BELLINGHAM PUBLIC LIBRARY **NOTICE OF MEETING**

BOARD OF LIBRARY TRUSTEES **REGULAR MEETING**

of TUESDAY, AUGUST 20, 2024, 3:30 p.m.

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

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** 3 min
   This time is set aside for members of the public to make comments. Remarks will be limited to three minutes.

4. **Consent agenda (see packet materials)** 2 min
   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.
   - **Communications and FYI**
   - **Minutes:** July 16, 2024: Regular Board Meeting
   - **Library performance & activity measures:** July 2024
   - **Financial reports**
     Claims: July 2024
     YTD report: July 2024
     2nd Quarter Patron Use of Databases and Learning Resources

5. **Reports** 8 min
   - Board Chair
   - Library Board members
   - City Council liaison
   - Friends of Bellingham Public Library
   - Library Director (see packet materials)

Time check: 3:45

6. **Central Library Renovation update** 5 min
    - Rebecca Judd, Director

7. **Level of Service: Materials – Action item (see packet materials)** 10 min
    - Rick Osen, Board Chair

Time check: 4:00

8. **Trustee training – Public Records Act** 30 min
    - Sarah Chaplin, Assistant City Attorney, Senior

Time check: 4:30

9. **ALA round-up** 25 min
    - Rebecca Judd, Bethany Hoglund, Katie Bray, Rob Werner

10. **New business** 3 min

11. **Agenda items for next meeting** 2 min

Time check: 5:00

12. **Adjourn**

Accessibility:

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

Next Regular Library Board Meeting: Tuesday, September 17, 2024 – 3:30 p.m.
Location: Lecture Room, Central Library, 210 Central Avenue
Bellingham, Washington

Newsbank Seattle Times - Sunday, July 28, 2024

Opinion Libraries can help end the culture wars. That's why they're under fire.

Nothing threatens authoritarianism like a quiet place to explore knowledge.

By Annalee Newitz
July 24, 2024 at 6:30 a.m. EDT

There is an organized cultural assault on libraries in America, and the casualties are piling up. Fueled by "parents' rights" groups like Moms for Liberty, public libraries saw the number of titles targeted for censorship surge 65 percent from 2022 to 2023, according to the American Library Association. Many school librarians have quit, exhausted by harassment and even death threats; during the 2021-2022 school year, 35 percent of districts nationwide had no librarian at all. At one library in Idaho, the situation became so dire that it announced it no longer permits minors on the premises without an adult (or a signed waiver), fearing prosecution under a new state law that levies fines for books deemed unacceptable for children.

Though book bans have been a familiar tactic in culture wars, today we're witnessing an attack on libraries themselves as social institutions. There's a reason for this escalation: For those trying to move the United States toward a less democratic, more authoritarian model of governance, there is power to be gained by sowing information chaos. Libraries, on the other hand, are free, publicly funded places that exist to clear away the fog of uncertainty by providing patrons with access to primary sources, a diversity of recorded experiences and a calm place to consider them.

In my new book, "Stories Are Weapons," I investigate the origins of culture war. This form of conflict has its roots in military psyops, or weaponized messages that aim to intimidate, confuse and demoralize an adversary. During the Cold War, however, military tactics spilled over into our cultural debates. Sen. Joseph McCarthy held hearings in which he accused Americans of slipping communist messages into everything from popular movies to high school textbooks. English professor and conservative pundit E. Merrill Root took the fight to schools, pushing for book bans as a member of the group Operation Textbook and describing how educators could stop "collectivism" by purging libraries of subversive materials.

If psychological warfare planted the seeds for the culture war, the key to ending it might lie in that history, too. In 1948, when an Army psychological operations expert produced a guide to psychological war, it included instructions on how to achieve postwar psychological disarmament. "The free circulation of books" was key.

In the culture war, libraries with free access to a full range of books can light the way toward psychological peace. They provide us with a mental model for a public sphere in which Americans debate each other as equals to reach a resolution or compromise.

In a library, people with questions can ask a librarian for help finding answers. Instead of telling a curious patron what to think, the librarian will point out titles that might help them learn enough to

figure it out for themselves. Library materials are organized systematically, so it's easy to locate what the person seeks; there's no need to fight through a curtain of chaotic advertisements or AI-generated misinformation. Once our patron has found their materials, they can absorb them quietly, with no distractions. There are no signs popping up every few minutes to redirect their attention, encouraging them to look at things they never asked for. The patron's journey through the library is guided by their own quest for knowledge.

How can we defend libraries without ourselves becoming combatants in the culture war? According to the organization Authors Against Book Bans, one of the most effective strategies is for authors to show up at local meetings of school and library boards. When people can actually talk to authors, the experience is reassuring; they realize that writers are just ordinary human beings with stories to tell.

Another strategy is to encourage concerned citizens to actually read the books that are being challenged. That sounds pretty basic, but Moms for Liberty and other groups often ask followers to contest books based on a few inflammatory excerpts.

When times get truly tough, however, it might be time for librarians to go rogue. The Internet Archive, an independent digital lending library, makes banned books available for online checkout — it even has a special collections page with the latest challenged titles, for easy access. Nonprofits and bookstores are also sending free books to people in states where they are banned. Nobody is forcing these books on anyone. Pro-library activists are simply circulating the titles so that people can read them and decide for themselves what to think.

In his book "Palaces for the People," sociologist Eric Klinenberg calls libraries "social infrastructure." He's referring to the way these places offer physical shelter and calm, as well as an intangible sense of social stability and community. They are material and psychological spaces that hold us together when we feel lost or curious, lonely or adventurous. Yes, the library might contain propaganda. But it contains the voices of many people, from many historical eras and far-flung places, and those voices wait quietly on the shelves to be heard. That's because the library is a place of information without coercion.

We need to preserve our libraries and the books they hold, partly to figure out who we are and where we came from. But perhaps more pressingly, we need to preserve them as both a refuge from the culture wars and a template to rebuild a cultural life together when this war is over. Without them, we may have no way to teach our children to share ideas, instead of battling each other forever.

save the date

THURSDAY
SEPT. 12
7:00-8:30 PM

WHAT IS ADDICTION?
PLAIN TALK FOR OUR COMMUNITY

BELLINGHAM HIGH SCHOOL
PERFORMING ARTS CENTER AND COMMONS
2020 CORNWALL AVE., BELLINGHAM

Bellingham Public Library

With funding support from the Friends of the Bellingham Public Library

Bellingham Public Library

Regular Meeting of the Library Board of Trustees
Tuesday, July 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:	Rick Osen, Kristy Van Ness, Kendra Bradford, and Deborra Garrett
City Council Library Liaison:	absent
Guest presenters:	Andy Asbjornsen, Finance Director; Forrest Longman, Deputy Administrator; Mayor Kim Lund
Library Management Team:	Rebecca Judd**,** Bethany Hoglund, Annette Bagley, Katrina Buckman, Jon McConnel and Jennifer Vander Ploeg
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: Deborra moved to approve the agenda. Kendra seconded. Motion carried.

Public comment: No public comment.

Consent agenda: Kristy noticed a large uptick in the number of items removed from the collection. Jon replied that he normally runs the process monthly but was catching up after several missed months. Rebecca highlighted that in the Budget to Actual, this is the first time in 2024 we've tipped into the positive, after a lot of expenses at the beginning of the year. Kristy noted a significant increase in new borrower registration – up 20%. Kristy moved to approve the June 18, 2024 Regular Meeting minutes, the July 8, 2024 Special Meeting minutes and the June 2024 performance and activity measures and financial reports. Deborra seconded. Motion carried.

Board Chair report:

- Rick thanked the Board for the robust conversation at the July 8 special meeting regarding the 2025 budget.
- The Library's 2025 budget requests were submitted, and we expect to know more in late August/early September. The Mayor's budget is due to City Council by October 1. It will be finalized by Council in December.

Board member reports:

- No reports.

DRAFT

City Council liaison report:

- No report.

Friends of BPL report:

- Carol Comeau reported that the Friends are on hiatus between sales. She reminded everyone that there is a book cart at the Central Library in the small alcove on the main floor by the book return. The Friends go through those donations to determine which items will be set aside for the sale, and which items will be distributed into the community through Little Free Libraries, the Food Bank and Tiny Home communities.
- The Friends go through all donations. Children's and Teen items are set aside for staff to review for inclusion or for Summer Reading prizes.

Director report:

- Rebecca reported that the Library has had two occurrences of people reporting credit card charges from the payee Bellingham Public Library with a Newmarket address. It appears someone is fraudulently using our name. As an alert, we will be publishing a social media post and including information in our August newsletter.
- Next Tuesday, July 23, BTV will be filming staff and Library families as part of our efforts to raise funds with the Community Foundation for the lower-level renovation.
- A Federal Appropriation for exterior upgrades to the Central Library is still alive in the House, but it has been reduced from 2 million to 250K. Rebecca is exploring advocacy opportunities on the Senate side. Representative Larsen will be visiting the Central Library on July 17. Rebecca will be providing a tour of the exterior of the Library and will have the opportunity to ask questions about effective advocacy.
- In August, Katie, Rob, Bethany and Rebecca will be sharing with the Board highlights from the 2024 ALA Conference in San Diego.
- Interviews were held for Wendy's position. We had a great pool of candidates and we're hoping to have someone in place on September 1 so they will have one month of training with Wendy.

2nd Quarter Action Plan report

- Rebecca presented an Action Plan update. Highlights from Q2 include:
    - Kate Dunphy has made significant progress in building and implementing a robust training/conference system for library employees.
    - Annette reported that she's working on a language access plan with colleagues across the City, and that significant progress was made in Q2. She noted that Spanish is the only language that meets the Federal standard for translation services in Bellingham.
    - Jon reported that our Automated Materials Handler (the machine that checks in and sorts incoming physical items) received additional components in May. This was a one-time expenditure for new parts, with an accompanying increase in our annual maintenance subscription.
    - The Central Library Renovation item under Thrive and Grow was moved to 2025.
    - The Bellis Fair Branch 1-year evaluation was completed. Bellis Fair is a success!

DRAFT

2025 Revenue forecast

- Finance Director Andy Asbjornsen gave a presentation: Finance Update – 2024 Year-to-Date Review *(see Attachment #1, following minutes).* Andy noted that he gave this presentation to the City Council on Monday, July 15. Q& A followed with questions also answered by City Deputy Administrator Forrest Longman.

Q & A with Mayor Kim Lund

- Following introductions of the Library Board and staff, Mayor Kim Lund introduced herself and answered questions from the Library Board.

New Business:

- Kristy inquired about how the hiring process is going for the vacant Security Attendant position. Katrina reported that interviews are being held July 17.

Agenda items for next meeting:

- August Regular Board Meeting: Sarah Chaplin will be presenting the Public Records Act training in person.

Meeting adjourned at 5:08 p.m.

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

Chair, Library Board of Trustees

ATTEST
Bethany Hoglund, Deputy Director

Attachments:

- Attachment #1: Finance Update – 2024 Year-to-Date Review

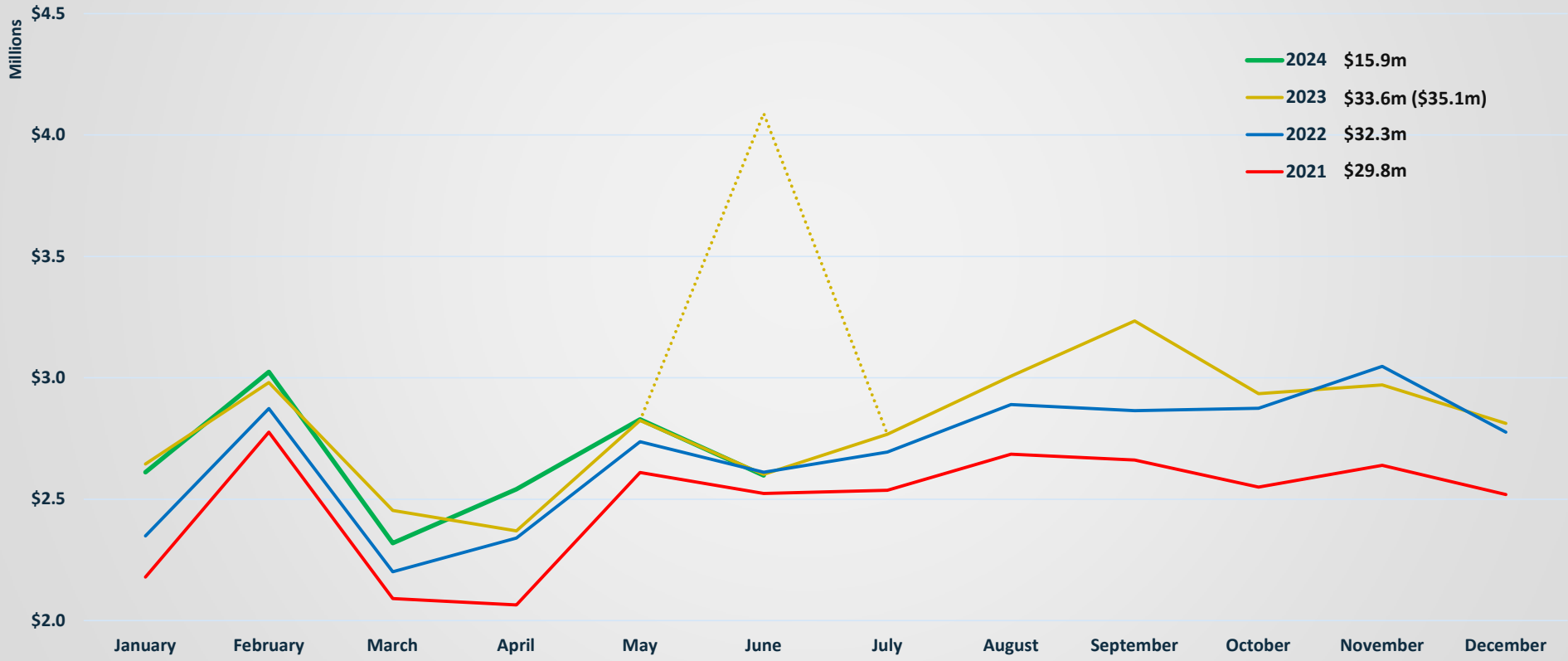
DRAFT

Finance Update

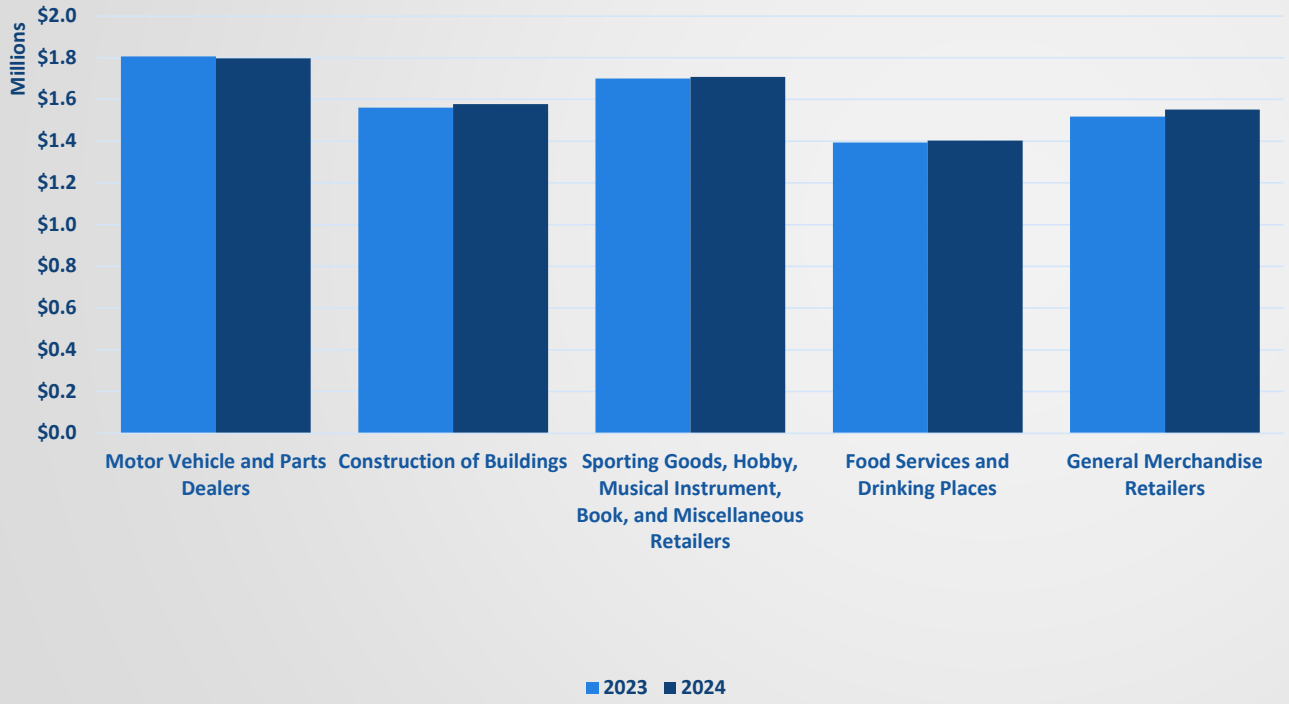
2024 Year-to-Date Review

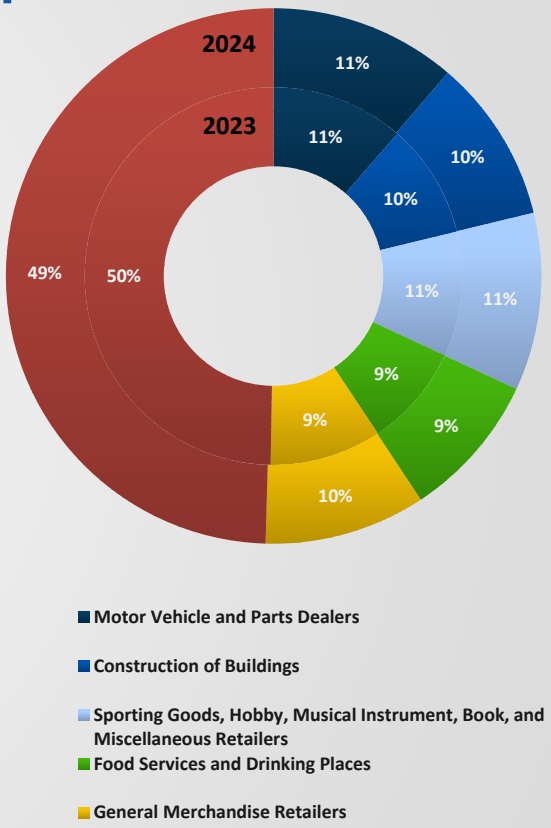
(Through May)

Sales Tax – Minimal Growth in 2024



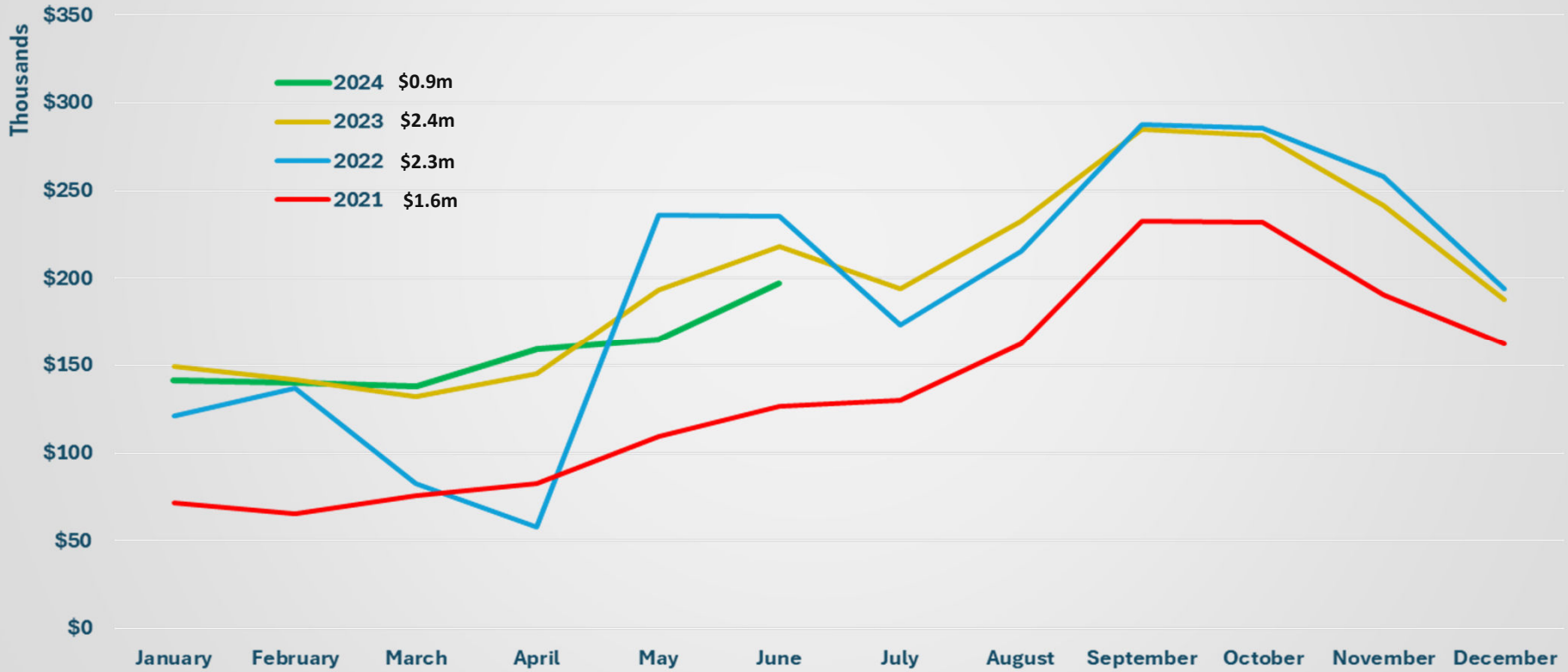
Sales Tax by NAICS Subsector – Top 5





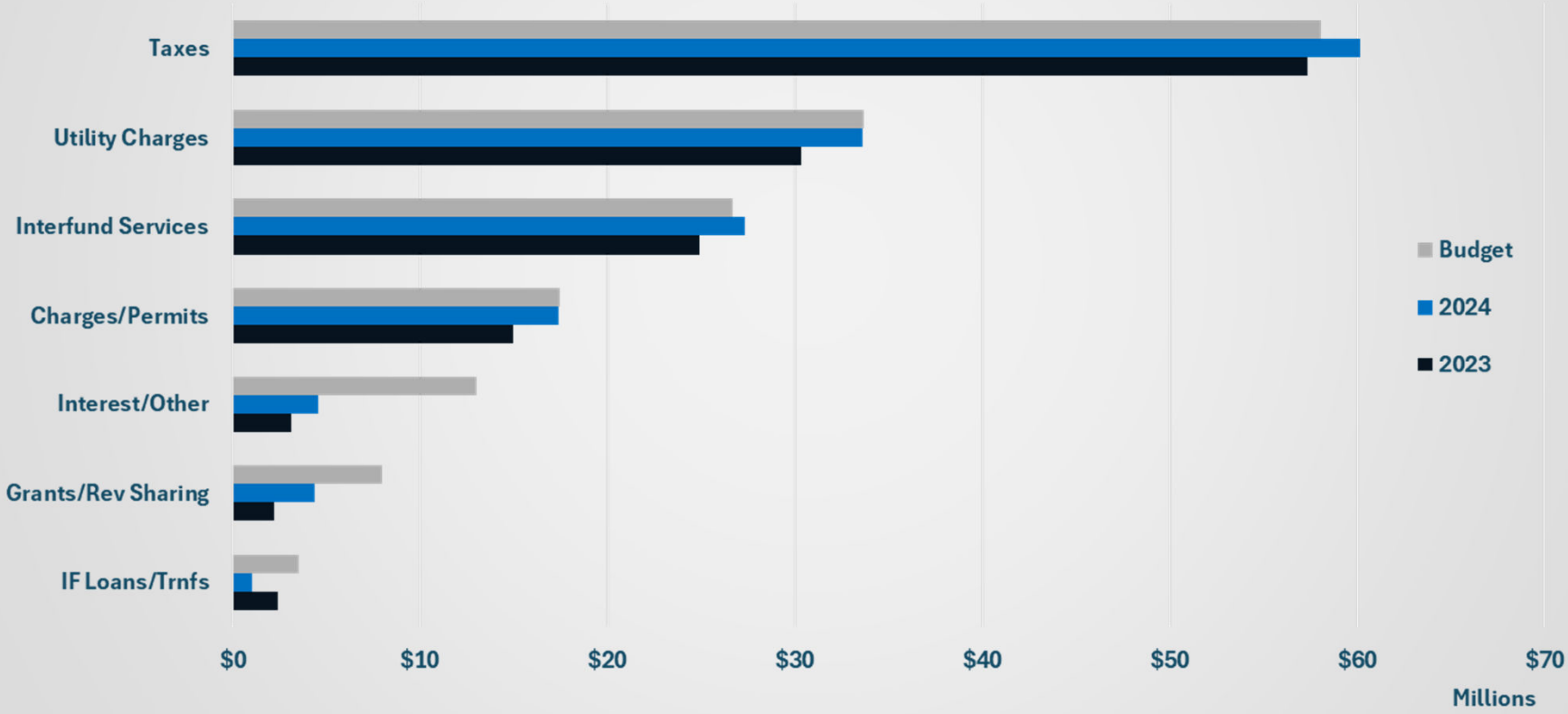
*June outlier removed for trending

Lodging Tax – Lower in 2024



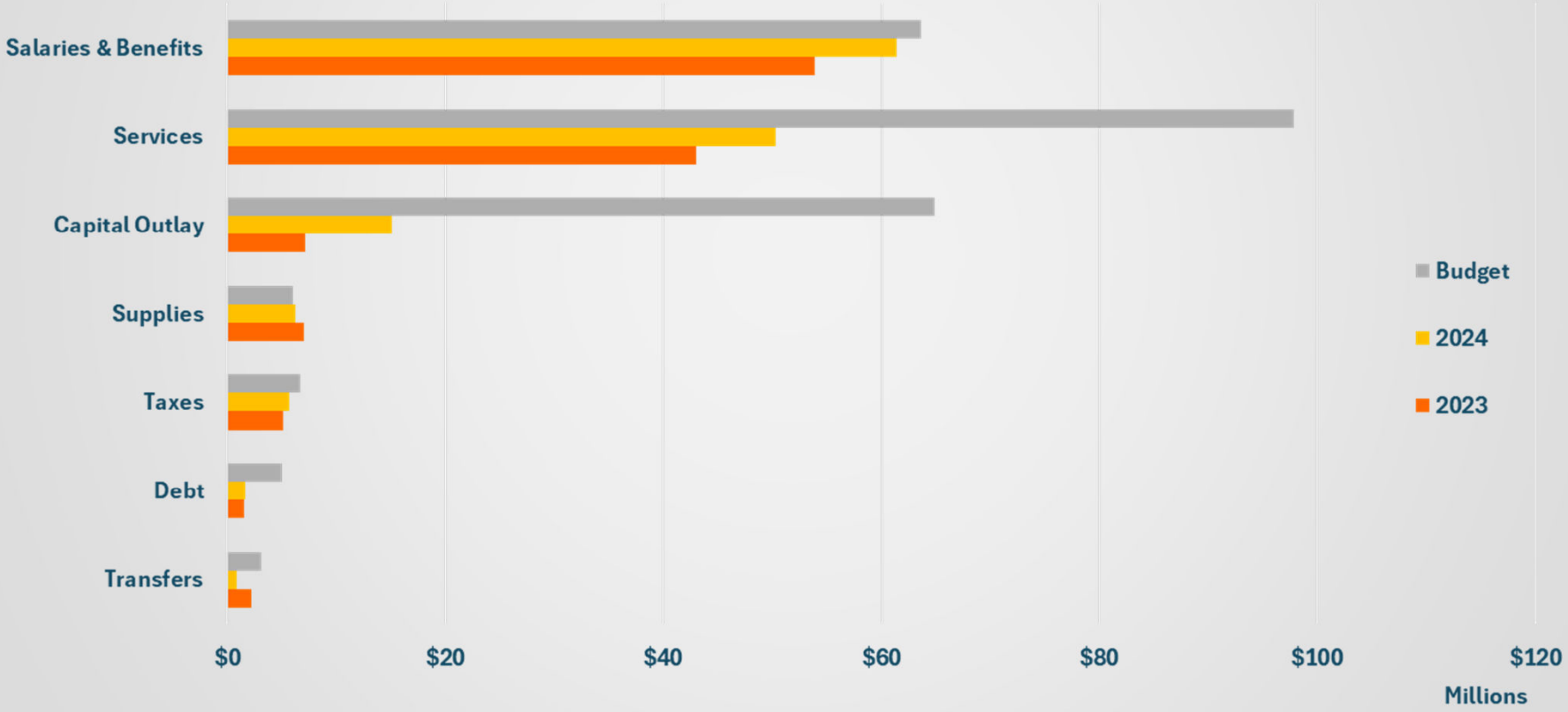
Citywide Revenue - $148.5m

Through May 2024



Citywide Expenses - $141m

Through May 2024

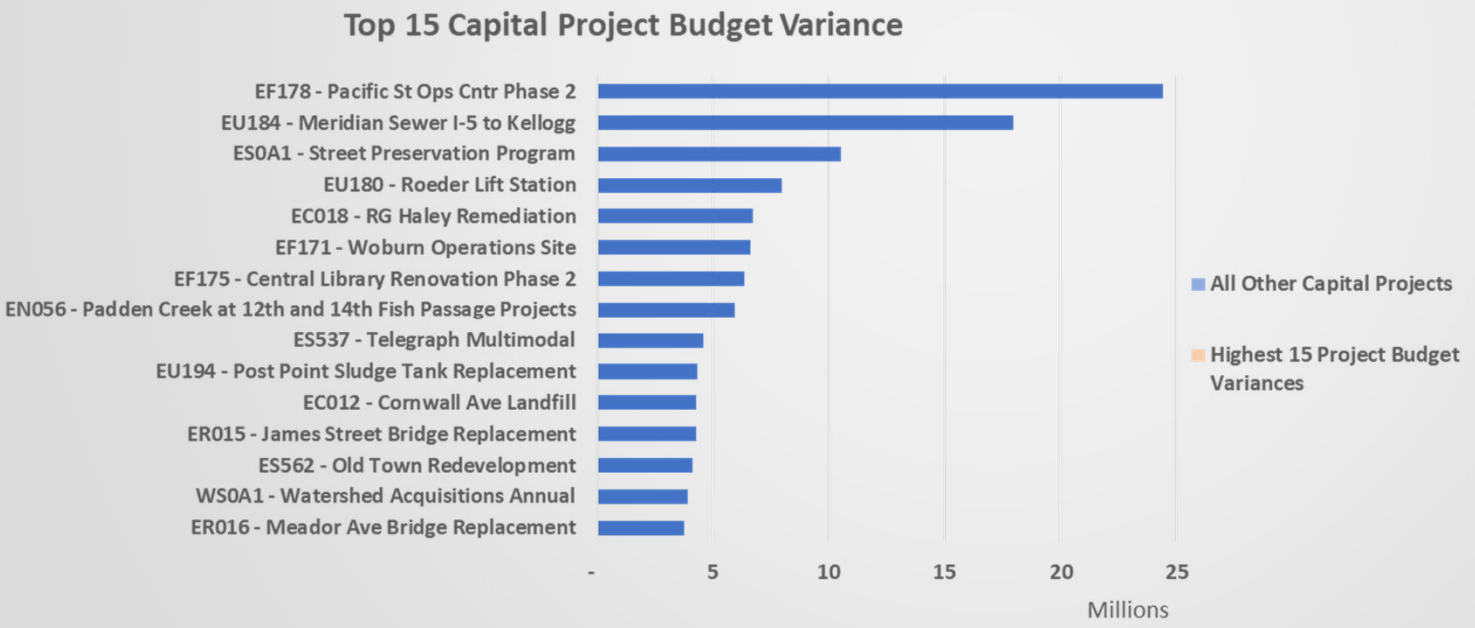


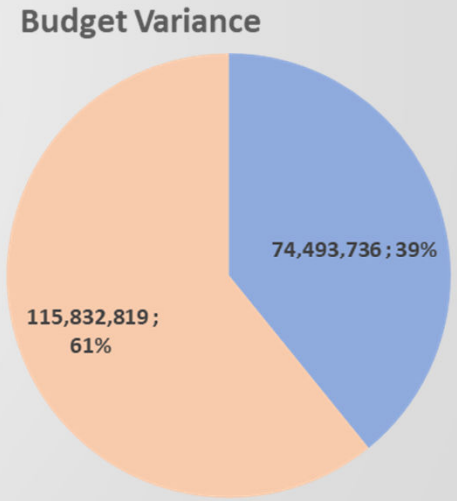
Budget Variance – Significant Variances by Capital Project

161 Budgeted Projects

$131m Budgeted Capital Outlay

$60m Budgeted Services



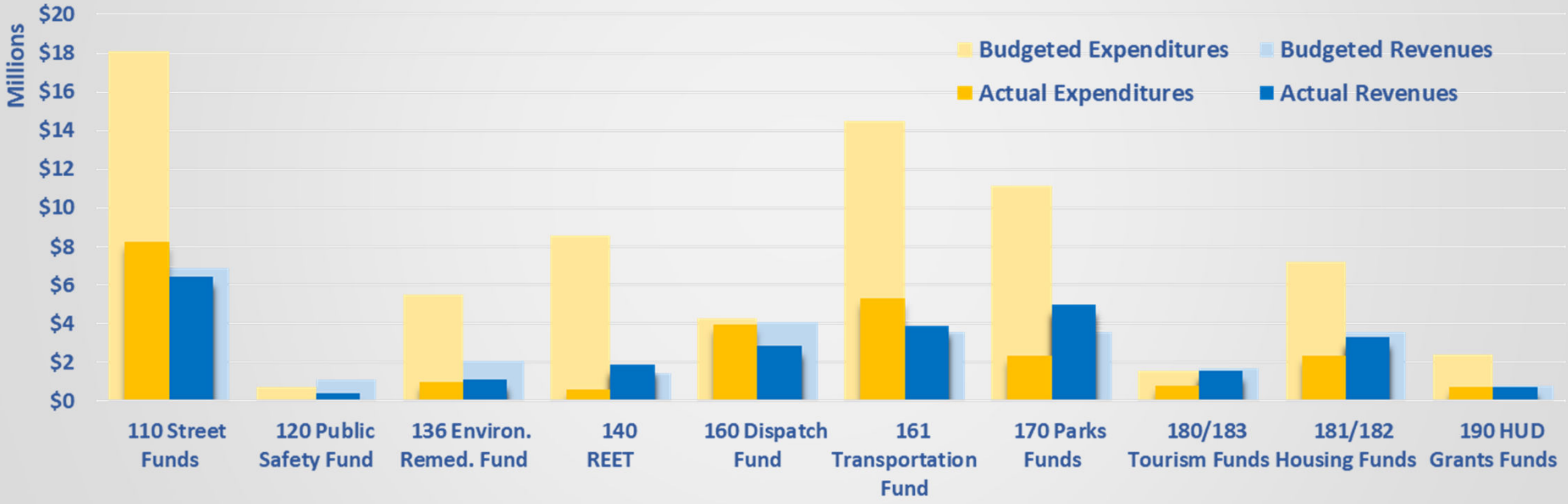


Special Revenue Funds

Through May 2024

Revenues - $29.7m

Expenditures - $26.5m

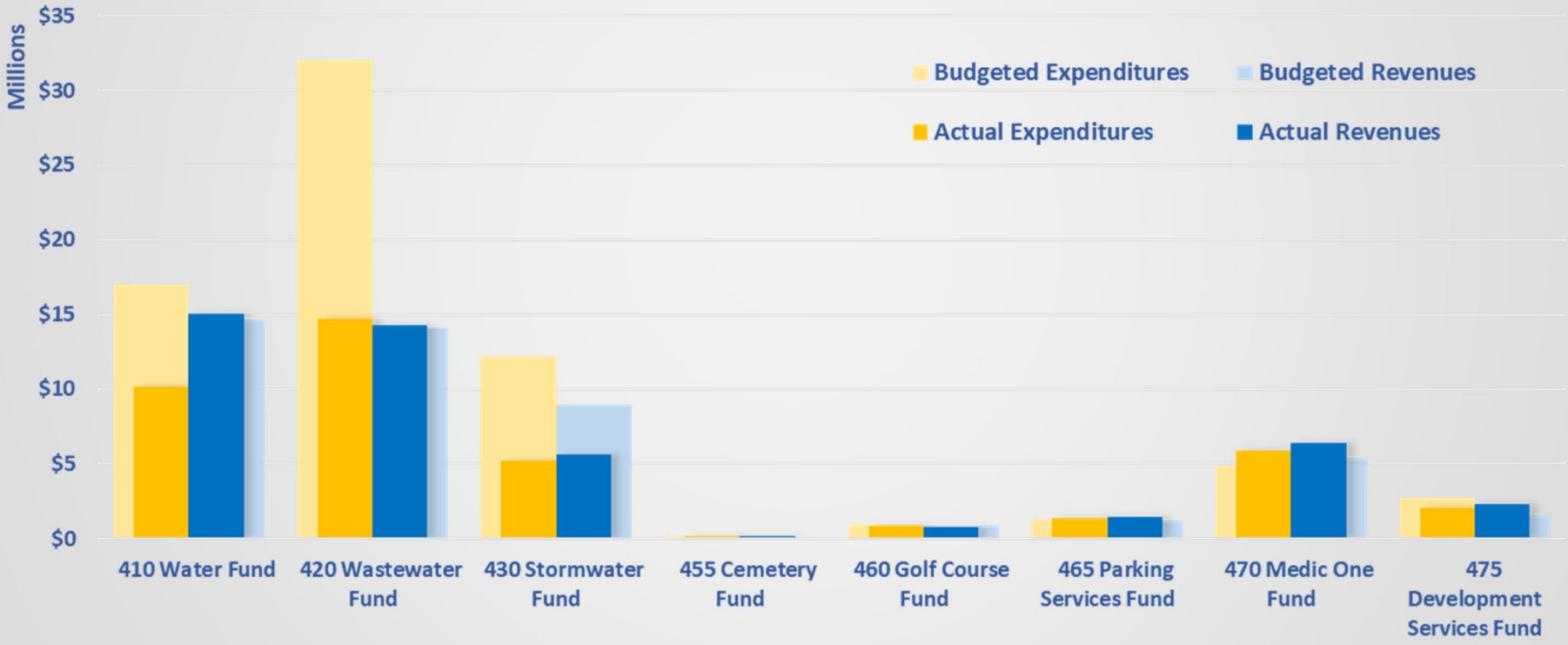


Enterprise Funds

Through May 2024

Revenues - $46.1m

Expenditures - $40.5m

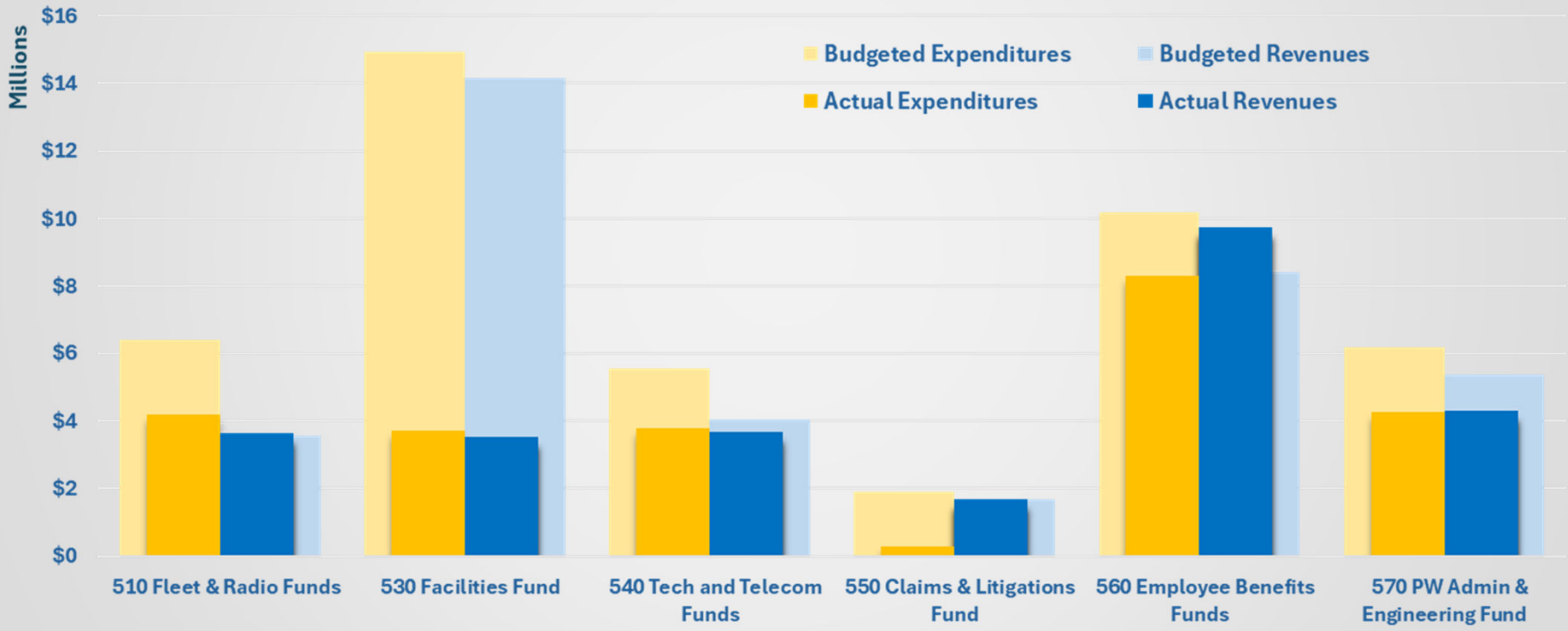


Internal Service Funds

Through May 2024

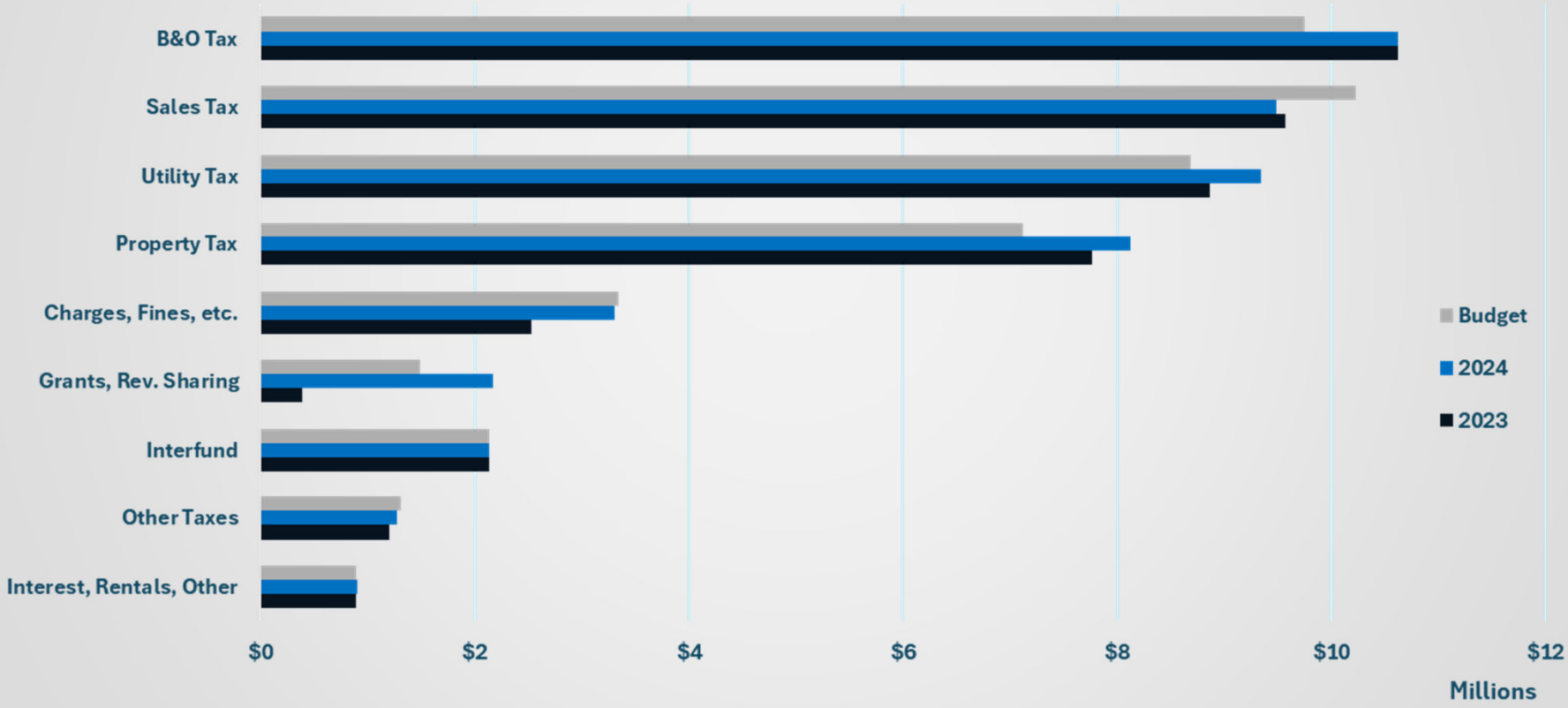
Revenues - $26.6m

Expenditures - $24.6m



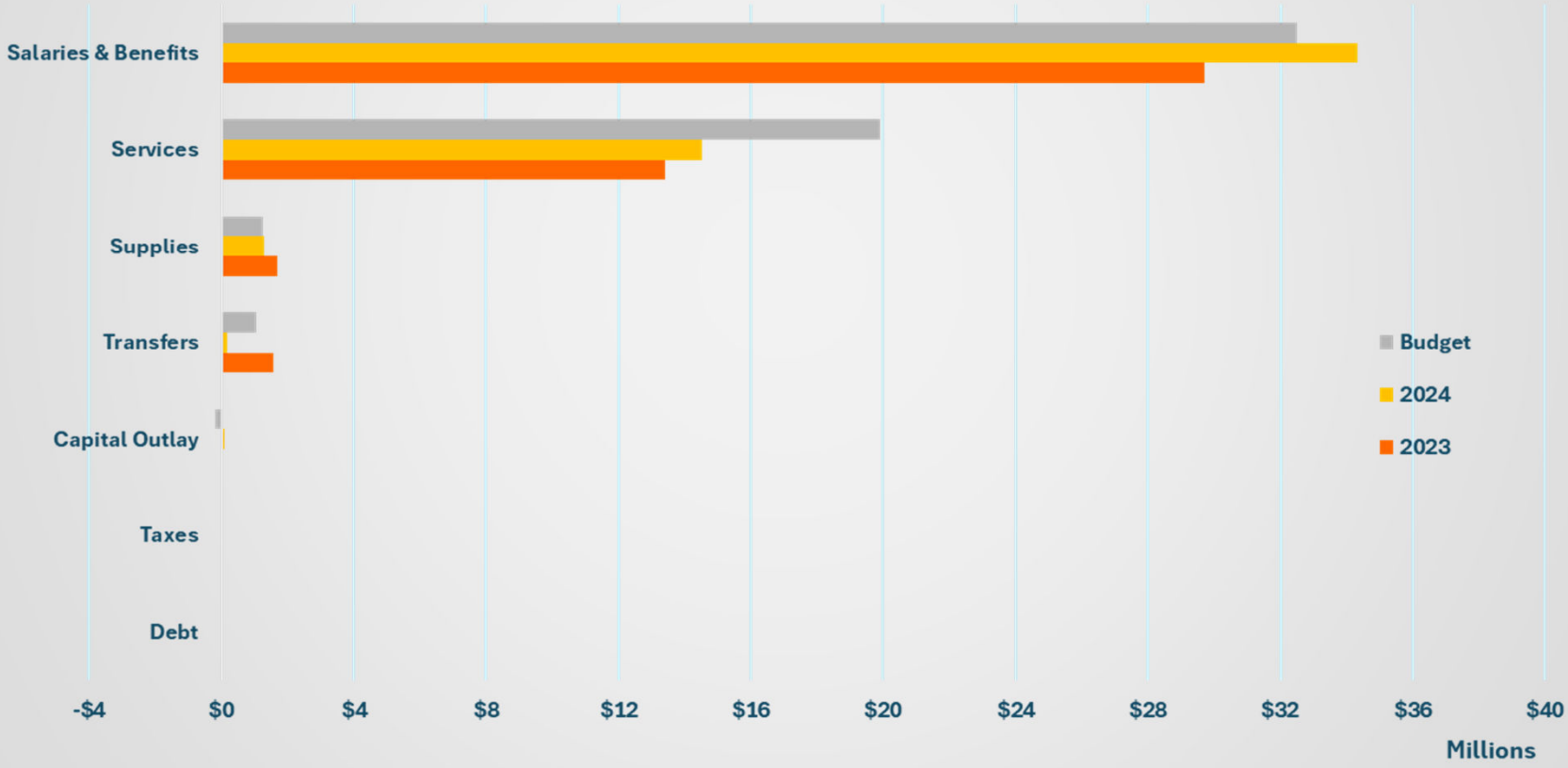
General Fund Revenues - $47.4m

Through May 2024



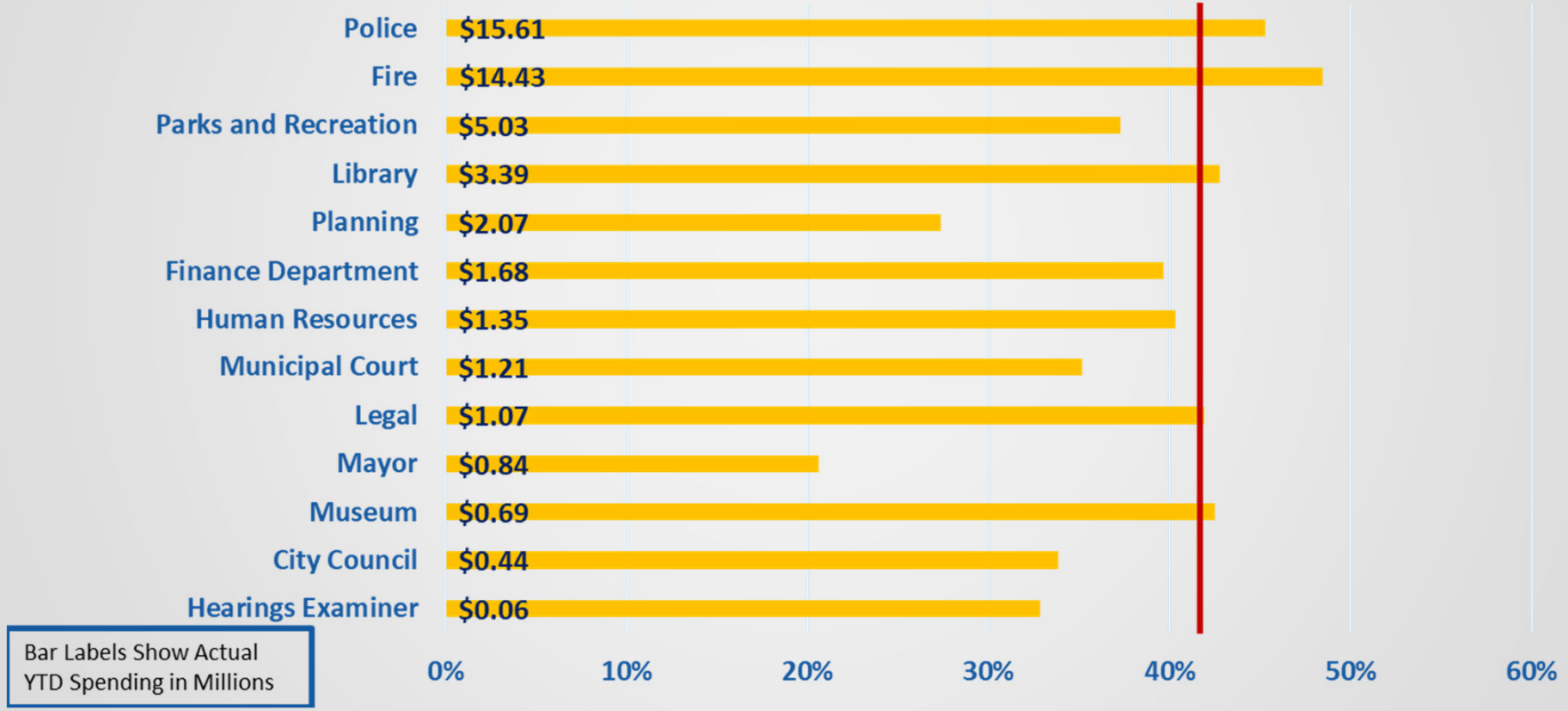
General Fund Expenditures - $50.4m

Through May 2024

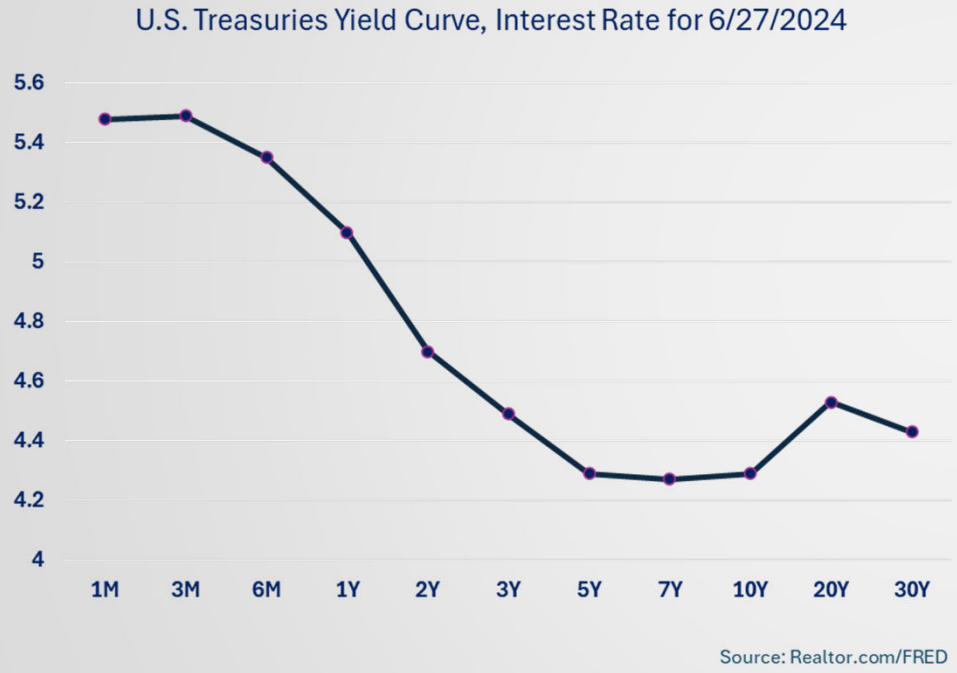


General Fund - % of Budget Spent by Department

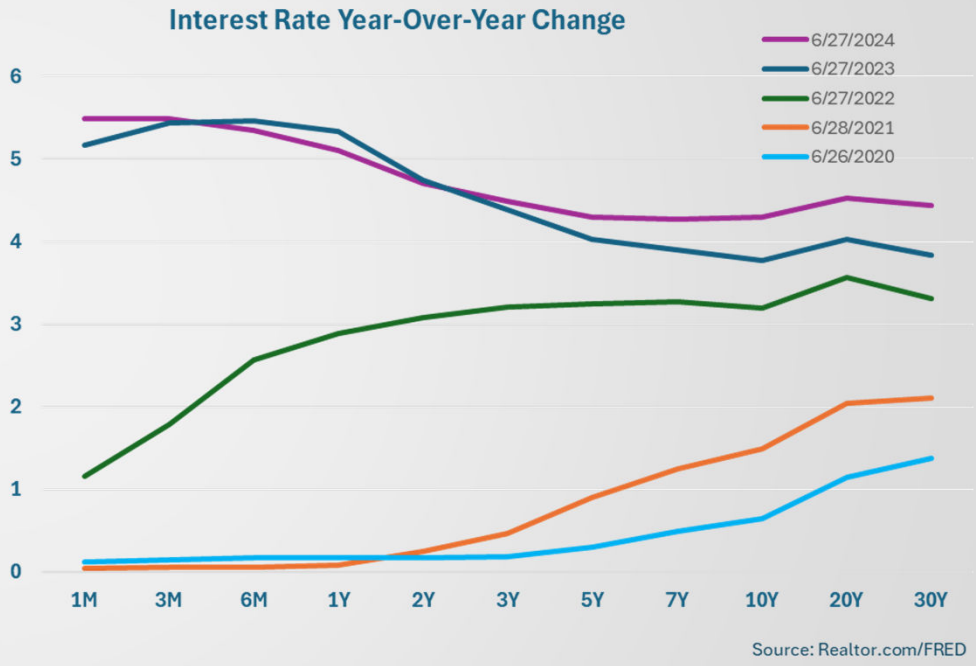
Through May 2024 – 42% of the year



U.S. Treasuries Yield Curve by Maturity

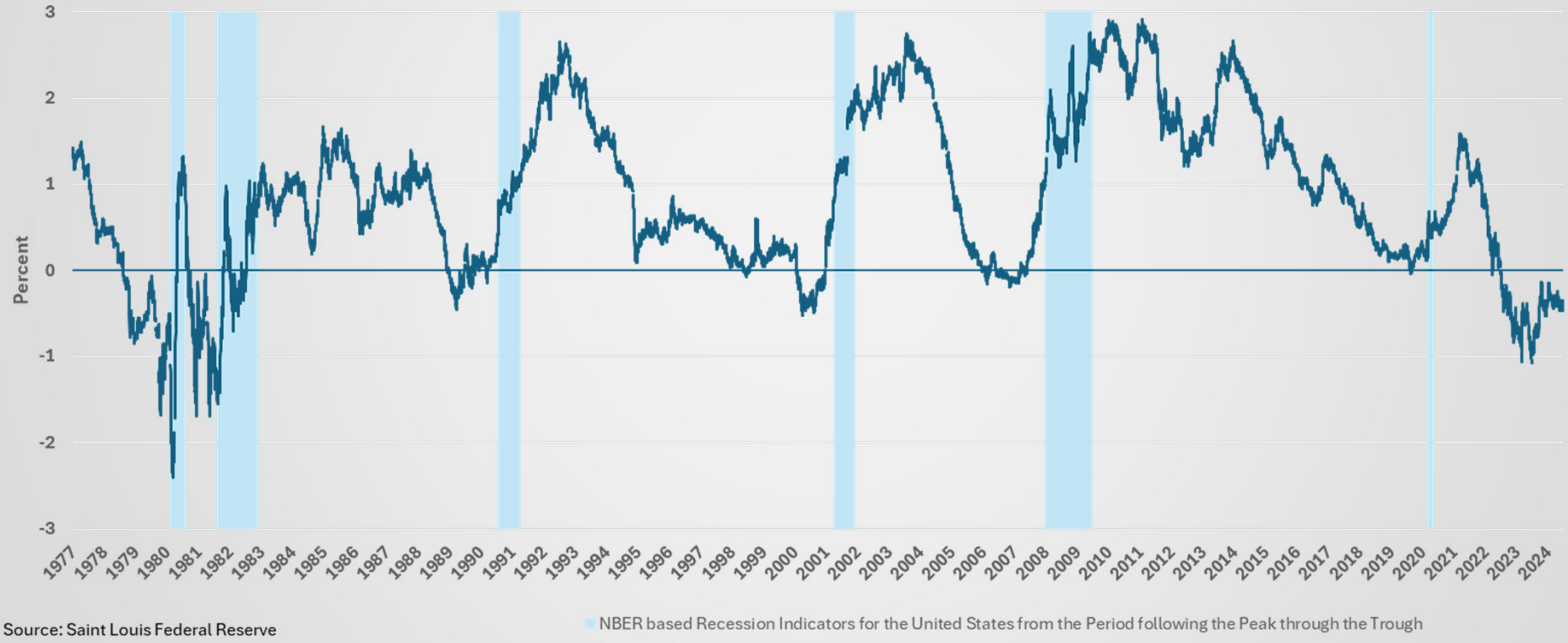


Source: Realtor.com/FRED



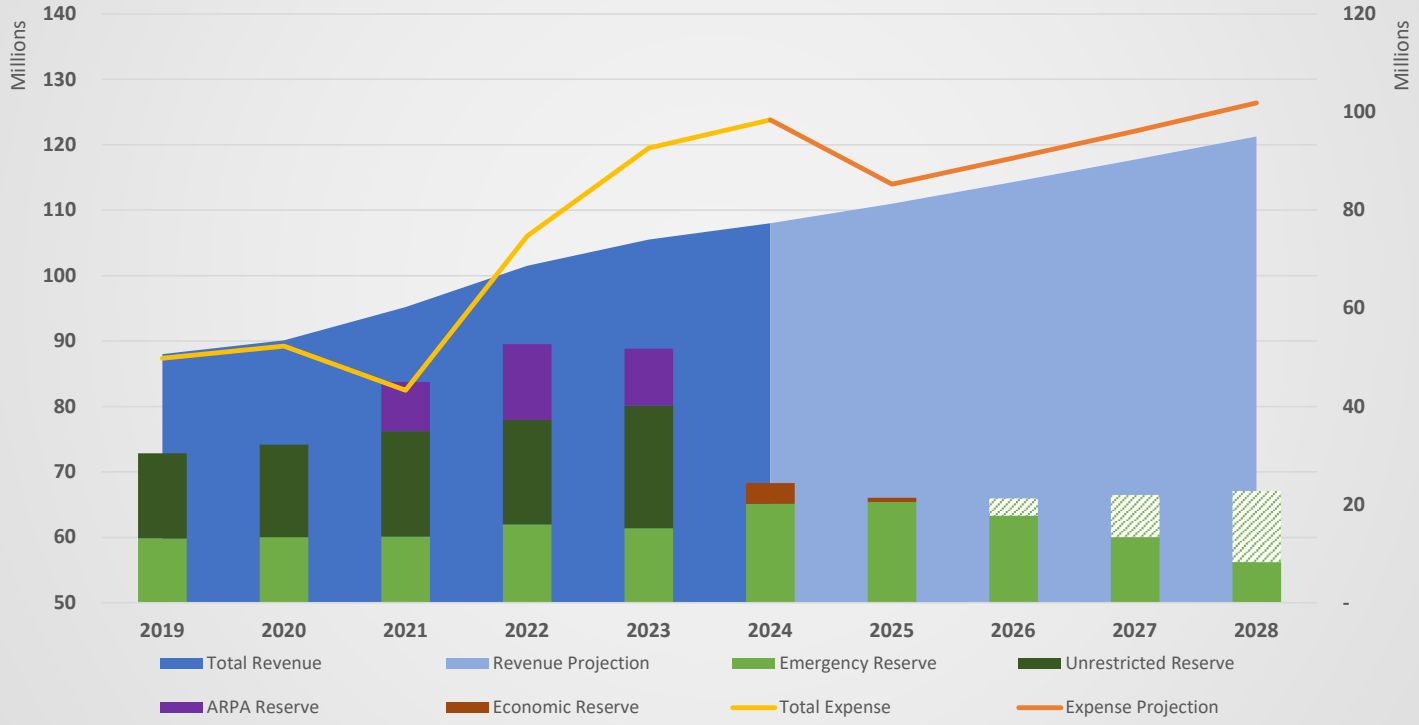
Source: Realtor.com/FRED

10-Year Treasury Constant Maturity Minus 2-Year Treasury Constant Maturity



Source: Saint Louis Federal Reserve

Reserve Projections



Next Steps

- Budget 101 presentation (August)
- Financial updates (August/September)
- 2025 Budget presentation (September 30)
- Public Hearings
  - October 7 Budget
  - October 21 Revenue Forecast & Property Tax
  - November 4 Budget
- Budget work sessions (October & November)
- Pass 2025 Budget Ordinance (December)

Questions?

Presentation and additional reports available at:
https://www.cob.org/gov/dept/finance/pages/reports.aspx

Bellingham Public Library - Performance & Activity Measures, 2024

	July		Year to Date		YTD comparison
	2024	2023	2024	2023	2024 with 2023
Holdings - Number of materials in the library's collection					
Physical copies added to collection	1,584	1,915	13,117	15,488	**-15.31%**
Electronic copies purchased by BPL	62	246	918	1,252	**-26.68%**
Physical copies withdrawn from collection	(700)	(318)	(14,477)	(14,816)	**-2.29%**
Total physical holdings			182,726	180,245	**1.38%**
Total electronic holdings available to BPL			159,366	143,416	**11.12%**
Total Holdings (Physical and Electronic)			**342,092**	**323,661**	**5.69%**
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity					
Central Library					
Adult	41,121	42,517	284,266	294,334	**-3.42%**
Youth	46,315	46,613	290,403	302,328	**-3.94%**
Sub-Total Central	**87,436**	**89,130**	**574,669**	**596,662**	**-3.69%**
Fairhaven Branch					
Adult	5,235	5,422	34,738	35,057	**-0.91%**
Youth	3,388	2,884	18,116	16,338	**10.88%**
Sub-Total Fairhaven	**8,623**	**8,306**	**52,854**	**51,395**	**2.84%**
Barkley Branch					
Adult	4,938	4,779	32,470	31,762	**2.23%**
Youth	4,817	4,785	28,522	29,618	**-3.70%**
Sub-Total Barkley	**9,755**	**9,564**	**60,992**	**61,380**	**-0.63%**
Bellis Fair Branch					
Adult	1,156	1,054	8,656	2,931	**195.33%**
Youth	1,727	1,941	13,003	4,819	**169.83%**
Sub-Total Bellis Fair	**2,883**	**2,995**	**21,659**	**7,750**	**179.47%**
Bellingham Technical College					
Adult	45	33	252	178	**41.57%**
Youth	3	5	34	35	**-2.86%**
Sub-Total BTC	**48**	**38**	**286**	**213**	**34.27%**
Whatcom Community College					
Adult	144	219	1,025	1,285	**-20.23%**
Youth	14	41	197	490	**-59.80%**
Sub-Total WCC	**158**	**260**	**1,222**	**1,775**	**-31.15%**
Western Washington University					
Adult	173	84	1,406	1,026	**37.04%**
Youth	62	39	557	297	**87.54%**
Sub-Total WWU	**235**	**123**	**1,963**	**1,323**	**48.37%**
Sub-Total Physical	**109,138**	**110,416**	**713,645**	**720,498**	**-0.95%**
Online Services					
Kanopy	1,578	1,657	13,010	12,520	**3.91%**
WA Anytime Library Overdrive	40,485	38,380	284,700	254,035	**12.07%**
Overdrive Magazines	5,173	1,728	43,207	13,065	**230.71%**
Sub-Total Online	**47,236**	**41,765**	**340,917**	**279,620**	**21.92%**
Total Circulation	**156,374**	**152,181**	**1,054,562**	**1,000,118**	**5.44%**
Holds Activity					
Items placed on hold shelf	53,939	50,551	366,025	354,342	**3.30%**
Services					
Persons Visiting - Number of persons counted as they enter the libraries					
Curbside	26	33	256	262	**-2.29%**
Central Library	31,185		209,646		
Fairhaven Branch	3,330		21,870		
Barkley Branch	2,892		18,175		
Bellis Fair Branch	1,827		14,623		
Total Persons Visiting	**39,260**	**33**	**264,570**	**262**	
Website Visits	40,957	41,875	295,346	283,356	**4.23%**
This count reflects number of visits to www.bellinghampubliclibrary.org					
Bibliocommons Visits	36,525	17,758	231,428	114,695	**101.78%**
This count reflects number of visits to Bibliocommons					
Total Website Visits	**77,482**	**59,633**	**526,774**	**398,051**	**32.34%**
Computer Usage - Number of sessions					
Central Library					
Adult & Teen (30 terminals)	3,021	3,123	21,649	20,630	**4.94%**
Childrens (3 terminals)	105	79	522	324	**61.11%**
Fairhaven Branch (6 terminals)	235	190	1,611	1,361	**18.37%**
Barkley Branch (4 terminals)	147	145	1,086	1,019	**6.58%**
Bellis Fair Branch (4 terminals)	107	79	878	240	**265.83%**
Total Computer Usage	**3,615**	**3,616**	**25,746**	**23,574**	**9.21%**
New Borrowers Registered					
Central Library	570	548	4,348	3,712	**17.13%**
Fairhaven Branch	39	32	262	227	**15.42%**
Barkley Branch	29	42	209	258	**-18.99%**
Bellis Fair Branch	46	65	363	222	**63.51%**
Total New Borrowers Registered	**684**	**687**	**5,182**	**4,419**	**17.27%**
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs					
Programs	84	77	645	670	**-3.73%**
Attendees	1,942	2,176	17,875	15,899	**12.43%**
Volunteer Hours - Friends of BPL only (no report for July yet)	**296**	**262**	**3,154**	**3,478**	**-9.32%**

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees **JULY 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 AUGUST 20, 2024, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
Materials, Equipment and Supplies		
Books; DVDs; supplies; fans; shredder	Amazon	1,461.03
Books	Baker & Taylor	20,674.28
Newspapers	Bellingham Herald	1,064.95
Newspapers	Cascadia Daily News	144.00
Books	Center Point Large Print	105.82
Networking meal	Chamber of Commerce	25.00
Patron supply - water	Chefstore	22.85
Periodicals	Ebsco Subscription Services	2,161.07
Newspapers	Everett Daily	435.00
Cart repair supplies	Hardware Sales	86.02
DVDs, CDs, recorded books	Midwest Tape	1,898.54
Vehicle fuel	Nelson-Reisner Distributor	202.42
Office supplies	ODP Business Solutions	327.13
Use tax refund on library cards	Printing Concepts	(218.16)
Newspapers	Puget Sound Business Journals	200.00
Newspapers	Seattle Times	1,684.80
Mendery & Interlibrary loan supplies	ULINE Shipping Supplies	2,326.02
Adjustable desk	Uplift Desk	1,008.25
Staff retirement	Village Books	55.58
Copier paper	WCP Solutions	430.55
Program refreshments	Woods Coffee	60.17
	Materials, Equipment & Supplies Sub Total	**$34,155.32**
Services and Interfund Charges		
Barkley Branch cleaning	Action Cleaning	783.62
Bellis Fair Branch cleaning (3 months)	Advantage Building Services	4,432.98
Association for Library Service to Children (ALSC) Conference	Alaska Airlines	1,079.28
Business Prime membership	Amazon	195.11
Back in Circulation conference	American Airlines	577.94
ALSC Conference registration	American Library Association	858.00
Signage	Applied Digital Imaging	413.93
Hotspot service	AT&T	18.24
Preprocessing	Baker & Taylor	5,954.37
Bellis Fair Branch lease	Bellis Fair Mall Territories	5,357.00
Banking & credit card fees	City of Bellingham Interfund	14.47
Computer replacement allocation	City of Bellingham Interfund	14,133.11
Building work orders	City of Bellingham Interfund	1,055.68
Facilities allocation	City of Bellingham Interfund	55,869.43
Fleet Services	City of Bellingham Interfund	820.00
IT Service allocation	City of Bellingham Interfund	28,350.29

Postage	City of Bellingham Interfund	1,153.38
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	2,410.90
Barkley & Bellis Fair branch water cooler rentals	Clearwater Systems	37.47
ScreenConnect licenses	Connectwise	5,143.80
Printing	Copy Source	130.80
Back in Circulation conference	Delta Airlines	315.96
Databases	Gale Cengage	1,273.38
Copier leases and copies	Kelley Create	1,442.92
Translation services	Language Exchange	136.80
Translation services	Language Line	119.25
ALA Conference	Marriott Hotel	2,124.08
Preprocessing	Midwest Tape	212.27
ILL & tech services	OCLC	29,470.25
eBooks, eAudiobooks	Overdrive Inc	5,006.95
Kitkeeper software	Plymouth Rocket	650.00
Bellis Fair internet service	Pogozone Wireless	367.49
Culturegrams database	Proquest	189.78
Digital subscription	Seattle Times	19.96
Labor to replace faulty sensor	Security Solutions	299.75
Conference travel reimbursements	Staff	1,649.34
Interbranch mileage reimbursement	Staff	11.26
Barkley Branch operating costs	Talbot Services LLC	533.33
Microfische machine lease	Technology Unlimited	340.08
Borrower notices	Unique Management	257.00
Interlibrary Loan postage	USPS	13.86
Hotspot service	Verizon Wireless	1,360.34
2nd Q borrower notices & Orbis Cascade service	WCLS	4,785.59
ALA Conference	Westin Hotels	2,807.97
Driving abstracts	WSDO Licensing	30.00
	Services and Interfund Charges Sub Total	**$202,342.04**

Gift Fund

Teen programming, Summer Reading prize books, book club kit	Amazon.com	622.87
Books	Baker & Taylor	786.43
Stickers	Bellingham Promotional	197.08
Wonderbooks	Playaway Productions	56.99
	GIFT FUND OUTLAYS Sub Total	**$1,663.37**

Total General Fund claims $236,497.36

Total General Fund & Gift Fund claims $238,160.73

City of Bellingham

Library - Budget to Actual - General Fund

July 2024 58.33% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Grants		0		
Print and Copy Fees	9,537	15,000	5,463	64%
Lost, Damage & Non-resident Borrower Fees	5,910	16,100	10,190	37%
Fairhaven Auditorium Rental Fees	0	5,000	5,000	0%
Miscellaneous Revenues	603	0	(603)	
Total Revenue	**16,049**	**36,100**	**20,051**	**44%**
Expenses				
Salaries and Wages	2,031,182	3,596,148	1,564,967	56%
Personnel Benefits	1,013,040	1,817,162	804,122	56%
Physical Materials, Equipment and Supplies	213,518	365,845	152,328	58%
Services, Digital Materials and Interfund	1,457,738	2,196,226	738,487	66%
Automated Materials Handler expansion	0	35,000	35,000	0%
Total Expenditure	**4,715,478**	**8,010,381**	**3,294,904**	**59%**

Library - Budget to Actual - Gift Fund

July 2024 58.33% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Donations	50,763	122,141	71,379	42%
Total Revenue	**50,763**	**122,141**	**71,379**	**42%**
Expenses				
Gift Fund expenses	17,577	150,000	132,423	12%
Total Expenditure	**17,577**	**150,000**	**132,423**	**12%**

Patron Use of Databases and Learning Resources

			2023	2024					
			Q2	Q1				Q2	Year-to-Year
Vendor	**Database**	**Metric**	**TOTAL**	**TOTAL**	**Apr**	**May**	**Jun**	**TOTAL**	**% Change**
Candid	**Foundation Directory Online#**	Profile Views	235	298	96	139	526	761	223.8%
Data Axle	**Reference Solutions***	Detail Records Viewed, Downloaded, and Printed	196	8	-	-	7	7	-96.4%
~~EBSCO~~	~~**Auto Repair Source**~~	~~Sessions~~	80	-				-	
EBSCO	**Consumer Reports**	Page Views	8,302	10,053	3,042	3,058	3,740	9,840	18.5%
EBSCO	**Ethnic Diversity Source**	Requests		-	1			1	
EBSCO	**NoveList Plus**	Requests	1,951	314	32	49	2	83	-95.7%
EBSCO	**NoveList K-8 Plus**	Requests	539	8	3	200	59	262	-51.4%
Gale	**Gale databases**	Item Requests	1,009	503	292	30	37	359	-64.4%
Gale	**ChiltonLibrary.com**	Retrievals		139	34	24	20	78	
Grey House	**Weiss Financial Ratings**	Page Views	1,522	700	139	262	395	796	-47.7%
Library Ideas	**Freegal**	Songs Streamed or Downloaded	28,979	31,461	10,577	8,564	8,228	27,369	-5.6%
LinkedIN	**LinkedIN Learning**	Video Views	3,679	2,362	876	892	681	2,449	-33.4%
Mango	**Mango**	Sessions	902	1,264	522	397	380	1,299	44.0%
NewsBank	**NewsBank^**	Documents Viewed	10,595	9,977			3,866	3,866	
ProQuest	**Ancestry Library Edition#**	Document Views	1,559	773	665	381	388	1,434	-8.0%
ProQuest	**CultureGrams**	Pages Viewed	456	9,108	1,200	1,787	8	2,995	556.8%
ProQuest	**HeritageQuest**	Records Viewed	649	1,538	241	253	74	568	-12.5%
ProQuest	**US Newsstream & US Dailies**	Retrievals	527	590	228	330	308	866	64.3%
ProQuest	**Newspapers.com - West**	Retrievals	860	750	267	342	448	1,057	22.9%
		TOTAL	**62,040**	**69,846**	18,215	16,708	19,167	**54,090**	

No remote access

* In-Library stats only. Remote access counted to WCLS

^ In-Library and some remote stats. Other remote access counted to WCLS

Data unavailable

Bellingham Public Library

DIRECTOR'S REPORT FOR August 20, 2024

As summer draws to a close, I wanted to take a moment to recognize all Library staff for their support of, enthusiasm for, and FUN with Summer Reading. It's been joyful to see everyone wear their Summer Reading t-shirts and celebrate completed summer reading goals with children, teens, and adults in our community. Special thanks to the Friends of the Library for their funding support of this signature Library program. (Rebecca Judd, Library Director)

WELCOME & INCLUDE

Note of appreciation for Library staff: This email of appreciation from a patron was shared with everyone at the Library and is a wonderful testament to the important community-building work our staff do every day: "On Tuesday [July 23], I arrived at the downtown library a bit before 10:00am. As I sat in my car, I watched the crowd grow and grow. I watched the people gathering, all eager to enter your library. As I sat and waited, I noticed the crowd was an amazing mix of our community. When the door opened, I entered with this colorful crowd. We were greeted by your staff, lined up with smiles on faces. I heard many staff welcome us all, one even asked if anyone needed help. Your staff's friendly and welcoming greeting made my day. I imagine their welcoming attitude made a lot of people's day. I want you and your staff to know you are doing an amazing job! Thank you for all you do, especially for making the public library a true place for the public. I love the Bellingham Public Library!!" (Rebecca Judd, Library Director)

Appreciation for Bernice's contribution to Equity, Diversity and Inclusion (EDI): I received an email from three Bellingham residents complimenting Bernice's outstanding work on DEI in the Children's Library. An excerpt from the email read, "…I have been consistently impressed by the thoughtful curation and the inclusive approach that Bernice and her team have brought to the selection of children's literature. Her efforts have not only enriched the library's collection but have also created a welcoming space where children and families from diverse backgrounds can see themselves represented and celebrated. Bernice's work is exemplary, and her dedication to fostering a more inclusive environment is both inspiring and impactful. Her recent recommendations have made a significant difference in our reading experience as an interracial family, and I know this sentiment is shared by many others in our community." I heartily agree with this email and thank Bernice for her continued passion and dedication to EDI in our collections, spaces and programs. (Bethany Hogland, Deputy Director)

Public Services Staffing Changes: Joshua Kinney joined BPL as our new Security and Information Attendant on August 16. We are so happy to have him on the team! Security and Information Attendant Ethan Evans will be taking on a new role outside the City of Bellingham. Starting in September, Ethan will begin working for Lake Whatcom Center, training to be a Library Embedded HEART Specialist. We look forward to working with him in this new role. (Katrina Buckman, Head of Public Services)

Library Assistant team: We recently sent out a request for interest to Library Assistant staff in order to fill an upcoming vacancy in one of our 25-hour positions. We expect to move an existing staff member into the vacancy at the beginning of September. We are currently contacting external candidates from a list created in the spring to fill several vacancies in non-benefitted positions. We hope to start new staff in early to mid-September. (Jen Vander Ploeg, Head of Operations)

Welcome to Madeline!: Madeline Rosenvinge will be joining the Library on September 3 as the new Administrative Assistant. She has an MBA from Western and has held positions as Director of Operations for Phoebe Wahl & Co., Business Research Analyst for WWU's Small Business Development Center, Operations Assistant for Common Threads Farm, and Assistant Manager at Ragfinery. She currently serves as the Board President for Ragfinery. In her spare time, Madeline enjoys "sewing, tending my indoor and outdoor plants, hiking, and reading young adult fantasy fiction!" Madeline is excited to join the Library team and to learn all she can from Wendy. Wendy's last day will be September 30. (Rebecca Judd, Library Director)

ACCESS & OPPORTUNITY

Barkley ADA Door Opener: The contract to purchase and install a door opener at Barkley Library was recently signed-off and sent to the contractor. A contract for the electrical work needed is already in place. We are working with the contractors to get the equipment ready and schedule the installation. (Jen Vander Ploeg, Head of Operations)

Newsbank Security Incident: Another vendor, Newsbank, has had services interrupted by 'unauthorized access' that encrypted some of their systems. On July 1 they stopped loading new newspaper content for a time and also took their statistics portal offline. Some new content is again available in a timely and consistent fashion, but stats have not returned. (Jon McConnel, Head of Digital Services)

Newsbank and Cascadia Daily News: In the course of investigating the Newsbank trouble, we learned that one of our Newsbank subscriptions had stopped providing new content in March. After more than a year of consistent access, the issues stopped with no warning. We asked Newsbank to investigate, and they reported that Cascadia changed the vendor that handles the full-image version of the paper, and this disrupted provision of the files to Newsbank. They are now working on restarting the flow from the new PDF vendor. (Jon McConnel, Head of Digital Services)

READ & LEARN

Craft Fair success: The Children's Craft Fair at the Central Library on Friday, July 26 was a smashing success! We are looking forward to the 2nd annual Children's Craft Fair at the Bellis Fair Mall on Friday, August 16 from 5-7pm. We are thankful for our community of young crafters and entrepreneurs, their supportive caregivers, and the community for making the time to attend the events and support the sellers. (Bethany Hoglund, Deputy Library Director)

Issues that matter: As part of National Recovery Month in September, the BPL Adult Programming Committee is working on details for the following major event. Please mark your calendars to join us and help us share the word!

> What is Addiction? Plain Talk for Our Community
> Thursday, Sept. 12, 7 – 8:30 pm, doors open at 6:30
> Bellingham High School, 2020 Cornwall Ave.
> Free, registration not required
>
> Addiction touches the lives of millions of people every year. We hear about it, we experience it, but we don't openly talk about it. Join local expert Dr. Shannon Boustead in this all-community event to learn the basics of addiction science and hear from community members in recovery about their lived experiences. All are welcome. No registration required.
>
> For more in-depth information on this topic, including risk factors, prevention and recovery strategies, use your Bellingham Public Library card to download the audiobook Un-Addiction: 6 Mind Changing Conversations That Could Save a Life by Nzinga Harrison, MD with Lynya Floyd.
>
> Hosted by Bellingham Public Library, City of Bellingham Mayor's Office, and Whatcom County Health and Community Services, in collaboration with Compass Health, PeaceHealth and Whatcom Community College. Funding provided by the Friends of the Bellingham Public Library.

(Annette Bagley, Head of Community Relations)

Community Conversations at the Library: The Community Conversations series will continue this fall. "The Art of Community" will be held in the Central Library Lecture Room on Tuesdays, Sept. 24, Oct. 8, and Oct. 22, 2:30 – 4 p.m., in partnership with the Whatcom Dispute Resolution Center and the League of Women Voters. All are welcome to join in these lively discussion events. (Annette Bagley, Head of Community Relations)

INFORM & INVOLVE

September is National Recovery Month: In addition to hosting a community-wide event on September 12, BPL will table at the NAMI Whatcom / MAD HOPE Resource Fair Sept. 8, and at the WA State Dept. of Health "Facing Fentanyl Together" Resource Fair Sept. 20. (Annette Bagley, Head of Community Relations)

Skillshare Updates: Several new agencies will present Skillshare programs this fall, including Bellingham Veterans Center, NWYS Queer Youth Center, Whatcom Community College Pathways to Community Education, and Road 2 Home. Community member Sophie Timin will also discuss a Social Identity Approach to Health and Wellbeing. (Annette Bagley, Head of Community Relations)

Update on new events calendar system: We are on track to go live with the new events calendar, room reservation, and museum pass system during the last week in August. Most of the setup is complete; content transfer is underway (a manual process – many thanks to Community Relations Specialist Jenni Johnson!); and staff training resources are under development. It has been a busy month for the project team! (Jon McConnel, Head of Digital Services)

THRIVE & GROW

Central Library renovation: The contract for additional services has been sent to architectural firm Miller Hull for signatures. It will need to be signed by various parties in the City before work can begin. This contract includes some design work for the HVAC system to be directed by Public Works, as well as the exterior conceptual design and cost estimating that will be managed by the Library. (Jen Vander Ploeg, Head of Operations)

End to curbside on Sept 21: Public Service Staff have been happy to provide curbside pick-up service for the past four years. We are grateful to have had the resources necessary to extend this service to the community for as long as we have. As demand is waning and after careful consideration, we will be ending this service and focusing our efforts on other community needs. Our last day of curbside pick-up service will be September 21, 2024. (Katrina Buckman, Head of Public Services)

Update on notices: Two previously mentioned changes to patron notices will be rolling out soon for both BPL and WCLS. First, billing notices will be available through US mail, email, and text instead of being limited to only US mail. This has been driven by WCLS in an effort to reduce the cost of mailing notices. Second, all of our notices will be available in Spanish. Both systems have been working to improve access to library services for patrons with low English proficiency. (Jon McConnel, Head of Digital Services)

Respectfully submitted,
Rebecca Judd

Bellingham Public Library

Level of Service update: Library Materials

Proposal for Board consideration
August 20, 2024

When the Level of Service standard for Library Materials Expenditures/Capita was adopted in 2017, it was noted that "numbers will need to be adjusted in the future to reflect changes in costs of materials and/or processing." This proposal outlines a methodology to adjust the Level of Service Standard for Library Materials Expenditures/Capita for inflation and population growth. It is recommended that these figures be updated every 3 years.

Goal: continual funding progress toward Medium (Operational) or High (Optimal) standard, adjusted for inflation and population growth.

Standard: Library Materials Expenditures/Capita (adopted 03/21/2017)
Low: $5.00 **Medium:** $7.50 **High:** $10.00

Library Materials Expenditure/Capita standard - adjusted for inflation and population growth, compared to Materials Expenditure/Capita actuals*

	2017	2018	2019	2020	2021	2022	2023	2024
Low	$5.00	$5.67	$5.72	$5.61	$5.36	$5.51	$5.60^	$5.69^
Medium	$7.50	$8.51	$8.58	$8.41	$8.04	$8.26	$8.40^	$8.53^
High	$10.00	$11.34	$11.43	$11.22	$10.72	$11.02	$11.20^	$11.37^
Actuals	$6.19	$6.25	$6.96	$6.81	$7.02	$7.17 (budget) $9.23 (actual)**	$7.32	$7.54 (budget)

* Average Annual Price Change for Hardback, Paperback, and E-Books. Source: Library Book Trade Almanac, data series' by Narda Tafuri, UofScranton (ret.). Data from B&T
^ Estimate based on long-term trend average increase of 1.6%.
**Additional operational budget from open staffing positions was spent on materials in 2022

Forecast: Library Materials Expenditure/Capita (annual), adjusted for inflation and population growth

	2025	2026	2027	2028	2029	2030
Low	$5.78	$5.87	$5.96	$6.06	$6.16	$6.26
Medium	$8.67	$8.81	$8.95	$9.09	$9.24	$9.38
High	$11.56	$11.74	$11.93	$12.12	$12.31	$12.51

DRAFT