.67%
Youth	3	0	18	0	53	-66.04%
Sub-Total BTC	16	0	106	0	317	-66.56%
Whatcom Community College						
Adult	154	0	636	0	1,355	-53.06%
Youth	77	0	301	0	366	-17.76%
Sub-Total WCC	231	0	937	0	1,721	-45.55%
Western Washington University						
Adult	184	0	680	0	2,057	-66.94%
Youth	33	0	160	0	1,107	-85.55%
Sub-Total WWU	217	0	840	0	3,164	-73.45%
Sub-Total Physical	100,586	99,680	407,388	361,050	485,660	-16.12%
Online Services						
Kanopy	1,526	1,719	6,649	7,353	0	
NW Anytime Library Overdrive	35,307	29,731	142,809	120,402	83,415	71.20%
Overdrive Mags	1,911	2,332	7,732	9,212	9,604	-19.49%
Sub-Total Online	38,744	33,782	157,190	136,967	93,019	68.99%
Total Circulation	139,330	133,462	564,578	498,017	578,679	-2.44%
Holds Activity						
Items placed on hold shelf	47,890	46,802	203,726	210,015	178,485	14.14%
Services						
Persons Visiting - Number of persons counted as they enter the libraries						
Central Library - Curbside						
Adult	33,913	25,652	129,538	73,046	156,061	-17.00%
Youth	8,052	5,056	29,747	14,790	41,162	-27.73%
Fairhaven Branch	4,584	4,480	18,614	13,498	26,692	-30.26%
Barkley Branch	3,721	2,895	14,971	9,120	17,700	-15.42%
Bellis Fair Branch	1,750	0	1,750	0	0	
Total Persons Visiting	52,066	38,176	194,786	117,811	241,615	-19.38%
Website Visits						
This count reflects number of visits to www.bellinghampubliclibrary.org	39,290	35,142	161,479	149,238	170,320	-5.19%
Bibliocommons Visits						
This count reflects number of visits to Bibliocommons	14,639	13,361	61,434	50,495	47,388	29.64%
Total Website Visits	53,929	48,503	222,913	199,733	217,708	2.39%
Computer Usage - Number of sessions						
Central Library						
Adult & Teen (29 terminals)	2,889	1,950	11,912	5,020	20,891	-42.98%
Childrens (3 terminals)	38	22	157	43	606	-74.09%
Fairhaven Branch (6 terminals)	190	141	720	417	1,969	-63.43%
Barkley Branch (4 terminals)	140	125	546	295	1,119	-51.21%
Total Computer Usage	3,257	2,238	13,335	5,775	24,585	-45.76%
New Borrowers Registered						
Central Library	462	411	2,137	1,718	1,634	30.78%
Fairhaven Branch	24	28	116	78	171	-32.16%
Barkley Branch	37	19	135	43	101	33.66%
Bellis Fair Branch	20	0	20	0	0	
Total New Borrowers Registered	543	458	2,408	1,839	1,906	26.34%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs						
Programs	100	55	440	183	483	-8.90%
Attendees	2,173	1,162	8,749	1,858	10,522	-16.85%
Volunteer Hours	473	277	1,518	882	2,063	-26.44%

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

APRIL 2023 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 MAY 16, 2023, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
Materials, Equipment and Supplies		
Books; DVDs; supplies; Bellis Fair setup	Amazon.com	2,826.10
Bellis Fair signage	Applied Digital Imaging	120.77
Books	Baker & Taylor	27,354.57
Periodicals	Bellingham Herald	539.96
Office chairs	Blackburn Office Equipment	1,102.58
Books	Center Point Large Print	103.01
Bellis Fair storage & ribbon cutting supplies	Costco	168.17
Bellis Fair Children's shelving; laminate & easels	Demco	22,146.19
Acrylic displays	Displays2Go	740.22
Bellis Fair shelving	Dogtown Woodworks	9,302.40
Organizers	Dollar Tree	10.88
Periodicals	Ebsco Subscription Services	570.37
Program supplies	Fred Meyer	22.49
First aid supplies	Grainger	106.29
Moving blankets	Harbor Freight	14.84
Bellis Fair supplies	Home Depot	53.17
Bellis Fair learning center supplies	Lakeshore Learning	1,959.09
Name tags	Laserpoint	109.07
Wonderbooks	Library Ideas	1,187.61
Books	Manufacturers' Books	140.90
DVDs, CDs, recorded books	Midwest Tape	6,176.05
Inked stampers	Minuteman Press	46.78
Office supplies	ODP Business Solutions	460.94
Wonderbooks	Playaway Products	851.75
Cash drawer cabling	Posguys.com	64.54
Storage containers	Really Useful Boxes	220.45
Vehicle fuel	Reisner Distributor	243.80
Periodicals	Seattle Times	623.48
Emergency patron supplies	Smart Foodservice	65.63
Labels	Sticky Business	499.88
Books	Strong Nations	522.53
Bellis Fair supplies	Target	31.10
Ladder; menderly supplies	ULINE Shipping Supplies	703.85
Lost Interlibrary loan	University of Albany	105.00
Staff milestone anniversaries	Village Books	110.87
Bellis Fair couch	Wayfair	628.10
Bellis Fair shelving unit	Webstaurant	186.86
Receipt tape	WCP Solutions	359.04
Materials, Equipment & Supplies Sub Total		\$80,479.33

Services and Interfund Charges

Barkley Branch cleaning	Action Cleaning	769.50
Hotspot service	AT&T Mobility	18.24
Preprocessing	Baker & Taylor	6,577.55
Bellis Fair	Bio Bug Pest Management	244.80
Bellis Fair carpet cleaning	Blyman, Inc	1,072.00
Graphics software subscription	Canva	119.99
Banking & credit card fees	City of Bellingham Interfund	18.68
Computer replacement allocation	City of Bellingham Interfund	15,807.43
Facilities Services	City of Bellingham Interfund	53,023.37
Fleet Services	City of Bellingham Interfund	820.00
IT Service allocation	City of Bellingham Interfund	28,350.29
Mailroom allocation	City of Bellingham Interfund	1,630.71
Qualified Energy Conservation Bond sinking fund	City of Bellingham Interfund	3,517.00
Risk Management	City of Bellingham Interfund	8,225.33
Technology replacement allocation	City of Bellingham Interfund	3,182.02
Telecom Services	City of Bellingham Interfund	2,468.97
Playbook ad	City of Bellingham Parks department	975.00
Printing	Copy Source	87.30
Bellis Fair remodel work	Forma Construction	81,228.82
JOC job order and license fees	Gordian Group	5,555.60
Software subscription	Horizon Datasys	2,937.60
Graphic Design	Katrina Lyon Design	1,240.00
Bellis Fair waste service (2 months)	Keter Environmental	203.44
Cassie software subscription	Librarica	495.00
Preprocessing	Midwest Tape	767.72
Mobile hotspot	Mobilebeacon	120.00
ILL & tech services	OCLC	2,293.90
eBooks, eAudiobooks	Overdrive Inc	6,515.96
Supplemental security coverage	Risk Solutions Security	9,192.05
Security software subscription	Secure by Design	240.00
Self-defense training reimbursement	Staff	150.00
Barkley Branch operating costs	Talbot Services LLC	533.33
Microfische machine lease	Technology Unlimited	339.46
Borrower notices	Unique Management	213.20
Interlibrary Loan	USPS	52.86
Hotspot service	Verizon Wireless	1,520.38
1st Q borrower notices	WCLS	1,298.49
ACM survey of Bellis Fair Branch	Whatcom Environmental	890.00
B&O Taxes	WSDO Revenue	8.47

Services and Interfund Charges Sub Total \$242,704.46

Gift Fund

Humanities WA programming; Community Voice kits	Amazon.com	74.87
Books	Baker & Taylor	2,096.96
Humanities WA programming	Costco	354.57
Humanities WA programming	Fred Meyer	400.00

BELLINGHAM PUBLIC LIBRARY**Board of Library Trustees****APRIL 2023 CLAIMS**

Humanities WA programming	Jalapeno's	575.46
Summer Reading graphic design	Katrina Lyon Design	840.00
Summer Reading translation	Language Exchange	525.96
Planned Giving project	RM+Company	2,125.00
Humanities WA programming	Smart Foodservice	28.26
Washington Library Association Conference	Staff	977.61
Humanities WA book shipping	State of Washington	12.98

GIFT FUND OUTLAYS Sub Total	\$8,011.67
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TOTAL GENERAL FUND CLAIMS	\$323,183.79
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TOTAL CLAIMS	\$331,195.46
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Library - Budget to Actual - General Fund

April 2023 33.3% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Grants	0	0		
Print and Copy Fees	3,779	15,000	11,221	25%
Lost, Damage & Non-resident Borrower Fees	2,540	16,100	13,560	16%
Fairhaven Auditorium Rental Fees	1,050	5,000	3,950	21%
Miscellaneous Revenues	390	0	(390)	
Total Revenue	7,759	36,100	28,341	21%
Expenses				
Salaries and Wages	1,001,376	3,280,705	2,279,329	31%
Personnel Benefits	461,866	1,604,842	1,142,976	29%
Physical Materials, Equipment and Supplies	147,515	665,162	517,647	22%
Services, Digital Materials and Interfund	905,151	2,157,074	1,251,923	42%
Total Expenditure	2,515,908	7,707,783	5,191,875	33%

Library - Budget to Actual - Gift Fund

April 2023 33.3% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Donations	30,307	150,000	119,693	20%
Total Revenue	30,307	150,000	119,693	20%
Expenses				
Gift Fund expenses	14,470	50,000	35,530	29%
Total Expenditure	14,470	50,000	35,530	29%



DIRECTOR'S REPORT FOR May 16, 2023



Cordata Library advocate Julie Guy cutting the ribbon with Mayor Seth Fleetwood

What a wonderful day of celebration! *THANK YOU* to all our staff and City colleagues who worked so hard to make opening day at Bellis Fair a reality – and so special. It's no small accomplishment to turn an empty Christopher & Banks clothing store into a functioning and beautiful library branch in 4 short months. Just an incredible achievement and effort on behalf of our community. (Rebecca Judd, Library Director)

WELCOME & INCLUDE

Welcoming New Staff: We were thrilled to have two new Library Assistants start with us on May 5. Welcome to John and Dechelle! In other staffing processes, we currently have four vacancies in our Library Assistant team. A posting to fill these vacancies closed on May 12, with application review and interviews expected to take place over the next several weeks. The staffing process to fill two vacant Security & Information Attendant positions is underway. Applications were accepted until May 5, with application review and interviews expected to take place soon. (Jen Vander Ploeg, Head of Public Services and Operations)

ACCESS & OPPORTUNITY

Whatcom County Library System Hotspots: The number of cellular hotspots available to patrons increased by 11 on May 2 as WCLS made their new Library of Things T-Mobile/Mobile Beacon hotspots available for borrowing. They are planning to add another 11 later in the summer. Holds for hotspots continue to run about equal to the number of hotspots, so their popularity continues, and they still haven't yet sat on a shelf. (Jon McConnel, Head of Digital Services)

READ & LEARN

Summer Reading Begins June 1! We are thrilled to invite community members of all ages to participate in our Summer Reading program, June 1 – August 31. Events include Parties in the Park, two Children's Craft Fairs, storytimes and more. Thank you to the Friends of the Bellingham Public Library and Whatcom Educational Credit Union for sponsoring Summer Reading, and to our many local businesses sponsors.

There are four ways to participate:

- **Early Learners:** Kids ages birth – 5 years are invited to complete activities that get them talking, singing, reading, writing and playing. When done, finishers will receive a free book, finger puppet and Summer Reading SUPERSTAR yard/window sign.
- **Kids:** Kids ages 5 – 12 are invited to set an individual goal for their reading this summer. When done, finishers will receive a free book, mystery coupon from a community partner and Summer Reading SUPERSTAR yard/window sign.
- **Teens:** Youth ages 12 – 19 are invited to complete any five squares on their Summer Reading card. Finishers receive a free book and are entered to win prize drawings.
- **Adults (18+)** are invited to complete any five squares on their Summer Reading card. Finishers will be entered to win prize drawings.

(Bethany Hoglund, Deputy Library Director)



Summer Reading Kick-Off: Bellingham Public Library is set to kick off Summer Reading with Library Card Night at the Bellingham Bells on Thursday, June 8 at Joe Martin Field. Gates open at 5:30 pm. Game time is 6:30 pm. This is a first-time partnership for BPL. Our promotional description is: Let's kick-off Summer Reading with a Library party at the ballpark! Show your Library card at the [Bellingham Bells](#) ticket office on June 8 for a complimentary general admission ticket to the home game that night. One ticket per Library card. Library staff will be at the ballpark to

share Summer Reading recommendations. This is a family-friendly experience for all ages. General admission is first-come, first-served on either the grass seating area, the first-base bleachers (A-D) or the third-base bleachers (L-K). For more ticket and ballpark info see [BellinghamBells.com](#). (Annette Bagley, Head of Community Relations)

WECU Sponsorship: 2023 Summer Reading is generously supported by The Friends of Bellingham Public Library and community sponsor WECU. Library staff and WECU staff are working together on a variety of promotional activities. WECU will also participate in and help promote the Library's two Children's Craft Fairs this year. In addition, we are hoping to add a summer financial literacy program for children and parents with a presenter from WECU. (Annette Bagley, Head of Community Relations)

Whatcom All Hands Opioid Summit: Multiple community partners, including Chuckanut Health Foundation, Whatcom County Health and Community Services, Northwest Washington Medical Society, City of Bellingham and Birch Bay Blaine Thrives are working together to address the current epidemic of drug use in Whatcom County with the following community discussion events:

- June 27 + 28, All Hands Whatcom – Opioid Summit, 8:30 – 4 pm at Bellingham High School, pre-register at chuckanuthealthfoundation.org/allhands
- Aug. 1, An Evening with Author Sam Quinones, author of *The Least of Us: True Tales of America and Hope in the Time of Fentanyl and Meth*

Bellingham Public Library will participate in both events and purchase additional copies of *The Least of Us* to support the event. (Annette Bagley, Head of Community Relations)

INFORM & INVOLVE

Community Outreach: YMCA Healthy Kids Day: Children's Librarian Ali Kubeny tabled at the annual YMCA Healthy Kid's Day on Saturday, April 29. Ali had a wonderful time meeting children and their families, signing community members up for library cards, and promoting library services. (Bethany Hoglund, Deputy Library Director)



Ali and Dinger, the Bellingham Bells' mascot, at Healthy Kids Day

Friends of the Library Annual Meeting: On April 26, Library staff and Trustees joined the fun at the Friends of the Library annual meeting in the Library Lecture Room. Special thanks to Adult Services Librarian Katie Bray for sharing book recommendations with the Friends, to Rick Osen for his talk about Library facilities, and to guest speaker Monica Koller from Connecting Community. (Rebecca Judd, Library Director)

Library Related National News: On May 4, 2023, ABC News aired a national story [Video Prime Focus: US libraries on the frontlines of homelessness - ABC News \(go.com\)](https://abcnews.go.com/US/libraries-on-the-frontlines-of-homelessness-abc-news/go.com) which describes the situation libraries across the nation, including the Bellingham Public Library, are facing today. (Annette Bagley, Head of Community Relations)

THRIVE & GROW



Bellis Fair Branch: The Outdoor Drop Box is wrapped and open to the public! Media coverage of the Grand Opening and ribbon cutting included: Cascadia Daily News, Bellingham Herald, Western Front and KGMI. "BTV also recorded the opening day events and created [this video](#) introducing the community to the new branch. (Annette Bagley, Head of Community Relations)

Social Media: Excitement about the new Bellis Fair Branch generated positive reactions to a variety of social media posts. Over the past 28 days, the Bellingham Public Library Facebook post reach is 65,819 with post engagement of 6,525, up 300%. Instagram reach is 1,378, which is 98% of our followers. (Annette Bagley, Head of Community Relations)

Bellis Fair Branch: The new branch opened to lots of attention and enthusiastic acclaim! Since opening, some additional technology features and services have become available. Public access computers and the catalog station were available to patrons starting Wednesday, May 3. Staff got access to the public computer reservation system from staff computers starting on the 10th. Additional IT items still being worked-on include the self-checkout computers, and the ability to take payments, plus some physical tidying-up to help make the computer equipment resilient against heavy use. Additionally, staff have found and reported several small operational issues that have been addressed as they've been discovered, such as a catalog setting that was different for the new branch. (Jon McConnel, Head of Digital Services)

Bellis Fair Branch Collections: An enormous thanks to the librarian crew for curating opening day collections for the Bellis Fair Branch. This could not have been done without the work of the Collection Services staff who ordered, cataloged and processed new materials for the branch as they came in. (Bethany Hoglund, Deputy Library Director)

Annual Statistical Report: Work has continued on the annual statistical report for the Washington State Library. Public computer utilization increased by 1.2 percentage points from 2021 to 2022, from 24.2% to 25.4%. It is still well down from 2019's 45.1%, though. Print serials subscriptions (newspapers & magazines) dropped by 15 to 255. Total holdings, including electronic items, increased by 11.7% to 317,000 items, with the increase spread nearly equally between physical and electronic items. The report will be submitted on May 19. (Jon McConnel, Head of Digital Services)

Freight elevator update: After some unforeseen project delays, the modernization work on the freight elevator continues and is now expected to wrap up mid-June. (Jen Vander Ploeg, Head of Public Services and Operations)

Respectfully submitted,
Rebecca Judd

Bellingham Public Library
Policy

Library Board
May 16, 2023
Item #6
Policy revision

Title: 4.501 USE OF MEETING ROOMS POLICY

Code: 4 Public Services

Chapter: 4.500 Public Use of Facilities and Equipment

Type of Policy: Departmental

Date Developed: 9 July 2007

Date Revised: 16 March 2010; 19 December 2017; 16 May 2023

Revised by: Pam Kiesner, Beth Farley; Janice Keller, Nancy Kerr; Rebecca Judd

Developed by: Pam Kiesner

Approved By: Library Board of Trustees, ~~19 December 2017~~ 16 May, 2023

Cancels: 4.501 Public Use of Community Rooms Policy

See Also: ~~Codes and Laws:~~

~~Washington State Constitution Article 1, Section 11 Religious Freedom~~

Scope

This policy applies to all meeting rooms managed by Bellingham Public Library, and all staff, individuals and groups who use them.

Definitions

Commercial use: Meeting room use by groups or individuals that receive a commercial benefit. This includes selling products or services, active solicitation of donations, fundraising activities, charging admission fees, offering money-making activities, holding sales, training or staff meetings for a for-profit organization, or promoting a commercial business.

City government use: Meeting room use by departments of the City of Bellingham municipal government. Includes programs and activities open to the public, as well as staff meetings, training sessions and other invitation-only uses that may not be open to the public.

Library use: Meeting room use by the library. Library has the discretion to charge entrance fees or allow fundraising or sales of products. Includes library programs and activities open to the public, public programs co-sponsored with other organizations, and staff meetings, training sessions and other invitation-only uses that may not be open to the public.

Non-commercial use: Uses by not-for-profit groups receiving no commercial benefit by using a library meeting room, including non-profit and governmental organizations. Meetings or programs must not require payment to enter, but passive solicitation of paid memberships or donations is acceptable. Meetings or programs may or may not be open to the public.

Private events: Groups or individuals gathering for private or personal purposes, such as birthday parties, weddings, memorial services, baby showers and similar events.

Policy/Conditions

1. Library follows best practices and standard procedures to provide safe, welcoming meeting rooms for library and other uses.

- Library Director or designee identifies uses for all library meeting rooms and gathering spaces.
- Library Director or designee establishes procedures for approving, scheduling, security, user access and other meeting room use needs, consistent with all applicable library policies, city policies and state law.
- Library Director may collaborate with other city departments on meeting room management within library facilities. Such agreements are subject to Board of Trustees approval.
- Any requests for use of library spaces are considered according to equitable procedures, regardless of the beliefs, affiliations or viewpoints of the groups or individuals requesting their use.

2. Library and city government have priority for meeting room use in library facilities.

- The Library and Bellingham city government have priority for meeting rooms use in library facilities.

3. Library offers meeting rooms for use by community groups free of charge for non-commercial uses.

- As an extension of its mission, the Library offers use of designated meeting rooms for non-commercial informational, cultural or civic meetings and programs.
- Meeting rooms managed by the library are not available for commercial uses.
- Meeting rooms managed by the library are not available for personal or private uses.
- ~~In accordance with the Washington State Constitution, meeting rooms are not available for religious worship.~~
- Library requires completed registration for all non-library, non-city uses, including a signed agreement that the user will abide by all applicable library policies, city policies and state law.

4. Library does not endorse the activities or viewpoints of those using its meeting rooms.

- Publicity for any meetings held in library spaces that are not hosted by the library shall clearly state the organization responsible for the event and shall note that the library does not endorse the activities or viewpoints of the user.

5. Library Board reviews this policy.

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

References

Title: (4.501) USE OF MEETING ROOMS POLICY

Code: 4 Public Services

Chapter: 4.500 Public Use of Facilities and Equipment

Type of Policy: Departmental

Date Developed: 9 July 2007

Date Revised: 16 March 2010; 19 December, 2017; 16 May 2023

Revised by: Pam Kiesner, Beth Farley; Janice Keller, Nancy Kerr; Rebecca Judd

Developed by: Janice Keller, Nancy Kerr; Pam Kiesner

Approved By: Library Board of Trustees, 16 May 2023

Cancels: Public Use of Community Rooms Policy (4.501)

~~See Also: Codes and Laws~~

~~Washington State Constitution Article 1, Section 11 Religious Freedom~~

DRAFT



Developing our Planned Giving Program



Naming Our Legacy Society

Almost all legacy society names fall into one of five categories:

- named after a **person**,
- a **date**,
- a **landmark**,
- the **organization itself**, or
- an **inspirational word or phrase**.





Questions for us to consider:

- How do we want the legacy society portrayed?
- What image do we wish to invoke?
- What do donors value most about our organization?