BELLINGHAM PUBLIC LIBRARY **NOTICE OF MEETING**

BOARD OF LIBRARY TRUSTEES **REGULAR MEETING**

of TUESDAY, JUNE 20, 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.)**

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** 3 min
   This time is set aside for members of the public to make comments. Remarks will be limited to three minutes.

4. **Consent agenda (see packet materials)** 5 min
   All matters listed on the consent agenda are considered routine and may be approved in a single motion. A trustee may ask that an item be removed from the consent agenda and considered separately.
   - **Communications and FYI**
   - **Minutes:** May 16, 2023: Regular board meeting
   - **Library performance & activity measures:** May 2023
   - **Financial reports**
     Claims: May 2023
     YTD report: May 2023

5. **Reports** 10 min
   - Board Chair
   - Library Board members
   - City Council liaison
   - Friends of Bellingham Public Library
   - Library Director (see packet materials)

Time check: 3:50

6. **Facilities Committee update** 5 min
    - RFQ update for Central Library remodel; Rick Osen, Board Chair

7. **Planned Giving project update** 5 min
    - Rick Osen, Board Chair

Time check: 4:00

8. **Meet & Greet with Police Chief Rebecca Mertzig** 10 min
    - Rebecca Judd, Director

9. **2023 City Revenue & Budget Outlook** 30 min
    - Andy Asbjornsen, Finance Director

Time check: 4:40

10. **Policy retirement: Action item (see packet materials)** 10 min
    - Bellingham Public Library Mission Statement; Rebecca Judd, Director

11. **New business** 3 min

12. **Agenda items for next meeting** 2 min

Time check: 4:55

13. **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, July 18, 2023 – 3:30 p.m.
Location: Lecture Room, Central Library, 210 Central Avenue
Bellingham, Washington

City & County

BRIEF: Meet the Birchwood Garden Club

Local garden club gives back to the community

By Ciarra Shaffer
June 12, 2023 | 4:27pm PDT

Millie the dog sits in front of garden beds the Birchwood Garden Club planted at Bellingham Public Library. The Birchwood Garden Club maintains the beds throughout the year. // Photo by Ciarra Shaffer

On Feb. 12, 1931, Anna Laxall called community members to her home to form the Birchwood Garden Club. The first meeting had 39 attendees, who all became club charter members. Today, the Birchwood Garden Club has over 130 members.

On the first Wednesday of the month from September to May, club members meet and hear a guest speaker discuss a gardening topic. In June and July, the club tours local gardens.

Sheri Lambert joined the club 12 years ago to learn more about gardening through the community and became president in 2020.

“Gardeners love to show off their garden, so it’s pretty easy to find places,” Lambert said. “One evening we toured five gardens all in a block radius, it was really fun.”

The club values giving back to the community. They maintain garden beds at the **Bellingham Central Library** and the **Whatcom Museum**. Every May, they hold a plant sale at the library where members bring in plants they've grown throughout the year.

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Jenni Johnson is the community relations specialist at the Bellingham Central Library. She works as a liaison between community organizations and the library.

"We've always had a focus on community partnerships and it's been a nice collaboration," Johnson said. "They do such a great job taking care of the beds and get to hold their annual plant sale here. We're very grateful for the work they do."

The money raised from the plant sale last year helped the club form a donation committee. They donated money to **Common Threads Farm**, **Maple Alley Inn** and the **Birchwood Food Desert Fighters**.

Lambert said they had a successful plant sale this year, and the club is looking forward to donating their earnings.

Club membership is open to anyone in Whatcom and Skagit counties. Individual memberships are $15 per year or $25 for families.

Ciarra Shaffer

Ciarra Shaffer (she/her) is a city life reporter for The Front. She is a junior majoring in the public relations track of the journalism department. In her free time, Ciarra enjoys being outside and going to concerts. You can reach her at ciarrashaffer.thefront@gmail.com

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The Front is an independent student newspaper covering Western Washington University, Bellingham and Whatcom County.

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Gov. Pritzker signs measure to prevent book bans - Naperville Sun, The (includes 12 weeklies) (IL) - June 14, 2023 - page 1
June 14, 2023 | Naperville Sun, The (includes 12 weeklies) (IL) | Hank Sanders and Jeremy Gorner Chicago Tribune | Page 1

Public libraries in **Illinois** could be cut off from state funding if they remove books and other materials from their shelves for "partisan or doctrinal" reasons under a measure signed into law Monday by Gov. J.B. Pritzker.

"**Book** bans are about censorship, marginalizing people, marginalizing ideas and facts," Pritzker said before signing the legislation at the Harold Washington Library in Chicago. "Regimes **ban** books, not democracies. Nazi Germany, fascist Italy, the Taliban's Afghanistan. We refuse to let the vitriolic strain of white nationalism coursing through our country determine whose histories are told."

The measure passed through the state House and Senate along party lines during the spring legislative session as debates over **book** banning have amplified partisan divides nationwide and provoked intense discussions about censorship, school curricula and how much say parents should have over what titles are on library shelves.

Democrats say **book** bans often discriminate against the LGBTQ community and other marginalized groups, while Republicans have argued that some titles need to be out of the reach of children if they contain pornography or obscene imagery.

Democratic Secretary of State Alexi Giannoulias, who is also the state librarian and who initiated the legislation, said the battles over censorship have made librarians and their workplaces targets.

"These radical attacks on our libraries have divided our communities and our librarians have been harassed, threatened and intimidated for simply doing their jobs," said Giannoulias, whose office provides grants to the state's public libraries. "Parents, and only parents, have the right and the responsibility to restrict their children's, and only their children's, access to library resources."

During debate on the bill in the Democratic-controlled **Illinois** General Assembly, Republicans raised concerns that the measure would take away control from local governments, including library boards, over what books belong on shelves.

Democratic state Rep. Anne Stava-Murray of Downers Grove, who sponsored the bill in the

House, said she found a local control argument made by a GOP House member "disgusting."

"Local control has long been a dog whistle for allowing statewide or nationwide racist or bigoted policies to persist," she said on the House floor, drawing groans and boos from Republicans.

Republicans also expressed concern over potentially harmful content. State Sen. Jil Tracy of Quincy asked how a library would be able to prevent pornographic materials like "Hustler" magazine from falling into the hands of underage readers.

Democrats responded by saying this bill only concerns books banned for partisan reasons and doesn't change existing rules around managing adult or harmful content.

Giannoulias on Monday reiterated that the measure would not interfere with a library's **book** selection process, but would only affect libraries that pull books from shelves for "partisan or doctrinal" reasons.

Tracie D. Hall, executive director of the Chicago-based American Library Association, said the law signed by Pritkzer is the first of its kind in the United States.

"I could not be prouder that the American Library Association ... makes its home in a state that is first in the nation to create a law that stands up to censorship and calls it what it is: a threat to education ... and a threat to our democracy," Hall said.

Illinois has not seen as many cases of book bans or attempted bans as states that lean Republican, according to research from PEN America, a New York-based literary advocacy group. But, citing figures from the Chicago-based American Library Association, Giannoulias' office said there were 67 attempts to ban books in Illinois in 2022, up from 41 the year before.

By signing the bill, Pritzker, widely seen as having presidential ambitions, again staked out his liberal credentials and offered a stark contrast to potential Republican rivals like Florida Gov. Ron DeSantis, who is vying for his party's 2024 presidential nomination.

DeSantis has vowed to end "woke" ideology and has taken action to remove books from Florida schools he has found inappropriate. In his remarks Monday, Pritzker took a thinly veiled shot at DeSantis and like-minded governors.

"While certain hypocritical governors are banning books written by LGBTQ authors, but then claiming censorship when the media fact-checks them, here in Illinois we are showing the nation what it really looks like to stand up for liberty," Pritzker said. "As simple as that."

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CITATION (AGLC STYLE)

Hank Sanders and Jeremy Gorner Chicago Tribune, 'Gov. Pritzker signs measure to prevent book bans', *Naperville Sun, The* (online), 14 Jun 2023 1 ‹https://infoweb-newsbank-com.bpl-wcls.idm.oclc.org/apps/news/document-view?p=AWNB&docref=news/1922608144C27D98›

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CASCADIA DAILY NEWS

Library Board
June 20, 2023
Consent Agenda
Communications & FYI

LIVING
Community

What's at our local libraries? (Besides books)

CDs, audiobooks, tickets, plus opportunities for exploration

June 11, 2023 at 5:00 a.m.

Brothers Malachi Kanda, 7, and Isaiah, 5, look at movies to check out from the Bellingham Public Library June 8. The library offers many additional services beyond checking out books, including providing museum passes, mobile hot spots, book club kits, backpacks with Discover passes and field guides, and more. ***(Hailey Hoffman/Cascadia Daily News)***

By **AMY KEPFERLE**
Staff Reporter

I don't check out a whole lot of "real" books from the Bellingham Public Library (BPL), but that's because I do most of my reading on my Kindle, where BPL and Washington Anytime Library allow me to download as

many as five books and audiobooks at a time for free.

When I do step foot in the central library, located at 210 Central Ave., it's typically to pick up music CDs or Netflix series I've reserved — the latest was the final season of "Better Call Saul." (I haven't yet found out how it all ends for the troubled protagonist, so don't tell me.)

Books are available on CDs, like these James Patterson novels. The format is perfect for long road trips or a summer house-cleaning session. ***(Hailey Hoffman/Cascadia Daily News)***

To find out what else local libraries have to offer to the masses — especially during the summer, when kids have more time off and adults want to find ways to keep them busy — I reached out to Bethany Hoglund, BPL's deputy director.

In the past, I had noticed that BPL offers free passes to Whatcom Museum, SPARK Museum and Mindport Exhibits, but hadn't inquired how that collaboration came about. Hoglund explained that, years ago, they heard from families that the entrance fee to Whatcom Museum was a barrier, but it was a place they really wanted to experience with their kids. They reached out to the museum, and the staff was on board with setting a number of passes aside for people on a regular basis.

"From the beginning, the program has been a smashing success, with nearly 100 percent of the passes reserved year after year," Hoglund said. "It truly is a wonderful community offering."

Hoglund also detailed other services the Bellingham Public Library offers that people may not be aware of. These include unique collections available for checkout such as mobile hot spots and book club kits, preschool theme kits, early learning kits, community voices kits and "since time immemorial" kits, which feature books and resources for children ages 2–8 to expand understanding, respect and connection with local Indigenous tribes.

"Additionally, access to eBooks, eAudiobooks and streaming movies and music is available 24/7 for all your information and story needs," Hoglund said.

Library assistant Christine Hasbrouck sorts books in the back of Bellingham Public Library. *(Hailey Hoffman/Cascadia Daily News)*

In-person engagement opportunities and spaces in the BPL building, Hoglund said, include playing giant checkers at the central library in Lee Memorial Park, library basics technology coaching sessions, story times, children's craft fairs, parties in the park and more. All of BPL's four branches also have early learning sessions with toys and other activities for children, ages birth to 5, and their caregivers to read, play and learn together.

"We know that children learn best through play and we are happy to offer free, indoor spaces for families year-round," Hoglund said.

An array of children's books and activities are available on the ground floor of the Bellingham Public Library. All of BPL's four branches also have Early Learning Sessions with toys and other activities for children, ages birth to 5, and their caregivers to read, play and learn together. *(Hailey Hoffman/Cascadia Daily News)*

With Summer Reading activity cards designed for everyone from adults to teens, kids and early learners, and translations available in Spanish, Vietnamese and Russian, Hoglund said they hope to provide community members with plenty of inspiration.

But that's not all. In addition to providing museum passes, meeting rooms, tech help, internet access, tax filing assistance, skill-share gatherings and the myriad events that take place both year-round and through the summer, the library can also help card-holders enjoy the great outdoors.

One example of this is via the Check Out Washington Backpack. Contained within the backpack are a Discover Pass, binoculars and various guides for the observation and identification of birds, trees, flowers and other wildlife. They're popular, so you may want to put one on hold as soon as possible.

Whatcom County Library System is also partnering with the Whatcom Million Trees Project to achieve a shared goal of planting 200 trees in Whatcom County this summer. Youth and adults can pick up cards and earn "leaves" by participating in auxiliary activities such as walking in a forest, writing a tree story, drawing a tree or completing a special activity. Interested parties can find out more at Summer Reading kickoff events taking place Monday, June 26, through Saturday, July 1, at WCLS locations and bookmobile stops, or drop by any Whatcom County library and inquire within.

Sarah Lavender, youth services librarian at the Ferndale Library and leader of WCLS's Summer Reading program, holds available books. This year, the event encourages readers to achieve a shared goal of planting 200 trees in Whatcom County. Participants can take part in activities such as walking in a forest, writing a tree story or drawing a tree. ***(Photo courtesy of Whatcom County Library System)***

When asked what other services she could think of that might help Bellingham residents get more out of their summer, Hoglund had some great ideas.

"I encourage everyone to think of the library wherever you go, or as you plan your time this summer," she said. "Do you need an audiobook for a road or day trip? We have those for all ages. Do you need to Zoom into a work meeting from a campsite with limited cell service? Check out a mobile hot spot. Been meaning to plan a playdate with another parent and their kids? Organize a picnic lunch on the lawn behind the central library and then play in the Early Learning Center."

Public services clerk Soleil Borthwick works the front desk of the library. *(Hailey Hoffman/Cascadia Daily News)*

"We can be a destination as well as a wonderful resource for your adventures this summer," Hoglund surmised.

For more details about summer reading programs and other offerings, go to bellinghampubliclibrary.org or wcls.org.

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Bellingham Public Library

Regular Meeting of the Library Board of Trustees
Tuesday, May 16, 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, Bethany Hoglund, Jon McConnel, Jennifer Vander Ploeg and Wendy Jenkins
Others Present:	Kristina Michele Martens, City Council Liaison; Carol Comeau, Friends of BPL Board Liaison; Rachel Myers, RM + Company

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

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

Public comment: Robert Laessig mentioned that he has a meeting on Thursday with Rebecca Judd. Questions he is hoping to address with her include the monthly cost of supplemental security with Risk Solutions Unlimited (RSU), what is the monthly Interfund for Risk Management include, and details for a staff reimbursement for self defense training.

Consent agenda: Kristy Van Ness moved to approve the April 18, 2023 Regular meeting minutes and the April 2023 performance and activity measures and financial reports. Jim McCabe seconded. Motion carried.

Board Chair report:

- Rick complimented the Friends' Board for their excellent annual meeting on April 22 and said he was privileged to take part in it. A new Friends Board and slate of officers was elected at the end of the meeting. Friends Board member Carol Comeau now joins us as the Friends' representative at the Board of Trustees meetings.
- On behalf of the Board, Rick congratulated the Library's project group for all their hard work to plan and implement the opening of the Bellis Fair branch, and also all other library and city

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staff involved. The grand opening on April 26 was a joyous affair, topped by Julie Guy cutting the ribbon.

- State Librarian Sara Jones, who was in attendance at the Bellis Fair opening, has announced a new training and informational initiative for Directors, Boards and Trustees, entitled Third Thursdays Trustee Topics. It is beginning this week and will be a monthly event. Each session will be a half-hour (recorded) and will center on a particular topic. Rick volunteered to attend and share information when relevant.

Board member reports:

- Jim reported he attended the Cordata Neighborhood Association meeting on May 9, and the library was not mentioned. He saw many of the members at the Bellis Fair branch grand opening.

City Council liaison report:

- Kristina reported she is working on tenant protection and invited Trustees and library staff to let her know if there are any items to be brought to Council.

Friends of BPL report:

- Carol reported the first post-pandemic large book sale will start Tuesday, April 23, and run through Saturday, April 27.
- Wander Brewing reached out to the Friends to propose a children's book sale in August as a fundraiser.
- Another big book sale is planned for September.
- Carol had lunch recently with Julie Guy, who said she enjoyed the Bellis Fair celebration and is very excited for the north side.
- Carol, referring to a news release about Seattle Public Library and instant digital cards, asked if there has been talk of us expanding here. Jon responded that we use the same eBook vendor as SPL, but have a different platform structure, so we wouldn't be able to do this. SPL has a unique platform whereas we are on a shared platform (all 46 libraries would need to join, at a cost).

Library Director report:

- Rebecca mentioned that the City is beginning work on their Comprehensive Plan. The library will post information in our newsletter to help get the word out. Chris Behee, Long Range Planning Manager for the City, has mentioned that our Facilities Master Plan will have helpful information for the Comp Plan.
- At last month's meeting, Melissa suggested that we incorporate current Whatcom Community Foundation fund balances into the quarterly donation report to the Board. We will do this beginning with the next quarterly report in July.
- Library staff have been in conversation with the Parks department about taking over management of the Fairhaven Auditorium for recreation space. This change is in the beginning stages. Use of the space would not be allowed during open library hours due to noise concerns. Updates will be provided to the Board as this project progresses.
- Rebecca provided updates to Safety, Security and Ease:

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- Chuckanut Health Foundation and the Whatcom County Health Department are arranging a 2-day Whatcom Opioid Summit scheduled for June 27-28.
- On August 1, Sam Quinones, author of *The Least of Us: True Tales of America and Hope in the Time of Fentanyl and Meth*, will give an in-person author talk. The library has been invited to help with this event.
- Rebecca acknowledged this is a complicated time in managing the shared space of the library. Over the last 4-6 weeks, there have been reports of people being harassed as they come into the library. To help keep the library a welcoming space, we will be temporarily closing the plaza, starting tomorrow.
- As previously reported, we have been working with the City to be able to administer naloxone on site. City Legal and BFD have approved the guidelines and now the unions are assessing the proposal. If all 3 unions approve, training will be set up for volunteer library staff. Jen wrote the guidelines with an eye for expansion and adoption by other City departments.

Policy revision: Use of Meeting Rooms Policy:

- Rebecca explained that we had a public request to review this policy. The Legal department has reviewed it and suggested we remove the language concerning religious use. Rebecca Craven mentioned that she has concerns about this and has discussed them with Rick, Rebecca Judd and Sarah Chaplin, Senior Assistant City Attorney. Kristy Van Ness moved that the policy be revised to remove the language concerning religious use. Jim McCabe seconded. Four Trustees approved; one abstained. Motion carried.

Facilities Committee update:

- Rick reported that, while the contract has not yet been signed, we have been authorized to say that The Miller Hull Partnership has been selected as the "preferred architecture firm" for the upcoming Central Library renovation. Miller Hull is based in Seattle and has substantial experience in the design and renovation of public libraries throughout the Pacific Northwest.
- Representatives of Miller Hull and their team consultants [mechanical, electrical, civil and structural engineers, and landscape architects] met with City, Library and Public Works representatives at the Central Library on May 5 for a site visit scope review.
- Miller Hull is designing an initial conceptual phase and master planning for the project to more clearly define the scope and how that may fit into the project's current budget. We don't yet have an agreed schedule for this project yet. Certainly, there will be no construction until sometime in 2024.

Planned Giving project:

- Rick welcomed Rachel Myers as a follow-up to the video she prepared for Trustees to view at the April meeting.
- Rachel provided a screenshared presentation *(see Attachment # 1 for Developing our Planned Giving Program. Attachments are at the end of the minutes)* that outlines the reasoning, steps and questions surrounding having an organized Planned Giving Program:
    - Gift Processing & Gratitude
    - Donor Stewardship

DRAFT

- Fund Development Strategy
- Questions to Answer, Action Items & Next Steps

Rachel met with Kristy, the Trustee's representative, and Jenn Daly, a representative from Whatcom Community Foundation. Together they are working to define the roles of each entity and to work toward an MOU.

Rachel invited the Trustees to give some thought to a name for the Planned Giving Legacy Society and aim to decide at the next board meeting.

New Business:

- None

Agenda items for next meeting:

- Facilities Committee update
- Meet & Greet with Police Chief Rebecca Mertzig
- 2023 City Revenue & Budget Outlook: Andy Asbjornsen, Finance Director
- Continue Planned Giving conversation

Meeting adjourned at 4:27 p.m.

Next Regular Library Board Meeting – **June 20, 2023 – Central Library Lecture Room – 3:30 p.m.**

Chair, Library Board of Trustees

ATTEST
Secretary, Library Board of Trustees

Attachments:

- Attachment # 1: Developing our Planned Giving Program

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Bellingham Public Library

Developing our Planned Giving Program

RM

Gift Processing & Gratitude

Roles

Gift Proccessing: WCF Receives Gift

Different process Legacy versus Annual gifts - JD will look into

Thanking Donors - Both WCF and BPL?

Processes

WCF Records Gift and Sends TY/Tax receipt

Depending on gift size, donor is recognized in Annual Report or other?

Donor indicates whether WCF can share info with BPL?

WCF adds donor to Thrive list?

?

Not added to WCF appeal list

Procedures

BPL is notified?

BPL Trustee or Director sends TY?

Donor is added to BPL Newsletter list and Donor list?

Bellingham Public Library

Developing our Planned Giving Program

RM

Donor Stewardship

Roles

Maintain Donor Records - WCF Updates donor record with new info (address, etc)

Individual donor DBs or share quarterly the donor info?

Share donor info - WCF & BPL

Processes

WCF Includes Donor in Communications - events, newsletters, announcements

WCF Sends Donor Year End tax receipt?

How does BPL track and maintain the donor info?

Question for Wendy/ Rebecca

Stewardship Procedures

BPL invites donor to special library tour or ?

BPL Legacy Donors are recognized in a public way TBD

Depending on gift size, donor is recognized in WCF Annual Report or other?

BPL Staff/Trustees send a special "behind the scenes" update to legacy donors?

Bellingham Public Library

Developing our Planned Giving Program

RM

Fund Development Strategy

Roles

WCF and BPL meet annually to review funds, recent gift history and impact of fund dev strategies.

WCF staff and BPL Trustees meet annually to plan fund development strategies and tactics

Processes

BPL Trustee Philanthropy Liaison works with WCF to execute development strategies

WCF and BPL partner on Library Giving Day promotion and follow up

Procedures

Bellingham Public Library

Developing our Planned Giving Program

RM

Questions to Answer, Action Items & Next Steps

Does BPL receive info about donors who give via Library Giving Day?

How to share info about Planned Giving with the broader community?

WCLF collab?

There is limited capacity on the side of the Board of Trustees and for the WCF staff - where do we want to focus our time and energy to make the biggest impact?

If we are thinking longterm about a BPL Foundation, what does that look like now for the interim as we build towards that?

Bellingham Public Library

Developing our Planned Giving Program

RM

What roles does WCF play now?

What roles would we like them to play?

What kind of services and support can BPL expect from WCF?

Bellingham Public Library
Performance & Activity Measures, 2023

	May		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	2,590	1,758	11,725	10,529	13,098	**-10.48%**
Electronic copies purchased by BPL	189	249	599	622	417	**43.65%**
Physical copies withdrawn from collection	(11,789)	(6,807)	(14,156)	(9,070)	(3,367)	**320.43%**
Total physical holdings			179,996	174,894	187,341	**-3.92%**
Total electronic holdings available to BPL			140,888	120,727	92,091	**52.99%**
Total Holdings (Physical and Electronic)			**320,884**	**295,621**	**279,432**	**14.83%**
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity						
Central Library						
Adult	41,133	49,655	211,667	233,673	284,447	**-25.59%**
Youth	41,889	43,126	214,162	204,542	223,836	**-4.32%**
Sub-Total Central	**83,022**	**92,781**	**425,829**	**438,215**	**508,283**	**-16.22%**
Fairhaven Branch						
Adult	5,002	1,099	24,330	4,921	36,117	**-32.64%**
Youth	2,041	781	10,861	3,611	12,751	**-14.82%**
Sub-Total Fairhaven	**7,043**	**1,880**	**35,191**	**8,532**	**48,868**	**-27.99%**
Barkley Branch						
Adult	4,517	1,486	22,555	6,170	26,491	**-14.86%**
Youth	4,310	1,333	20,455	5,613	17,213	**18.83%**
Sub-Total Barkley	**8,827**	**2,819**	**43,010**	**11,783**	**43,704**	**-1.59%**
Bellis Fair Branch						
Adult	635	0	886	0	0	
Youth	1,111	0	1,227	0	0	
Sub-Total Bellis Fair	**1,746**	**0**	**2,113**	**0**	**0**	
Bellingham Technical College						
Adult	36	0	124	0	357	**-65.27%**
Youth	7	0	25	0	81	**-69.14%**
Sub-Total BTC	**43**	**0**	**149**	**0**	**438**	**-65.98%**
Whatcom Community College						
Adult	214	0	850	0	1,714	**-50.41%**
Youth	87	0	388	0	494	**-21.46%**
Sub-Total WCC	**301**	**0**	**1,238**	**0**	**2,208**	**-43.93%**
Western Washington University						
Adult	172	0	852	0	2,657	**-67.93%**
Youth	37	0	197	0	1,428	**-86.20%**
Sub-Total WWU	**209**	**0**	**1,049**	**0**	**4,085**	**-74.32%**
Sub-Total Physical	**101,191**	**97,480**	**508,579**	**458,530**	**607,586**	**-16.30%**
Online Services						
Kanopy	1,437	1,724	8,086	9,077	334	
WA Anytime Library Overdrive	36,424	31,808	179,233	152,210	105,152	**70.45%**
Overdrive Magazines	1,826	2,383	9,558	11,595	12,051	**-20.69%**
Sub-Total Online	**39,687**	**35,915**	**196,877**	**172,882**	**117,537**	**67.50%**
Total Circulation	**140,878**	**133,395**	**705,456**	**631,412**	**725,123**	**-2.71%**
Holds Activity						
Items placed on hold shelf	50,482	46,385	254,208	256,400	225,946	**12.51%**
Services						
Persons Visiting - Number of persons counted as they enter the libraries						
Central Library - Curbside	33	60	199	7,417	0	
Adult	33,422	25,069	162,960	98,115	194,627	**-16.27%**
Youth	7,163	5,107	36,910	19,897	50,261	**-26.56%**
Fairhaven Branch	3,904	4,837	22,518	18,335	33,365	**-32.51%**
Barkley Branch	3,640	2,900	18,611	12,020	22,405	**-16.93%**
Bellis Fair Branch	4,158	0	5,908	0	0	
Total Persons Visiting	**48,162**	**37,973**	**241,198**	**155,784**	**300,658**	**-19.78%**
Website Visits	39,545	35,327	201,024	184,565	210,347	**-4.43%**
This count reflects number of visits to www.bellinghampubliclibrary.org						
Bibliocommons Visits	39,434	14,033	100,868	64,528	59,100	**70.67%**
This count reflects number of visits to Bibliocommons						
Total Website Visits	**78,979**	**49,360**	**301,892**	**249,093**	**269,447**	**12.04%**
Computer Usage - Number of sessions						
Central Library						
Adult & Teen (30 terminals)	2,756	2,039	14,668	7,059	26,075	**-43.75%**
Childrens (3 terminals)	41	29	198	72	737	**-73.13%**
Fairhaven Branch (6 terminals)	210	148	930	565	2,526	**-63.18%**
Barkley Branch (4 terminals)	178	124	724	419	1,426	**-49.23%**
Bellis Fair Branch (4 terminals)	95	0	95	0	0	
Total Computer Sessions	**3,185**	**2,340**	**16,520**	**8,115**	**30,764**	**-46.30%**
New Borrowers Registered						
Central Library	501	482	2,638	2,200	1,989	**32.63%**
Fairhaven Branch	20	37	136	115	212	**-35.85%**
Barkley Branch	26	34	161	77	127	**26.77%**
Bellis Fair Branch	62	0	82	0	0	
Total New Borrowers Registered	**609**	**553**	**3,017**	**2,392**	**2,328**	**29.60%**
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs						
Programs	89	61	529	244	577	**-8.32%**
Attendees	2,026	1,729	10,775	3,587	12,968	**-16.91%**
Volunteer Hours	**1,383**	**374**	**2,901**	**1,256**	**2,937**	**-1.24%**

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees **MAY 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 JUNE 20, 2023, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
Materials, Equipment and Supplies		
Books; DVDs; supplies; thermal binder	Amazon.com	2,518.18
Bellis Fair signage	Applied Digital Imaging	264.38
Books	Baker & Taylor	25,087.01
Yearbooks	Bellingham High Schools	130.00
Books	Center Point Large Print	76.93
Paper	Copy Source	36.82
Water @ Barkley & Bellis Fair	Crystal Springs	32.58
Labels	Demco	64.78
Youth Services supplies	Dollar Tree	88.48
Bellis Fair open house & National Library Week	Haggen	175.61
Bellis Fair supplies	Home Depot	209.79
Bellis Fair Interior bookdrop	Kingsley Company	10,142.34
Mendery supplies	The Library Store	91.53
Lost Interlibrary loan	McMurry University	60.00
DVDs, CDs, recorded books	Midwest Tape	2,560.46
Office supplies	ODP Business Solutions	366.94
Periodicals	Panorama of Russia	301.00
Vehicle fuel	Reisner Distributor	286.50
Bellis Fair signage & name tags	Signs by Tomorrow	2,795.69
Labels	Sticky Business	284.14
Bellis Fair supplies	Target	88.79
Interlibrary loan supplies	ULINE Shipping Supplies	448.07
	Materials, Equipment & Supplies Sub Total	**$46,110.02**
Services and Interfund Charges		
Barkley Branch cleaning	Action Cleaning	739.90
Bellis Fair Branch cleaning	Advantage Building Services	341.00
Bellis Fair signage	Applied Digital Imaging	195.84
Hotspot service	AT&T	36.48
Preprocessing	Baker & Taylor	7,667.67
Digital subscription	Bellingham Herald	159.99
Program supplies with logos	Bellingham Promotional	285.75
Bellis Fair lease (2 months)	Bellis Fair Mall Territories	10,714.00
Bellis Fair	Bio Bug Pest Management	125.12
Program supplies with logos	Canva Promotional	160.00
Bellis Fair natural gas	Cascade Natural Gas	91.02
Digital subscription	Cascadia Daily	144.00
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	52,983.43
Fleet Services	City of Bellingham Interfund	820.00
IT Service allocation	City of Bellingham Interfund	28,350.29
Postage	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	2,352.32
Printing	Copy Source	278.66
Water cooler rental (Barkley & Bellis Fair)	Crystal Springs	33.69
Graphic Design - Bellis Fair signage	Katrina Lyon Design	2,640.00
Bellis Fair waste service	Keter Environmental	113.09
Bellis Fair routing flags	Lynden Tribune	1,042.00
Preprocessing	Midwest Tape	316.84
ILL & tech services	OCLC	2,293.90
eBooks, eAudiobooks	Overdrive Inc	16,198.63
Bellis Fair internet service (3 months)	Pogozone Wireless	1,091.44
Digital subscription	Seattle Times	1.00
Barkley Branch operating costs	Talbot Services LLC	533.33
Microfische machine lease (2 months)	Technology Unlimited	678.92
Interlibrary Loan postage	USPS	26.10
Hotspot service	Verizon Wireless	1,520.38
Bellis Fair ACM testing	Whatcom Environmental Services	282.22
Scheduling software subscription	WhenToWork	520.00
Driving abstracts	WSDO Licensing	15.00
	Services and Interfund Charges Sub Total	**$165,133.18**

Gift Fund

Books	Baker & Taylor	1,380.15
Humanties WA Prime Time Family programming	Chipotle	552.11
Humanties WA Prime Time Family programming	Costco	428.95
Humanities WA facilitation	Danielle Hunter	875.00
Humanties WA Prime Time Family incentives	Fred Meyer	740.00
Humanties WA Prime Time Family programming	Friends of BPL	4.00
Humanties WA Prime Time Family programming	Haggen	64.75
Humanties WA Prime Time Family programming	Jalapeno's	668.34
Humanities WA facilitation	Jessica Stone	875.00
Summer Reading graphics	Katrina Lyon Design	240.00
Webinar	LibraryWorks	49.00
Summer Reading program printing	Lynden Tribune	1,855.53
Humanties WA Prime Time Family programming	Olive Garden	609.56
Washington Library Association Conference	Red Lion Hotel	289.13
Humanties WA Prime Time Family programming	Sandwich Odyssey	458.06
Humanties WA Prime Time Family programming	Smart Foodservice	37.96
Humanities WA books	Village Books	643.75
Teen programming supplies	Walmart	68.26
	GIFT FUND OUTLAYS Sub Total	**$9,839.55**

TOTAL GENERAL FUND CLAIMS **$211,243.20**

TOTAL CLAIMS **$221,082.75**

City of Bellingham

Library - Budget to Actual - General Fund

May 2023 41.6% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Grants	0	0		
Print and Copy Fees	4,931	15,000	10,069	33%
Lost, Damage & Non-resident Borrower Fees	3,299	16,100	12,801	20%
Fairhaven Auditorium Rental Fees	1,050	5,000	3,950	21%
Miscellaneous Revenues	493	0	(493)	
Total Revenue	**9,773**	**36,100**	**26,327**	**27%**
Expenses				
Salaries and Wages	1,256,355	3,280,705	2,024,350	38%
Personnel Benefits	583,956	1,604,842	1,020,886	36%
Physical Materials, Equipment and Supplies	193,625	675,722	482,097	29%
Services, Digital Materials and Interfund	1,072,693	2,162,074	1,089,381	50%
Total Expenditure	**3,106,629**	**7,723,343**	**4,616,714**	**40%**

Library - Budget to Actual - Gift Fund

May 2023 41.6% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Donations	41,693	150,000	108,307	28%
Total Revenue	**41,693**	**150,000**	**108,307**	**28%**
Expenses				
Gift Fund expenses	24,309	50,000	25,691	49%
Total Expenditure	**24,309**	**50,000**	**25,691**	**49%**

Bellingham Public Library

DIRECTOR'S REPORT FOR June 20, 2023

We have been hard at work reviewing applications, interviewing candidates, and extending job offers for multiple open positions. It's an exciting time as we welcome new people into our organization, introduce them to our team, and build capacity for the work we do. A round-up of new people and positions can be found below. (Rebecca Judd, Library Director)

WELCOME & INCLUDE

Welcoming New Staff:

- Ethan E. will be starting as a new 35-hour Security and Information Attendant on Friday, June 16. A second 35-hour position is still open at this time. (Jen Vander Ploeg, Head of Public Services and Operations)

- We recently completed a staffing process to fill Library Assistant vacancies and create a pool of qualified candidates that we can use for the next 6 months. Offers are in the process of being made. We'll be excited to announce new additions to this group after successful completion of background checks and clean driver's abstracts. We have plans to start these new staff in early July. (Jen Vander Ploeg, Head of Public Services and Operations)

- Kate D. has been hired as our full-time Library Staff Development Coordinator. This is a new position for our organization. Kate will be responsible for developing and maintaining the Library's staff training and onboarding plan and will serve as volunteer coordinator for the Library. She begins July 17. (Rebecca Judd, Library Director)

- The first round of interviews are complete for the full-time Events Coordinator position. Final interviews will take place at the end of June. (Annette Bagley, Head of Community Relations)

Welcoming New Staff, Part 2: Adding workspaces for new full-time staff necessitated the departure of old furniture and fixtures from the upper mezzanine staff area. Useable items will be sent to auction through the City's surplus system. The old, damaged, and unusable furniture was appropriately removed for disposal. Thank you to Public Works for doing the heavy lifting. (Jen Vander Ploeg, Head of Public Services and Operations)

opportunity council

Skillshare Programming Updates: Beginning July 11, the Opportunity Council's Community Resource Center will be at the BPL Skillshare Space every other week on Tuesday mornings, 10 am to noon, to refer people to a wide range of resources available in our community. (Annette Bagley, Head of Community Relations)

Naloxone: We recently rolled out guidance for staff volunteers to administer naloxone when it is needed and/or advised by 911 dispatch. Guidance documents were reviewed and approved by City Legal, Bellingham Fire Department, Human Resources, and three Unions (231, 1937, and 114L). Naloxone kits have been made available for staff volunteer use in all BPL branches. The Fire Department will be at the Central Library to train staff volunteers on June 27 and 28. (Jen Vander Ploeg, Head of Public Services and Operations)

Restroom sensors: In response to a high number of incidents in our public restrooms, we are working through the process of installing air quality sensors. These sensors can send real-time notifications to assigned staff when air quality is compromised, which would allow us to respond quickly. More to come as we navigate the IT equipment & software review, and the purchasing process. (Jen Vander Ploeg, Head of Public Services and Operations)

ACCESS & OPPORTUNITY

Library Basics Tech Coaching at the Bellis Fair Branch: Public Services Librarian staff have expanded the Library Basics Tech Coaching program to the Bellis Fair Branch. This program, held weekly, is an appointment-based program where community members have 30 minutes to work one-on-one with a library staff member on a basic technology or digital library service questions and needs. Examples of topics covered are downloading or streaming the Library's ebooks, audiobooks, magazines, efilms and emusic, basic computer, tablet, e-reader or smartphone skills and setting up and using email. Community members are encouraged to call, email or stop by in person to schedule an appointment. Library Basics Tech Coaching sessions also happen weekly at the Central Library. (Bethany Hoglund, Deputy Director)

Fairhaven Auditorium rentals: This month, BPL Community Relations staff and Bellingham Parks and Recreation staff began meeting with the dance groups utilizing the Fairhaven Auditorium, to transfer management of the rentals of this recreation space to the Parks Department. This will increase access to the auditorium and bring the rental process in line with the City's overall policies and procedures for facility rentals. Our thanks to Nicole Oliver and Caryn Regimbal in the Parks Department for their graceful facilitation of this process. (Annette Bagley, Head of Community Relations)

Baker & Taylor Custom Library Services Processing Rules Update: Last summer Bethany and I started a project to update the instructions used by Baker & Taylor when they catalog and process the items we acquire from them. As part of this initiative, we developed a full list of the exceptions used by the children's department for alphabetizing certain items by the main character instead of the author. It helps kids find what they're looking for to have the books about, say, Cinderella, all grouped together, but it's not standard cataloging so we had to document our local practice. We sent them a 'go' message on June 2 to implement the revisions. (Jon McConnel, Head of Digital Services)

READ & LEARN

Summer Reading Class Visits and Book Talks: Youth Services staff have been busy this spring conducting class visits and giving book talks to elementary and middle school students at Central, Fairhaven and off-site at the schools. There is a lot of enthusiasm by students this year about our Summer

Reading program and staff highlighted some exciting new reading (or listening!) suggestions. In total, staff presented to 1,892 students. (Bethany Hoglund, Deputy Library Director)

Whatcom All Hands Opioid Summit: Registration is now open for this two-day event. 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, **register here.**
- 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,* **pre-register here.**

Bellingham Public Library will participate in both events and make available additional copies of *The Least of Us*. (Annette Bagley, Head of Community Relations)

INFORM & INVOLVE

Library Card Night at the Bellingham Bells: Library Card Night at the Bellingham Bells on June 8 was a smashing success! Community members who showed their BPL or WCLS library card gained free general admission entry to the Bells game. Library staff set up a table to welcome attendees and hand out summer reading information to all ages, and a free book to children and teens. Youth were delighted to get to choose a book, and 146 were given away. Children's Librarian Ali Kubeny did an amazing job throwing a first pitch and all staff reported many positive, appreciative comments from attending community members regarding the collaboration. Thank you to Bellingham Bells for this opportunity to get out in the community in a new and unique way! (Bethany Hoglund, Deputy Library Director)

Whatcom Youth Pride: The library participated in the annual Whatcom Youth Pride parade and festival on Saturday, June 3. The library reserved a "cheering block" along the parade route and then tabled at the festival held at Bellingham High School. Teen Services Librarian Jennifer Lovchik, Children's Librarian Ali Kubeny and Children's Specialist Lesley Norman worked this event and reported that they talked with nearly 500 youth and community members about library services! (Bethany Hoglund, Deputy Library Director)

Cascadia Daily News article: What's at our local libraries? (Besides books) (cascadiadaily.com), Sunday, June 11, features a wide range of services and materials offered by Bellingham Public Library, as well as information about this year's Summer Reading, and quotes from Deputy Director, Bethany Hoglund. (Annette Bagley, Head of Community Relations)

Western Front article: Meet the Birchwood Garden Club - The Front (westernfrontonline.com), Monday, June 12, 2023, includes the garden beds at the Bellingham Central Library, a mention of the Birchwood Garden Club annual plant sale, and a nice quote from BPL Community Relations Specialist Jenni Johnson. (Annette Bagley, Head of Community Relations)

New Email & SMS Notices Provider: On May 22 we switched providers for our print and text notices from Polaris to MessageBee. MessageBee from Unique Management Services has sent our phone notices since last summer, and WCLS spearheaded moving email and text over to them, too. The MessageBee

system has much better reporting available to us, as well as using a texting method with a better delivery success rate, and the emails are built with a template creation tool that allows for better-looking designs than the native Polaris notices allow. (Jon McConnel, Head of Digital Services)

THRIVE & GROW

Freight Elevator: The freight elevator modernization project has experienced a few challenges. We recently received an updated alteration permit from L&I for the work being done. Due to the tight confines of the elevator machine room, some parts have been uninstalled and sent back to the factory to be adjusted to safely fit and operate in our non-standard space. We expect an updated project schedule soon. (Jen Vander Ploeg, Head of Public Services and Operations)

Bellis Fair Branch: The self-checkout computer became available for patrons on May 17. The only remaining technology projects are deploying a second self-checkout computer and getting the Point of Sale system running, which is waiting on some hardware. (Jon McConnel, Head of Digital Services)

Polaris Upgrade: On May 31 we upgraded our enterprise software, Polaris, to the current version (we were 4 versions behind). Everything went well, and staff were up and running on the new version just after 8 am. Most of the new features in the upgraded version of the software involve moving back-end services into the web interface from the desktop software, but there are a few other new things, too. For instance, staff and patrons can now cancel a request even when an item is on the hold shelf. Other changes include allowing batch changes of patron records in the web interface; showing branch-specific circulation counts for Bibliographic records (helpful for Librarians); allowing patron records to have only a single name instead of requiring both first and last names; and displaying additional information that will make it easier for staff to place requests on specific issues of magazines. An important security change allows patrons to have passwords up to 64 characters long, an increase from a previous maximum of 16 characters. (Jon McConnel, Head of Digital Services)

Data Security: Near the end of May a project concluded that improves the security of patron information. When WCLS was hosting EZProxy, our patron authentication system for remote database access, the data passing between EZProxy and Polaris was encrypted while traversing the internet. Last July we had to unexpectedly and quickly migrate EZProxy to a new host, OCLC. Traffic between OCLC and Polaris was not encrypted by default. In October 2022 I opened a project with both vendors to get that traffic secured. It took until near the end of May 2023 for them to come to agreement on what method to use to secure the traffic and then implement that method. Now we can breathe a sigh of relief that the vast majority of our patron authentication traffic is encrypted as it travels the internet. (Jon McConnel, Head of Digital Services)

Cross-Training in Collection Services: We do our best in Collection Services to make sure the processing pipeline is flowing by having more than one person trained to complete tasks. Recently our newer staff members, Carmen & Amy, have received training on cataloging. This has been a big help for keeping the cataloging backlog under control when staff are away. (Jon McConnel, Head of Digital Services)

Respectfully submitted,
Rebecca Judd

June 20, 2023
Recommended motion: to retire Bellingham Public Library mission statement as a Board policy.

Notes: The mission statement is not posted as a Board policy on the Library website but exists as a Board policy in our files. This motion would formally retire the mission statement as a policy. It would remain posted on the Library website under 'Our Story.'

~~Bellingham Public Library~~
~~**Policy**~~

Title:	~~1.101 BELLINGHAM PUBLIC LIBRARY MISSION STATEMENT~~

Code:	1 ~~Administration Services~~	
Chapter:	1.~~100 Mission~~	

~~**Type of Policy:** Departmental~~
~~**Date Developed:** 13 September 2005~~
~~**Date Revised:** 18 September 2012~~
~~**Revised by:** Pam Kiesner~~
~~**Developed by:** Pam Kiesner~~
~~**Approved By:** Library Board of Trustees~~

Cancels:	~~Section III, Subsection 3, Bellingham Public Library Mission Statement)~~
See Also:	

~~**Scope**~~

~~**Policy/Conditions**~~

~~**Bellingham Public Library**~~
~~**MISSION**~~

~~Bellingham Public Library~~

~~Connecting Our Community with Each Other and the World~~
~~READ . LEARN . MEET . DISCOVER~~