

**BELLINGHAM PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

**NOTICE OF MEETING
REGULAR MEETING
of TUESDAY, SEPTEMBER 19, 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.

**Fairhaven Branch Library, 1117 12th Street, Bellingham, Washington
Fireplace 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
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: August 15, 2023: Regular board meeting• Library performance & activity measures: August 2023• Financial reports
Claims: August 2023
YTD report: August 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: action item (see packet materials) | 5 min |
| • Board of Trustees Bylaws – revision and retirement as policy | |
| | Time check: 4:00 |
| 8. Strategic Plan 2020-2024 discussion | 10 min |
| • Rick Osen, Board Chair | |
| 9. New business | 3 min |
| 10. Agenda items for next meeting | 2 min |
| | Time check: 4:15 |
| 11. Executive Session | 20 min |
| • To determine Trustee recommendations to Mayor | |
| | Time check: 4:35 |
| 12. 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, October 17, 2023 – 3:30 p.m.
Location: Lecture Room, Central Library
Bellingham, Washington

Don't stand by as books are banned; stand up for - Seattle Times, The (WA) - August 25, 2023 - page A 16
August 25, 2023 | Seattle Times, The (WA) | Sara Jones; Special to The Seattle Times | Page A 16

In Washington and across America, public and school libraries have emerged as the latest battleground in the politically polarized culture war. Look no farther than rural Columbia County, where voters this fall are being asked whether to disband the county's only library after a debate on which books were appropriate for young readers.

As the Washington State Librarian, after serving as a professional librarian for 30 years — partly as a children's librarian — in addition to being a reading and English teacher, and a parent, I believe our most vital mission in this environment is focusing on the consequences of book challenges through a young person's and a parent's perspectives.

As a young person, the most important book I encountered was "To Kill a Mockingbird" by Harper Lee, which was available in my rural Idaho town's local public and school libraries. It shaped my life in advocating for social justice and understanding racism. That is why I believe protecting libraries from suppressive movements is a societal necessity.

Secretary of State Steve Hobbs, who oversees the Washington State Library, is crafting several legislative proposals for 2024 to strengthen community libraries' autonomy to provide material from wide-ranging viewpoints without fear of suppression. A local library's goal is building a collection to broadly represent views and perspectives, in a variety of formats, for a wide range of ages, and with content reviewed for selection by professional sources. The community also recommends purchase of books and materials they need.

Here is why these bills are necessary. During the last two years, the challenges in multiple states — including Washington — to young readers' free access to reading material share several commonalities, mostly in their attacks on young adult titles. The same books are cited, again and again, in censorship campaigns from Florida to Washington: Toni Morrison's "The Bluest Eye," about the vilification of Blackness in the United States; American Library Association award-winning "Gender Queer" by Maia Kobabe, about coming out as nonbinary; and "What's the T?" by Juno Dawson, about being a young transgender or nonbinary person.

The stated concerns focus on sex education, gender identity, same-sex parenting, and issues about race and racism, consistently under the cover of being a parental-rights issue. This is flatly against the central tenets of my profession.

As librarians, we provide a collection. Individuals and parents make the decision of what to check out. We may suggest an age recommendation, but we believe the choice belongs with the patron, and that choice should not be made by one community member or a group for everyone in the community.

Personal attacks on librarians have become commonplace as well, including accusations of grooming or sexualizing children; suggestions they should lose their jobs; identification of social media accounts and the publicizing of personal physical addresses; and even threats of physical harm or violence.

The former director of the Columbia County Rural Library District was personally accused of being a groomer for standing up for the district's library collection. The Walla Walla High School media specialist spent 15 months defending the school library against public outcries for removal of books, their dismissal and hostile board meetings.

I have worked with hundreds of library workers in three states and these attacks are unwarranted, unfair and patently wrong. In fact, countless stories of librarians supporting children and families represent the truth of their service and dedication.

Additional misinformation contends these challenged books are pornographic or obscene, and therefore illegal. The consistently challenged books come from mainstream publishers and would not meet any legal test as pornographic or obscene.

Young people deserve access to a wide range of materials, free of charge, and in ways that support discovery and representation of their own experiences and inquiries into who they are and what they want to be. I ask you to imagine the most important book in your life. What if you didn't read or couldn't read it because it wasn't in your library or you didn't even have a library?

In a free society, the public library is a cornerstone of democracy. It provides all citizens the ability discover differing viewpoints. Ensuring access to all, and especially to young people, is something we all need to stand up for.

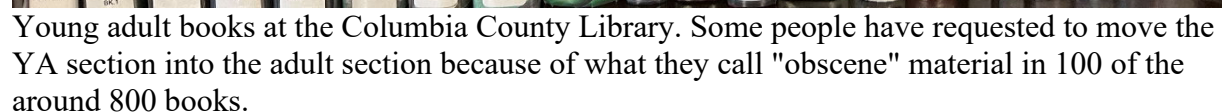
CITATION (MLA STYLE)

Jones, Sara. "Don't stand by as books are banned; stand up for libraries." *Seattle Times, The (WA)*, sec. Editorial, 25 Aug. 2023, p. A 16. *NewsBank: Access World News*, https://infoweb-newsbank-com.bpl-wcls.idm.oclc.org/apps/news/openurl?ctx_ver=z39.88-2004&rft_id=info%3Asid/infoweb.newsbank.com&svc_dat=AWNB&req_dat=0F525F8BD43D26A1&rft_val_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft_dat=document_id%3Anews/193A2CE15746B1C8. Accessed 28 Aug. 2023.

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Sept. 11, 2023 10:49 a.m.
Oregon Public Broadcasting

Superior Court Judge Julie Karl ruled the proposition that would shut down the county's only library is invalid. The temporary restraining order she issued will block the measure from the ballot and prevent officials from printing ballots for 14 days.



Courtney Flatt / Northwest News Network

The clock is ticking. According to the county auditor, the first ballots are supposed to be mailed to military and overseas voters Sept. 23.

Proposition 2 aims to dissolve the Columbia County Library in Dayton, Washington. The plaintiffs, including the local political action committee Neighbors United for Progress, [filed a lawsuit](#) and said the measure would cause voters irreparable harm if it was placed on the ballot.

Last year, several people asked to move or take out books they say are pornographic or obscene. When that didn't happen, they gathered signatures to dissolve the rural library district, based in Dayton.

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If Proposition 2 succeeds, librarians said this would be [the first public library district in the country to be dissolved following a book challenge](#).

In a news release posted to Facebook, Jessica Ruffcorn, who supports the rural library district dissolution and is a defendant in the lawsuit, said no one requested to ban any books, only relocate them to areas that they said were more appropriate than the young adult section.

In recent weeks, the library moved the young adult nonfiction section into the adult fiction section. Librarians also said they'd allow parents to add permissions to their children's library cards. For example, if a parent only wanted children to checkout required reading for school, a note could be added to the child's account.

This week, library staff announced they'd moved the "parenting section" to a larger bookcase that includes the "first conversations" section, which includes books on puberty, consent, bodies and sex education. In a Facebook post, they also said they set up bright green soft room dividers around the young adult section "both muffle sound, in case someone is trying to study while there are young children playing, and to clearly mark where the young adult section is."

The attorney for the plaintiffs, Ric Jacobs, said in an earlier interview that there is no evidence children have ever checked out the books in question.

If the library district is dissolved, librarians and attorneys said all of the materials will go to the state and the building will return to the City of Dayton, which library supporters said previously had trouble funding upkeep and maintenance on the historic building.

If the measure does make it into the November ballot, people who live in the city aren't allowed to vote on it.

As part of the temporary restraining order, Karl ruled the proposition gave too much power to people in unincorporated parts of Columbia County. Karl also agreed with the plaintiffs, saying the state law is inconsistent. She said that means the petition process and upcoming vote are invalid. She said there is “substantial evidence” of fraud regarding the petition signatures that library opponents collected.

Another court hearing is scheduled for Sept. 20.

Medical Lake Library Now Open Extra Days with Free Wi-Fi, Computers, Resources & Services

Posted on August 22, 2023 at 2:30 pm



In response to the devastating wildfire, **Medical Lake Library** is now open 6 days a week to offer support and services for the West Plains community.

Special Hours for Medical Lake Library:

MONDAY	10am–8pm
TUESDAY	10am–6pm
WEDNESDAY	10am–8pm
THURSDAY	10am–6pm (NEW)
FRIDAY	10am–6pm (NEW)
SATURDAY	10am–6pm
SUNDAY	CLOSED

If you are facing uncertainty, need help, and/or are looking to connect with your neighbors, you can get access to the following and more, at no cost at **Medical Lake**, **Airway Heights**, and **Cheney** Libraries:

- Wi-Fi internet access for mobile devices
- Reservable computers with internet and common software
- Printing/photocopying of up to 80 pages per week
- Online resources in our Digital Library
- Library staff who can help you find community, regional, and statewide resources
- Space to gather with others and unwind

Kids can ask a lot of questions when natural disasters happen. We've put together the booklist [Let's Talk About: Wildfires](#). These titles about wildfires, firefighting, survival, and recovery will help reassure and provide helpful answers to the children in your life. Our staff are here to help. If you are unable to visit the library in person, you can reach out by phone at [509-893-8400](#) and online using the [Ask a Librarian form](#).

Tags: [adults](#), [booklists](#), [books](#), [community](#), [computers](#), [help](#), [Medical](#)

[Lake](#), [parents](#), [services](#), [teens](#), [tweens](#), [wildfires](#)

Search

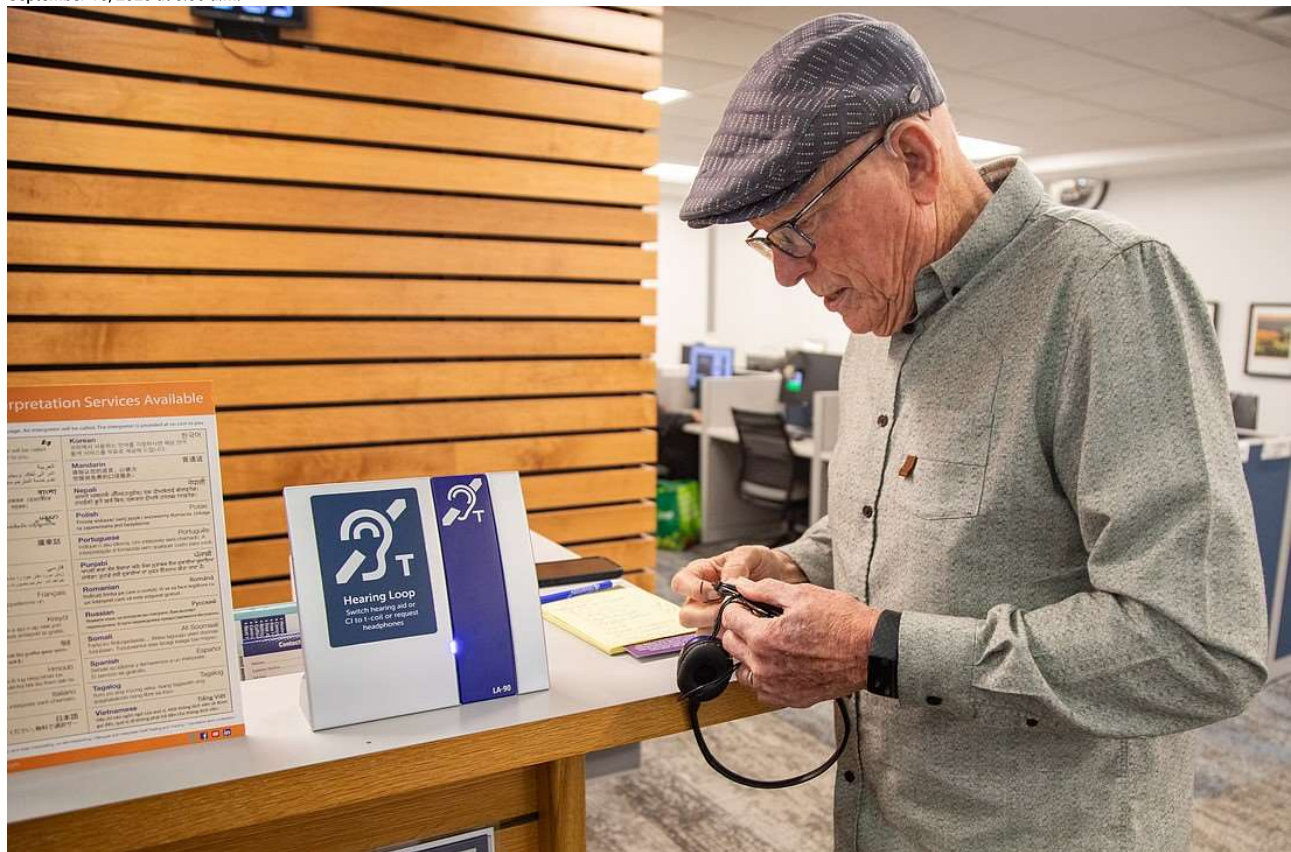


NEWS
Health

Bellingham hard-of-hearing residents see support in loops

Added technology makes more public spaces accessible

September 15, 2023 at 5:00 a.m.



Larry Wonnacott fiddles with headphones at a hearing loop station in the Bellingham Public Library on Wednesday, Sept. 13. The loop system is one of several around Bellingham that amplify voices through people's hearing aids or through the headphones. [\(Hailey Hoffman/Cascadia Daily News\)](#)

By **JULIA LERNER**
Staff Reporter



For thousands of Bellingham area residents who are hard of hearing, added technology is making various public spaces more welcoming.

Loops, also known as an [Audio Frequency Induction Loop System](#) (AFILS), can connect directly with individual hearing aids, making sounds crystal-clear for hard-of-hearing people.

Bellingham establishments are starting to use them along with small countertop loops placed at each branch of the local library, the Whatcom Museum, City Hall and several other city facilities.

Those loops allow more residents and visitors to easily participate in public life.

“The city has made a really big effort in trying to be more welcoming to all members of the community,” said Michelle Becker, the supervisor of public services at the Bellingham Public Library. “I think pretty much all city buildings now have the loop.”

Other facilities, including the Lincoln Theatre in Mount Vernon and one of the San Juan Cruises tour boats, have also added loops for hard-of-hearing visitors.

“We’ve put them into our public-facing departments,” said Holly Pederson, the city’s Americans with Disabilities Act (ADA) coordinator. “The county hearing loops are a great way to provide that one-on-one interaction, and if this could be incorporated in more [places], it would just make it better for people.”

Loops, which consist of a special amplifier and a hidden copper wire, transmit sounds through a magnetic field in a “looped” space — as small as a taxi cab or as large as a conference hall — to any hearing device equipped with a telecoil, or t-coil.

T-coils are small, and can be put in a vast majority of hearing aids. It’s an old technology, with the first one used in a hearing aid in 1937.

Loops came along soon after, and have been configured into homes and businesses across Whatcom County.

Dr. Neil Bauman, CEO of the [Center for Hearing Loss Help](#), was born with severe hearing loss and looped his own home decades ago.

“I’ve been struggling to hear every day of my life,” Bauman said. “Being able to just switch on my t-coil and to hear clearly — there’s no words to describe it.”

Bauman is just one of an estimated 20,000 people in Whatcom County with hearing loss, according to the Hearing Loss Association of America (HLAA). Loops, the group said, can help all of them, even people with severe loss.

Bauman built his first loop back in 1971, and has since looped his home, his office and even his TVs. He and his wife — also hard of hearing — can sit side-by-side on the couch, watching side-by-side screens, without hearing the other’s shows, and without turning the volume all the way up on their devices.

“It’s a beautiful, clear sound,” he said.

Bauman has utilized loops outside of his home, too. He was preparing to give a speech at a conference years ago when someone used a remote microphone linked to a loop to ask a question.

“It sounded so close,” he said. “It was just like they were talking in both ears at once, and that can never happen to a hard-of-hearing person like me.”

Loop costs

The counter loops are much cheaper (about \$250 apiece) than standard loops, which require construction to place wiring inside walls or under carpets and floors. The counter loop is just a small block that can be placed on a desk or carried with a person throughout a facility.

Larry Wonnacott, the president of Whatcom County's chapter of HLAA, called loops the “gold standard” of hearing technology: they’re simple to install, the counter system is cheap and accessible, and they work well.



Larry Wonnacott uses a cochlear implant to hear. Loop systems, like the one at the Bellingham Public Library, link up with his implants, improve the quality of sound and makes it easier for Wonnacott to have conversations, attend meetings and more. *(Hailey Hoffman/Cascadia Daily News)*

“Loops make a space accessible to people with hearing loss,” Wonnacott said. “Whereas without it, it’s like having a flight of stairs for somebody with a wheelchair.”

Other tech, including infrared and FM radio transmitters, can serve the same purpose as loops, but don’t work quite as well over large areas.

Part of the problem with that other tech, Wonnacott said, is accessibility.

In the last year, manufacturers have been working to develop a new Bluetooth tech to work with hearing aids and the latest phones, but it won’t be available on a large scale as phone companies catch up in the next decade.

“It’s a decade away, so what are we going to do for the next 10 years that makes spaces accessible?” Wonnacott asked. “It’s going to be spectacular when it works, no question. But it’s going to take a long time, and I’m too old to wait.”

Wonnacott, in his mid-70s, said he has been working with businesses like the Pickford Film Center to make their facilities more accessible to hard-of-hearing individuals.

He hopes the theater will be able to loop its [new building on Grand Avenue](#), but said the cost may be a prohibitive factor.

“The Pickford was one of the first venues that did anything about assisted listening,” Wonnacott said, calling their cupholder caption devices a great asset that could be expanded upon.

“A captioning system doesn’t do anything for the score, for the music, for the sound effects,” he added. “It just says ‘soft music playing,’ so you know, a loop will enable us to actually hear the music.”

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Regular Meeting of the Library Board of Trustees
Tuesday, August 15, 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:	Absent
Library Staff:	Rebecca Judd, Annette Bagley, Jon McConnel, Jennifer Vander Ploeg and Wendy Jenkins
FOBPL Representative:	Absent
Guest Presenters:	None

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

Approve/modify agenda: Rick added one item to the agenda: tracking overdue items. Jim McCabe moved to approve the modified agenda. Rebecca Craven seconded. Motion carried.

Public comment: no comments.

Consent agenda: Jim asked if there are expectations about Bellis Fair circulation counts. Rebecca Judd responded that people are still finding and using the space, and that it will be useful to track circulation counts over the course of a calendar year. No formal targets have been set for use. Kristy commented that the Bellis Fair Mall craft fair was wonderful, and Bernice Chang did a great job of organizing it. Kristy Van Ness moved to approve the July 18, 2023 Regular meeting minutes and the July 2023 performance and activity measures and financial reports. Rebecca Craven seconded. Motion carried.

Tracking overdue items: In the last item in the Director's Report 'Tracking Overdues,' Jon writes "With the Board's agreement, I would like to stop the weekly snapshot" (of overdue items statistics). Rick commented that tracking these numbers served its purpose: the Library was able to determine that eliminating fines does not have a significant impact on either the number of items overdue, or on the number of patrons with items overdue. The Board agreed to the recommendation to stop tracking this statistic.

Board Chair report:

- Rick reported that the contract with Miller Hull is expected to be finalized soon. Predesign work should begin soon.
- Last month Rebecca Judd reported on the Library's mid-biennium budget modification requests. Rebecca will be meeting tomorrow with City officials about these requests.
- Rick referred to two articles in the packet that report on book challenges across the nation. He also mentioned the November ballot measure in Columbia County to close the Dayton library, as reported in the Seattle Times.
- Also in the packet, Rick referred to the following articles:
 - [Renovations will bolster Andrew Carnegie's 'heart of the community' in Green Lake](#) about renovating a Carnegie Library. This information might be helpful if we renovate Fairhaven. There are still 40 Carnegie libraries in Washington state, but only 14 are used as libraries – 4 of them are in Seattle.
 - [I WANT MY DVD](#) talks about access to certain titles and features that are not offered through streaming.
- Kristy and Rebecca Craven will be working with Rebecca Judd on interviewing candidates for the Trustee vacancy. On September 5 all applications turned in by September 1 will be reviewed. Interviews will take place mid-September.
- Burlington Public Library is working with State Librarian Sara Jones to host a trustee training. Rebecca J. added that the training will be from 9 a.m. to 1 p.m. on Saturday, September 16. This is an opportunity to meet other trustees in the area.

Board member reports:

- Jim asked if a prioritization of projects will be included as part of the renovation predesign work. Rick answered that predesign will include cost projections and prioritization will happen immediately after the initial predesign.
- Jim, referring to the Carnegie Library article, reminded Trustees that Godfrey's provided many ideas about Fairhaven in the Facilities Master Plan.

Friends of BPL report (Wendy reported from an email from Carol Comeau):

- The book sale at Wander Brewing was a great success. We had new customers who came for beer and discovered books for sale, and Wander had new customers who came for books and stayed for a beer. Bellingham Public Library pens, magnets, stickers and August calendars were handed out.
- The next large book sale is September 20-23 in the Lecture Room.

Library Director report:

- Rebecca attended the organizing meeting for a countywide multi-agency coordinating group concerning the opioid/fentanyl crisis. There were over 60 attendees for the Zoom meeting. The next meeting is in September.
- The City is updating the Comprehensive Plan. The community engagement phase has started and there is a survey available online: [The Bellingham Plan | Engage Bellingham](#). The survey includes one library question, and BPL is working to be more involved in the process. Rebecca Craven commented that it would be good to have our updated Level of Service standards (LOS) included in the plan and asked if there was an established timeline yet for this type of

information. Annette responded that the community engagement piece has just started. Other elements of the plan will be gathered in 2024.

- Work is moving forward on embedding a behavioral health specialist at the library. The Interlocal agreement and RFP will be finalized in September. The goal is to have a specialist in place by January 1, 2024.
- Rebecca provided an update on the Digital Navigator grant: the State Library is willing to serve as administrator, and Goodwill has agreed to be included in the grant rather than be in competition for a separate grant. The turnaround will be quick with funds designated in September and a spending deadline of June 2024. BPL applied for funding to double the number of hotspot devices and for digital navigator services provided by Goodwill (10 hours/week). WCLS is also part of this grant and has requested 200 additional hotspots and funding for 2 FTE on-staff digital navigators who may be able to provide some hours here.

Planned Giving project update:

- Nothing new to report.

Policy update discussion – Board of Trustees Bylaws:

- Rick reported that the Personnel & Policy committee (Rick, Rebecca Craven and Rebecca Judd) met and determined that the Bylaws do not need to be a policy and it was suggested that they could be combined with the information from the Job Description, the Code of Ethics and a new portion on Public Comment as appendices. The draft included in the packet is the result of this suggestion. Sarah Chaplin, from City legal, has been consulted and provided feedback. Rebecca Judd added that, for public comment, there will be a 3-minute time limit per person and a total of 30 minutes allowed. Unless someone disrupts the meeting, such as refusing to stop at 3 minutes, the Board's role is to listen. Someone might be offensive, but not technically disruptive. Sarah is researching if, with a large group of commentators, it is allowable to ask City of Bellingham residents to speak first.
- Kristy suggested that the Public Comment guidelines include language that submitted written comments will be provided to Trustees. She also asked if we would be able to accommodate a request for the OWL device as late as noon on the board meeting day. Jon responded that yes, we would be able to set up the technology within this timeframe.
- Jon questioned the use of the word 'believe' in the second paragraph of the Code of Ethics appendix. It was decided that 'support' would be a better fit.
- Rebecca noted that a new section on Executive Session was added as part of this draft.
- Rick concluded the discussion by noting that additional comments or ideas could be sent to him or Rebecca Judd. The goal is to vote on the updated document at next month's meeting.

2nd Quarter Action Plan review:

- Rebecca talked through the highlights of the Action Plan included in the packet.

New Business:

- No new business.

Agenda items for next meeting:

- Planned Giving update
- Board of Trustee Bylaws

Meeting adjourned at 4:20 p.m.

Next Regular Library Board Meeting: September 19, 2023 – Central Library Board Room – 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

Bellingham Public Library
Performance & Activity Measures, 2023

Library Board
September 19, 2023
Consent Agenda

	August		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 collection	1,769	1,502	17,257	16,037	19,942	-13.46%
Electronic copies purchased by BPL	135	113	1,387	1,018	752	84.44%
Physical copies withdrawn from the collection	(4,881)	(421)	(19,697)	(10,993)	(6,385)	208.49%
Total physical holdings			180,731	174,284	191,167	-5.46%
Total electronic holdings available to BPL			147,673	124,034	93,288	58.30%
Total Holdings (Physical and Electronic)			328,404	298,318	284,455	15.45%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity						
Central Library						
Adult	42,859	53,388	337,193	388,466	460,884	-26.84%
Youth	46,426	49,995	348,754	349,373	382,082	-8.72%
Sub-Total Central	89,285	103,383	685,947	737,839	842,966	-18.63%
Fairhaven Branch						
Adult	5,406	1,375	40,463	8,783	58,452	-30.78%
Youth	2,976	852	19,314	6,221	21,960	-12.05%
Sub-Total Fairhaven	8,382	2,227	59,777	15,004	80,412	-25.66%
Barkley Branch						
Adult	4,909	1,656	36,671	10,805	44,725	-18.01%
Youth	4,597	1,670	34,215	9,944	29,667	15.33%
Sub-Total Barkley	9,506	3,326	70,886	20,749	74,392	-4.71%
Bellis Fair Branch						
Adult	1,335		4,266	0	0	
Youth	2,074		6,893	0	0	
Sub-Total Bellis Fair	3,409	0	11,159	0	0	
Bellingham Technical College						
Adult	5	0	183	0	525	-65.14%
Youth	1	0	36	0	99	-63.64%
Sub-Total BTC	6	0	219	0	624	-64.90%
Whatcom Community College						
Adult	118	0	1,403	0	2,649	-47.04%
Youth	67	0	557	0	834	-33.21%
Sub-Total WCC	185	0	1,960	0	3,483	-43.73%
Western Washington University						
Adult	103	0	1,129	0	3,990	-71.70%
Youth	50	0	347	0	2,118	-83.62%
Sub-Total WWU	153	0	1,476	0	6,108	-75.83%
Sub-Total Physical	110,926	108,936	831,424	773,592	1,007,985	-17.52%
Online Services						
Kanopy	1,740	1,643	12,889	13,828	1,611	700.06%
WA Anytime Library Overdrive	38,298	32,725	292,333	248,223	172,760	69.21%
Overdrive Magazines	1,941	1,890	15,006	17,166	18,644	-19.51%
Sub-Total Online	41,979	36,258	320,228	279,217	193,015	65.91%
Total Circulation	152,905	145,194	1,151,652	1,052,809	1,201,000	-4.11%
Holds Activity						
Items placed on hold shelf	52,333	50,474	406,675	401,544	375,703	8.24%
Services						
Persons Visiting - Number of persons counted as they enter the libraries						
Central Library - Curbside						
Adult	33	58	295	7,596	0	
Youth	37,183	32,535	266,224	187,286	318,274	-16.35%
Fairhaven Branch	9,898	7,744	64,210	41,673	88,017	-27.05%
Barkley Branch	5,251	5,242	37,862	33,147	54,516	-30.55%
Bellis Fair Branch	4,263	3,367	30,686	21,286	37,749	-18.71%
Total Persons Visiting	58,667	48,946	408,725	290,988	498,556	-18.02%
Website Visits						
This count reflects number of visits to www.bellinghampubliclibrary.org	41,443	36,436	324,799	291,918	329,515	-1.43%
Bibliocommons Visits						
This count reflects number of visits to Bibliocommons	18,615	15,358	133,310	110,487	98,196	35.76%
Total Website Visits	60,058	51,794	458,109	402,405	427,711	7.11%
Computer Usage - Number of sessions						
Central Library						
Adult & Teen (30 terminals)	3,544	2,614	24,174	13,962	41,966	-42.40%
Childrens (3 terminals)	71	61	395	230	1,191	-66.83%
Fairhaven Branch (6 terminals)	212	219	1,573	1,130	4,212	-62.65%
Barkley Branch (4 terminals)	176	123	1,195	801	2,392	-50.04%
Bellis Fair Branch (4 terminals)	98	0	338	0	0	
Total Computer Usage	4,101	3,017	27,675	16,123	49,761	-44.38%
New Borrowers Registered						
Central Library	608	508	4,320	3,644	3,501	23.39%
Fairhaven Branch	35	31	262	226	406	-35.47%
Barkley Branch	32	33	290	181	257	12.84%
Bellis Fair Branch	76	0	298	0	0	
Total New Borrowers Registered	751	572	5,170	4,051	4,164	24.16%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs						
Programs	52	33	722	392	864	-16.44%
Attendees	1,509	1,692	17,408	9,320	20,857	-16.54%
Volunteer Hours	390	238	3,868	2,945	4,231	-8.59%

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

AUGUST 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 SEPTEMBER 19, 2023, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
Materials, Equipment and Supplies		
Books; DVDs; supplies; child masks; kneeling chair	Amazon.com	1,094.79
Books	Baker & Taylor	25,078.23
Networking meal	Bellingham Chamber of Commerce	25.00
Security clothing logo	Bergen Embroidery & Apparel	165.38
Wonderbooks	Bertelsmann Publishing	119.66
Mendery supplies	Brodart	1,186.83
Lost Interlibrary loan	California State University	200.00
Books	Cavendish Square Books	222.43
Books	Center Point Large Print	103.01
Networking meal	City Club	25.00
Interlibrary loan supplies & book cart	Demco	1,306.48
Acrylic displays	Displays2Go	143.49
Periodicals	Ebsco Subscription Services	5,096.11
Lost Interlibrary loan	Fort Vancouver Regional Libraries	30.84
Potting soil	Fred Meyer	6.52
Security straps	Home Depot	35.10
Lost Interlibrary loan	Lewis & Clark College	90.00
Plant pots	Lowe's	62.60
Periodicals	Lynden Tribune	49.00
DVDs, CDs, recorded books	Midwest Tape	3,279.46
Office & program supplies	ODP Business Solutions	227.27
Barcode scanners	POS Guys	1,633.37
Vehicle fuel	Reisner Distributor	300.08
Program supplies	Target	20.40
Bellis Fair Branch shelving	Technical Furniture Systems	25,269.07
Bellis Fair & Central computer chairs	Trico Office	2,475.20
Lost Interlibrary loan	University of New Mexico	100.00
Books	Village Books	64.06
Materials, Equipment & Supplies Sub Total		\$68,409.38
Services and Interfund Charges		
Barkley Branch cleaning	Action Cleaning	769.50
Creative Cloud software subscription	Adobe, Inc	287.18
Prime membership	Amazon	194.75
Signage	Applied Digital Imaging	16.32
Hotspot service	AT&T	18.24
Preprocessing	Baker & Taylor	6,719.10
Bellis Fair Branch natural gas	Cascade Natural Gas	13.83
Banking & credit card fees	City of Bellingham Interfund	16.04
Computer replacement allocation	City of Bellingham Interfund	15,807.43
Facilities Services	City of Bellingham Interfund	52,951.00

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

Fleet Services	City of Bellingham Interfund	820.00
IT Service allocation	City of Bellingham Interfund	28,350.29
Postage	City of Bellingham Interfund	672.49
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	2,340.87
Printing	Copy Source	245.40
Bellis Fair Branch remodel	Forma Construction	33,530.46
Graphic Design	Katrina Lyon Design	840.00
Copier leases and copies	Kelley Connect	1,321.73
Bellis Fair Branch waste service	Keter Environmental	103.60
Preprocessing	Midwest Tape	388.28
Mobile hotspot	Mobilebeacon	3,000.00
eBooks, eAudiobooks	Overdrive Inc	8,709.03
Director's Retreat	Public Libraries of Washington	75.00
Bellis Fair Branch internet service	Pogozone Wireless	367.49
Security services	Risk Solutions Unlimited	5,000.00
Digital subscription	Seattle Times	19.96
AskWA membership	Secretary of State	500.00
Mileage reimbursement	Staff	8.32
Staff & patron surveys	Survey Monkey	508.25
Barkley Branch operating costs	Talbot Services LLC	533.33
Microfische machine lease	Technology Unlimited	339.46
Interlibrary Loan postage	USPS	35.05
Hotspot service	Verizon Wireless	1,455.86
Seminar	Washington Festivals & Events	19.00
EZProxy	WCLS	2,780.46
B&O Taxes	WSDO Revenue	6.14
Desktop licenses	Zones, Inc	7,206.82

Services and Interfund Charges Sub Total \$190,895.03

Gift Fund

Summer Reading supplies	Amazon.com	10.87
Books	Baker & Taylor	2,315.07
Teen Summer Reading prizes	Edaleen	15.00
Teen Summer Reading prizes	Fred Meyer	25.00
Summer Reading cards	Lynden Tribune	235.17
Teen Summer Reading prizes	Mallard Ice Cream	40.00
Teen Summer Reading prizes	RedBubble	152.64
Teen Summer Reading prizes	Village Books	65.00

GIFT FUND OUTLAYS Sub Total \$2,858.75

TOTAL GENERAL FUND CLAIMS \$259,304.41
TOTAL CLAIMS \$262,163.16

Library - Budget to Actual - General Fund

August 2023 66.7% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Grants	0	0		
Print and Copy Fees	8,277	15,000	6,723	55%
Lost, Damage & Non-resident Borrower Fees	5,401	16,100	10,699	34%
Fairhaven Auditorium Rental Fees	2,575	5,000	2,425	52%
Miscellaneous Revenues	1,376	0	(1,376)	
Total Revenue	17,629	36,100	18,471	49%
Expenses				
Salaries and Wages	2,024,197	3,280,705	1,256,508	62%
Personnel Benefits	952,412	1,604,842	652,430	59%
Physical Materials, Equipment and Supplies	364,098	542,422	178,324	67%
Services, Digital Materials and Interfund	1,638,192	2,295,374	657,182	71%
Total Expenditure	4,978,900	7,723,343	2,744,443	64%

Library - Budget to Actual - Gift Fund

August 2023 66.7% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Donations	51,991	150,000	98,009	35%
Total Revenue	51,991	150,000	98,009	35%
Expenses				
Gift Fund expenses	37,490	50,000	12,510	75%
Total Expenditure	37,490	50,000	12,510	75%



DIRECTOR'S REPORT FOR September 19, 2023

Libraries across the nation will be shining a spotlight on the freedom to read during Banned Books Week (Oct. 1-7). At the Bellingham Public Library, we are preparing displays, eNewsletter content, and an op-ed piece with our partners at WCLS. (Rebecca Judd, Library Director)



WELCOME & INCLUDE

Behavioral Health Support Specialist: On Sept. 11 and Sept. 12 the Bellingham City Council and the Whatcom County Council approved an Interlocal agreement to bring a community-based behavioral health support specialist to the Central Library. Whatcom County Health and Community Services will oversee the contract for a provider. City funding for the initiative will be directed through Planning and Community Development, and services are targeted to begin Jan. 1, 2024. (Rebecca Judd, Library Director)



Language Line: Language Line is an on-demand interpreter service that is available by phone, or online through a website or app. In September, with the assistance of the City's HR department and Public Works ADA Coordinator, Language Line was expanded to our department and is now available at all

Library service points. Three training sessions were held for Library staff. (Jen Vander Ploeg, Head of Public Services and Operations)

Welcome Brochure: The Welcome Brochure revisions project was initiated with a brainstorming meeting to discuss needs and scope. Discussions will continue with several key staff members before moving to the design phase. (Annette Bagley, Head of Community Relations)

ACCESS & OPPORTUNITY

Fairhaven Auditorium: The Fairhaven Auditorium's new rental fee structure through the Parks Department was discussed at the Parks and Rec Advisory Board meeting on Wed., Sept. 13. The PRAB recommended implementing a tiered system reflecting seasonal and single-use rates. The new fee structure is intended to go before the City Council on Oct. 16. (Annette Bagley, Head of Community Relations)

ConnectED: On Sept. 12, records for students in Bellingham Public Schools were loaded into the Polaris ILS. Students have a limited account to facilitate access to Library services, such as database use, book borrowing, or eBook checkout during a class visit. The 2022-23 school year was the most successful yet, with the most accounts used (3,008 of 12,065), the most physical items borrowed (760), and the most digital items borrowed from Overdrive (21,437). (Jon McConnel, Head of Digital Services)

READ & LEARN



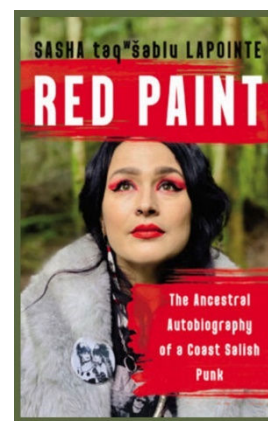
Summer Reading Success: Summer Reading 2023 was a smashing success! Engagement with patrons was back at “pre-pandemic” levels, with many lively conversations across the desk. Collectively, we had 1,773 community members complete their summer reading challenge: 1,494 kids ages birth - 12, 97 teens and 183 adults! An enormous thank you to the public services staff at all locations for keeping summer reading energy and congratulations high, and for matching readers with stories and information all summer long. Additionally, thank you to our Summer Reading sponsors:

the Friends of the Bellingham Public Library and Whatcom Educational Credit Union, as well as our sixteen Summer Reading Prize partners who provided unique community prizes for youth: The Bagelry, Boomer’s, Colophon Café, Great Harvest Bread Co., It’s the Sweet Things, Mallard Ice Cream, Menchie’s, Mindport Exhibits, Pizza Time, Playdate BLI, Pure Bliss, Robeks, Ruckus Room, SPARK Museum, Yeager’s Toyland and Life Force Ninja. (Bethany Hoglund, Deputy Library Director) **Photo: Library Clerk Jeff Stamey hangs completed Summer Reading bingo cards in the children’s area**

Fall Programming for Youth: Fall means a return to regular storytimes for kids ages birth – 9 years, lunchtime book groups at the public middle schools and other fun family engagements around stories and play. Children’s staff offer 14 storytime programs weekly, primarily at the Central Library and Bellis Fair Branch. Additionally, Programming Specialist Lesley Norman is starting a new series of Sunday craft programs for youth ages 9 – 16 years at the Central Library. (Bethany Hoglund, Deputy Library Director)

Whatcom READS 2024: Planning for Whatcom READS 2024 kicked off this month, with a publicity committee meeting, steering committee meeting and book selection committee meeting. The featured title is [Red Paint: The Ancestral Autobiography of a Coast Salish Punk](#) by Sasha taqʷəbɬu LaPointe. The author is scheduled to be in Whatcom County March 14 – 16, 2024. (Annette Bagley, Head of Community Relations)

New Database: EBSCO has a new research database, *Exploring Race in Society*, that is free to public libraries. BPL librarians evaluated the content and determined it would be a good fit for our community, with particular relevance for student research papers. (Jon McConnel, Head of Digital Services)



INFORM & INVOLVE

BTV at the Library: BTV filmed a time-lapse video of a busy day in the Children’s Dept. on Aug. 23 for use in promoting the updated Bellingham Comprehensive Plan. For more information on the Comprehensive

Plan, including a timeline of key milestones, visit: [The Bellingham Plan | Engage Bellingham](#). (Annette Bagley, Head of Community Relations)

Sister City Visit: Three visitors from Bellingham Sister City Cheongju, Korea: Young Mi Park, Min Gyu Choi, and Ju Yeon Kim visited the Central Library on Tuesday, Sept. 12. They were given a tour by Bethany Hoglund and Annette Bagley. The group especially liked our new sorter machine and our interactive space in the Children's Library. (Annette Bagley, Head of Community Relations)

Media Coverage: Bellingham Public Library was included in the Sept. 15 **Cascadia Daily News** story [Bellingham hard-of-hearing residents see support in loops \(cascadiadaily.com\)](#) by Julia Lerner. The article featured an image of Larry Wonnacott, president of Whatcom County's chapter of the Hearing Loss Association of America (HLAA) demonstrating hearing loops at the Central Library. The article also quoted Michelle Becker, the supervisor of public services at BPL. On Sept. 14, Rebecca Judd was interviewed by **Bellingham Herald** reporter Robert Mittendorf for an article about Whatcom County's recently released RFP for Behavioral Health support services to be embedded at Bellingham Central Library beginning in 2024. (Annette Bagley, Head of Community Relations)

We're Hiring: The [Library Events Coordinator](#) position reopened on Sept. 8 and will close on Sept. 29. The ideal candidate will be a creative and detail-oriented person with professional experience planning and organizing special events for the community. This person should thrive in a public service environment exploring topics that foster local dialogue. Full details and application materials are at: governmentjobs.com/careers/cobwa. (Annette Bagley, Head of Community Relations)

THRIVE & GROW



Burgeon Panels: The children's interactive panels ordered from Burgeon Group for the Fairhaven and Bellis Fair branches have arrived. The first panel was installed on Sept. 15 in the Children's Room at the Fairhaven branch. The panels for the Bellis Fair branch will be installed in early October. Funds for this project were provided by donors to Library Giving Day in April 2023, funds designated by the Board of Trustees, and a generous gift from the Friends of the Library. A huge thank you to all the donors and staff involved in making this project a reality. (Annette Bagley, Head of Community Relations)

Events Calendar Software: DEMCO Software informed us in early Sept. that the software we use for our online events calendar, event registration, some room reservations, and museum pass registration will be unavailable starting March 1, 2024. They determined that the platform underneath that suite of software is too old to support and develop, and that they will not be renewing licenses. We have an item in our 2023 Action Plan to explore meeting room reservation software, so this information has increased the urgency of that project. We are starting to explore options, and fortunately there is a lot of competition in this sector. (Jon McConnel, Head of Digital Services)

People Counters: New devices arrived in mid-August for counting people who enter and leave our spaces. We've recently had site visits with two local companies who are bidding on installing network cabling for each device. Next, we will be selecting a winning bid and facilitating installation. (Jon McConnel, Head of Digital Services)

Central Library Renovation: The contract for architectural design for the Central Library remodel and HVAC modernization is being finalized, and we anticipate work on this project will begin in October. (Jen Vander Ploeg, Head of Public Services and Operations)

Air Quality Sensors: Air quality sensors are in the process of being installed and set up in all Library public restrooms. These sensors will provide us with more timely notifications and allow us to respond more quickly to air quality issues in the restrooms. (Jen Vander Ploeg, Head of Public Services and Operations)

Kate Dunphy
she/her
Staff Development Coordinator
BellinghamPublicLibrary 

Nametags: An updated nametag design is being implemented for all Bellingham Public Library staff. The new nametags will be black lettering on a white background with a choice of our 5 logo colors. This design updates BPL nametags with our new logo and will be more readable. At least one new nametag will be ordered for each staff member. (Annette Bagley, Head of Community Relations)

Bellis Fair Branch Update: Bellis Fair Branch Signage is now complete. The final elements were added on Sept. 11, including endcaps for the new mobile shelving units, wall signage for New Books, Large Print and Nonfiction, as well as new shelf tabs for collections throughout the branch. In addition, on Aug. 22 new printers and copiers were installed, and the temporary devices swapped out. (Annette Bagley, Head of Community Relations)

Respectfully submitted,
Rebecca Judd

Bellingham Public Library Board of Trustees Bylaws

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 business.

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. 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. 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~~one year prior 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, , 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 5: Quorum: A quorum for transaction of business shall consist of three or more members of the Board, which is a simple majority.

Section 6: Attendance by Electronic Communication: In rare circumstances and with pre-approval by the Chairperson of the Board, a Board member may participate by 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 7: 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
- Summary and discussion of future agenda items
- Adjournment

Section 8: 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.

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

Approved By: Library Board of Trustees on 15 August 2023

Appendix 1

Board of Trustees Job Description

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.

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
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 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 job description

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

Appendix 2

Board of Trustees Code of Ethics

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

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-support](#) 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 the Code of Ethics

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

DRAFT

Appendix 3

Public Comment Guidelines

The Bellingham Public Library Board of Trustees conducts all business in compliance with RCW 42.30, Open Public Meetings Act. The Board welcomes public participation in meetings and has adopted the following 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 unless otherwise ruled by the Chair.
- 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.
- 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. Written Public Comment submitted by the deadline will be distributed to the Board of Trustees at or before the next regular Board meeting.