

**BELLINGHAM PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

**NOTICE OF MEETING
REGULAR MEETING
of TUESDAY, AUGUST 15, 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.**

<u>AGENDA</u>	<u>TIME (approx.)</u>
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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: July 18, 2023: Regular board meeting• Library performance & activity measures: July 2023• Financial reports
Claims: July 2023
YTD report: July 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. Planned Giving project update | 5 min |
| • Kristy Van Ness, Trustee | |
| 7. Policy update: discussion (see packet materials) | 10 min |
| • Board of Trustees Bylaws – revision and retirement as policy | |
| 8. 2nd Quarter Action Plan review (see packet materials) | 10 min |
| • Rebecca Judd, Director | |
| | Time check: 4:15 |
| 9. New business | 3 min |
| 10. Agenda items for next meeting | 2 min |
| | Time check: 4:20 |
| 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, September 19, 2023 – 3:30 p.m.
Location: Board Room, Central Library
Bellingham, Washington

Lewis County commissioners want rating system for library books

July 18, 2023 at 6:12 pm

By

[Isabel Vander Stoep](#)

The Chronicle, Centralia, Wash.

Lewis County commissioners Scott Brummer, Lindsey Pollock and Sean Swope penned a letter last week to their appointed trustees on the five-county Timberland Regional Library board suggesting the library create new policies delineating age-appropriate books and other printed materials, including a rating system.

If well-received, the trustees could start a discussion with the regional board. The board's appointed trustees are Brian Mittge, of Chehalis, and Hal Blanton, of Packwood.

Mittge was recently appointed by Lewis County, so his official seat as a trustee is still being voted on by other counties. It is expected that he'll take the position by the end of the month.

Several weeks ago, Swope made a Facebook post sharing concerns over a pamphlet in the Centralia and Chehalis Timberland Library branches. Labeled "resources for LGBTQ+ kids," the pamphlet shared that all patrons, no matter their age, have the right to a private account at the library.

Pollock later criticized his use of the term "groomers" in the post, saying she thought the term was commonly used as an "inappropriate, derogatory" way of thinking about people who perform in drag shows or read LGBTQ+ books with children.

When Swope raised the topic of a letter to the library board on creating policies around age appropriate content, though, both his seatmates encouraged moving forward with it.

ADVERTISING

“I’m frankly amazed that the policy is not already there in place,” Brummer said.

Swope said he didn’t think it was the board’s place to come up with the policy, but to recommend conversation with the library’s Board of Trustees.

He and Pollock disagreed about the appropriateness of one book he mentioned, with Pollock noting it already had an age recommendation.

Swope responded that the recommendation didn’t necessarily stop kids from grabbing the books off the shelves.

The board settled on suggesting a rating system for books that Swope equated to G, PG, PG-13 and R-rated movies.

Already, Timberland libraries have restrictions for internet access to “adult content” by patrons ages 17 and under, Swope said.

ADVERTISING

The letter asks for “policy for printed materials ... regarding brochures and other printed materials posted in or handed out” at Timberland libraries. The specifics of those policies are not defined.

Secondly, the commissioners ask the trustees to bring up discussion around a “rating system for books to ensure that books located within small kids’ reach in the children’s section are age appropriate. We feel that books that include crude humor, crude language, profanity, nudity, sex or horror should require parental guidance.”

Mittge, if officially appointed to the trustee seat by the July 26 Timberland Regional Library board meeting, said he intends to bring up the topics, as the commissioners suggested.

The Board of Trustees, he said, is a “unique situation” where most county residents pay taxes for the library but cannot vote for their representatives.

With that, he said, he thought the trustee's responsibility is to take county commissioner requests seriously.

On the content of the letter, Mittge said, "I want everyone to feel comfortable visiting the library, but I've already heard from people who aren't. ... That seems to be part of the substance and I do think those subjects should be discussed."

Isabel Vander Stoep



GREGORY S. SCHNEIDER The Washington Post

Attendees at a July 10, 2023, meeting of the Samuels Public Library board in Front Royal, Va., to discuss removing books that some find objectionable.

Public libraries are the latest front in culture war battle over books

[News Article, Bellingham Herald, The \(WA\), July 27, 2023, p13 \(oclc.org\)](#)



Bellingham Public Library's Bellis Fair Branch has added rolling shelving which, as of Saturday, Aug. 5, held fiction, DVDs and Spanish-language books. (*Frank Catalano/Cascadia Daily News*)

Bellingham Public Library's Bellis Fair Branch has expanded its shelving and selection. The branch, which originally opened in late April, has added a half-dozen rolling book shelves and a double-sided newspaper and magazine rack to the open area of its floor space. Initially, fiction, DVDs and Spanish-language books are on the new shelves.



Regular Meeting of the Library Board of Trustees
Tuesday, July 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, and Kristy Van Ness
City Council Library Liaison:	Not present
Library Staff:	Rebecca Judd, Annette Bagley, Jon McConnel, Jennifer Vander Ploeg, Kate Dunphy and Wendy Jenkins
FOBPL Representative:	Carol Comeau, Friends of BPL Board Liaison
Guest Presenters:	Sara Jones, Washington State Librarian; 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: A member of the public gave public comment.

Consent agenda: Jim noted that public computer use is down almost 50%, yet we recently installed new replacement computers. He asked about the long-term plan for public computers. Jon responded that computer replacement is on a scheduled cycle determined by IT and is funded through a city interfund account. Decisions about how many public computers we maintain is on a different track. We eliminated a few public computers with the main floor remodel. The plan is to monitor use post-pandemic to determine usage trends before making future decisions. Jim also referred to the Patron Use of Databases spreadsheet and asked if there is established criteria to justify keeping a database. Jon responded that we do track cost per use, but the databases are very different in how they function, so it is difficult to have set rules. In the past, we have dropped databases because of cost analysis. Rick added that some databases are grouped together and sold as a reduced-price package. Jon identified a correction for the minutes: in Meet & Greet with Police Chief Rebecca Mertzig, under the second bullet, the length of time for academy training is 18 weeks, rather than 18 months. Kristy noticed the \$810 donation from Attic Salt and learned that this Bellis Fair Mall store held a fundraiser to benefit the library. Kristy Van Ness moved to approve the June 20, 2023 Regular meeting minutes

and the June 2023 performance and activity measures and financial reports. Rebecca Craven seconded. Motion carried.

Board Chair report:

- Rick reported that we hope to post the vacant Trustee position by month's end, and then a recruitment timeline will be developed.
- Rick said the Facilities project contract is getting closer to completion. The difficulty stems from determining what, of the large number of projects, can be accomplished within the project budget.

Board member reports:

- Kristy participated in the Pride Parade with the library on July 9, calling it joyful. She thanked Jenni Johnson for her work organizing library participation in this event.
- Jim shared that Julianna Guy passed away June 25. Before she died, she had shared that one of her crowning achievements was the Bellis Fair Branch.

City Council liaison report: None given.

Friends of BPL report:

- Carol Comeau announced Wander Brewery will be sponsoring a small book sale at their establishment on August 5, from 12-5 p.m. Proceeds will go to the Friends of the Library.
- The next big book sale will be September 20-23 in the Lecture Room.
- The Friends are helping to fund Sam Quinones' in-person event August 1.
- The Friends also helped with the two Summer Reading Parties in the Park, giving away free books to attendees.
- Carol shared that Julie Guy's service will be at 1:00 p.m. Saturday, July 22 at Bellingham Unitarian Fellowship.

Library Director report:

- Rebecca reported the elevator down-times continue. She and Jen are working with Public Works on next steps.
- Narcan training was provided to library staff the last week of June, on a voluntary basis. It was well received and timely as the library experienced a suspected overdose the following week. Discussion is ongoing about best responses after such occurrences.
- The Opioid Summit was held June 27-28. Rebecca and Annette were able to attend both days, and other library staff were able to attend portions of the summit. Many ideas were shared and generated. Next steps are in the works.
- Read and release copies of Sam Quinones' book *The Least of Us, True Tales of America and Hope in the Time of Fentanyl and Meth* have been distributed. Annette has been working hard to get the word out about the August 1 in-person event at Bellingham High School. Registration is not required, but people can sign up at [Chuckanut Health Foundation](https://chuckanuthealthfoundation.org/) to receive email updates about the event and submit questions.

- Rebecca has been working with Planning & Community Development to arrange an in-house behavioral health specialist at the Central library. Whatcom County Health Department will issue the RFP, with funding (still to be approved) from both the City and County.
- Jim asked if the Baker & Taylor book delivery pause affected WCLS. Jon responded that WCLS uses Ingram Book Company for most of their book purchases, so they were not affected.
- Jim asked if the Contract queue referred to in the Director's Report is a summer thing. Jen answered no, the queue is always in place on a first come, first serve basis.
- Jim recalled that the local Sister City group attended a board meeting recently and asked if they have provided a follow-up proposal for the Japanese Friendship Garden. Rebecca clarified that the garden is part of the Parks department, and that the Sister City group will be a stakeholder in the remodel. At this time, it is unknown if the Sister City group has funding for the Friendship Garden project.

Planned Giving project update:

Rachel Myers reminded the Board that she has been hired as a consultant to support developing a planned giving program for the library. She has been working to craft strategy and define the pieces of the project. One piece is clarifying the roles of Trustees, library staff and Whatcom Community Foundation (who manages endowed and non-endowed funds for the library). At last month's meeting, Trustees discussed a name for the legacy – in developing the documents, Rachel has used Bellingham Library Legacy Society.

Rachel requested suggestions for explaining to people why it's a good idea to donate to the library, what would a gift support? Ideas offered where:

- Lifelong learning for all community members.
- Early learning – free activities for all kids.
- City has competing funding needs (police, fire) – the library is chronically underfunded to meet our level of service needs.
- Libraries change lives – life-long learning/open to all/welcoming spaces/support children and early learning.
- A shout-out at the Pride Parade: Libraries saved my life!
- Opportunities for the community to come together.
- Libraries proven flexible to meet changing need of the community.
- A place to connect with technology – help with learning and borrowing.
- Private support can leverage public support – honor the community commitment.
- How to respond to comments that the library is a department of the city – the city should support? The library is underfunded because of competing needs (police, fire, parks). Parks has Greenways support.
- Libraries offer so many different kinds of things – a donor can fund unique things they can't fund elsewhere; align dollars with personal interests.
- Many comments have a connection theme which is unique to libraries – we have spaces, resources, materials and opportunities to connect socially.
- Julie Guy is a profound story of what a legacy means.
- Access to stories, information and inspiration.
- Libraries can be your mechanic, therapist or math teacher.

- Annette recalled a quote from All-Hands Whatcom, "the opposite of addiction is not sobriety, but community." The library is at the epicenter – we are the cross section.

Rachel will take these ideas and weave them into a statement of why someone would choose to leave a gift to Bellingham Public Library. Rebecca Craven suggested we add in the word 'public' to the legacy name, so it reads Bellingham Public Library Legacy Society. Others agreed it would be good to be consistent with the Library name.

Policy retirement:

Public use of Library Exhibit Areas and Display of Works of Art: At this time, the Bellingham Public Library does not offer exhibit space as a public offering. The Library curates two exhibit spaces: by invitation, the Friends display items in the downstairs case and our local museums display items in the case in the stairwell. If the Trustees would like to change this practice at any time, an exhibits policy can be drafted. The library administration, in consultation with City legal, recommends that the Board retire the *Public use of Library Exhibit Areas and Display of Works of Art* policy. Any language about art donations can be added separately to the Library's Donation policy.

Rebecca Craven moved to retire the *Public use of Library Exhibit Areas and Display of Works of Art* policy. Jim McCabe seconded. Motion carried.

2023-2024 Mid-Biennium Budget Modification summary: Rebecca asked if there were any questions or comments about the list in the packet. Jim asked if the automated materials handler request was for hardware or software. Jon responded hardware – with our new branch and a new WCLS branch coming soon, the enhancement will provide more granularity and therefore more efficiency. This is a one-time expense with a little more additional cost for maintenance.

2nd Quarter Action Plan review: Delayed until August board meeting.

Protecting the Right to Read:

- Sara Jones, Washington State Librarian, provided a PowerPoint presentation highlighting the role of the State Librarian, intellectual freedom, current book ban attempts and censorship. (see Attachment #1 for *Protecting the Right to Read*).

New Business: No new business

Agenda items for next meeting: None

Meeting adjourned at 5:00 p.m.

Next Regular Library Board Meeting – August 15, 2023. Central Library Lecture Room – 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

Attachments: Attachment #1: Protecting the Right to Read



WLFFTA - WA
Library Friends,
Foundations,
Trustees &
Advocates

PROTECTING THE
RIGHT TO READ



July 16, 2023
Sara Jones, MLS,
Washington State Librarian


WASHINGTON
Secretary of State
Washington State Library

1

Around the country and here in Washington

Secretary of State, Steve Hobbs and Sara Jones, Washington State Librarian

Thank you, thank you for your articulate and welcome words on book bans being an egregious form of censorship. Indeed libraries are an extraordinary source of information, knowledge and certainly should continue to “offer a variety of materials that encompass a variety of diverse few points and subjects” as you and Steve Hobbs write. Enlightenment, valid research and truthful information on any subject is not a danger to anyone. Thank you again for your brilliant article.

Columbia County Rural Library District & other places

WA schools became a battleground over books by [Venice Buhain](#) / December 26, 2022 Crosscut. Public and school libraries faced a growing number of book challenges in 2021 and 2022, according to the [American Library Association](#), including more than 600 challenges in the first eight months of 2022. Many of those [challenges have been fueled by conservative groups](#) objecting to descriptions of [sex and LGBTQ+ themes](#).

2

State Librarian RCW

The state librarian shall be responsible and accountable for the following functions:

(15) Assisting individuals and groups such as libraries, library boards, governing bodies, and citizens throughout the state toward the establishment and development of library services;

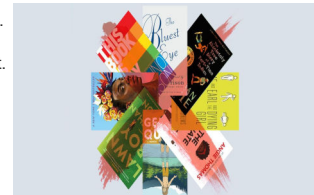
(16) Making studies and surveys of library needs in order to provide, expand, enlarge, and otherwise improve access to library facilities and services throughout the state;

Findings—2006 c 199: "The state of Washington recognizes that an informed citizenry is indispensable to the proper functioning of a democratic society."

3

10 MOST BANNED BOOKS IN AMERICA

1. *Gender Queer* by Maia Kobabe
Reasons: Banned, challenged, and restricted for LGBTQIA+ content, and because it was considered to have sexually explicit images
2. *Lawn Boy* by Jonathan Evison
Reasons: Banned and challenged for LGBTQIA+ content and because it was considered to be sexually explicit
3. *All Boys Aren't Blue* by George M. Johnson
Reasons: Banned and challenged for LGBTQIA+ content, profanity, and because it was considered to be sexually explicit
4. *Out of Darkness* by Ashley Hope Perez
Reasons: Banned, challenged, and restricted for depictions of abuse and because it was considered to be sexually explicit
5. *The Hate U Give* by Angie Thomas
Reasons: Banned and challenged for profanity, violence, and because it was thought to promote an anti-police message and indoctrination of a social agenda
6. *The Absolutely True Diary of a Part-Time Indian* by Sherman Alexie
Reasons: Banned and challenged for profanity, sexual references and use of a derogatory term
7. *Me and Earl and the Dying Girl* by Jesse Andrews
Reasons: Banned and challenged because it was considered sexually explicit and degrading to women
8. *The Bluest Eye* by Toni Morrison
Reasons: Banned and challenged because it depicts child sexual abuse and was considered sexually explicit
9. *This Book is Gay* by Juno Dawson
Reasons: Banned, challenged, relocated, and restricted for providing sexual education and LGBTQIA+ content.
10. *Beyond Magenta* by Susan Kuklin
Reasons: Banned and challenged for LGBTQIA+ content and because it was considered to be sexually explicit.



4

Foundations of Intellectual Freedom



5

Intellectual Freedom

“The right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which all sides of a question, cause or movement may be explored.

(ALA Office of Intellectual Freedom)

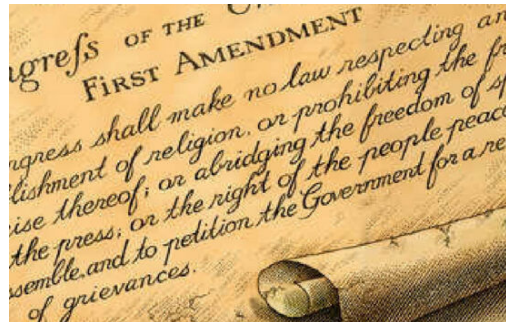


6

US Constitution

Five Freedoms of the First Amendment

- Freedom of Speech
- Freedom of Religion
- Freedom of the Press
- Freedom of Assembly
- Right to Petition the Government for Redress



14th Amendment

- Equal protection under the law

7

Challenges in schools vs. libraries

In loco parentis (school library)

In loco parentis is a Latin term meaning "**in [the] place of a parent**" or "**instead of a parent.**"

The term refers to a common law doctrine which denotes the legal responsibility of some person or organization to perform some of the functions or responsibilities of a parent.

Public library

Does not act in place of the parent- but the public has a constitutional right to enter and use

Defining "Relevance" as universal based on curriculum and standard, age, origin, identity

Defining "Appropriate" and "Inappropriate" as particular to a family choice

8

Miller Test for Obscenity

Miller Test guidelines for a jury or judge to determine if an item is obscene:

- (1) whether the average person applying contemporary community standards would find the work, taken as a whole, appeals to the prurient interest;
- (2) whether the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law;
- and
- (3) whether the work, taken as a whole, lacks serious literary, artistic, political or scientific value.

9

US Civil Rights

Title II of the Civil Rights Act prohibits discrimination based on race, color, religion, and national origin in places of public accommodation.

Title VI of the Civil Rights Act prohibits discrimination based on race, color, and national origin by programs that receive federal financial assistance.

Title VII of the Civil Rights Act prohibits discrimination based on race, color, national origin, sex, and religion by state and local government employers

10

Washington **RCW 49.60.010**

Purpose of chapter.

This chapter shall be known as the "law against discrimination." It is an exercise of the police power of the state for the protection of the public welfare, health, and peace of the people of this state, and in fulfillment of the provisions of the Constitution of this state concerning civil rights.

The legislature hereby finds and declares that practices of discrimination against any of its inhabitants because of race, creed, color, national origin, citizenship or immigration status, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability are a matter of state concern, that such discrimination threatens not only the rights and proper privileges of its inhabitants but menaces the institutions and foundation of a free democratic state.

11

Definitions.

The definitions in this section apply throughout this chapter unless the context clearly requires otherwise.

(1) "Aggrieved person" means any person who: (a) Claims to have been injured by an unfair practice in a real estate transaction; or (b) believes that he or she will be injured by an unfair practice in a real estate transaction that is about to occur.

(2) "Any place of public resort, accommodation, assemblage, or amusement" includes, but is not limited to, any place, licensed or unlicensed, kept for gain, hire, or reward, or where charges are made for admission, service, occupancy, or use of any property or facilities, whether conducted for the entertainment, housing, or lodging of transient guests, or for the benefit, use, or accommodation of those seeking health, recreation... or any public library or educational institution, or schools of special instruction, or nursery schools, or day care centers or children's camps:

12

Freedom from discrimination—Declaration of civil rights.

(1) The right to be free from discrimination because of race, creed, color, national origin, citizenship or immigration status, sex, honorably discharged veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability is recognized as and declared to be a civil right. This right shall include, but not be limited to:

(a) The right to obtain and hold employment without discrimination;

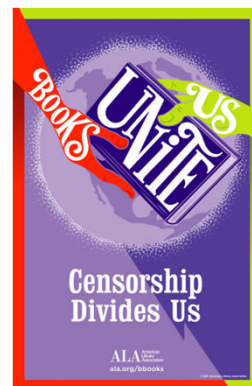
(b) The right to the full enjoyment of any of the accommodations, advantages, facilities, or privileges of any place of public resort, accommodation, assemblage, or amusement;

13

Censorship

Censorship, the suppression of words images or ideas that are “offensive”, happens whenever some people succeed in imposing their personal political or moral values on others. Censorship can be carried out by the government as well as private pressure groups. Censorship by the government is unconstitutional.

American Civil Liberties Union



14

Organizations that provide support

- [ARSL- Association for Rural and Small Libraries](#)
- [United for Libraries/ ALA- Unite Against Book Bans](#)
- [EveryLibrary](#)
- [Pen America](#)
- [Institute of Museum and Library Services \(IMLS\)](#)



15

Voter Perceptions of Book Bans in the United States

- ➡ Our latest research shows that 75% of Voters love librarians and rank librarians as twice as favorable as their governors, the Democratic Party, the GOP, Donald Trump, and Joe Biden. 95% of Democrats, 80% of independents, and 53% of Republicans are against book bans and will consider book bans when voting.
- ➡ MINORITY RULE: Just 8% of voters believe "there are many books that are inappropriate and should be banned."
- ➡ 31% of Republicans think there is absolutely no time when a book should be banned.
- ➡ MINORITY RULE: Only 18% of voters support book banning on issues of race and CRT. More than 90% of voters are against banning the hundreds of classic novels and children's books that extremist groups have targeted for banning.
- ➡ More than 90% of voters are against book banning and are willing to consider book banning when going to the voters this November.
- ➡ MINORITY RULE: Only one-third of voters support bans on books that discuss sexuality.
- ➡ 75% of voters will consider book banning when voting in November.
- ➡ More than 50% of voters are concerned about legislation being created to regulate Americans' access to books

Source EveryLibrary Institute
<https://www.everylibraryinstitute.org/bookbanpoll>

16

Founded in early 2021 in Florida, Moms for Liberty (M4L) has expanded since then and now has over 200 county chapters nationwide in 35 states. The organization currently claims over 200,000 members.

Originally focused on opposing mask mandates in schools during the COVID-19 pandemic, Moms for Liberty quickly expanded its agenda to oppose LGBT positive policies in schools, LGBT-themed materials in school libraries, alleged critical race theory in curricula, and many other diversity-positive issues related to schools and students.

They are organized in 9 counties in WA –Snohomish, Kitsap, King, Pierce, Chelan, Douglas, Benton, Whitman & Spokane

Moms for Libraries is a program of Moms for Liberty Foundation, a 501c3 Non profit Organization.



17

Practical Applications-

Updated and known collection development policy- all staff are aware of procedure for reconsideration of materials request

Meeting room policy

Public comment in Board meetings

18

Questions



Bellingham Public Library
Performance & Activity Measures, 2023

	July		Year to Date			YTD comparison 2023 with 2019
	2023	2022	2023	2022	2019	
Holdings - Number of materials in the library's collection						
Physical copies added to collection	1,915	1,795	15,488	14,535	18,062	-14.25%
Electronic copies purchased by BPL	246	59	1,252	905	679	84.39%
Physical copies withdrawn from collection	(318)	(1,013)	(14,816)	(10,572)	(5,961)	148.55%
Total physical holdings			180,245	175,438	189,711	-4.99%
Total electronic holdings available to BPL			143,416	121,982	93,215	53.86%
Total Holdings (Physical and Electronic)			323,661	297,420	282,926	14.40%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity						
Central Library						
Adult	42,517	52,043	294,334	335,078	399,257	-26.28%
Youth	46,613	48,790	302,328	299,378	328,579	-7.99%
Sub-Total Central	89,130	100,833	596,662	634,456	727,836	-18.02%
Fairhaven Branch						
Adult	5,422	1,361	35,057	7,408	50,950	-31.19%
Youth	2,884	976	16,338	5,369	18,753	-12.88%
Sub-Total Fairhaven	8,306	2,337	51,395	12,777	69,703	-26.27%
Barkley Branch						
Adult	4,779	1,504	31,762	9,149	38,536	-17.58%
Youth	4,785	1,355	29,618	8,274	25,428	16.48%
Sub-Total Barkley	9,564	2,859	61,380	17,423	63,964	-4.04%
Bellis Fair Branch						
Adult	1,054		2,931	0	0	
Youth	1,941		4,819	0	0	
Sub-Total Bellis Fair	2,995	0	7,750	0	0	
Bellingham Technical College						
Adult	33	0	178	0	481	-62.99%
Youth	5	0	35	0	96	-63.54%
Sub-Total BTC	38	0	213	0	577	-63.08%
Whatcom Community College						
Adult	219	0	1,285	0	2,378	-45.96%
Youth	41	0	490	0	751	-34.75%
Sub-Total WCC	260	0	1,775	0	3,129	-43.27%
Western Washington University						
Adult	84	0	1,026	0	3,553	-71.12%
Youth	39	0	297	0	1,900	-84.37%
Sub-Total WWU	123	0	1,323	0	5,453	-75.74%
Sub-Total Physical	110,416	106,029	720,498	664,656	870,662	-17.25%
Online Services						
Kanopy	1,521	1,478	11,149	12,185	1,050	961.81%
WA Anytime Library Overdrive	38,380	32,194	254,035	215,498	149,836	69.54%
Overdrive Magazines	1,728	1,747	13,065	15,276	16,136	-19.03%
Sub-Total Online	41,629	35,419	278,249	242,959	167,022	66.59%
Total Circulation	152,045	141,448	998,747	907,615	1,037,684	-3.75%
Holds Activity						
Items placed on hold shelf	50,551	47,272	354,342	351,070	322,961	9.72%
Services						
Persons Visiting - Number of persons counted as they enter the libraries						
Central Library - Curbside	33	61	262	7,538	0	
Adult	34,001	29,191	229,041	154,751	275,194	-16.77%
Youth	9,205	7,191	54,312	33,929	75,471	-28.04%
Fairhaven Branch	4,682	4,864	32,611	27,905	47,005	-30.62%
Barkley Branch	3,909	2,927	26,423	17,919	32,393	-18.43%
Bellis Fair Branch	2,087	0	7,409	0	0	
Total Persons Visiting	53,917	44,234	350,058	242,042	430,063	-18.60%
Website Visits						
This count reflects number of visits to www.bellinghampubliclibrary.org	41,875	35,892	283,356	255,482	289,706	-2.19%
Bibliocommons Visits						
This count reflects number of visits to Bibliocommons	17,758	15,680	114,695	95,129	85,063	34.84%
Total Website Visits	59,633	51,572	398,051	350,611	374,769	6.21%
Computer Usage - Number of sessions						
Central Library						
Adult & Teen (30 terminals)	3,123	2,230	20,630	11,348	36,328	-43.21%
Childrens (3 terminals)	79	56	324	169	1,036	-68.73%
Fairhaven Branch (6 terminals)	190	188	1,361	911	3,666	-62.88%
Barkley Branch (4 terminals)	145	142	1,019	678	2,063	-50.61%
Bellis Fair Branch (4 terminals)	79	0	240	0	0	
Total Computer Usage	3,616	2,616	23,574	13,106	43,093	-45.30%
New Borrowers Registered						
Central Library	548	438	3,712	3,136	3,034	22.35%
Fairhaven Branch	32	45	227	195	336	-32.44%
Barkley Branch	42	34	258	148	201	28.36%
Bellis Fair Branch	65	0	222	0	0	
Total New Borrowers Registered	687	517	4,419	3,479	3,571	23.75%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs						
Programs	76	64	669	359	802	-16.58%
Attendees	2,176	1,928	15,899	7,628	19,129	-16.89%
Volunteer Hours - Friends of BPL only (no report for July yet)		275	3,216	2,707	3,775	-14.80%

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

JULY 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 AUGUST 15, 2023, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
Materials, Equipment and Supplies		
Books; DVDs; supplies; child masks	Amazon.com	1,309.88
Books	Baker & Taylor	6,006.94
Wonderbooks	Bertelsmann Publishing	59.83
Office chairs	Blackburn Office Equipment	1,161.14
Physical periodicals	Business Journal	170.00
Books	Center Point Large Print	103.01
Water @ Barkley branch	Crystal Springs	72.76
Books	Information Today	526.08
Origination fee	Kelley Connect	(97.68)
Security clothing	Lands' End	99.40
Lost Interlibrary loan	McMurry University	(60.00)
DVDs, CDs, recorded books	Midwest Tape	4,808.36
Cash drawer bracket	POS Guys	68.38
Vehicle fuel	Reisner Distributor	348.42
Physical periodicals	Seattle Times	754.00
Name tags	Signs by Tomorrow	25.57
Emergency water	Smart Foodservice	36.73
Books	Strong Nations	96.68
AED equipment	Stryker Sales	10,007.69
Teen supplies	Temu	23.08
Security clothing	Tingley Rubber	146.52
Interlibrary loan supplies	ULINE Shipping Supplies	322.54
Materials, Equipment & Supplies Sub Total		\$25,989.33

Services and Interfund Charges

Barkley Branch cleaning	Action Cleaning	769.50
Bellis Fair Branch Signage	Applied Digital Imaging	338.64
Hotspot service	AT&T	18.24
Preprocessing	Baker & Taylor	1,125.62
Bellis Fair lease (2 months)	Bellis Fair Mall Territories	10,714.00
Bellis Fair Branch	Bio Bug Pest Management	70.72
Bellis Fair natural gas	Cascade Natural Gas	13.83
Networking breakfast	Chamber of Commerce	25.00
Computer replacement allocation	City of Bellingham Interfund	15,807.43
Facilities Services	City of Bellingham Interfund	52,893.65
Fleet Services	City of Bellingham Interfund	820.00
IT Service allocation	City of Bellingham Interfund	28,350.29
Postage (not posted yet for July)	City of Bellingham Interfund	0.00

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

JULY 2023 CLAIMS

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	2,343.41
Printing	Copy Source	1,026.33
Water cooler rental (Barkley & Bellis Fair)	Crystal Springs	21.19
E-Subscriptions	Gale	1,382.89
Copier leases and copies	Kelley Connect	(3,482.05)
Bellis Fair waste service	Keter Environmental	103.60
Preprocessing	Midwest Tape	551.62
ILL & tech services (year)	OCLC	28,558.99
eBooks, eAudiobooks	Overdrive Inc	12,655.81
Kitkeeper software subscription	Plymouth Rocket	650.00
Bellis Fair internet service	Pogozone Wireless	367.49
E-Subscriptions	Proquest	183.36
Security services	Risk Solutions Unlimited	5,664.77
Digital subscription	Seattle Times	19.96
Bellis Fair Branch book drop wrap	Signs by Tomorrow	1,581.03
Mileage reimbursement (programming & branch)	Staff	171.48
Barkley Branch operating costs	Talbot Services LLC	533.33
Public web browser license	TeamSoftware Solutions	300.00
Microfische machine lease	Technology Unlimited	339.46
Borrower notices	Unique Management	210.20
Interlibrary Loan postage	USPS	23.90
Hotspot service	Verizon Wireless	1,520.38
2nd Q borrower notices & Orbis Cascade	WCLS	4,017.76

Services and Interfund Charges Sub Total \$184,616.18

Gift Fund

CDs	Amazon.com	77.91
ALA Conference	American Library Association	1,679.61
Books	Baker & Taylor	3,799.83
Conference	International Internet Librarian	202.78

GIFT FUND OUTLAYS Sub Total \$5,760.13

TOTAL GENERAL FUND CLAIMS \$210,605.51

TOTAL CLAIMS \$216,365.64



City of Bellingham

Library - Budget to Actual - General Fund

July 2023 58% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Grants	0	0		
Print and Copy Fees	7,130	15,000	7,870	48%
Lost, Damage & Non-resident Borrower Fees	4,925	16,100	11,175	31%
Fairhaven Auditorium Rental Fees	2,575	5,000	2,425	52%
Miscellaneous Revenues	1,253	0	(1,253)	
Total Revenue	15,883	36,100	20,217	44%
Expenses				
Salaries and Wages	1,771,886	3,280,705	1,508,819	54%
Personnel Benefits	828,665	1,604,842	776,177	52%
Physical Materials, Equipment and Supplies	296,217	542,422	246,205	55%
Services, Digital Materials and Interfund	1,441,880	2,295,374	853,494	63%
Total Expenditure	4,338,647	7,723,343	3,384,696	56%

Library - Budget to Actual - Gift Fund

July 2023 58% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Donations	42,709	150,000	107,291	28%
Total Revenue	42,709	150,000	107,291	28%
Expenses				
Gift Fund expenses	34,631	50,000	15,369	69%
Total Expenditure	34,631	50,000	15,369	69%



DIRECTOR'S REPORT FOR August 15, 2023

The [Head of Public Services](#) position posted on August 11 and will run through Wednesday, September 6. The opening for the job announcement reads, "Are you passionate about community building and library service, with a focus on strong and supportive relationships, equitable systems, and meaningful data? Bellingham Public Library seeks a dynamic and experienced leader to join our team! As the Head of Public Services, you will play a central role in enhancing our community's library experience and creating a welcoming and responsive public space for all." If you know someone who might be a good fit for this critical role in our organization, please help us spread the word. Jen Vander Ploeg will be transitioning to Head of Operations when the new position has been filled. *Thank you* to Jen for her years of managing such a large body of work at BPL with such skill. (Rebecca Judd, Library Director)

WELCOME & INCLUDE

Safety, Security, & Ease: Our vacant 35-hour Security & Information Attendant position has been filled internally by Soleil B. We will gradually transition Soleil into the Security position during the month of September while we work to backfill their current Public Services Clerk role. The Clerk position vacancy has been posted and will close on August 28. Moving from staffing to contracting, the contract for a Security Site Assessment with RP Strategies is being finalized. Once the contract is signed, we'll be able to schedule a date for the site assessment and provide a timeline update. In addition, the contract to supply and install air quality sensors in all Library public restrooms is in the final stages. Updates and timeline estimates will be available once the contract is signed and the order for the equipment has been placed. Progress! (Jen Vander Ploeg, Head of Public Services and Operations)

ACCESS & OPPORTUNITY



Children's Craft Fair expands to Bellis Fair: Children's staff typically say the Craft Fair day is their favorite day of the year. This year, we'll have two favorite days! On Friday, August 11 from 5-7 p.m., 50 booths will line the walkways of the Bellis Fair Mall staffed by enterprising children ages 13 and under. Special thanks to Children's Services Librarian Bernice Chang for coordinating both Craft Fairs this summer and to the management at Bellis Fair Mall for collaborating with us to have the second Craft Fair in their space. (Bethany Hoglund, Deputy Library Director)

Lucita prepares crafts to sell at the Children's Craft Fair at Bellis Fair Mall

READ & LEARN

Readers Advisory staff training: Kudos to Adult Services Librarian Katie Bray for leading all Public Services Staff through the first of three 1.5 hour Readers Advisory trainings scheduled for this summer and fall. Readers Advisory is the process of getting the right book to the right reader. Katie did a stellar job taking staff through the definitions, tricks, tips, and considerations for providing this service to the public, and then giving staff a chance to practice! Later trainings in the series will focus on specific considerations, including Readers Advisory to youth. Additionally, Katie will be providing Readers Advisory training for Library Assistants in October. (Bethany Hoglund, Deputy Library Director)

One Millionth Digital Circulation: BPL is one of over 40 public libraries in Washington State that belong to the Washington Digital Library Consortium (WDLC). The WDLC provides eBooks, eAudiobooks and eMagazines to patrons through Libby. The WDLC reported its 1 millionth circulation on June 17, 2023 which is 24 days earlier than in 2022. Demand for and circulation of digital materials continue to remain strong for BPL patrons. (Bethany Hoglund, Deputy Library Director)

INFORM & INVOLVE



All Hands Whatcom: An Evening with Sam Quinones: On Aug. 1, more than 400 community members gathered at Bellingham High School for ***All Hands Whatcom: An Evening with Sam Quinones***, to hear the author discuss his most recent book, *The Least of Us: True Tales of America and Hope in the Time of Fentanyl and Meth*. This important topic is of high interest as our community and the nation struggles with the current substance use crisis and seeks solutions and healing. Library staff assisted with community-wide publicity for the event. [KGMJ](#)

[aired an interview with Sam Quinones](#) on July 27. The Library distributed 100 free copies of the title, with funding from the Friends of the Bellingham Public Library. Three book kits featuring *The Least of Us* were also added to the collection and are ready for check-out.

The Library will continue the dialogue with **Community Conversations: *The Least of Us* by Sam Quinones**, on **Aug. 14 and Aug. 17 at the Bellingham Central Library Lecture Room**. These free public book discussions will be facilitated by Dr. Shannon Boustead, family medicine physician at SeaMar Community Health Clinics in Bellingham, and Public Services Librarian Suzanne Carlson-Prandini. Pre-register for [Monday, Aug. 14, noon – 1:30 pm](#) or [Thursday, Aug. 17, 5:30 – 7 pm](#). (Annette Bagley, Head of Community Relations)

(Above) Sam Quinones speaks to a large gathering at Bellingham High School on Aug. 1; (Right) Mayor Seth Fleetwood and Councilmember Skip Williams with author Sam Quinones



In the news: Calendar listings for the July 28 and Aug. 11 Children's Craft Fairs were included in Cascadia Daily News and the Bellingham Herald. In addition, Cascadia Daily News included a calendar listing on July 27 for the upcoming Friends Books and Brews sale at Wander Brewing, and a short news item about the new shelving at the Bellis Fair Branch on Aug. 5. (Annette Bagley, Head of Community Relations)

THRIVE & GROW

Bellis Fair Branch finishing touches: During the past month, several outstanding "odds & ends" were wrapped up at the Bellis Fair Branch. The mobile shelving units for books, periodicals and newspapers arrived, were assembled, and now hold collections. We removed and reinstalled the Children's area shelving at a lower height. The wi-fi bar electrical components were replaced with the correct units. Wi-fi bar seating arrived and now matches the rest of our seating in the space. Staff report that patrons are pleased with the additional collections now available. (Jen Vander Ploeg, Head of Public Services and Operations)

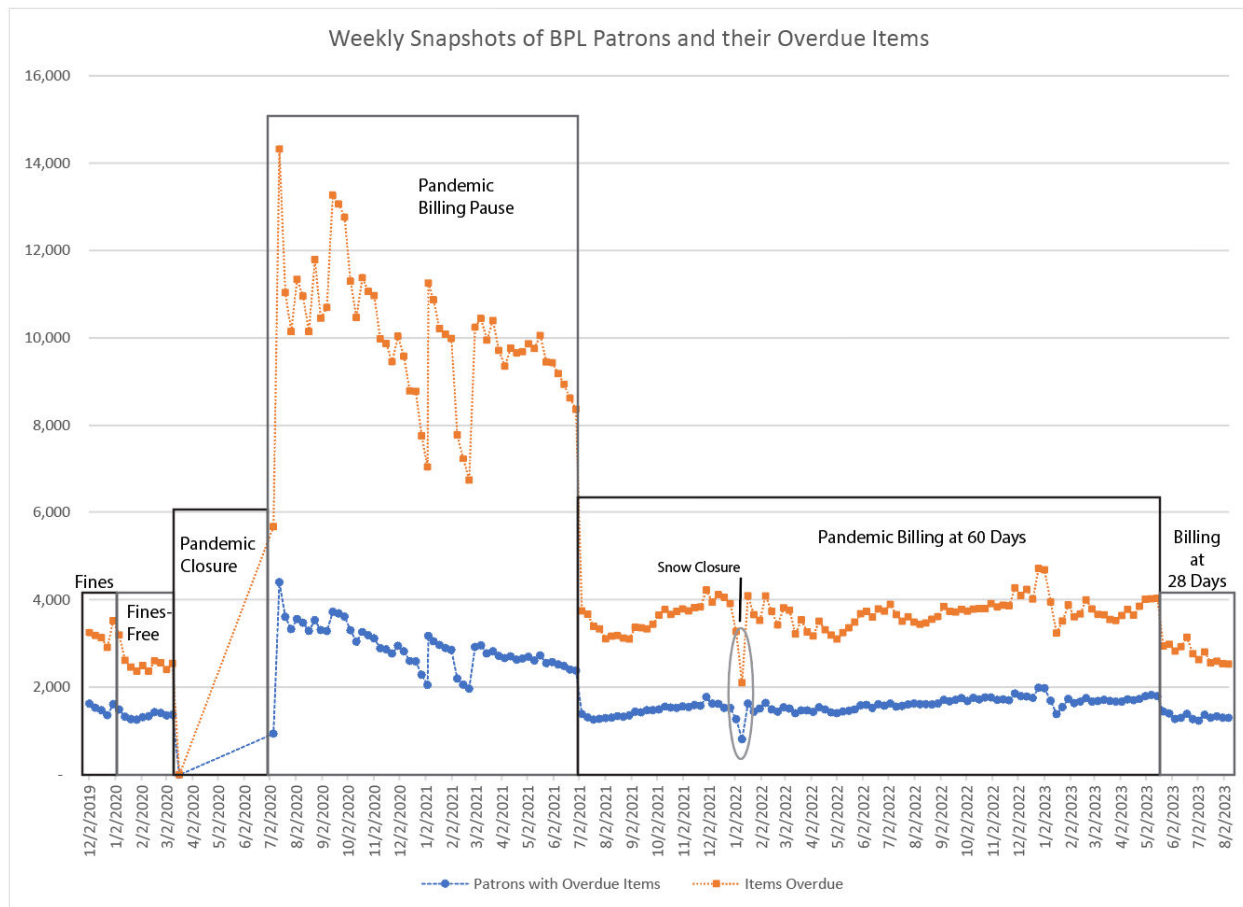
Visit to WCLS: On August 1st, three Collection Services staff members visited counterparts at WCLS to explore their item processing and mending operations. This was a reciprocal visit, following a visit by WCLS staff to the Central library in June. We learned of several processes that WCLS does differently and are evaluating whether to implement some changes based on what we learned. One quick win was the strategy of keeping rolls of stickers on a tension rod mounted between shelf ends, instead of setting the rolls on a shelf. Amy L. has put this to good use in her space with this advanced double-decker implementation. (Jon McConnel, Head of Digital Services)



Tracking overdue: In the run-up to going fines-free at the start of 2020, the Board asked for tracking of items overdue to evaluate the impact of the change. In response, I created a weekly report to snapshot counts of overdue and have continued to track the counts. The data shows that eliminating fines has very little impact on either the number of items overdue, or on the number of BPL patrons with items overdue. The impact of the pandemic and the changes we made in response were much greater than the impact of no longer charging overdue fines. We think this shows a definitive outcome, and that continuing to track the metric will not provide further value. With the Board's agreement, I would like to stop the weekly snapshot. (Jon McConnel, Head of Digital Services)

Items borrowed by Patrons Registered at BPL branches that are Overdue: Snapshot Mondays at 11am

		Bill Overdues Day ____	Average # Patrons with Overdue Items	Average Count of Overdue Items	Overdue Items per patron
Fines in place	Dec. 2019	60	1,520	3,195	2.1
Fines-Free pre-pandemic	Jan. - Mar. 2020	28	1,355	2,559	1.9
Pandemic - Closure	Mar. - Jul. 2020	na			
Pandemic - Billing pause	Jul. 2020 - Jul. 2021	na	2,911	10,067	3.5
Pandemic - Billing resumed	Jul. 2021 - May 2023	60	1,578	3,659	2.4
Back to billing at 28 days	May 22 - Aug. 2023	28	1,327	2,768	2.1



Respectfully submitted,
Rebecca Judd

Bellingham Public Library **Policy Board of Trustees Bylaws**

Title: 1.201-BELLINGHAM PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

Code: 1-Administration Services

Chapter: 1.200 Library Board of Trustees

Type of Policy: Departmental

Date Developed: 11 January 1966

Date Revised: 9 July 1985, 20 June 1989, 16 January 1996, 15 July 2008, 19 November 2013

Revised by: Library Board of Trustees, Pam Kiesner

Developed by: Claudia McCain

Approved By: Library Board of Trustees

Canc Section 111, Subsection 1-Bylaws

els:

See **Library policy:**

Also: 1.202 Bellingham Public Library Board of Trustees Code of Ethics

1.203 Bellingham Public Library Board of Trustees Job Description

Codes and Laws:

RCW 27.12.210 Library Trustees -- Organization -- Bylaws -- Powers and duties

RCW 27.12.190 Library Trustees -- Appointment, election, removal, compensation

RCW 42.30 Open Public Meetings Act

RCW 42.56 Public Records Act

Bellingham Municipal Code 3.08.010 Citizenship and Elector Requirements

Bellingham City Charter 7.02 Library Boards

Relevant Codes and Laws:

[RCW 27.12.210 Library Trustees -- Organization -- Bylaws -- Powers and duties](#)

[RCW 27.12.190 Library Trustees -- Appointment, election, removal, compensation](#)

[RCW 42.30 Open Public Meetings Act](#)

[RCW 42.56 Public Records Act](#)

[Bellingham Municipal Code 3.08.010 Citizenship and Elector Requirements](#)

[Bellingham City Charter 7.02 Library Boards](#)

Scope

These ~~Bylaws~~ and [Appendix 1: Board of Trustees Job Description](#), [Appendix 2: Board of Trustees Code of Ethics](#), and [Appendix 3 Public Comment Guidelines](#) apply to the Bellingham Public Library Board of Trustees as they transact ~~Board their~~ business.

Policy/Conditions

Article I – Identification

The name of the organization is the Bellingham Public Library, located in Bellingham, Washington. The name of this Board is the Bellingham Public Library Board of Trustees. Both organizations exist by the provisions of the Revised Code of Washington (RCW 27.12) and of the City Charter of Bellingham (7.02).

Article II – Purpose

The purpose of the Board of Trustees is to provide governance to the Library so it can fulfill its mission: Connecting Our Community with Each Other and the World: ~~READ . LEARN . MEET . DISCOVER~~. The Board accomplishes this by hiring the Library Director, advancing the goals of the Library, advocating for Library funding, adhering to the core principles and issues of intellectual freedom including the ALA Library Bill of Rights, and building support for the Library by promoting library services to the community. Board plays an active role in understanding library needs of the community. The Board represents and advocates for the community to the Library Administration. In turn, the Board builds support for the Library by promoting library services to the community. See RCW 27.12.210 Library Trustees -- Organization -- Bylaws -- Powers and duties.

Article III – Board membership

Section 1: Number and Qualifications: The Board of Trustees is composed of five members as appointed by the Mayor with the approval of the City Council. Each member must be a citizen of the United States, a resident of the State of Washington for at least three years and of the City of Bellingham for at least two years previous to their appointment as a Board member. (Municipal Code 3.08.010).

Section 2: Term of Office: The term of office of trustees shall be five years. No trustee will serve more than two full consecutive terms. A former trustee can be reappointed to a third term after a lapse of one year. If a member is appointed to serve an unexpired term of office and serves more than half of the five year term, it shall be considered a full term of office. Trustees serve without recompense.

Section 3: Disqualifications and Vacancies: Trustees may be removed from the Board by the City Council for just cause. Trustees may be removed if: the Trustee moves out of the City of Bellingham, resigns, is absent from three successive meetings without good cause, or violates the Board bylaws or Code of Ethics. When vacancies are voluntary, the Chairperson is responsible for declaring the position vacant and notifying the Mayor. The Chairperson, by direction of the Board, may suggest names of qualified persons to the Mayor to fill the vacancy. When the Board has concerns about the performance of a Board member which may violate the Board bylaws or Code of Ethics, the Board may notify the City Council for assistance in deciding whether the Trustee should be removed from the Board.

Article IV – Board Officers

Section 1: Officers: Officers serve for one year or until successors are installed. Elections will take place annually. An Officer may be re-elected to the same office during their term of service. Vacancies in office will be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2: Chairperson: The duties of the Chairperson are: to preside at all meetings of the Board, authorize a call for a special meeting, appoint all committees, execute authorized documents, ~~serve as an~~

~~ex officio member of all committees~~, and perform all other usual Chair duties. The Chairperson is a full voting member of the Board of Trustees.

Section 3: Vice Chairperson: The Vice Chairperson will assume the duties of the Chairperson in the event of the absence or disability of the Chairperson.

Article V – Committees

Section 1: Standing and Ad hoc Committees: will be formed as needed. The Board will determine a committee's function, term of service, membership and communication duties when a committee is formed. The Board Chairperson will disband ad hoc committees when their purpose is served.

Article VI – Meetings

Section 1: Conform to the Laws of Washington: The Library Board will conduct its meetings to conform to the Open Public Meetings Act (RCW 42.30) and the Public Records Act (RCW 42.56).

Section 2: Regular Meetings: The Library Board meets on the third Tuesday of each month, time to be designated, at the Bellingham Public Library or at a place and time designated for the meeting and so advertised at least 48 hours before the meeting.

Section 3: Special Meetings: Special meetings of the Board of Trustees may be called by the Chairperson or upon request of two members or the Director, for the transaction of business as stated in the meeting request. Notice stating the time and place of any special meeting and the purpose for which it was called will be given to each member of the Board of Trustees and advertised to the public at least 24 hours in advance of the meeting.

Section 4: Executive Session: Before the Board may convene in executive session, the chairperson must publicly announce the executive session to those attending the meeting by stating: (1) the purpose of the executive session, and (2) the time when the executive session will end. If the executive session is not over at the stated time, it may be extended only if the chairperson announces to the public at the meeting place that it will be extended to a stated time. If the Board concludes the executive session before the time that was stated, it shall not reconvene in open session until the time stated, unless all members of the public present at the beginning of the executive session are informed that the Committee is returning to open session. Persons other than the members of the Board of Trustees may attend the executive session at the invitation of the Trustees. Those invited should have some relationship to the matter being addressed in the closed session, or they should be attending to otherwise provide assistance to the Board.

Section 54: Quorum: A quorum for transaction of business shall consist of three or more members of the Board, which is a simple majority.

Section 65: Attendance by ~~Telephone or Other~~ Electronic Communication: In rare circumstances and with pre-approval by the Chairperson of the Board, a Board member may participate by ~~telephone or other means of telecommunication or~~ electronic communication. Members appearing remotely shall be

counted towards the quorum required to transact business and may fully participate in the meeting, *e.g.* make motions, second motions, and vote, as though they were present in person. A person appearing remotely shall state on the record that no other individuals are able to hear closed Executive Session discussions.

Section 76: Order of Business: at regular meetings may include, but not be limited to the following items, some of which may be included as Consent Agenda items:

Call to Order

Adoption/Amendment to Agenda

Public Comment ([see details in Appendix 3](#))

Minutes

Financial Report

Approval of Claims

Library Statistics

Reports and comments: Board members, City Council Liaison, [Friends of the Library](#), Library Director

Communications

Library Issues and Events

~~Policy Review~~

~~Trustee Education~~

Summary and discussion of future agenda items

Adjournment

Section 87: Parliamentary Procedure: Roberts Rules of Order (latest revised edition) governs the parliamentary procedures of the Board. All decisions and actions will be made by a majority vote of the Board following a motion and a second. The manner in which votes are taken is at the discretion of the Chairperson and may be voice, hand or written ballots.

Article VII – Library Director

The Library Director is the executive officer of the Board and has sole charge of the administration of the library under the direction and review of the Board. The Library Director is responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the effectiveness of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The Library Director or his/her designee will attend all Board meetings except those executive sessions pertaining to his/her job performance ~~or salary~~.

Article VIII – Amendments

These bylaws may be amended at any regular or special meeting of the Board with a quorum present, by majority vote of the members present, providing the amendment was stated at the preceding meeting or published in the agenda for that meeting.

Date Developed: 11 January 1966

Date Revised: 9 July 1985, 20 June 1989, 16 January 1996, 15 July 2008, 19 November 2013, 15 August 2023

Revised by: Library Board of Trustees, Pam Kiesner

Developed by: Claudia McCain

Approved By: Library Board of Trustees on 15 August 2023

DRAFT

Appendix 1

Board of Trustees Job Description

Title: 1.203-BELLINGHAM PUBLIBRARY BOARD OF TRUSTEES JOB DESCRIPTION

Code: 1-Administration Services

Chapter: 1.200 Library Board of Trustees

Type of Policy: Departmental

Date Developed: 15 July 2008

Date Revised: 19 November 2013

Revised by: Pam Kiesner

Developed by: Pam Kiesner, Faye Hill, Vicky Marshall

Approved By: Library Board of Trustees

Cancels:

See Also:

Library policy:

1.201 Bellingham Public Library Board of Trustees Bylaws

1.202 Bellingham Public Library Board of Trustees Code of Ethics

Codes and Laws:

RCW 27.12.210 Library Trustees -- Organization -- Bylaws -- Powers and duties

RCW 27.12.190 Library Trustees -- Appointment, election, removal, compensation

RCW 42.30 Open Public Meetings Act

Bellingham Municipal Code 3.08.010 Citizenship and Elector Requirements

Bellingham City Charter 7.02 Library Boards

Relevant Codes and Laws:

RCW 27.12.210 Library Trustees -- Organization -- Bylaws -- Powers and duties

RCW 27.12.190 Library Trustees -- Appointment, election, removal, compensation

RCW 42.30 Open Public Meetings Act

RCW 42.56 Public Records Act

Bellingham Municipal Code 3.08.010 Citizenship and Elector Requirements

Bellingham City Charter 7.02 Library Boards

Scope

This job description applies to all Bellingham Public Library Trustees.

Policy/Conditions

Responsibilities of a Library Board Member

- 1. Represent and advocate for the community to the Library Administration and promote library services to the community.**

Board members will:

- study, both formally and informally, the needs and interests of the community and ensure they are addressed by the library
- address petitions, suggestions and complaints by members of the public
- advocate library services to the community through contact with community groups and build rapport with the government officials including the Mayor and City Council

2. Establish library policy.

Board members will:

- participate in developing service-oriented library policies to govern the operation and services of the library
- regularly review, revise, or reaffirm library policies

3. Control the finances of the library.

Board members will:

- assist the Director in achieving adequate funding for the library from the City of Bellingham and other sources
- regularly review and approve financial reports of income and expenses
- work with the Director to present and defend the library's budget to the City Council
- ~~lease or purchase land; lease, purchase, or construct appropriate buildings; or, acquire other properties as needed for library purposes~~

4. Plan for the future of the library and monitor the effectiveness of library services.

Board members will:

- plan for the library's future by assisting the Director in developing the library's mission statement and strategic plan
- review the strategic plan annually to evaluate the effectiveness of library services and to ensure that it is responsive to changing community needs
- review and recommend lease agreements, land purchases, and building contracts as needed for library purposes

5. Hire and evaluate a Library Director.

Board members will:

- employ a competent and qualified Director
- work as a team with the Director
- ~~periodically~~ annually assess the Director's performance
- direct and review the Director's responsibility of administering the library

6. Maintain and adhere to board bylaws and code of ethics.

Board members will:

- use the *Bellingham Public Library Board of Trustee Bylaws* to conduct its meetings and transact its business
- amend the *Trustee Bylaws* as needed
- abide by the *Bellingham Public Library Board of Trustees Code of Ethics*

Required qualifications

Residency

- be a United States citizen, resident of Washington State for at least the last three years, and a resident of Bellingham for the last two years

Preferred qualifications

Willingness to participate in Board activities:

- commit to five years of service
- prepare for and attend regular and special Board meetings
- actively participate in and contribute to meetings and work of the Board
- publicly support all decisions made by the Board
- serve on committees as appointed by the Board Chair
- abide by *Trustee Bylaws* and *Code of Ethics*
- meet with community groups, individuals, and government officials

Willingness to learn, devote time to, and become informed about:

- all phases of library operation and visit the library often
- the duties, responsibilities and authority of trusteeship
- core principles and issues of intellectual freedom including the *ALA Library Bill of Rights* and its interpretations, the *Freedom to Read* statement, confidentiality of patron records and the public's right to information
- current library trends and practices by reading the literature, taking advantage of training opportunities in conferences and workshops, visiting other libraries and talking to trustees from other libraries
- local, state and federal library laws
- library legislation, and when possible, attend Library Legislation Day

Helpful personal characteristics:

- concerned awareness of needs and interests of the community
- sound judgment
- sense of fiscal responsibility
- political skills
- ability to work cooperatively with others
- leadership skills
- initiative and ability to plan creatively
- ability to withstand the pressure of challenges from members of the community

Library Board reviews this ~~policy~~ job description

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

Appendix 2

Board of Trustees Code of Ethics

Title: 1.202 BELLINGHAM PUBLIC LIBRARY BOARD OF TRUSTEES CODE OF ETHICS

Code: 1 Administration Services

Chapter: 1.200 Library Board of Trustees

Type of Policy: Departmental

Date Developed: 15 July 2008

Date Revised: 19 November 2013

Revised by: Pam Kiesner

Developed by: Pam Kiesner, Faye Hill, Vicky Marshall

Approved By: Library Board of Trustees

Cancels:

See Also:

Library policy:

1.201 Bellingham Public Library Board of Trustees Bylaws

1.203 Bellingham Public Library Board of Trustees Job Description

Codes and Laws:

RCW 27.12.210 Library Trustees -- Organization -- Bylaws -- Powers and duties

RCW 27.12.190 Library Trustees -- Appointment, election, removal, compensation

RCW 42.30 Open Public Meetings Act

Bellingham Municipal Code 3.08.010 Citizenship and Elector Requirements

Bellingham City Charter 7.02 Library Boards

Relevant Codes and Laws:

RCW 27.12.210 Library Trustees -- Organization -- Bylaws -- Powers and duties

RCW 27.12.190 Library Trustees -- Appointment, election, removal, compensation

RCW 42.30 Open Public Meetings Act

RCW 42.56 Public Records Act

Bellingham Municipal Code 3.08.010 Citizenship and Elector Requirements

Bellingham City Charter 7.02 Library Boards

Scope

This code of ethics guides the ethical decision-making for the Bellingham Public Library Board of Trustees.

Code of Ethics Policy/Conditions

I value the opportunity to serve our community as a trustee of the Bellingham Public Library, and will support and promote our library and the benefits of the public library system.

I believe in the freedom to speak, read, hear and view ideas and support unfettered access to all ideas. I recognize that libraries connect people to ideas and that library users are free to form, hold and express their own beliefs.

I give full consideration to the library service needs of all community members as I help form decisions in public board meetings.

I will join with my fellow board members, library staff and the community in continuing study of the nature, value and direction of public libraries in our society in order to facilitate needed change and growth.

I will comply with all national, state and local laws and regulations regarding public libraries, and follow only legal, professional, and ethical procedures.

I recognize that my responsibilities are limited to policy-making decisions, planning, budgeting and evaluating the Library Director and the effectiveness of the library in serving the community.

I will participate in official board discussions and decisions, and recognize that authority rests with the whole board assembled in public meetings and will make no personal promises or take any private action which may compromise the board.

I accept the responsibility to work with our library administration and elected officials to provide adequate funding for our library that we may best serve our community and maintain optimum library standards.

As a member of the Board of Trustees, I have invested the Library Director with the responsibility for handling all staff, patron and vendor problems and complaints. I will listen to all concerns of the public and refer complaints to the Library Director. Only after the Director's review will I act on any complaints that require further action.

Library Board reviews ~~this policy~~ the Code of Ethics

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

Appendix 3

Public Comment Guidelines

- Attendees may address the Library Board of Trustees on any matter related to the business of the Library during the public comment portion of the meeting.
- Attendees are asked to sign-in at the welcome table before the start of the meeting and approach a microphone when recognized by the Chair.
- All meetings of the Board are open to the public, and public comment is accepted for a maximum of 30 minutes at each meeting.
- There is a three (3) minute time limit for each public comment.
- Please be aware that the Board will not respond to remarks during the public comment period or during the course of the meeting.
- Public comment is not taken outside of the designated public comment period.
- ~~If you wish to receive a response to a question or statement, please leave your contact information on the sign-in sheet.~~
- For virtual public comment options, please contact Library administration [contact us link] by 12:00 PM noon on the day of the meeting.
- The Library Board of Trustees accepts written public comments. Written comments must be marked "Public Comment" and submitted by 12:00 pm noon on the Friday before the monthly Trustee meeting by (1) USPS mail to: Bellingham Public Library, Central Library c/o Board of Trustees, 210 Central Avenue, Bellingham, WA 98225; (2) directly submitted to staff at the Administrative Office at that same address, or; (3) via email to librarytrustees@cob.org.

2023 Annual Action Plan: Quarter 2 update, April - June 2023

WELCOME & INCLUDE: We offer welcoming, safe places and experiences, where connections and understanding flourish.

- Safety and Ease: Seek learning opportunities and activities that help staff identify and respond to behaviors in our libraries that may pose a safety risk
- Research best practices and software for community meeting spaces at Central and Fairhaven

ACCESS & OPPORTUNITY: We connect people with opportunities and resources to solve problems and help them achieve their aspirations.

- Invite social service organizations to share information and provide services on-site

READ & LEARN: We inspire a lifetime of reading, learning, curiosity, and discovery.

- Develop additional Youth Services engagement and programming opportunities, with a focus on underserved age groups and populations

INFORM & INVOLVE: We provide information and activities to stay abreast of community issues and events, fostering informed, active participation in civic life.

- Partner with city and community leaders to foster public education and involvement in issues that matter

THRIVE & GROW: We are a valued community partner and trusted city service, playing a central role in Bellingham life.

- Design and open Bellis Fair Mall branch library pilot
- With Public Works, hire architect and complete design work for Central Library renovation
- Develop Planned Giving program for the Library
- Hire and onboard new Staff Training Coordinator as part of Library's administration team