

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: January 16, 2024: Regular board meeting• Library performance & activity measures: January 2024• Financial reports
Claims: January 2024
YTD report: January 2024 | 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. Open Public Meetings Act (OPMA) | 2 min |
| • Wendy Jenkins, Administrative Assistant | |
| 7. Facilities Committee update | 15 min |
| • Renovation update; Jen Vander Ploeg, Head of Operations | |
| 8. Fundraising update | 10 min |
| • Whatcom Community Foundation 2023 annual distribution - Action Item (see packet materials); Rebecca Craven, Vice Chair | |
| • Planned Giving update; Kristy Van Ness | |
| • Library Giving Day; Rebecca Craven, Vice Chair – Action Item | |
| | Time check: 4:12 |
| 9. New business | 3 min |
| 10. Agenda items for next meeting | 2 min |
| | Time check: 4:17 |
| 11. Adjourn | |

Accessibility:

The Bellingham Public Library Lecture Room is ADA accessible. Elevator access to the lower floor is available at the Central Avenue entrance. If you require a sign interpreter or other accommodation, please allow the library 48 hours' notice. For additional accommodation, contact the Administrative Assistant at 360-778-7220 in advance of the meeting.

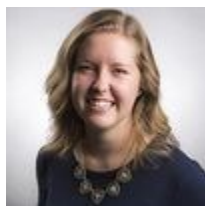
**Next Regular Library Board Meeting: Tuesday, March 19, 2024 – 3:30 p.m.
Location: Lecture Room, Central Library, 210 Central Avenue
Bellingham, Washington**

King County Library ranks third in the world for digital checkouts

Jan. 19, 2024 at 6:00 am Updated Jan. 19, 2024 at 6:00 am



Patrons of the King County Library System, including the Bothell branch pictured here, checked out more than 8.8 million digital titles in 2023. (Mike Siegel / The Seattle Times, 2020)



By [Taylor Blatchford](#) *Seattle Times engagement reporter*

King County Library System patrons checked out the third-most digital titles among all libraries worldwide in 2023, officials said Thursday.

KCLS patrons checked out more than 8.8 million digital titles through OverDrive, a digital reading platform that allows users to download e-books, audiobooks and digital magazines for free with their library cards.

The Los Angeles Public Library topped the list with more than 12 million digital checkouts, followed by the Toronto Public Library, which had more than 11 million such checkouts.

Seattle Public Library patrons checked out more than 5 million digital titles in 2023, ranking the library eighth in the world.

“KCLS’ digital collection serves as an invaluable resource that prioritizes both convenience and accessibility,” Director of Collection Management Services Tracey Thompson said in a news release. “Our robust usage numbers demonstrate the compelling need for these resources, underscoring their significance and impact. We hope patrons continue to enjoy the ease of electronic formats, inclusivity of accessibility features and diverse titles in our vibrant digital collection.”

“Fourth Wing” by Rebecca Yarros was the top digital title at KCLS, followed by “Spare” by Prince Harry, Duke of Sussex; “Lessons in Chemistry” by Bonnie Garmus; “I’m Glad My Mom Died” by Jennette McCurdy; and “Diary of a Wimpy Kid: The Deep End” by Jeff Kinney.

The full list of Top 10 library systems circulating e-books, audiobooks and digital magazines in 2023:

1. Los Angeles Public Library
2. Toronto Public Library
3. King County Library System
4. National Library Board Singapore
5. Harris County Public Library (Texas)
6. New York Public Library
7. Multnomah County Library (Oregon; home to Portland)
8. Seattle Public Library
9. San Diego County Library
10. Mid-Continent Public Library (Missouri)



LOG IN SUBSCRIBE NOW



THE BELLINGHAM HERALD

Part of the McClatchy Media Network

Local News Sports Restaurants Business Obituaries • Whatcom Housing Climate Change Jobs/Recruiting Personal

HEALTH & FITNESS

Survey: Everyone has their tips for dealing with seasonal depression. What are yours?

BY DANIEL SCHRAGER

FEBRUARY 14, 2024 11:33 AM



The long, dark, often rainy days of winter in Bellingham can trigger depression. DREAMSTIME TNS



Only have a minute? Listen instead

Powered by **Trinity Audio**

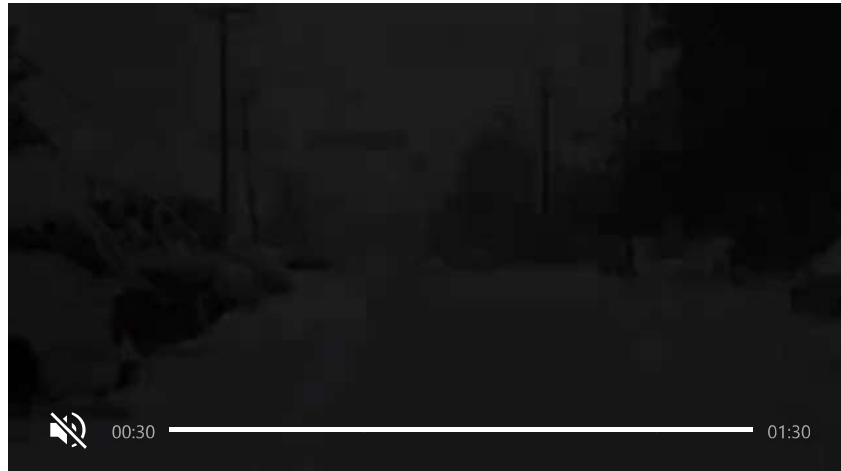
00:00

As we enter the final stretch of winter [seasonal affective disorder](#) – also known as seasonal depression or SAD – is back on the rise. SAD affects 5% of Americans each year but [that number spikes](#) in the Pacific Northwest to between 8% and 10%, according to estimates.

The number of people in the region who face a mild form of SAD is 30%, [according to the University of Washington’s Health and Wellbeing site](#), with some estimates being significantly higher.

With its gray, gloomy winters, Bellingham is no stranger to SAD. From Vitamin D pills to indoor plants, seemingly everyone in town has their own tips and tricks for dealing with the dark winters. The Bellingham Public Library even [offers light therapy lamps](#) that members can check out for three weeks at a time to combat SAD.

TOP VIDEOS



The Herald is conducting a survey of its readers to see how they deal with season depression for a future article. What are your tricks for handling the long winters? Let us know in the survey below.

Planning underway for 2025 central - Cascadia Daily News (WA) - February 8, 2024 - page 1

February 8, 2024 | Cascadia Daily News (WA) | CDN Staff

Renovations to the Bellingham Public Library's central branch are creating a 'more functional' library after a 2020-21 remodel modernized the main floor.

The 2020-21 remodel was Phase 1, and Phase 2 is now in the initial design stages with consultant architect Miller Hull Partnership. Construction is slated to begin in February 2025 and will include upgrades to the remaining floors. The process is expected to be finished by early summer 2026.

Changes will include renovation of the ground floor, children's area, main entrance, upper floor staff areas and a new HVAC system. Improvements will also be made to the help desk on the first floor to make it safer and more secure, staffing areas will be redesigned for efficiency and the public meeting space will be upgraded for the possibility of after-hours use.

The library was built in 1950 and was last fully renovated in 1985, said Torhil Ramsay, communications and outreach coordinator for the City of Bellingham.

The renovation is funded by the American Rescue Plan Act and the City of Bellingham.

CITATION (AGLC STYLE)

CDN Staff, 'Planning underway for 2025 central library renovation', *Cascadia Daily News* (online), 8 Feb 2024
<<https://infoweb-newsbank-com.bpl-wcls.idm.oclc.org/apps/news/document-view?p=AWNB&docref=news/197124622B7D54D0>>

© 2024 Cascadia Daily News. All Rights Reserved.



**Regular Meeting of the Library Board of Trustees
Tuesday, January 16, 2024 – 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: Jim McCabe, Rebecca Craven, Kristy Van Ness and Kendra Bradford
Board Members absent: Rick Osen
City Council Library Liaison: Hannah Stone
Library Staff: Rebecca Judd, Annette Bagley, Katrina Buckman, Bethany Hogle, Jon McConnel, Soleil Borthwick, Ethan Evans 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 Vice-Chair, Jim McCabe. Katrina Buckman was welcomed and introduced.

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

Public comment: No comments.

Consent agenda: Rebecca Craven pointed out that there are two incorrect 2024 dates in the Whatcom Community Foundation Fund report – they should be 2023. Wendy responded that she would correct them. Jim asked for clarification concerning revenue actuals and budget. Rebecca Judd responded that we have been working with Finance to right size the revenue budget – for instance removing the Rental Fees budget line now that the Parks department has taken on oversight of the Fairhaven Auditorium. Rebecca Judd reminded everyone that for 2024 we will have the YTD comparison return to the previous year, rather than comparing to pre-pandemic 2019. Rebecca Craven moved to approve the December 19, 2023 Regular meeting minutes and the December 2023 performance and activity measures and financial reports. Kristy Van Ness seconded. Motion carried.

Board Vice-Chair report:

- Jim reported that this would be his last meeting as he will be out of town for the February meeting.

Board member reports:

- Kristy Van Ness reported that while she was in the library on Sunday, she checked with the Security Attendants and was pleased to hear that City and County efforts to provide adequate warming centers has had a positive impact on the library.

City Council liaison report:

- Hannah Stone was welcomed and introduced. She reported that she was looking forward to this assignment and invited attendees to feel free to reach out to her with questions or concerns.

Friends of BPL report:

- Carol reminded everyone that the next book sale will be from January 25-27, in the Library Lecture Room and lower lobby. Hours of the sale will be:
 - Thursday, January 25: 10 a.m. to 7 p.m.
 - Friday, January 26: 10 a.m. to 6 p.m.
 - Saturday, January 27: 10 a.m. to 1 p.m. (half price) and 1 p.m. to 4 p.m. (\$5 bag)

Library Director report:

- Rebecca welcomed Hannah and Katrina.
- Rebecca reported that the light therapy lamps are a hit; there are over 200 holds now for the 23 lamps. She added we will be asking the Friends for another \$1000 to purchase additional lamps. Whatcom County Library System (WCLS) is also planning to purchase some.
- Rebecca reported it has been wonderful working with Mayor Lund as she begins her term as Mayor.
- We are preparing for a couple of messy weather days ahead. Rebecca said that if we need to close the Library, she will reach out to the Board and the Friends.
- There are several upcoming opportunities to inform the Bellingham Comprehensive Plan. Rebecca will forward a relevant email to the Trustees.
- Rebecca noted that Bethany was featured in the January 11 Barkley newsletter.
- Before the meeting, Rick provided a 2023 Highlights document, that Rebecca distributed (*see Attachment #1 for BPL Board of Trustees 2023 Highlights. All attachments are at the end of the minutes*).
- Rebecca announced that, with Jim's retirement from the Board, we will be recommending to the Mayor that Deborra Garrett fill this vacancy.

Celebrating Jim McCabe's 7 years of service:

- Jim commented that he has had an enjoyable time being on the Board and that he has appreciated Rick's great leadership as Chair. Jim added that he is amazed at how much the Board and staff have been able to accomplish over these years. When he started, the budget was almost half what it is now. A highlight of his time was working on the Capital Facilities Plan. He added that it is always good to have new Trustees, new ideas, and new energy.
- Rebecca read Rick's note about Jim's service as a Trustee:

“Jim joined the Board of Trustees in March, 2017, to fill out the remainder of Tom Barrett’s term, and then was appointed to a full 5-year term in March, 2019. After 7 years of service, this is Jim’s last meeting.

Jim has been an excellent Trustee, taking an interest in all facets of library operations and services. He has specifically served on the Facilities Committee, taking key roles in the Central Library main floor remodel and in last year’s Library Facilities Master Plan. He has provided good oversight and input on library budgets and been a good advocate for the library.

I know I speak for all of you in our sincerest thanks to Jim for his 7 years of stellar service as a Trustee for BPL.”

Rebecca then presented Jim with a gift from the Trustees and a beautiful book on Australia that has been added to the Library collection with a book plate honoring Jim’s service as a Trustee.

Trespass appeal:

Rebecca Judd reported a review committee met on January 5 (Rebecca Judd, Katrina Buckman, Rebecca Craven (for Rick Osen) and Legal liaison Sarah Chapman). They considered all of the documentation and confirmed there were two violations of our Rules of Conduct: Section 2 (failure to comply with a reasonable staff request) and Section 5 (physical activity dangerous to others).

- They considered the typical maximum length for a first offense, and after review were in agreement to uphold the reduction to 6 months established at the November 21 Board meeting. Legal has reviewed and approved this decision. Rebecca Craven moved to uphold the 6-month trespass on Jonathan Roberson which will expire on March 23, 2024. Jim McCabe seconded. Motion carried.

Trespass appeal draft procedures:

- Referencing the document in the packet, Rebecca pointed out that there are two parts to the trespass appeal procedure: Staff procedure and Administration procedure. There is very little change in the Staff procedure; most of the changes are in the Administration procedure. One key change, after reviewing other libraries’ trespass appeal process, is establishing a 30-day timeline. Another key change is convening a review committee including the Library Director, the Library’s legal liaison, the Head of Public Services and the two members of the Library Board of Trustees policy committee. The review committee will be the deciding entity. Rebecca added that we will be updating the website with this information, so people know the process and their rights. We are working to make this process as fair and accessible as possible.
- Security and Information Attendant Soleil Borthwick asked if staff will be involved when the review committee meets. Rebecca responded that involved staff will be interviewed prior to the review committee meeting.

2024 Library Giving Day focus:

- Rebecca gave this report in Rick’s absence, and in consultation with Rick. In the past, the Trustees have set a specific focus for Library Giving Day, such as digital storytelling, community drop boxes, and the interactive panels at the Bellis Fair Branch. This year, Rick suggests we try a general campaign to raise money for the Library, such as WCLS and Seattle Public Library do. Rebecca noted a general campaign might appeal to a broader audience and we would be able to remarket it from year to year. Kristy mentioned that in 2025, it might be a good idea to tie in the campaign with information about planned giving. Kendra added that running a general campaign this year would enable us to compare it with past focused campaigns. Jim added that in the marketing, past examples could be mentioned showing what Library Giving Day has enabled us to accomplish. Jim invited attendees to email their thoughts and ideas to Rick.

Agreement Between Bellingham Public Library and Whatcom County Library System for the Operation and Maintenance of an Integrated Library System:

- Rebecca noted that the only change from the last Integrated Library System (ILS) agreement is under item 4 on page 2. In the past, WCLS has taken responsibility for delivery of printed patron notices and has charged BPL for material cost of paper, envelopes and postage. They will now also be charging for the labor costs associated with this task, anticipated to be an additional \$2,800 per year. BPL also has the option of taking over the delivery of printed notices to BPL patrons – this option will be explored later this year. Mention was made of Exhibit A. Rebecca Judd said that this is a 40-page contract with BPL, WCLS and Innovative Interfaces Incorporated (provider of the ILS Polaris) that will be attached to the contract record. Jim McCabe moved that the agreement be accepted and signed as presented. Kristy Van Ness seconded. Motion carried.
- Rebecca noted that typically the BPL Board does not approve contracts, and that she would like to explore the reasoning behind bringing forward this contract to the Board in future years.

2024 Action Plan:

- Rebecca Judd thanked the Trustees for the feedback provided at the last meeting. The document included in the packet reflects those changes. Rebecca Craven requested that the final bullet, *Establish a system for knowing who is on-site*, be adjusted to clarify that ‘who’ refers to staff. Rebecca agreed. Kristy Van Ness moved to approve the 2024 Action Plan with the noted change. Rebecca Craven seconded. Motion carried.

New Business:

- No new business

Agenda items for next meeting:

- Library Giving Day
- Planned giving update

Meeting adjourned at 4:30 p.m.

Next Regular Library Board Meeting – February 20, 2024 – Central Library Lecture Room – 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

Attachments:

- Attachment #1: BPL Board of Trustees 2023 Highlights

DRAFT

BPL BOARD OF TRUSTEES

2023 Highlights

This summary contains selected highlights for the year's work of the Bellingham Public Library's Board of Trustees in its role as the governing body of the library. Our driving force has been to work closely with Library Administration and City Administration in carrying out the library's Strategic Plan and to continue improvement on meeting our adopted Level of Service standards.

The Board salutes the Library's Management and Staff for their tireless and innovative efforts in providing services, programs and support for the Bellingham community.

Board Personnel, Meetings and Bylaws

- Melissa Morin resigned from the Board in order to accept a position with the City's Communications team. Kendra Bradford was appointed to fill the vacant position and began work on the Board in October.
- The Board entertained several presentations/visits at its meetings this year. These included a meet-and-greet with Police Chief Rebecca Mertzig; a presentation on City Revenue & Budget Outlook by Finance Director Andy Asbjornsen; a presentation on Protecting the Rights to Read by Washington State Librarian Sara Jones; and, a detailed look at the Library's collections and collection development policies from Deputy Director Bethany Hoglund with assistance from Head of Digital Services Jon McConnel.
- The Boards and Directors of BPL and WCLS published a guest editorial in the Cascadia Daily News on "Libraries protect the Freedom to Read."
- The Board revised and reorganized their bylaws and related materials so that it stands as its own document and is no longer part of the Library's policies.

Facilities

- The first of two near-term projects outlined in the Library Facilities Master Plan (2022) was completed with the opening of the Bellis Fair Branch Library during National Library Week in April. There had been citizen advocacy for northside library services for many years. Through leasing space at the mall this came about quickly once the city approved the funding. This was the first additional space added to the library system in 15 years, since the Barkley Branch opened in 2008.
- The second of the Master Plan's near-term projects is just getting under way. This project is to complete the interior renovation of the Central Library through work on the ground level floor and the mezzanine level, as well as a new electrified HVAC system for the entire building. The Miller Hull Partnership was given the notice to proceed with the design of this project in November. The project is to be designed and bid by the end of 2024, with construction to begin in 2025.

Strategic Plan

- In September the Library Board voted to extend the Library's Strategic Plan (2020-2024) for two more years through the 2025/26 biennium. There were many reasons for doing this.
 - The disruption of the Covid pandemic inhibited implementation of the plan.

- Board membership and leadership is in the process of turnover. Better to have new Board members take part in the next plan.
- Central Library renovation will demand a lot of attention over the next two years.
- Level of Service standards for Materials and Hours need to be updated prior to a new plan.
- Current plan was meant to be flexible. Our strategic directions are as valid today as they were in 2020.

Additional Funding

- In conjunction with the Friends of BPL, the library totaled \$8,645 in proceeds from Library Giving Day in April.
- The Board has been working with consultant Rachel Myers to set up a framework that makes it more evident that planned giving to the library could be an option for those doing their estate planning.

Rick Osen, Chair, BPL Board of Trustees

**Bellingham Public Library
Performance & Activity Measures, 2024**

	January		Year to Date		YTD comparison 2024 with 2023
	2024	2023	2024	2023	
Holdings - Number of materials in the library's collection					
Physical copies added to the collection	1,699	1,927	1,699	1,927	-11.83%
Electronic copies purchased by BPL	104	86	104	86	20.93%
Physical copies withdrawn from collection	(363)	(723)	(363)	(723)	-49.79%
Total physical holdings			179,596	176,737	1.62%
Total electronic holdings available to BPL			154,277	133,786	15.32%
Total Holdings (Physical and Electronic)			333,873	310,523	7.52%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity					
Central Library					
Adult	39,102	44,474	39,102	44,474	-12.08%
Youth	36,508	42,660	36,508	42,660	-14.42%
Sub-Total Central	75,610	87,134	75,610	87,134	-13.23%
Fairhaven Branch					
Adult	4,732	4,634	4,732	4,634	2.11%
Youth	2,194	2,032	2,194	2,032	7.97%
Sub-Total Fairhaven	6,926	6,666	6,926	6,666	3.90%
Barkley Branch					
Adult	4,533	4,291	4,533	4,291	5.64%
Youth	3,856	3,882	3,856	3,882	-0.67%
Sub-Total Barkley	8,389	8,173	8,389	8,173	2.64%
Bellis Fair Branch					
Adult	1,017	0	1,017	0	
Youth	1,552	0	1,552	0	
Sub-Total Bellis Fair	2,569	0	2,569	0	
Bellingham Technical College					
Adult	0	28	0	28	-100.00%
Youth	2	6	2	6	-66.67%
Sub-Total BTC	2	34	2	34	-94.12%
Whatcom Community College					
Adult	147	183	147	183	-19.67%
Youth	17	101	17	101	-83.17%
Sub-Total WCC	164	284	164	284	-42.25%
Western Washington University					
Adult	159	166	159	166	-4.22%
Youth	69	36	69	36	91.67%
Sub-Total WWU	228	202	228	202	12.87%
Sub-Total Physical	93,888	102,493	93,888	102,493	-8.40%
Online Services					
Kanopy	4,105	2,942	4,105	2,942	39.53%
NW Anytime Library Overdrive	42,679	37,464	42,679	37,464	13.92%
Overdrive Magazines	7,771	2,157	7,771	2,157	260.27%
Sub-Total Online	54,555	42,563	54,555	42,563	28.17%
Total Circulation	148,443	145,056	148,443	145,056	2.33%
Holds Activity					
Items placed on hold shelf	56,144	55,326	56,144	55,326	1.48%
Services					
Persons Visiting - Number of persons counted as they enter the libraries					
Curbside	32	41	32	41	-21.95%
Central Library	28,008		28,008		
Fairhaven Branch	2,850		2,850		
Barkley Branch	2,609		2,609		
Bellis Fair Branch	2,227		2,227		
Total Persons Visiting	35,726	41	35,726	41	
Website Visits	46,945	42,083	46,945	42,083	11.55%
Number of visits to www.bellinghampubliclibrary.org					
Bibliocommons Visits	28,179	16,328	28,179	16,328	72.58%
Number of visits to Bibliocommons					
Total Website Visits	75,124	58,411	75,124	58,411	28.61%
Computer Usage - Number of sessions					
Central Library					
Adult & Teen (30 terminals)	3,001	3,040	3,001	3,040	-1.28%
Childrens (3 terminals)	55	53	55	53	3.77%
Fairhaven Branch (7 terminals)	201	181	201	181	11.05%
Barkley Branch (4 terminals)	161	125	161	125	28.80%
Bellis Fair Branch (4 terminals)	116	0	116	0	
Total Computer Usage	3,534	3,399	3,534	3,399	3.97%
New Borrowers Registered					
Central Library	778	600	778	600	29.67%
Fairhaven Branch	32	36	32	36	-11.11%
Barkley Branch	32	41	32	41	-21.95%
Bellis Fair Branch	60	0	60	0	
Total New Borrowers Registered	902	677	902	677	33.23%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs					
Programs	68	100	68	100	-32.00%
Attendees	1,647	2,016	1,647	2,016	-18.30%
Volunteer Hours	910	299	910	299	204.35%

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

JANUARY 2024 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 FEBRUARY 20, 2023, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
Materials, Equipment and Supplies		
Books	ALM Media	509.95
Books; DVDs; supplies	Amazon	1,135.36
Name plate	Bay Engraving	23.94
Books	Center Point Large Print	103.01
Bookmarks	Chicago Books & Posters	97.94
Lost Interlibrary loan	Colorado State Library	100.00
Corkboard	Corkboard Company	299.20
Water (Barkley & Bellis Fair Branches)	Culligan	54.13
Bookshelf	Habitat for Humanity	71.81
Barkley lights	Home Depot	32.61
Stampers	Minuteman Press	46.78
Office supplies	ODP Business Solutions	212.96
Wonderbooks	Playaway Productions	673.35
	Materials, Equipment & Supplies Sub Total	\$3,361.04
Services and Interfund Charges		
Membership; PLA registration	American Library Association	471.00
Hotspot service	AT&T	18.24
Bellis Fair Branch lease	Bellis Fair Mall Territories	5,357.00
Banking & credit card fees	City of Bellingham Interfund	18.97
Computer replacement allocation	City of Bellingham Interfund	14,133.11
Facilities Services	City of Bellingham Interfund	55,912.21
Fleet Services	City of Bellingham Interfund	820.00
IT Service allocation	City of Bellingham Interfund	28,350.29
Qualified Energy Conservation Bond sinking fund	City of Bellingham Interfund	3,517.00
Risk Management	City of Bellingham Interfund	13,435.61
Technology replacement allocation	City of Bellingham Interfund	3,182.02
Telecom Services	City of Bellingham Interfund	2,372.67
Playbook ad	City of Bellingham Parks Department	1,125.00
Screen connect service	Connectwise	574.46
Printing	Copy Source	156.62
Water cooler rental (Barkley & Bellis Fair Branches)	Culligan	20.13
Sign-up and Spaces software subscription	Demco Software	1,865.86
Databases	EBSCO	8,950.00
Automated Materials Handler maintenance	Envisionware	14,992.65
Databases	Gale Cengage	4,995.00
Databases	Grey House Publishing	2,595.00
Organization membership	Innovative User Group	220.00

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

JANUARY 2024 CLAIMS

Copier leases and copies	Kelley Connect	8.33
Bellis Fair Branch waste service	Keter Environmental	112.82
Database	Mango Language	4,764.78
Databases	Newsbank	10,546.50
Apps	NOAA Weather	62.56
eBooks, eAudiobooks	Overdrive Inc	13,861.35
Bellis Fair internet service	Pogozone Wireless	367.49
Databases	Proquest	9,333.80
Organization membership	Public Libraries of Washington	1,356.74
Digital subscription	Seattle Times	19.96
Overdrive platform fee	WA Secretary of State	65,823.53
Hotspot service	T-Mobile	0.24
Barkley Branch operating costs (January & February)	Talbot Services LLC	1,066.66
Microfische machine lease	Technology Unlimited	339.46
Hotspot service	Verizon Wireless	1,480.37

Services and Interfund Charges Sub Total \$272,227.43

Gift Fund

Database	Candid Foundation	2,995.00
----------	-------------------	----------

GIFT FUND OUTLAYS Sub Total \$2,995.00

TOTAL GENERAL FUND CLAIMS \$275,588.47

TOTAL CLAIMS \$278,583.47



City of Bellingham

Library - Budget to Actual - General Fund

January 2024 8.3% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Grants	0	0		
Print and Copy Fees	1,234	15,000	13,766	8%
Lost, Damage & Non-resident Borrower Fees	961	16,100	15,139	6%
Fairhaven Auditorium Rental Fees	0	5,000	5,000	0%
Miscellaneous Revenues	55	0	(55)	
Total Revenue	2,251	36,100	33,849	6%
Expenses				
Salaries and Wages	293,094	3,395,151	3,102,057	9%
Personnel Benefits	142,554	1,671,856	1,529,303	9%
Physical Materials, Equipment and Supplies	3,361	382,965	379,604	1%
Services, Digital Materials and Interfund	272,227	2,207,662	1,935,435	12%
Automated Materials Handler expansion	0	35,000	35,000	0%
Total Expenditure	711,236	7,692,634	6,981,398	9%

Library - Budget to Actual - Gift Fund

January 2024 8.3% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Donations	1,314	150,000	148,686	1%
Total Revenue	1,314	150,000	148,686	1%
Expenses				
Gift Fund expenses	2,995	150,000	147,005	2%
Total Expenditure	2,995	150,000	147,005	2%



DIRECTOR'S REPORT FOR February 20, 2024

As you'll read in the report below, it's been a big month here at BPL. Between welcoming the salmon eggs, working with our new HEART specialists, navigating a winter storm, and buying more light therapy lamps, we've been busy! You'll also see that Youth Services staff will be at Western this weekend attending the 21st annual Children's Literature Conference, which is a learning highlight for everyone involved. 2024 is shaping up to be an exciting year. (Rebecca Judd, Library Director)

WELCOME & INCLUDE

Welcoming new Library staff: We had a tremendous response to our recent posting to fill Library Assistant vacancies. We are currently reviewing more than 200 applications and hope to conduct interviews in the next few weeks. New staff are expected to begin in early April, and we'll also create a list of qualified candidates that we can draw on for up to 6-months. (Jen Vander Ploeg, Head of Operations)

Behavioral Health Specialist/Lake Whatcom Center: Library HEART Specialists from Lake Whatcom Center have been successfully embedded in the Central Library for two weeks now, connecting patrons to needed services and building relationships. A HEART Specialist is available at the Central Library during most Library open hours. (Katrina Buckman, Head of Public Services)

Success Story: A Security Attendant approached an agitated patron, called her by name, offered her water and a place to sit away from other patrons, and connected her with Lynda from the Library HEART Team. Lynda discovered the need at the base of the patron's frustrations and was able to connect her with the proper County and City departments to meet her needs. (Katrina Buckman, Head of Public Services)

ACCESS & OPPORTUNITY

Light Therapy Lamps: The second tranche of BPL's lamps was purchased with the Friends' donation, the items were processed, and all of them are out circulating, as are the ones purchased by WCLS. There are now 65 circulating kits. There is still a substantial wait list, but the holds ratio is under 2.5 : 1, which puts them within our normal holds-ratio standards. (Jon McConnel, Head of Digital Services)

READ & LEARN

WWU Children's Literature Conference: Youth Services staff will attend the WWU Children's Literature Conference on Saturday, February 17. This all-day celebration of stories and art features authors David Bowles and Dashka Slater, and illustrators E. B. Lewis and Jillian Tamaki. Staff look forward to this day each year as it is an opportunity to deepen working relationships with each other, learn from masters of the

craft and be inspired. We are so thankful for such an amazing local professional development opportunity! (Bethany Hoglund, Deputy Library Director)



Salmon Eggs: We held a delightful *Welcome Salmon!* Program on Thursday, February 1 with Nooksack Salmon Enhancement Association (NSEA) and Joshua Olsen, Nooksack Cultural Liaison with the Whatcom County Library System. After learning about the salmon eggs and watching them be delivered to the tank by Nathan from NSEA, children and caregivers enjoyed listening to a story and doing a salmon-themed art project with Joshua. We've been diligently watching the eggs, both in-person and on the 24/7 salmon cam, and are thrilled to announce our first egg hatched on February 13. We will continue to tend to and care for the eggs and hatched chum until their release on March 30 to Whatcom Creek. More details on the March 30 event will be announced soon. (Bethany Hoglund, Deputy Library Director) **Photo: Bethany welcomes the salmon eggs!**

Whatcom READS Author Events are March 14-16: Community programming continues throughout February and into March for *Red Paint: The Ancestral Autobiography of a Coast Salish Punk* by Sasha taq̓šəblu LaPointe. For the full schedule, event details and registrations see whatcomreads.org. The author will be in Whatcom County March 14 – 16 for several events. BPL will host the in-person author event at Mount Baker Theatre on Friday, March 15 at 7 pm. Free general admission tickets are required and are available at MountBakerTheatre.org. (Annette Bagley, Head of Community Relations) **Photo: Mayor Lund with a copy of *Red Paint***



Narcan Training for the Public, Thursday, March 14, 5:30 - 6:30pm: BPL will host a 45-minute Narcan training session in the Skillshare Space at the Central Library. Presenter Steve Cohen is the EMS Training Specialist for Whatcom County with over 40 years of EMS and public education experience. Steve leads the Whatcom County EMS Narcan Leave Behind Program. Participants will learn how to recognize an opioid overdose, administer naloxone, and care for the individual until emergency services arrive. Individuals who complete the training program will receive a free Narcan Kit. Class size is limited to 20 and [pre-registration is required](#). (Annette Bagley, Head of Community Relations)

INFORM & INVOLVE

Media Coverage: Cascadia Daily News published a news brief on Feb. 7 regarding the Central Library Renovation Phase 2. Information for the story was provided by the City's Public Works Department, and is also outlined as a [project page](#) on the City's website. KGMI has also requested information from Public Works about the renovation project. The Western Front interviewed Bethany Hoglund for an article about the salmon tank featured in the Children's Department. The Western Front also requested information for a story about the new Light Therapy Lamps in the Library's collection, and Jon McConnel assisted with answers to questions. On Feb. 14, the Bellingham Herald published a news brief that it is doing a reader survey about Seasonal Affective Disorder (SAD), and it mentioned the Bellingham Public Library offers light therapy lamps to check out. KUOW has requested an interview in late February regarding the Library's embedded behavioral health specialists. (Annette Bagley, Head of Community Relations)



Salmon Eggs Promotion: BTV photographed and recorded the welcome ceremony for the Library's salmon eggs on Feb. 1. A BTV video clip was shared on social media, as well as on the Library's [Salmon at the Library](#) webpage. The City's Inside Bellingham Report for Feb. 2 featured a photo of the event and information about the BTV webcam set up inside the tank to allow the public to remotely watch the salmon eggs hatch and mature throughout February and March. (Annette Bagley, Head of Community Relations)

Severe Weather Communications: January 17 – 19, the Library participated in City-wide communications about closures and service changes due to heavy snowfall and severe weather. A collaborative social media opportunity featured a Public Works road crew driver encouraging folks to "stay home and read a book" paired with information about how to access digital library materials remotely. (Annette Bagley, Head of Community Relations)

THRIVE & GROW

Central Library Renovation: We have been working diligently with Public Works and Miller Hull to quickly consider and narrow down floor plans ideas to a short list that is both practical and meets operational needs. We are excited to share schematic design ideas with Trustees, Staff, and Friends soon. Cost estimates are expected mid-to-late March. We have started conversations about our options for the 1% for the arts component of the project as well. (Jen Vander Ploeg, Head of Operations)

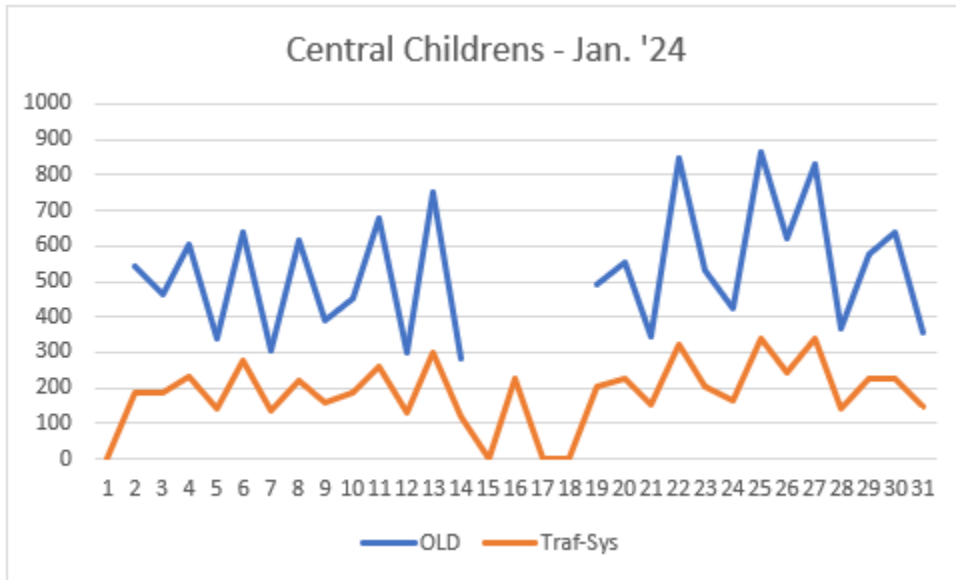
Restroom Repairs: Work was recently completed to replace the automated door opener system for one of the main floor restrooms. The entire mechanical system above the door has now been replaced with a different brand of opener (the originally installed openers have held up poorly in our high use environment). Unfortunately, the neighboring restroom opener gave up recently and is now out of service. Plans are underway to replace this one as well. (Jen Vander Ploeg, Head of Operations)

Radios: The Library has been working with Bill Hanes from Public Works to get two-way radios for our Security team. Now that we have two Security staff scheduled most open hours at the Central Library, they need a way to signal for back-up quickly and effectively. We should be able to start testing them next week. (Katrina Buckman, Head of Public Services)

Polaris Interlocal Agreement: The updated Interlocal Agreement for sharing Polaris with Whatcom County Library System has completed its signature rounds and is posted to the [City's contracts portal](#). (Jon McConnel, Head of Digital Services)

People Counters Upgrade Project: In this month's Performance & Activity Measures report you'll see the January door counts from the new counting system. We ran a comparison between the old counting systems and the new one and discovered that the more accurate numbers generated from the new system are, in most cases, lower than the counts being provided by the old systems. Most of the older counters were overcounting, with differences ranging from 15% to 60%. Since there's no good way to directly compare the old and new counts from such inconsistent baselines, we are dropping prior year

door counts from the monthly report for 2024. Making a clean break will allow us to avoid any frustration from comparing the more accurate system to the previous less accurate system. (Jon McConnel, Head of Digital Services)



Respectfully submitted,
Rebecca Judd



WHATCOM
community
FOUNDATION

1500 Cornwall Ave., Suite 202
Bellingham, Washington 98225
360.671.6463 whatcomcf.org

February 1, 2024

Rebecca Judd
Bellingham Public Library
210 Central Avenue, CS 9710
Bellingham, WA 98227-9710

RE: Annual Designated Grant Distribution

Dear Rebecca:

Thank you for the important work you and the **Bellingham Public Library** team do on behalf of our community. The Whatcom Community Foundation has approved your annual designated distribution from the following fund(s) as noted below:

- Grant #35723 annual unrestricted designated grant for \$2,292.95 from the **Bayview Fund**
- Grant #35726 annual unrestricted designated grant for \$2,699.85 from the Bellingham Public Library **Designated Endowment Fund**
- Grant #35754 annual designated grant for \$2,477.98, 80 percent for the purchase of travel related books, Spanish language books, and/or to establish and maintain a reading nook at BPL. 20 percent of these items to benefit the Fairhaven Library branch – from the **Dorothy and Harris Gonsalves Bellingham Public Library Endowment**

Our check for \$7,470.78 payable to Bellingham Public Library is enclosed. To complete our records, please send a receipt for this amount.

By accepting this disbursement, your organization certifies to the Whatcom Community Foundation that no tangible benefit, goods, or services are received by any individual or entities connected with the fund. Should the gift ever be acknowledged publicly, it should be listed as a gift from the respective fund noted above of the Whatcom Community Foundation.

Thank you for playing an important role in helping this community flourish. We look forward to continuing our partnership with you.

Sincerely,

Mauri Ingram
President & CEO
Whatcom Community Foundation

Encl

In addition to the distributions listed above, we also were notified of the annual distribution from the Braggs-Muldraw Endowment: \$183,620.00. This has been added to the spendable portion of the Endowment increasing it to a total of \$657,176.00.