

Publication of the agenda and the approximate times are a guide to, and not a limitation on, the activities of Trustees. Order of agenda items may be adjusted.

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

AGENDA **TIME (approx.)**

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

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

- | | |
|---|-------|
| 1. Call to order and introductions | 1 min |
| 2. Approve/modify agenda | 1 min |
| 3. Public comment
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: October 17, 2023: Regular board meeting• Library performance & activity measures: October 2023• Financial reports
Claims: October 2023
YTD report: October 2023 | 2 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) | 8 min |

Time check: 3:45

- | | |
|--|-------------------------|
| 6. 2024 Regular Library Board Meeting Schedule – Action Item (see packet materials) | 5 min |
| • Rebecca Judd, Director | |
| 7. 2024 Closure Days – Action item (see packet materials) | 5 min |
| • Rebecca Judd, Director | |
| | Time check: 3:55 |
| 8. Trespass Appeal | 10 min |
| • Rebecca Judd, Director | |
| 9. Trustee Training: An Overview of Library Collections | 15 min |
| • Bethany Hoglund, Deputy Library Director | |
| | Time check: 4:20 |
| 10. New business | 3 min |
| 11. Agenda items for next meeting | 2 min |
| | Time check: 4:25 |
| 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, December 19, 2023 – 3:30 p.m.
Location: Lecture Room, Central Library, 210 Central Avenue
Bellingham, Washington**



Library Board
November 21, 2023
Consent Agenda
Communications & FYI

City & County

Honoring National Hispanic Heritage Month at the Bellingham Public Library

A local library conducts themed months that honor and celebrate cultures and topics

By [Sophie Cadran](#)

November 1, 2023 | 9:12pm PDT



1 / 3



The [Bellingham Public Library](#) invites Whatcom County residents to explore its Hispanic heritage-themed content not only during National Hispanic Heritage Month but year round.



In the past month, the Bellingham Public Library has highlighted its books, staff-recommended reading lists, CDs, DVDs and in-house displays in honor and celebration of National Hispanic Heritage Month. They encourage all community members to utilize these resources to better their understanding of Hispanic culture.



“It's important for community members of Latin American heritage to discover materials that they may see themselves in. But I think probably the most important is for our community members to learn about experiences that might be different from their own,” said Bellingham Public Library Head of Community Relations Annette Bagley.

The library offers three reading lists tailored toward adults, teens and children. Additionally, in September 2022 the library hired a children's librarian who speaks Spanish and has been hosting [storytimes](#), which has helped create an inclusive space.

Western Washington University Director of [Multicultural Student Services](#) Amy Salinas Westmoreland spoke from personal experience that utilizing literature and the Bellingham Public Library can help people who identify with both Hispanic and non-Hispanic identities have a more well-rounded understanding of the culture.

“Identity development doesn’t just happen because you *are* or you identify *as*. Being Mexican, for me, doesn’t mean that all of a sudden I understand everything. I don't,” Westmoreland said. “In order to start having a better understanding of my own identities I have to do some of that work. And that work starts with literature.”

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Bagley said it is important to create a space that honors and celebrates Hispanic culture. It’s through these celebrations that the library achieves its mission.

“The library really works hard at promoting equity, diversity and inclusion, and we also want our materials to inspire community members to learn about each other,” Bagley said.

Arcelia Duran is Western's [Latine Student Union](#) community outreach leader. LSU chose to use the term “Latine” as opposed to the gendered “Latino” because they wanted verbiage that was inclusive to everyone, regardless of gender. Duran works to collaborate with Latine-owned businesses in Bellingham to host events for LSU. They believe that this outreach and immersion in the community is crucial because it helps LSU students know there are supportive places they can go.

“I am Mexican, but I come from not a very traditional family,” Duran said. “So I think that when different libraries or different spaces offer resources that are connected with the Latine community, it’s a great gateway for everyone to find out that all of these things exist and just recognize the community as a whole.”

When the library does a themed month, Bagley tries to read one of the books from the staff-recommended reading lists. For Hispanic Heritage Month, she chose to read “Our Migrant Souls” by Héctor Tobar. The book is a “meditation on race and the meanings and myths of ‘Latino,’” according to its description. She highly recommends this book for students and community members who enjoy the adult nonfiction genre.

Bagley hopes themed months are just the starting point for community members to immerse themselves in content surrounding different cultures.

“These themes allow us to promote different areas of our collection and allow people to discover materials that maybe they didn't know about, or they didn't think about,” Bagley said. “Hopefully reading, listening or watching through one material will inspire someone and lead them to the next material and to continue to explore throughout the year.”

The Bellingham Public Library has Hispanic Heritage Month-themed sections in a variety of locations. For more information on the locations and hours, you can visit their [website](#).

Sophie Cadran

Sophie Cadran (she/her) is a city news reporter for The Front this quarter. She is a second-year journalism student at Western with a minor in communication studies. In her free time, she enjoys getting outside with friends and family, reading and swimming.

You can reach her at sophiecadran.thefront@gmail.com





**Regular Meeting of the Library Board of Trustees
Tuesday, October 17, 2023 – Central Library Lecture Room
3:30 p.m.**

Minutes of Actions and Decisions of the Library Board of Trustees of the Bellingham Public Library as authorized by RCW 27.12.210 and SEC. 7.02 Charter of the City of Bellingham.

Board Members Present: Rick Osen, Jim McCabe, Rebecca Craven, Kristy Van Ness and Kendra Bradford
City Council Library Liaison: Absent
Library Staff: Rebecca Judd, Annette Bagley, Jon McConnel, Jennifer Vander Ploeg and Wendy Jenkins
FOBPL Representative: Carol Comeau, Friends of BPL Board Liaison

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

Approve/modify agenda: Kristy Van Ness moved to approve the agenda. Jim McCabe seconded. Motion carried.

Public comment: A member of the public gave public comment.

Consent agenda: Rick referred to the Quarterly Donation Report in the packet and clarified that the bulk of the balance in the Library Gift Fund is from the transfer of the Agency Fund from Whatcom Community Foundation. Jim, referring to the year-to-date report, questioned the budget overage for Gift Fund expenditures. Wendy clarified that City Council approved an increase in Gift Fund expenditure authority which will be applied in 2024. Kristy, referring to the Performance & Activity Measures, asked for clarification about New Borrowers Registered at Bellis Fair Branch. Wendy clarified the correct numbers are: Central 1946; Fairhaven 40; Barkley 28; and Bellis Fair 40. Rebecca Craven noted the striking shift in circulation from physical to digital. Carol Comeau thanked Rebecca Judd and Rick for the Cascadia Daily News editorial *Libraries protect the freedom to read*. Rebecca Judd acknowledged Annette's work on the piece. Rebecca Craven moved to approve the September 19, 2023 Regular meeting minutes and the September 2023 performance and activity measures and financial reports. Jim McCabe seconded. Motion carried.

Board Chair report:

- Rick reported the renovation project contract is still delayed. He hopes to provide more information in November.

Board member reports:

- Kristy attended, along with Annette and Rebecca Judd, the Indigenous Peoples' Day event at Wex'liem Community Building.
- Rebecca Craven reported that a theft incident at Central Library was posted on Next Door.

City Council liaison report:

- Absent

Friends of BPL report:

- Carol reported volunteers worked 878 hours in September.
- The September book sale brought in \$16,000.
- The January book sale will run for 3 days, rather than 4.

Library Director report:

- Rebecca reported that she, Bethany, Annette, and Michelle Becker met with Hannah Fisk from Whatcom County Health and Community Services to begin planning for on-site behavioral health specialists. The work group is investigating what other libraries in our state are doing (Spokane Public, Tacoma, Seattle, and Everett).
- Rebecca reported that a City-funded winter shelter option will be available at Civic Field from December 1 until the end of February. It will be run by Road2Home.

National Friends of Libraries Week, October 15-21, 2023:

- Rick read *A Resolution Commending the Friends of the Bellingham Public Library*. A signed copy was given to Carol to share with the Friends.

2024 Rates & Fees:

- Rebecca Judd reported that the only change from the 2023 Rates & Fees schedule is the removal of the Facility Use rates. City Council voted on October 16 to accept the Parks Department fee schedule for the Fairhaven Auditorium. She noted this change was made possible by the efforts of Annette and Parks and Recreation Director, Nicole Oliver.
- Kristy Van Ness moved to approve the 2024 Rates & Fee schedule as presented. Rebecca Craven seconded. Motion carried.

Planned Giving project update:

- Kristy reported she and Rachel Myers are in the process of drafting materials.

2023-2024 Mid-Biennium Budget Modification update:

- Rebecca Judd reported that the Mayor provided his recommended mid-biennium budget adjustment to City Council on October 1.
- The Library's request for an addition to our automated materials handler was included in the Mayor's budget as a one-time cost. Ongoing fund increases for Barkley branch custodial, Training and tuition, Other professional services, and Advertising and promotions were not carried forward.

- Funding for behavioral health specialists at Central Library was also included (funded through the Planning Department).
- Rebecca noted that there were also 2024 increases approved last year with the 2023-2024 Biennium Budget, including converting 4 non-benefited Library Assistant positions to benefited positions and a \$30,000 increase in the materials budget.
- At the Oct.16 Council meeting, Forrest provided a Revenue Forecast presentation which is available on the city's website.

3rd Quarter Action Plan review:

- Rebecca Judd provided detail for the Action Plan bullets included in the packet.

New Business:

- No new business

Agenda items for next meeting:

- Facilities committee update
- Land Acknowledgement reading & review

Meeting adjourned at 4:13 p.m.

Next Regular Library Board Meeting – November 21, 2023 – Central Library Lecture Room – 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

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

	October		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 the collection	1,417	3,376	20,386	22,111	25,889	-21.26%
Electronic copies purchased by BPL	210	498	1,977	1,783	991	99.50%
Physical copies withdrawn from the collection	(341)	(389)	(20,352)	(18,315)	(17,815)	14.24%
Total physical holdings			180,524	174,556	185,684	-2.78%
Total electronic holdings available to BPL			149,622	126,971	85,559	74.88%
Total Holdings (Physical and Electronic)			330,146	301,527	271,243	21.72%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity						
Central Library						
Adult	43,562	51,333	421,787	489,201	577,461	-26.96%
Youth	39,156	48,671	429,398	445,129	479,130	-10.38%
Sub-Total Central	82,718	100,004	851,185	934,330	1,056,591	-19.44%
Fairhaven Branch						
Adult	4,901	1,222	50,386	11,237	73,428	-31.38%
Youth	2,137	487	23,720	7,260	28,071	-15.50%
Sub-Total Fairhaven	7,038	1,709	74,106	18,497	101,499	-26.99%
Barkley Branch						
Adult	4,738	1,505	45,940	13,785	56,200	-18.26%
Youth	4,046	1,429	42,361	12,713	38,144	11.06%
Sub-Total Barkley	8,784	2,934	88,301	26,498	94,344	-6.40%
Bellis Fair Branch						
Adult	1,013		6,481	0	0	
Youth	1,943		10,625	0	0	
Sub-Total Bellis Fair	2,956	0	17,106	0	0	
Bellingham Technical College						
Adult	0	0	183	0	611	-70.05%
Youth	0	0	36	0	109	-66.97%
Sub-Total BTC	0	0	219	0	720	-69.58%
Whatcom Community College						
Adult	177	0	1,674	0	3,156	-46.96%
Youth	53	0	658	0	924	-28.79%
Sub-Total WCC	230	0	2,332	0	4,080	-42.84%
Western Washington University						
Adult	191	0	1,463	0	4,746	-69.17%
Youth	66	0	429	0	2,734	-84.31%
Sub-Total WWU	257	0	1,892	0	7,480	-74.71%
Sub-Total Physical	101,983	104,647	1,035,141	979,325	1,264,714	-18.15%
Online Services						
Kanopy	1,967	1,665	16,670	17,031	3,083	
WA Anytime Library Overdrive	38,805	33,180	367,643	312,833	217,669	68.90%
Overdrive Magazines	7,064	2,109	24,860	21,221	23,548	5.57%
Sub-Total Online	47,836	36,954	409,173	351,085	244,300	67.49%
Total Circulation	149,819	141,601	1,444,314	1,330,410	1,509,014	-4.29%
Holds Activity						
Items placed on hold shelf	48,633	49,658	504,057	499,168	471,267	6.96%
Services						
Persons Visiting - Number of persons counted as they enter the libraries						
Central Library - Curbside	23	50	345	7,693	0	
Adult	34,725	30,823	334,945	248,517	397,828	-15.81%
Youth	7,362	7,516	78,213	55,846	107,657	-27.35%
Fairhaven Branch	4,849	4,671	47,348	42,783	68,481	-30.86%
Barkley Branch	3,827	3,171	38,086	27,661	47,655	-20.08%
Bellis Fair Branch	1,891	0	13,151	0	0	
Total Persons Visiting	52,677	46,231	512,088	382,500	621,621	-17.62%
Website Visits						
This count reflects number of visits to www.bellinghampubliclibrary.org	39,953	37,482	404,682	365,987	409,481	-1.17%
Bibliocommons visits						
This count reflects number of visits to Bibliocommons	22,489	14,631	178,384	139,351	123,465	44.48%
Total Website Visits	62,442	52,113	583,066	505,338	532,946	9.40%
Computer Usage - Number of sessions						
Central Library						
Adult & Teen (30 terminals)	3,442	3,064	31,049	20,040	53,003	-41.42%
Childrens (3 terminals)	46	63	475	336	1,426	-66.69%
Fairhaven Branch (6 terminals)	196	176	1,954	1,512	5,316	-63.24%
Barkley Branch (4 terminals)	166	111	1,508	1,033	3,027	-50.18%
Bellis Fair Branch (4 terminals)	123	0	564	0	0	
Total Computer Usage	3,973	3,414	35,550	22,921	62,772	-43.37%
New Borrowers Registered						
Central Library	713	590	6,979	6,449	6,099	14.43%
Fairhaven Branch	32	25	334	290	508	-34.25%
Barkley Branch	26	28	344	234	347	-0.86%
Bellis Fair Branch	53	0	410	0	0	
Total New Borrowers Registered	824	643	8,067	6,973	6,954	16.01%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs						
Programs	98	125	883	593	1,106	-20.16%
Attendees	2,038	2,313	20,325	13,152	26,138	-22.24%
Volunteer Hours	194	256	4,940	3,596	5,137	-3.84%

*** Overdrive changed some things about how patrons access magazines which has made it simpler for patrons to borrow magazines

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

OCTOBER 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 NOVEMBER 21, 2023, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
Materials, Equipment and Supplies		
Books; DVDs; supplies; masks	Amazon	1,530.43
Books	Baker & Taylor	19,127.67
Nameplate	Bay Trophies	23.94
Periodicals	Business Pulse	60.00
Books	Center Point Large Print	103.01
Emergency water	ChefStore	22.16
Water (Barkley Branch)	Culligan	11.97
Book easels	Demco	432.81
Reading glasses	Dollar Tree	23.12
Lost Interlibrary loan	Forest Grove City Library	14.99
Books	Hancock House	39.55
Mendery supplies	Kapco	385.83
Security shirts	Lands' End	130.34
Periodicals	Lynden Tribune	86.00
DVDs, CDs, recorded books	Midwest Tape	3,809.28
Office supplies	ODP Business Solutions	895.85
Trauma flipbooks	Quickseries Publications	156.27
Vehicle fuel	Reisner Distributor	260.09
Periodicals	Seattle Times	1,029.60
People counter hardware	Traf-Sys, Inc	9,268.67
Books	Village Books	21.74
Program supplies	Whole Foods	22.50
Materials, Equipment & Supplies Sub Total		\$37,455.82

Services and Interfund Charges

Barkley Branch cleaning	Action Cleaning	769.50
Bellis Fair Branch cleaning	Advantage Building Services	1,477.66
Memberships; PLA Stats	American Library Association	1,132.68
Signage	Applied Digital Imaging	16.32
Hotspot service	AT&T	36.48
Preprocessing	Baker & Taylor	4,770.90
Bellis Fair Branch lease	Bellis Fair Mall Territories	10,714.00
Bellis Fair Branch natural gas (two months)	Cascade Natural Gas	27.66
Membership	Chamber of Commerce	330.00
Banking & credit card fees	City of Bellingham Interfund	16.73
Computer replacement allocation	City of Bellingham Interfund	15,807.43
Facilities Services	City of Bellingham Interfund	54,200.10
Fleet Services	City of Bellingham Interfund	820.00

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

OCTOBER 2023 CLAIMS

IT Service allocation	City of Bellingham Interfund	28,350.29
Postage	City of Bellingham Interfund	538.76
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	2,367.74
ScreenConnect	Connectwise	676.56
Printing	Copy Source	335.10
Copier leases and copies	Kelley Connect	1,351.54
Bellis Fair Branch waste service	Keter Environmental	103.60
Cassie software	Librarica	1,175.32
Preprocessing	Midwest Tape	478.36
eBooks, eAudiobooks	Overdrive Inc	13,247.90
Bellis Fair internet service	Pogozone Wireless	367.49
Security services	Risk Solutions Unlimited	5,000.00
Digital subscription	Seattle Times	19.96
Restroom air sensors	Security Solutions	19,267.39
Barkley Branch operating costs	Talbot Services LLC	1,066.66
Microfische machine lease	Technology Unlimited	339.46
Borrower notices	Unique Management	227.80
Interlibrary Loan postage	USPS	8.15
Hotspot service	Verizon Wireless	1,480.37
3rd Q borrower notices	WCLS	2,170.33
Driving abstracts	WSDO Licensing	15.00

Services and Interfund Charges Sub Total \$183,631.59

Gift Fund

Teen programming	Amazon.com	17.40
Books	Baker & Taylor	315.62
Director's Retreat	Holiday Inn	263.36
Director's Retreat mileage & travel expense	Rebecca Judd	575.08

GIFT FUND OUTLAYS Sub Total \$1,171.46

TOTAL GENERAL FUND CLAIMS \$221,087.41

TOTAL CLAIMS \$222,258.87



City of Bellingham

Library - Budget to Actual - General Fund

October 2023 83% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Grants		0		
Print and Copy Fees	10,802	15,000	4,198	72%
Lost, Damage & Non-resident Borrower Fees	7,101	16,100	8,999	44%
Fairhaven Auditorium Rental Fees	2,575	5,000	2,425	52%
Miscellaneous Revenues	1,499	0	(1,499)	
Total Revenue	21,977	36,100	14,123	61%
Expenses				
Salaries and Wages	2,539,060	3,280,705	741,645	77%
Personnel Benefits	1,200,684	1,604,842	404,158	75%
Physical Materials, Equipment and Supplies	454,519	542,422	87,903	84%
Services, Digital Materials and Interfund	1,980,730	2,295,374	314,644	86%
Total Expenditure	6,174,993	7,723,343	1,548,350	80%

Library - Budget to Actual - Gift Fund

October 2023 83% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Donations	77,535	150,000	72,465	52%
Total Revenue	77,535	150,000	72,465	52%
Expenses				
Gift Fund expenses	71,523	50,000	(21,523)	143%
Total Expenditure	71,523	50,000	(21,523)	143%



DIRECTOR'S REPORT FOR November 21, 2023

As we wind down the 2023 calendar year, planning is afoot for 2024. In December, I will be bringing the first draft of the 2024 Annual Action Plan to the Board for review and comment. Informing this plan will be a report from security consultants RP Strategies, outstanding items from the 2023 Public Services plan, and findings from our first-annual staff development survey. (Rebecca Judd, Library Director)

WELCOME & INCLUDE

Welcoming new Library staff: We have completed the hiring process for our new Library Events Coordinator. We are excited to welcome Miranda LeonJones to our team, with a start date of Dec. 18. (Annette Bagley, Head of Community Relations)

ADA assessment: The City's ADA Coordinator Holly Pederson recently completed an ADA assessment of the Central Library. This assessment will provide information for Public Works as they maintain or upgrade our buildings and will also contribute useful information for our upcoming renovation. There are plans to do a similar assessment at the Fairhaven Branch in the new year. (Jen Vander Ploeg, Head of Public Services and Operations)

Public space: Maintaining a safe, welcoming, and inclusive public space continues to dominate our attention and care. Updates from the past month include:

- After discussions with City Legal, we have started work on procedures to address the behavior of patrons whose focus on specific staff members is impacting their ability to work effectively.
- Our current procedures that rely on police response to trespass patrons whose behavior warrants a longer exclusion from library property have not been effective post-COVID. We are starting work with City Legal to explore our options for adjusting staff procedures for exclusion and trespass of patrons who violate our Rules of Conduct.
- Staff questions about how and what information is recorded in our incident reports has led to a review of our incident report forms, database, and staff procedures. After receiving advice from Legal and consulting with staff, we are in the final stages of adjusting our online incident report forms (with help from IT).
- Security Consultants with RP Strategies were here for a 2-day site visit at the end of October to evaluate our security procedures, training and equipment needs and our responses to behavioral incidents. We expect to see a final report before the end of this year.

(Jen Vander Ploeg, Head of Public Services and Operations)

ACCESS & OPPORTUNITY

2024 Database update: BPL Librarians compared our current Auto Repair Source database to ChiltonLibrary.com and found the latter to be a superior product and worth a slightly higher subscription rate. Switching to Chilton will bring us in alignment with WCLS on this database category. Also of note for 2024, Whatcom Community Foundation has agreed to continue funding the Library's subscription to the Foundation Directory. (Jon McConnel, Head of Digital Services)

READ & LEARN



Surprise author visit from Jeff Kinney: Jeff Kinney, author of the *Diary of a Wimpy Kid* series, and his team made a surprise visit to the Bellingham Public Library on Tuesday, November 7. In town for an evening event at the Mt. Baker Theatre, Jeff let us know that while on tour he likes to surprise public libraries with a visit and gifts. Jeff gave us two boxes of diverse, new children's books as a thank you to libraries and librarians. We were thrilled (and a little star-struck!) to meet such an esteemed author whose books have helped create life-long readers for the past 16 years and are so appreciative of his generosity. We look forward to getting the books processed and on the shelves so that our community can enjoy them! Thank you, Jeff Kinney! (Bethany Hoglund, Deputy Library Director)

Photo: Ali, Bernice, and Bethany pose with a special signed copy of *Diary of a Wimpy Kid: No Brainer*

WCLS Open Book: On Nov. 5, Annette and Rebecca tabled for Whatcom READS at the WCLS Open Book event at Ferndale Events Center. The event was a joyous exploration of Library services, author talks, book sales, crafts and much more. It was well attended by enthusiastic readers, writers and book lovers of all ages. (Annette Bagley, Head of Community Relations)

INFORM & INVOLVE

Media coverage: On Nov. 1, The Western Front published an article by Sophie Cadran about [Bellingham Public Library Honoring National Hispanic Heritage Month](#). Thank you to all our staff who put together our monthly displays and keep them stocked, provide personal recommendations of materials, submit photos with those materials and create recommendation lists. This is such a valuable service for our community. (Annette Bagley, Head of Community Relations)

Media training: Bethany, Annette, and I attended a City-hosted media training in the Library lecture room on Nov.16. Kerri Schneider from reel media pr, LLC led the 3-hour workshop which covered advice for email, radio, television and Zoom interviews. It was valuable and much-appreciated education for City leaders and communication specialists. (Rebecca Judd, Library Director)

Community advertising: The Library has placed a quarter page ad in the Bellingham Regional Chamber's 2024 Welcome Home guide for new residents to the city. The ad extends the message "You Belong at

Your Library," and encourages newcomers to sign up for a Library card. (Annette Bagley, Head of Community Relations)

Bellingham Public Library celebrates Halloween! Staff participated in three community trick-or-treat events at BPL branches: Downtown Trick-or-Treat (Central Library), Bellis Fair's Trick or Treat (Bellis Fair Branch) and Barkley Boo-levard (Barkley Branch). Thank you to the event organizers and staff who dressed the part and were able to interact and engage with children and families participating. In addition to handing out candy, staff were able to hand out calendars of events and also check-out materials during special "bonus open hours" during the events at Barkley and Bellis Fair Branches. (Bethany Hoglund, Deputy Library Director)



Photo: Marissa and Jewel talk with young readers at the Trick or Treat event at Bellis Fair Mall

THRIVE & GROW

Overdrive magazine statistics: In early October, Overdrive implemented changes to their magazine circulation model that resulted in a sharp increase in magazine circulation statistics. In short, the eMagazine circulation numbers before October are not directly comparable to the numbers from October forward. (Jon McConnel, Head of Digital Services)

Holds and Items Out: BPL patrons will see an increase in the maximum number of active holds and items out, from 75 to 125. Both WCLS and BPL will be standardizing on 125/125 (with exceptions for certain types of patrons and items). (Jon McConnel, Head of Digital Services)

Facilities round-up: Items of note from the past month include:

- The freight elevator modernization project is wrapping up soon. Once final inspections have been passed, the elevator will be back in service.
- We have received requests from patrons for a power-assist door at our Barkley Branch. This space is leased from Talbot Company and all work to the building must be coordinated through their facility staff. We have submitted our request for this project to their facilities manager and will work with them to move this project forward.
- We are working with City Purchasing staff to procure custodial services for the Barkley Branch for 2024.
- So far our experience with the restroom air quality sensors has been productive. Staff have been able to respond to concerns in a timely way, and we are seeing a decrease in the number of alerts over the first few weeks as we educate restroom users about appropriate uses of our restroom spaces.

(Jen Vander Ploeg, Head of Public Services and Operations)

Respectfully submitted,
Rebecca Judd



TO: Library Board of Trustees
FROM: Rebecca Judd, Library Director
DATE: November 21, 2023
SUBJECT: 2024 Regular Library Board Meeting Schedule

Each year the Board reviews the day of week, time of day, and location for its meetings in the upcoming year.

Regular Board Meetings are held on the third Tuesday of each month **in the Lecture Room at the Bellingham Public Central Library, 210 Central Avenue**. Meetings begin at 3:30 p.m. The public is welcome to attend and is encouraged to check the library's website for the meeting agenda and packet.

2024

- Tuesday, January 16
- Tuesday, February 20
- Tuesday, March 19
- Tuesday, April 16
- Tuesday, May 21 – to be held at alternate location, TBD
- Tuesday, June 18
- Tuesday, July 16
- Tuesday, August 20
- Tuesday, September 17
- Tuesday, October 15
- Tuesday, November 19
- Tuesday, December 17



TO: Library Board of Trustees
FROM: Rebecca Judd, Library Director
DATE: November 21, 2023
SUBJECT: 2024 calendar of scheduled closure days

City-observed holidays for 2024:

Holiday	Day	Date
New Year's Day	Monday	January 1
Martin Luther King, Jr. Day	Monday	January 15
President's Day	Monday	February 19
Memorial Day	Monday	May 27
Juneteenth	Wednesday	June 19
Independence Day	Thursday	July 4
Labor Day	Monday	September 2
Veterans Day	Monday	November 11
Thanksgiving Day	Thursday	November 28
Day after Thanksgiving	Friday	November 29
Christmas Eve*	Tuesday	December 24
Christmas Day	Wednesday	December 25

*pending City of Bellingham approval

Additional Library closure days:

All Staff Training Day – Wednesday, October 9, 2024