

**BELLINGHAM PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

**NOTICE OF MEETING  
REGULAR MEETING  
of TUESDAY, NOVEMBER 21, 2023, 3:30 p.m.**

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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.**

| <b>AGENDA</b> | <b>TIME (approx.)</b> |
|---------------|-----------------------|
|---------------|-----------------------|

*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.*

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| <b>1. Call to order and introductions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 1 min |
| <b>2. Approve/modify agenda</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1 min |
| <b>3. Public comment</b><br>This time is set aside for members of the public to make comments.<br>Remarks will be limited to three minutes.                                                                                                                                                                                                                                                                                                                                                                                                                                   | 3 min |
| <b>4. Consent agenda (see packet materials)</b><br>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"><li>• <b>Communications and FYI</b></li><li>• <b>Minutes:</b> October 17, 2023: Regular board meeting</li><li>• <b>Library performance &amp; activity measures:</b> October 2023</li><li>• <b>Financial reports</b><br/>Claims: October 2023<br/>YTD report: October 2023</li></ul> | 2 min |
| <b>5. Reports</b> <ul style="list-style-type: none"><li>• Board Chair</li><li>• Library Board members</li><li>• City Council liaison</li><li>• Friends of Bellingham Public Library</li><li>• Library Director (see packet materials)</li></ul>                                                                                                                                                                                                                                                                                                                               | 8 min |

**Time check: 3:45**

- |                                                                                            |                         |
|--------------------------------------------------------------------------------------------|-------------------------|
| <b>6. 2024 Regular Library Board Meeting Schedule – Action Item (see packet materials)</b> | 5 min                   |
| • Rebecca Judd, Director                                                                   |                         |
| <b>7. 2024 Closure Days – Action item (see packet materials)</b>                           | 5 min                   |
| • Rebecca Judd, Director                                                                   |                         |
|                                                                                            | <b>Time check: 3:55</b> |
| <b>8. Trespass Appeal</b>                                                                  | 10 min                  |
| • Rebecca Judd, Director                                                                   |                         |
| <b>9. Trustee Training: An Overview of Library Collections</b>                             | 15 min                  |
| • Bethany Hoglund, Deputy Library Director                                                 |                         |
|                                                                                            | <b>Time check: 4:20</b> |
| <b>10. New business</b>                                                                    | 3 min                   |
| <b>11. Agenda items for next meeting</b>                                                   | 2 min                   |
|                                                                                            | <b>Time check: 4:25</b> |
| <b>12. Adjourn</b>                                                                         |                         |

**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](#).

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**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](mailto:sophiecadran.thefront@gmail.com)*

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**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.

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**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.

**3<sup>rd</sup> 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           | 2022           | 2023             | 2022             | 2019             | 2023 with 2019 |
| <b>Holdings</b> - 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%         |
| <b>Total Holdings (Physical and Electronic)</b>                                                               |                |                | <b>330,146</b>   | <b>301,527</b>   | <b>271,243</b>   | <b>21.72%</b>  |
| <b>Circulation</b> - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity |                |                |                  |                  |                  |                |
| <b>Central Library</b>                                                                                        |                |                |                  |                  |                  |                |
| 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%        |
| <b>Sub-Total Central</b>                                                                                      | <b>82,718</b>  | <b>100,004</b> | <b>851,185</b>   | <b>934,330</b>   | <b>1,056,591</b> | <b>-19.44%</b> |
| <b>Fairhaven Branch</b>                                                                                       |                |                |                  |                  |                  |                |
| 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%        |
| <b>Sub-Total Fairhaven</b>                                                                                    | <b>7,038</b>   | <b>1,709</b>   | <b>74,106</b>    | <b>18,497</b>    | <b>101,499</b>   | <b>-26.99%</b> |
| <b>Barkley Branch</b>                                                                                         |                |                |                  |                  |                  |                |
| 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%         |
| <b>Sub-Total Barkley</b>                                                                                      | <b>8,784</b>   | <b>2,934</b>   | <b>88,301</b>    | <b>26,498</b>    | <b>94,344</b>    | <b>-6.40%</b>  |
| <b>Bellis Fair Branch</b>                                                                                     |                |                |                  |                  |                  |                |
| Adult                                                                                                         | 1,013          |                | 6,481            | 0                | 0                |                |
| Youth                                                                                                         | 1,943          |                | 10,625           | 0                | 0                |                |
| <b>Sub-Total Bellis Fair</b>                                                                                  | <b>2,956</b>   | <b>0</b>       | <b>17,106</b>    | <b>0</b>         | <b>0</b>         |                |
| <b>Bellingham Technical College</b>                                                                           |                |                |                  |                  |                  |                |
| Adult                                                                                                         | 0              | 0              | 183              | 0                | 611              | -70.05%        |
| Youth                                                                                                         | 0              | 0              | 36               | 0                | 109              | -66.97%        |
| <b>Sub-Total BTC</b>                                                                                          | <b>0</b>       | <b>0</b>       | <b>219</b>       | <b>0</b>         | <b>720</b>       | <b>-69.58%</b> |
| <b>Whatcom Community College</b>                                                                              |                |                |                  |                  |                  |                |
| Adult                                                                                                         | 177            | 0              | 1,674            | 0                | 3,156            | -46.96%        |
| Youth                                                                                                         | 53             | 0              | 658              | 0                | 924              | -28.79%        |
| <b>Sub-Total WCC</b>                                                                                          | <b>230</b>     | <b>0</b>       | <b>2,332</b>     | <b>0</b>         | <b>4,080</b>     | <b>-42.84%</b> |
| <b>Western Washington University</b>                                                                          |                |                |                  |                  |                  |                |
| Adult                                                                                                         | 191            | 0              | 1,463            | 0                | 4,746            | -69.17%        |
| Youth                                                                                                         | 66             | 0              | 429              | 0                | 2,734            | -84.31%        |
| <b>Sub-Total WWU</b>                                                                                          | <b>257</b>     | <b>0</b>       | <b>1,892</b>     | <b>0</b>         | <b>7,480</b>     | <b>-74.71%</b> |
| <b>Sub-Total Physical</b>                                                                                     | <b>101,983</b> | <b>104,647</b> | <b>1,035,141</b> | <b>979,325</b>   | <b>1,264,714</b> | <b>-18.15%</b> |
| <b>Online Services</b>                                                                                        |                |                |                  |                  |                  |                |
| 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%          |
| <b>Sub-Total Online</b>                                                                                       | <b>47,836</b>  | <b>36,954</b>  | <b>409,173</b>   | <b>351,085</b>   | <b>244,300</b>   | <b>67.49%</b>  |
| <b>Total Circulation</b>                                                                                      | <b>149,819</b> | <b>141,601</b> | <b>1,444,314</b> | <b>1,330,410</b> | <b>1,509,014</b> | <b>-4.29%</b>  |
| <b>Holds Activity</b>                                                                                         |                |                |                  |                  |                  |                |
| Items placed on hold shelf                                                                                    | 48,633         | 49,658         | 504,057          | 499,168          | 471,267          | 6.96%          |
| <b>Services</b>                                                                                               |                |                |                  |                  |                  |                |
| <b>Persons Visiting</b> - Number of persons counted as they enter the libraries                               |                |                |                  |                  |                  |                |
| <b>Central Library - Curbside</b>                                                                             |                |                |                  |                  |                  |                |
| Adult                                                                                                         | 23             | 50             | 345              | 7,693            | 0                |                |
| Youth                                                                                                         | 34,725         | 30,823         | 334,945          | 248,517          | 397,828          | -15.81%        |
| Fairhaven Branch                                                                                              | 7,362          | 7,516          | 78,213           | 55,846           | 107,657          | -27.35%        |
| Barkley Branch                                                                                                | 4,849          | 4,671          | 47,348           | 42,783           | 68,481           | -30.86%        |
| Bellis Fair Branch                                                                                            | 3,827          | 3,171          | 38,086           | 27,661           | 47,655           | -20.08%        |
| <b>Total Persons Visiting</b>                                                                                 | <b>52,677</b>  | <b>46,231</b>  | <b>512,088</b>   | <b>382,500</b>   | <b>621,621</b>   | <b>-17.62%</b> |
| <b>Website Visits</b>                                                                                         |                |                |                  |                  |                  |                |
| This count reflects number of visits to www.bellinghampubliclibrary.org                                       | 39,953         | 37,482         | 404,682          | 365,987          | 409,481          | -1.17%         |
| <b>Bibliocommons visits</b>                                                                                   |                |                |                  |                  |                  |                |
| This count reflects number of visits to Bibliocommons                                                         | 22,489         | 14,631         | 178,384          | 139,351          | 123,465          | 44.48%         |
| <b>Total Website Visits</b>                                                                                   | <b>62,442</b>  | <b>52,113</b>  | <b>583,066</b>   | <b>505,338</b>   | <b>532,946</b>   | <b>9.40%</b>   |
| <b>Computer Usage</b> - Number of sessions                                                                    |                |                |                  |                  |                  |                |
| <b>Central Library</b>                                                                                        |                |                |                  |                  |                  |                |
| 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                |                |
| <b>Total Computer Usage</b>                                                                                   | <b>3,973</b>   | <b>3,414</b>   | <b>35,550</b>    | <b>22,921</b>    | <b>62,772</b>    | <b>-43.37%</b> |
| <b>New Borrowers Registered</b>                                                                               |                |                |                  |                  |                  |                |
| 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                |                |
| <b>Total New Borrowers Registered</b>                                                                         | <b>824</b>     | <b>643</b>     | <b>8,067</b>     | <b>6,973</b>     | <b>6,954</b>     | <b>16.01%</b>  |
| <b>Programs</b> - 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%        |
| <b>Volunteer Hours</b>                                                                                        | <b>194</b>     | <b>256</b>     | <b>4,940</b>     | <b>3,596</b>     | <b>5,137</b>     | <b>-3.84%</b>  |

\*\*\* 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             |
|------------------------------------------------------|---------------------------|--------------------|
| <b>Materials, Equipment and Supplies</b>             |                           |                    |
| 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              |
| <b>Materials, Equipment &amp; Supplies Sub Total</b> |                           | <b>\$37,455.82</b> |

**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     |

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**Services and Interfund Charges Sub Total    \$183,631.59**

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**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 |

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**GIFT FUND OUTLAYS Sub Total    \$1,171.46**

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**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 |
|--------------------------------------------|------------------|------------------|------------------|------------|
| <b>Revenues</b>                            |                  |                  |                  |            |
| 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)          |            |
| <b>Total Revenue</b>                       | <b>21,977</b>    | <b>36,100</b>    | <b>14,123</b>    | <b>61%</b> |
| <b>Expenses</b>                            |                  |                  |                  |            |
| 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%        |
| <b>Total Expenditure</b>                   | <b>6,174,993</b> | <b>7,723,343</b> | <b>1,548,350</b> | <b>80%</b> |

**Library - Budget to Actual - Gift Fund**

**October 2023 83% YTD**

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



## **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