

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: November 21, 2023: Regular board meeting• Library performance & activity measures: November 2023• Financial reports
Claims: November 2023
YTD report: November 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 Board of Trustee elections | 5 min |
| • Rick Osen, Board Chair | |
| 7. Rules of Conduct policy edits – Action item (see packet materials) | 10 min |
| • Bethany Hoglund, Deputy Director | |
| | Time check: 4:00 |
| 8. Planned Giving initiative (see packet materials) | 25 min |
| • Rachel Myers, RM+Co & Kristy Van Ness, Trustee | |
| 9. 2024 Draft Action Plan (see packet materials) | 15 min |
| • Rebecca Judd, Director | |
| | Time check: 4:40 |
| 10. New business | 3 min |
| 11. Agenda items for next meeting | 2 min |
| | Time check: 4:45 |
| 12. Executive Session | 15 min |
| • Potential Litigation (Sarah Chaplin, Assistant City Attorney, Sr) | |
| | Time check: 5:00 |
| 13. Adjourn | |

Accessibility:

The Bellingham Public Library Lecture Room is ADA accessible. Elevator access to the lower floor is available at the Central Avenue entrance. If you require a sign interpreter or other accommodation, please allow the library 48 hours' notice. For additional accommodation, contact the Administrative Assistant at 778-7220 in advance of the meeting. Thank you.

**Next Regular Library Board Meeting: Tuesday, January 16, 2024 – 3:30 p.m.
Location: Lecture Room, Central Library, 210 Central Avenue
Bellingham, Washington**

Now that the new jail levy has passed, I can only hope logic and reality will be used in the process forward.

My reason for voting no on the proposition had nothing to do with the “blank check” aspect of the thing and everything to do with siting. Building a state-of-the-art, multi-use facility in a swamp 10 miles out of town just defies logic.

I seem to recall years ago, when the downtown library was in a state of need (they always are and always will be), there was some thought given to building a new facility in the downtown area and using the vacated site for, gasp, a new jail.

I would suggest the “new jail crew” and the library board sit down together and discuss the possibilities of a joint venture in real estate swapping. I am quite confident there are several sites that are more than adequate to meet the needs of a new library, today and into the future, in the general downtown area. (Imagine off-street parking!) Perhaps some funding from the “Take the perps to court from Ferndale” transport account could be diverted to help in procuring the site.

The benefits of building the new multipurpose facility on the old library site are too numerous to mention. I will, however, suggest an all-weather skybridge between the new lock-up and the courthouse would be a nice touch.

So, c’mon library users and justice/treatment advocates, let’s get it done.

Ken Lingbloom

Bellingham



**Regular Meeting of the Library Board of Trustees
Tuesday, November 21, 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 Kendra Bradford
Board Members Absent: Kristy Van Ness
City Council Library Liaison: Absent
Library Staff: Rebecca Judd, Bethany Hoglund, 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 3:32 p.m. by Chair, Rick Osen. In recognition of National Native American Heritage month, Rick read our Land Acknowledgement from the agenda.

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

Public comment: no comments.

Consent agenda: Rick commented that he was glad to see the Western Front article (in packet) promoting use of the library.

Rick mentioned, as noted by Rebecca Craven at last month's meeting, there has been a sharp shift in circulation from physical to digital resources. Our year-to-date circulation totals are down over 4% from 2019 to 2023, with digital circulation up by about 160,000 items while physical circulation is down approximately 209,000. He added that another perspective is that in 2019 digital materials were 16% of our total circulation whereas in 2023 they are 28% of our total circulation. This helps to explain the drop in library visits. Total holds are up 7% from 2019. Jim McCabe moved to approve the October 17, 2023 Regular meeting minutes and the October 2023 performance and activity measures and financial reports. Rebecca Craven seconded. Motion carried.

Board Chair report:

- Rick noted that the Board committed to reviewing the Land Acknowledgement annually. It was decided no changes to the Acknowledgement are needed at this time.

- Concerning the upcoming renovation, Rick reported an official notice to proceed was sent by the City to Miller Hull. It is expected that meetings will be scheduled starting in December to begin the design process. We are expecting an accelerated design process, since the majority of funding for this project is from ARPA funds which must be encumbered by the end of 2024. The project must be bid and under contract by 12/31/2024.
- Concerning the Planned Giving initiative, Rick reported that consultant Rachel Myers has been drafting documents related to this initiative and has reviewed them with Kristy and Rick. Updated versions of these documents will be brought to the Board as a whole for discussion at the December board meeting, which Rachel will attend.
- Rick shared that Seattle Public Library, along with Boston, LA County and San Diego Public Library, has joined Brooklyn Public Library's [Books Unbanned](#) initiative offering free e-cards and access to banned or restricted titles in ebook or digital audiobook form. More than 6,000 young people across the U.S. have signed up, checking out books more than 55,000 times.

Board member reports:

- No reports.

Friends of BPL report:

- Carol announced the Friends are preparing for a full-size January book sale. It will be a 3-day sale with longer hours.
- The Friends are working on their 2024 budget. Rick and Rebecca Judd attended the last Friends' board meeting. At the meeting, the Friends immediately approved funds to purchase light therapy lamps for circulation. Rebecca Judd added that Jon and his staff have been researching models and packaging. Kendra asked how we will let patrons know these are available to check out. Rebecca Judd and Bethany answered that outlets would include the e-newsletter, a tile on our website, and social media.
- Carol commented that the Friends are thrilled the freight elevator is working.

Library Director report:

- Rebecca announced that Katrina Buckman will be joining us on December 1, as our new Head of Public Services.
- Cascadia Daily News is doing a year-long series on homelessness. One of the segments is an article on services for those experiencing homelessness at the library.
- Rebecca said that she will be bringing a draft 2024 Action Plan to the Board at the December board meeting with the hope of approving it at January's meeting. She added she is working hard to keep the plan short and reasonable considering renovation design will be under way.

2024 Regular Library Board Meeting Schedule:

- Rick pointed out this is our typical schedule. All meetings will be in the Lecture Room, except for May. We will decide the location for the May meeting down the road, perhaps at the Bellis Fair branch. Kendra Bradford moved that the 2024 schedule be approved as written. Rebecca Craven seconded. Motion carried.

2024 Closure Days:

- Rick said that, based on his experience, he strongly supports an All-Staff Training Day, not just for the training but also for developing staff interactions and morale. Rebecca Judd added that the document in the packet notes Christmas Eve as pending, but this has since been approved. She also mentioned that on December 31, 2024, which falls on a Tuesday, the library will close at 5 p.m. rather than 7 p.m. Rebecca Craven moved to approve the 2024 Closure Days. Jim McCabe seconded. Motion carried.

Trespass Appeal:

Rebecca Judd began the discussion by noting that the Library had received its first Trespass appeal in a long time. Library procedure states that after a person has requested an appeal, the Library Director and Library Board will review the incident and reason for the appeal request.

Rebecca described an incident that occurred between 2 men on the plaza on September 23, 2023 that resulted in both men being trespassed for 1 year. She reviewed the appeal request by one of the men, Johnathan Roberson. After discussion with the Security and Information Attendants who responded to the 9/23/2023 incident, she recommended a reduction of the trespass for Johnathan Roberson from 1 year to 6 months.

The Board discussed the recommendation and also the trespass appeal procedures. Jen Vander Ploeg noted that the Library Rules of Conduct state:

A person trespassed from the library may appeal the trespass. Written trespass appeal procedures are available to the public. The Library Board of Trustees may approve, modify or reverse any staff actions. The Board reviews all trespasses that are issued for five years and over.

Rebecca Judd noted that the trespass appeal procedures would benefit from a review. The Board supported this direction. Rebecca Judd will work with Legal and bring a discussion back to the Board in early 2024.

Rebecca Craven moved that the Board accept the Director's recommendation to reduce Johnathan Roberson's trespass from 1 year to 6 months, ending 3/23/2023. Kendra Bradford seconded. Motion carried.

Trustee Training: An Overview of Library Collections:

- Bethany provided a PowerPoint presentation, *Collection Development (see attachment #1, all attachments are at the end of the minutes)*.
- Jon added, in reference to Withdraw and Weed, that we are a one in/one out collection framework because we are at 100% capacity.
- It was also added that the Board intends to update our Level of Service standard for Materials. The current standard was developed in 2017 and since that time inflation with publishers has been high.

New Business:

- No new business

Agenda items for next meeting:

- Planned Giving initiative with Rachel Myers
- Draft 2024 Action Plan
- Election of officers.

Meeting adjourned at 4:50 p.m.

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

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

Attachments:

- Attachment #1: Collection Development

Collection Development

LIBRARY BOARD MEETING
NOVEMBER 2023

1

The life cycle of physical materials:

- Selection
- Acquisitions
- Cataloging & Processing
- Circulation & Collection Maintenance
- Weeding

2

Selection, briefly

- Selection conducted by librarian team
- Selectors use the Collection Development Policy to guide their selections and build collections
- Tools to assist in selection:
 - Professional, critical reviews
 - Baker & Taylor curated carts
 - Community interest/need
 - Patron suggestions (Can't Find It? Form)

3

Acquisition & Processing

- Purchasing items from our vendors
- Cataloging
- Processing

Unique Collections

- Book Club Kits, Check Out WA Kits
- Local Author collections
- Community Voices and Since Time Immemorial kits

4

Circulation

- Conversions
- Moving to branches
- Collection Review, repair

Withdraw and Weed

- De-selection just as important as selection
- Helps keep collections clean, current, relevant and provide space for new materials
- Discarding books can be mentally & emotionally hard

5

Community Input and Feedback

Purchase Suggestions

Patron wants an item not in the collection

1. Can't Find It? Form completed
2. Form submitted
3. Item either purchased, requested through Interlibrary Loan, or declined.

6

Materials complaints and challenges:

- We are committed to serving everyone in our community with collections that are inclusive and meaningfully responsive to a wide variety of interests, experiences and viewpoints.
- We do have a formal Request for Reconsideration process and form. We take all formal requests seriously.

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

	November		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	1,349	1,152	21,735	23,263	28,091	-22.63%
Electronic copies purchased by BPL	139	387	2,116	2,170	1,046	102.29%
Physical copies withdrawn from the collection	(5,026)	(446)	(25,378)	(18,761)	(22,431)	13.14%
Total physical holdings			180,088	175,602	183,270	-1.74%
Total electronic holdings available to BPL			149,830	128,302	86,311	73.59%
Total Holdings (Physical and Electronic)			329,918	303,904	269,581	22.38%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity						
Central Library						
Adult	39,753	47,691	466,938	536,892	639,645	-27.00%
Youth	40,140	47,564	469,945	492,693	525,967	-10.65%
Sub-Total Central	79,893	95,255	936,883	1,029,585	1,165,612	-19.62%
Fairhaven Branch						
Adult	4,462	1,348	54,848	12,585	80,610	-31.96%
Youth	2,295	597	26,015	7,857	30,993	-16.06%
Sub-Total Fairhaven	6,757	1,945	80,863	20,442	111,603	-27.54%
Barkley Branch						
Adult	4,447	1,389	50,387	15,174	62,197	-18.99%
Youth	3,928	1,238	46,289	13,951	43,041	7.55%
Sub-Total Barkley	8,375	2,627	96,676	29,125	105,238	-8.14%
Bellis Fair Branch						
Adult	1,032	0	7,513	0	0	
Youth	1,798	0	12,423	0	0	
Sub-Total Bellis Fair	2,830	0	19,936	0	0	
Bellingham Technical College						
Adult	0	0	183	0	704	-74.01%
Youth	0	0	36	0	119	-69.75%
Sub-Total BTC	0	0	219	0	823	-73.39%
Whatcom Community College						
Adult	139	0	1,813	0	3,534	-48.70%
Youth	30	0	688	0	1,019	-32.48%
Sub-Total WCC	169	0	2,501	0	4,553	-45.07%
Western Washington University						
Adult	192	0	1,655	0	5,249	-68.47%
Youth	72	0	501	0	3,083	-83.75%
Sub-Total WWU	264	0	2,156	0	8,332	-74.12%
Sub-Total Physical	98,288	99,827	1,139,234	1,079,152	1,396,161	-18.40%
Online Services						
Kanopy ***	3,657	3,049	33,382	34,088	3,880	760.36%
WA Anytime Library Overdrive	37,798	32,325	405,441	345,158	239,905	69.00%
Overdrive Magazines	7,410	2,038	32,270	23,259	26,127	23.51%
Sub-Total Online	48,865	37,412	471,093	402,505	269,912	74.54%
Total Circulation	147,153	137,239	1,610,327	1,481,657	1,666,073	-3.35%
Holds Activity						
Items placed on hold shelf	49,969	49,151	554,026	548,319	518,040	6.95%
Services						
Persons Visiting - Number of persons counted as they enter the libraries						
Central Library - Curbside	27	38	372	7,731	0	
Adult	29,655	27,596	364,600	276,113	436,276	-16.43%
Youth	6,768	6,655	84,981	62,501	116,692	-27.17%
Fairhaven Branch	4,354	4,291	51,702	47,074	75,110	-31.16%
Barkley Branch	3,688	2,932	41,774	30,593	52,350	-20.20%
Bellis Fair Branch	1,749	0	14,900	0	0	
Total Persons Visiting	46,241	41,512	558,329	424,012	680,428	-17.94%
Website Visits						
This count reflects number of visits to www.bellinghampubliclibrary.org	39,612	35,087	444,294	401,074	448,491	-0.94%
Bibliocommons visits						
This count reflects number of visits to Bibliocommons	24,166	15,201	202,550	154,552	136,692	48.18%
Total Website Visits	63,778	50,288	646,844	555,626	585,183	10.54%
Computer Usage - Number of sessions						
Central Library						
Adult & Teen (30 terminals)	2,953	2,628	34,002	22,668	57,716	-41.09%
Childrens (3 terminals)	49	59	524	395	1,545	-66.08%
Fairhaven Branch (6 terminals)	164	188	2,118	1,700	5,813	-63.56%
Barkley Branch (4 terminals)	149	104	1,657	1,137	3,323	-50.14%
Bellis Fair Branch (4 terminals)	114	0	678	0	0	
Total Computer Usage	3,429	2,979	38,979	25,900	68,397	-43.01%
New Borrowers Registered						
Central Library	579	451	7,558	6,900	6,500	16.28%
Fairhaven Branch	22	30	356	320	548	-35.04%
Barkley Branch	34	15	378	249	371	1.89%
Bellis Fair Branch	54	0	464	0	0	
Total New Borrowers Registered	689	496	8,756	7,469	7,419	18.02%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs						
Programs	75	82	958	675	1,192	-19.63%
Attendees	1,368	1,681	21,693	14,833	27,967	-22.43%
Volunteer Hours	177	373	5,117	3,969	5,516	-7.24%

*** Kanops stats changed from 'Credits' to 'Plays' starting November 1. Comparisons have been backfilled.

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

NOVEMBER 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 DECEMBER 19, 2023, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
Materials, Equipment and Supplies		
Books; DVDs; supplies; child masks	Amazon	1,364.19
Books	Baker & Taylor	18,575.60
Periodicals	Bellingham Herald	132.13
Security shirt logos	Bergen	109.02
Office chair	Blackburn Office Equipment	552.27
Books	Center Point Large Print	103.01
Laptop	CDW Government	1,025.16
Children's lights	Costco	39.15
Water (Barkley Branch)	Culligan	8.16
Books	Data Axle	331.85
Periodicals	Ebsco Subscription Services	13,032.42
Books	Information Today	483.53
Security clothing	Lands' End	115.68
DVDs, CDs, recorded books	Midwest Tape	4,755.07
Office supplies	ODP Business Solutions	55.04
Periodicals	Puget Sound Maritime Historical Society	60.00
Vehicle fuel	Reisner Distributor	265.22
Security notebooks	RiteintheRain	64.63
Behavioral Therapist laptop cart	School Outfitters	(337.01)
Lost Interlibrary loan	Seattle Public Library	16.99
Lost Interlibrary loan	Tacoma Public Library	22.99
Lobby lights	Target	58.75
Materials, Equipment & Supplies Sub Total		\$40,833.85

Services and Interfund Charges

Barkley Branch cleaning	Action Cleaning	769.50
Creative Cloud	Adobe Inc	391.55
Bellis Fair Branch cleaning	Advantage Building Services	1,477.66
Memberships	American Library Association	1,240.00
Preprocessing	Baker & Taylor	4,919.10
Bellis Fair Branch lease	Bellis Fair Mall Territories	5,357.00
Self check software subscription	Bibliotheca	1,766.20
Pest management @ Bellis Fair	Bio Bug Pest Control	70.72
Bellis Fair Branch natural gas	Cascade Natural Gas	60.47
Banking & credit card fees	City of Bellingham Interfund	10.65
Computer replacement allocation	City of Bellingham Interfund	15,807.43
Facilities Services	City of Bellingham Interfund	51,867.35
Fleet Services	City of Bellingham Interfund	820.00

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

NOVEMBER 2023 CLAIMS

IT Service allocation	City of Bellingham Interfund	28,350.29
Postage	City of Bellingham Interfund	795.43
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	2,370.18
Printing	Copy Source	439.58
Water cooler rental (Barkley & Bellis Fair Branches)	Culligan	11.97
Graphic Design	Katrina Lyon Design	400.00
Copier leases and copies	Kelley Connect	1,257.90
Bellis Fair Branch waste service	Keter Environmental	103.60
Preprocessing	Midwest Tape	513.59
eBooks, eAudiobooks	Overdrive Inc	12,553.14
Membership & webinar	Pacific Northwest Library Association	190.00
Bellis Fair internet service	Pogozone Wireless	367.49
Databases	Proquest	608.71
Media coaching	reel media pr	1,500.00
Security services	Risk Solutions Unlimited	5,000.00
Restroom sensor installation	Security Solutions	7,159.04
Barkley Branch operating costs	Talbot Services LLC	533.33
Microfische machine lease	Technology Unlimited	339.46
Borrower notices	Unique Management	238.80
Interlibrary Loan postage	USPS	10.28
Hotspot service	Verizon Wireless	1,480.37
Memberships	Washington Library Association	310.00
Driving abstracts	WSDO Licensing	15.00
Veeam software subscription	Zones, Inc	2,095.49

Services and Interfund Charges Sub Total \$166,125.63

Gift Fund

Books	Amazon.com	318.60
Books	Baker & Taylor	235.66
Teen programming	Costco	183.90
Craft program	Alina Holmes	100.00
Aquarium camera	Zhanggu	308.84

GIFT FUND OUTLAYS Sub Total \$1,147.00

TOTAL GENERAL FUND CLAIMS \$206,959.48

TOTAL CLAIMS \$208,106.48



City of Bellingham

Library - Budget to Actual - General Fund

November 2023 91.6% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Grants	0	0		
Print and Copy Fees	11,737	15,000	3,263	78%
Lost, Damage & Non-resident Borrower Fees	7,188	16,100	8,912	45%
Fairhaven Auditorium Rental Fees	2,575	5,000	2,425	52%
Miscellaneous Revenues	1,707	0	(1,707)	
Total Revenue	23,207	36,100	12,893	64%
Expenses				
Salaries and Wages	2,812,440	3,280,705	468,265	86%
Personnel Benefits	1,327,331	1,604,842	277,511	83%
Physical Materials, Equipment and Supplies	496,928	542,422	45,494	92%
Services, Digital Materials and Interfund	2,145,291	2,295,374	150,083	93%
Total Expenditure	6,781,990	7,723,343	941,353	88%

Library - Budget to Actual - Gift Fund

November 2023 91.6% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Donations	80,670	150,000	69,330	54%
Total Revenue	80,670	150,000	69,330	54%
Expenses				
Gift Fund expenses	72,670	50,000	(22,670)	145%
Total Expenditure	72,670	50,000	(22,670)	145%



DIRECTOR'S REPORT FOR December 19, 2023

At the close of this year, we say goodbye to Mayor Seth Fleetwood and Council liaison Kristina Michele Martens. Through challenging times, they have been strong and steadfast voices in support of Library services and increased funding for facilities, staffing, and materials. Thank you, Mayor Fleetwood and Councilmember Martens, for your dedication to public service and for making Bellingham a better place for all. (Rebecca Judd, Library Director)

WELCOME & INCLUDE

Welcoming new Library staff: Two new Library Assistants have been hired from the list generated in the last staffing process and will be starting December 20. A request to fill the remaining three vacancies is in the staffing queue and we hope to run this process early in the new year. (Jen Vander Ploeg, Head of Operations)

Learning Opportunities: Library Community Relations staff participated in numerous trainings and learning sessions in December, including HR trainings, a summit on social media for government, and the Library-led Understanding the Fentanyl and Meth Crisis learning session for city employees. (Annette Bagley, Head of Community Relations)

ITSD reorganization progress: ITSD is in the midst of a restructuring that is intended to improve the level of service provided to the rest of the City's departments. One piece is the creation of a position dedicated solely to the Library's systems. We are excited to share that Doug was offered the Library Systems Analyst position. He has been providing these services to us for a long time while also supporting other departments. While the restructuring continues, he will still need to support other departments, but this is a major step forward. (Jon McConnel, Head of Digital Services)

ACCESS & OPPORTUNITY



Light Therapy Lamps: At their November Board meeting, the Friends approved funding for a new collection. We'll soon be circulating Light Therapy Lamps, intending to help patrons beat the winter blahs through temporary exposure to bright light (no UV!). Funding was sufficient for about 20 portable lamps that will be part of our 'Library of Things', circulating for 3 weeks. (Jon McConnel, Head of Digital Services)

BiblioCommons patron self-service phone edit: Patrons are now able to edit their own phone number if they're logged in to their library account at either the [BPL](#) or [WCLS](#) catalog. In the past our phone notification system had strict formatting rules so staff needed to control access in order to enforce

consistency. Now that we're using MessageBee for phone notices, those limitations no longer apply, and we can offer this added self-service option to our patrons. (Jon McConnel, Head of Digital Services)

READ & LEARN

Best of the Library 2023 Staff Picks: Each year, Adult Services Librarian Katie Bray encourages staff to submit their favorite books, music, movies and audiobooks across all genres and age groups. The titles aren't necessarily published in 2023, but rather published within the last five years and read by staff in 2023. Looking for a next great read or listen? Check out one of the lists https://bellingham.bibliocommons.com/list/share/110058314_bpladultlibrarians/2431131709_best_of_the_library_2023 for inspiration. Thank you to all the staff who participated by providing a title, and to Katie for curating and publishing. (Bethany Hoglund, Deputy Library Director)

INFORM & INVOLVE

Media Coverage: On Nov. 29 Cascadia Daily News published a letter to the editor regarding the locations of the jail and Central Library. Cascadia Daily News is also publishing an ongoing series related to homelessness in Bellingham. On Nov. 30, reporter Charlotte Alden interviewed Library Director Rebecca Judd regarding the work the library does to support the unhoused members of our community. (Annette Bagley, Head of Community Relations)

Partnership Opportunities: In December, Library Community Relations staff participated in numerous meetings with City departments and partner agencies, including: the City-wide Communications Team, the City's Language Access Workgroup, the Opioid Response MAC (Multi-Agency Coordination) workgroup, All Hands Whatcom, Whatcom Coalition to End Homelessness, the Whatcom County Outreach Teams, and planning for the embedded Behavioral Health Specialists. (Annette Bagley, Head of Community Relations)

Library Year in Review: On Dec. 1, Library Community Relations Specialist Jenni Johnson created a webpost featuring [Bellingham Public Library 2023 Highlights](#). It is a fun look back on the memorable moments of the year. (Annette Bagley, Head of Community Relations)

Bellis Fair Branch grand opening!



THRIVE & GROW

Winter/Inclement weather procedures: Rather than "reinventing the wheel" each winter when the first weather event hits, we are taking the time to intentionally craft winter weather expectations and procedures that can be used from year to year. These procedures include providing all staff with expectations around inclement weather and possible closures, and more specificity and understanding among managers and supervisors about the roles, responsibilities and tasks during an event. (Bethany Hoglund, Deputy Library Director)

People counter upgrade project: Much progress has been made in the past month! All 8 devices are in place; data cabling is in place; and final configuration is complete for the 3 devices at Fairhaven and Bellis Fair. At Central and Barkley the City's NetOps team has steps to complete before configuration can be finished. We have access to a data dashboard, which can be configured to display information about the data flowing to it – currently just from the 3 Fairhaven and Bellis Fair devices but eventually from all 8. (Jon McConnel, Head of Digital Services)

Kanopy stats: We mentioned last month that Kanopy had changed their metaphor for access control from 'Credits' to 'Tickets'. Starting this month, we're reporting 'Plays' instead of 'Credits' for the Kanopy line on the Performance & Activity Measures page. The metric we had been using is no longer strictly valid, so we worked with WCLS to find a new agreed-upon statistics to report. 'Plays' represents patrons successfully starting a video. It has been reported the entire time we've subscribed, so we have older data to compare to. It captures patron actions, but not the cost of the patron action, unlike 'Credits' which represented both. So the new, higher, numbers you're seeing now represent a more complete picture of patron interactions with Kanopy. (Jon McConnel, Head of Digital Services)

Joint Cataloging Agreement review: On Nov. 30 four of us (Bethany, Jon, Nate, & Stacy) took a trip to the WCLS administrative building for an in-person review of our Joint Cataloging Agreement with their cataloging team. We'd last given the agreement a full review in 2019; the intention was to review it regularly, but circumstances intervened. While there, the CS members got a tour of Acquisitions, Cataloging, & Processing to help us think about possible workflow adjustments we may design into the coming renovation project. (Jon McConnel, Head of Digital Services)

Facilities round-up: An overview of the past month includes:

- The freight elevator modernization is finally completed. A small nagging issue is still being researched but is not impacting our ability to use the elevator.
- The electrical panel upgrade at Fairhaven Branch is wrapping up. The bulk of the work was done the weekend of Dec. 10, which involved a disconnection from the power grid while we were closed on the Sunday. The completion of this work ensures that there are enough circuits in the building to allow Public Works to restart the auditorium HVAC system.
- A contract has been issued to replace the door opener hardware for the main floor restroom that is currently not functional. Parts have been ordered and work is expected to take place early next year. If this hardware works well and remains functional under heavy use, Public Works will replace the other restroom's hardware with the same products.
- Some old furniture and fixtures from the upstairs staff area were surplussed and disposed of.

(Jen Vander Ploeg, Head of Operations)

Respectfully submitted,
Rebecca Judd

Title: 4.101 RULES OF CONDUCT

Code: 4 Public Services

Chapter: 4.100 Conduct

Type of Policy: Departmental

Date Developed: 20 August 2002

Date Revised: 18 September 2007, 26 August 2008, 23 February 2009, 18 June 2013, 17 June 2014, June 19, 2018, November 16, 2018, [December 2023](#)

Revised by: Pam Kiesner, Beth Farley, Rebecca Judd

Developed by: Julie Carterson

Approved By: Library Board of Trustees, [November 27, 2018](#)

Cancels: Section VI, Public Services Policies, Rules of Conduct

See Also:

Library procedures:

4.101.104 Trespassing a person

4.101.105 Immediately trespassing a person

4.101.109 Deciding the length of an exclusion or trespass

4.101.110 Appealing a trespass

4.401.101 Internet time limit abuse

Codes and Laws:

RCW 27.12.290 Violators may be excluded

Scope

This policy applies to all visitors to all facilities and properties of the Bellingham Public Library. Parents or caregivers are responsible for the behavior of minor children in their charge.

Definitions

Exclusion: a person is asked to leave the library and not return for a period of time less than one (1) month. Library staff person in charge may make the decision to exclude immediately or after consultation with other staff. The police are not involved in determining exclusions. An incident report is created.

Library property: at the Central Library, the property includes the entire block bordered by Central, Commercial, Lottie and Grand, not including the right of way. At the Fairhaven Branch the property includes the entire parcel of land surrounding the library, not including the right of way. At the Barkley Branch, the property includes the area directly in front of the Branch, not including the right of way.

Minor: person under the age of eighteen (18).

Trespass: a person is legally barred from entering any library property for a period of time ranging from one (1) month, three (3) months, six (6) months, one (1) year, or up to five (5) years. Under extraordinary circumstances, a person may be trespassed permanently. The person's library card is deactivated for the same length of time as the trespass.

Person in Charge (PIC): If the incident originates at the Central Library: The Security and Information Attendant on duty is the Person in Charge. In their absence, the Person in Charge (PIC) at the Help Desk is responsible.

For incidents at the Barkley, [Bellis Fair](#) or Fairhaven Branch: The PIC is the staff member with the highest classification.

Policy/Conditions

1. **Library Board of Trustees defines acceptable library behavior by creating rules**

of conduct.

The Library exists to serve the community's information needs. The community expects a safe and appropriate library environment so all visitors may access library resources and services.

Rules of conduct define acceptable behavior in the library and on library property and provide for personal safety as well as for the protection of materials, property and facilities.

Rules of conduct will be applied respectfully, fairly and consistently

Exceptions must be authorized by the Library Director or designee.

2. Library staff are responsible for applying Rules of Conduct.

Failure to comply with a reasonable staff request may result in a loss of library privileges. Willful or persistent violation of the rules will result in a loss of library privileges, which may include service limits or exclusion or trespass from the use of all facilities of the Bellingham Public Library.

3. Disruptive behavior that unreasonably interferes with use of the library by other users or inhibits staff or volunteers from performing their duties may result in loss of library privileges.

This behavior includes but is not limited to:

- Sleeping
- Using audio equipment that disturbs others
- Screaming, loud talking, and boisterous behavior
- Inappropriate attire, including not wearing shirt or shoes
- Loitering
- Offensive bodily hygiene
- Prolonged staring at others
- Intoxicated behavior
- Not following the Guidelines for Computer Use, including abusing Internet time limits.
- Not following Meeting Room Use Rules or failing to follow other established library requirements.
- Accessing identified staff only areas of the library without authorization.
- Other behavior which unduly disturbs others

4. Use of any Bellingham Public Library facilities, property or equipment for purposes not intended may result in the loss of library privileges.

Such uses include, but are not limited to:

- ~~Eating, except in authorized areas~~
- Using scooters, skateboards, [roller skates, bicycles](#) or any wheeled footwear in the building
- ~~Bringing into the library personal items that restrict movement~~ [and access, and ,exceed more than a reasonable amount of individual personal space, such as will fit safely under the table or chair that is occupied](#)
- [Bringing in personal belongings](#) that may damage library property or that create a safety hazard
- Leaving personal effects unattended
- Using the restrooms for bathing, shaving, washing hair or clothing

- Camping on library property, indoors or outdoors
- Distributing literature, gathering signatures, soliciting contributions or conducting surveys inside the library or on library property.

5. **Behavior that endangers library users, staff or volunteers will result in immediate trespass.**

These behaviors include but are not limited to:

- Abuse of equipment
- Destruction or defacement of property
- Physical activity dangerous to others
- Sexual misconduct such as exposure or sexual harassment
- Stalking
- Verbal or physical threats, harassment or intimidation
- Illegal conduct

6. **Discreet Ppackaged snacks and covered drinks may be consumed in the library, except near Library computers/electronics and during storytime programs.**

- Food and drink are allowed in the Lecture Room, Conference Room, Fireplace Room and Northwest Room in accordance with the Meeting Room Use Rules.
- The Auditorium at Fairhaven Branch Library is managed by the Parks Department and is subject to their user agreement rules.

7. **A trespass may be issued for disobeying the direction of a library staff member and for remaining on library property when requested to leave for violations of law and/or library policies.**

Library staff determine the length of the trespass ~~and the Police serve the trespass.~~ Library staff member in charge may make the decision to trespass immediately or after consultation with other staff. An incident report is created.

7. **Smoking, including the use of e-cigarettes, is not permitted in library facilities or on library property.**

8. **Service animals are permitted in the library, so long as the handler ensures appropriate behavior of the animal and remains with the animal while in the library. No other animals are permitted in library facilities.**

9. **A trespass may be appealed.**

A person trespassed from the library may appeal the trespass. Written trespass appeal procedures are available to the public. The Library Board of Trustees may approve, modify or reverse any staff actions. The Board reviews all trespasses that are issued for five years and over.

10. **Library Board reviews this policy.**

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

Bellingham Public Library & Whatcom Community Foundation Fund Development Roles & Responsibilities

Draft: December 11, 2023

Introduction:

The following document outlines the working relationship between Whatcom Community Foundation (WCF) and Bellingham Public Library (BPL) to manage the multiple BPL funds held at WCF and to support the fund development activities for each Fund.

Mission & Purpose Alignment:

The mission of Bellingham Public Library is to “Connect our community with each other and the world.” The BPL Trustees are the governing body of the library, responsible for establishing library policy and overall direction, overseeing the library’s budget, and representing and advocating for the library to the community.

The mission of Whatcom Community Foundation (WCF) is to Cultivate neighborliness. Lift community voices. Invest in equity and hope. WCF maintains Agency Endowment Funds for more than 20 local nonprofit organizations.

BPL and WCF have an aligned purpose to promote giving to all endowed and non-endowed BPL Funds, including connecting potential BPL donors to opportunities to support BPL Funds at WCF.

BPL Funds at Whatcom Community Foundation:

There are five Fund Agreements between WCF and BPL that were signed when the following funds were established:

Bellingham Public Library Fund – Unrestricted
Bellingham Public Library Fund – Capital
Bellingham Public Library Fund – Materials
Bellingham Public Library Fund – Fairhaven Branch Materials
Bellingham Public Library Designated Endowment Fund

(See fund agreements in the appendix.)

WCF’s Roles & Responsibilities:

1. Provide investment oversight for all Funds.
2. Provide annual financial reports to BPL Trustees for all Funds.
3. Provide annual distributions from Endowed Funds.
4. Update the information shared on WCF’s donation pages for BPL Funds.
5. Process gifts to each Fund, including sending a donation receipt to every donor and ensuring that the gift is added to the correct BPL Fund.
6. Share donor contact info with BPL Staff. Excludes anonymous donors.
7. Meet with BPL Staff & Trustees annually to review Fund financials.
8. Periodically meet with BPL staff and Trustees to discuss fundraising strategies.

BPL Roles & Responsibilities

1. Review donor information and work with BPL Trustees to send Thank You notes for every gift. (*currently unable to access donor contact information from WCF)
2. Manage the collection and data entry of BPL Legacy Society Gift Forms to ensure that they are entered into the BPL tracking system and shared with WCF.
3. Ensure that any new Legacy Society donors are included in public lists of appreciation.
4. Steward donors including inviting them to donor appreciation activities, sending an annual thank letter from Trustees, and sharing updates from BPL.
5. Meet with current or potential donors to answer questions and share information about how to support the work of BPL.
6. Meet with WCF Staff annually to review Fund activity and collaborate on BPL Fund Development strategies.
7. Share information about the library’s needs and strategic priorities with the library’s support organizations, such as Friends of BPL and other Library supporters.

Chair, BPL Trustees _____ Date _____

WCF President & CEO _____ Date _____

Bellingham Public Library Legacy Society Cover page (to be paired with the form)
Draft: December 11, 2023

HEADLINE:

BE A PART OF BELLINGHAM PUBLIC LIBRARY'S LASTING LEGACY TO CONNECT OUR COMMUNITY WITH EACH OTHER AND THE WORLD

SUBHEAD:

Join the Bellingham Public Library Legacy Society

BODY TEXT:

Bellingham Public Library (BPL) serves our community with access to books, information, music, movies, computers and gathering spaces to build connections and community ties. Over the years, BPL has added services and locations. The BPL team has deep partnerships across the community to better serve the needs of our neighbors, with opportunities for life-long learning for all community members. (Insert stats here - circulation numbers, or visits, etc.)

The Bellingham Public Library Legacy Society honors individuals who have included the Bellingham Public Library through a gift, also known as a bequest, in their will and estate plans. A bequest is deferred until after your lifetime, costs nothing now, and enables you to contribute to the Bellingham Public Library far into the future. Bellingham Public Library partners with Whatcom Community Foundation to manage BPL philanthropic funds at to accept gifts through estates.

Subhead:

How to Make a Bequest to Bellingham Public Library

Body Text:

You can make a bequest to the Bellingham Public Library through your will or by designating the Bellingham Public Library as a beneficiary of your retirement account or life insurance policy. If you are planning to designate the Bellingham Public Library in your will, our official bequest language is:

"I/we, [name], of [city, state, ZIP], give, devise and bequeath to the Bellingham Public Library, [written amount or percentage of the estate or description of property] for its unrestricted use and purpose."

Please fill out the attached form to let us know about your intended bequest or other planned gift, as we would love to have the opportunity to thank you and recognize you as a member of the Bellingham Library Legacy Society. We will also honor your wishes if you prefer to be anonymous.

Thank you for supporting the work of Bellingham Public Library for generations to come!

For more information, please contact us at librarytrustees@cob.org or at (360) 778-7220.

BPL LEGACY SOCIETY GIFT FORM



Library Board
December 19, 2023
Item #8
Planned Giving initiative



Name: _____ Date: _____

I/we have chosen to leave a gift to Bellingham Public Library (BPL) to ensure that future generations continue to connect with each other and with the world through Bellingham Public Library.

My/Our gift plan includes:

- BPL to receive a bequest in my/our Will
- BPL to receive a provision in my/our Trust
- BPL is a Beneficiary of my/our Qualified Retirement Plan
- BPL is a Beneficiary of my/our Life Insurance Policy
- Other

I/we estimate the current value of my/our gift to be approximately \$ _____.

Please tell us more about how you would like your gift to be used:

- Please use for the Bellingham Public Library's greatest needs
- I would like to discuss BPL's current and future needs, so please contact me to discuss this further.

Bellingham Public Library is proud to recognize and honor all donors who leave gifts through their will or estate as members of our *Bellingham Public Library Legacy Society*.

All information provided will be treated strictly confidentially and used for Bellingham Public Library's internal purposes only and is not considered to be a legal or financial obligation.

Please note that Whatcom Community Foundation partners with Bellingham Public Library to accept gifts through estates.

- My/our name/s may be published as a member(s) of the Bellingham Public Library Legacy Society.
- I/we prefer to remain anonymous.

Please Print Name/s (as you would like to be recognized) :

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

BPL LEGACY SOCIETY GIFT FORM

__ This gift is in honor of _____

I/we worked with the following advisor(s) to establish the gift:

Name: _____

__CPA __Attorney __Financial Advisor

Firm: _____

City: _____ State: _____ Zip: _____

Donor Signature(s): _____ Date: _____

Please share more about why you are choosing to support Bellingham Public Library in this meaningful way. We would love to hear your story!

Thank you for including Bellingham Public Library in your estate plans!
Your support means the world to us!

Please return this form to: Bellingham Public Library, 210 Central Ave, Bellingham, WA 98225.
Attention: Board of Trustees

Internal Use Only

BPL Trustee Signature: _____ Date: _____



2024 Annual Action Plan DRAFT

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

- Develop new Welcome brochure to orient new patrons to Library services
- Design and implement an All-Staff Learning Day in October 2024
- Prioritize recommendations from Security Assessment and develop implementation plan
- Develop a plan on debriefing, to clarify who is responsible for convening a debriefing, who should be involved, what is the process, what happens afterwards, and how and what do we communicate with those who were not directly involved
- Update Emergency Management procedures
- Develop a 'Learning Hours' system for all library staff
- Build and implement a robust training/conference system for library employees that is equitable, transparent, easy to understand, and that requires minimal supervisor oversight. Add new trainings in active shooter/lethal threat; situational awareness and de-escalation, and fire/emergency drills
- Build and manage an onboarding system that also connects to staff training and ensures a shared foundation and knowledge of current policies and procedures among staff regardless of their tenure at the Library
- Implement community care and wellness practices that help staff at all levels manage and mitigate any current or legacy burnout, and that helps prevent new burnout from developing

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

- Negotiate locations of Community Drop Boxes. Purchase, wrap and install Boxes
- Onboard Behavioral Health team, with attention to clarifying roles and building relationships with staff and patrons
- Promote community mental health and well-being with new collection of circulating Light Therapy Lamps

- Research options for whether we can serve the needs of clients who need to make emergency phone calls
- Improve access to Library and City services by participating in City-wide Language Access work group

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

- Purchase and install additional components for Automated Materials Handling System
- Partner with Nooksack Salmon Enhancement Agency to build community awareness around the salmon lifecycle

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

- Partner with city and community leaders to foster public education and involvement in issues that matter, with a 2024 focus on climate action, anti-racism, homelessness, substance use & civic engagement
- Build awareness of Library facility and service needs into City of Bellingham Comprehensive Plan

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

- Complete design and successfully bid Central Library renovation project
- Complete and submit Washington State Library Capital Improvement Grant for Central Library renovation project
- Develop and present 2025-2026 operational and capital budget requests to Mayor's office and City Council
- Evaluate and update Level of Service standards for Materials and Open Hours
- Complete repair of Central Library main passenger elevator
- Complete Bellis Fair Branch assessment at 1-year mark
- Implement Planned Giving program for the Library
- Implement a replacement for DEMCO Spaces & SignUP
- Update Polaris MOU with WCLS; consider changing parameters for print notices
- Establish a system for knowing who is on-site