



Regular Meeting of the Library Board of Trustees
Tuesday, September 17th, 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, and Kendra Bradford
Board Members absent:	Deborra Garrett and Rebecca Craven
City Council Library Liaison:	Hannah Stone
Library Management:	Rebecca Judd, Annette Bagley, Jon McConnel, Katrina Buckman, Madeline Roseninge, and Wendy Jenkins
FOBPL Representative:	Carol Comeau, Friends of BPL Board Liaison
Guest Presenters:	Rachel Myers, RM+CO; Alison Kuiken, Operations Supervisor and Michelle Becker, Public Services Supervisor

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

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

Public comment: no comments

Consent agenda: Kendra asked about an increase in Fairhaven branch numbers. Rebecca Judd responded the increase could be related to an increase in youth programs. Kendra also asked about the Connection numbers (WWU, BTC, and WCC). Jon explained that BTC had temporarily closed a building which impacted the numbers. Rebecca also noted that all Connections locations have been slow to come back after the pandemic. Kendra also wondered about the people count data. Jon explained that there were a lot of inconsistencies between the old counters and the new ones which made comparison difficult. Kristy Van Ness moved to approve the August 20, 2024 regular meeting minutes and the August 2024 Performance and Activity measures and financial reports. Kendra Bradford seconded. Motion carried.

Board Chair report:

- Rick reported that the October Board meeting has been changed to October 22. The meeting will be upstairs in the Board room.
- The Board said words of appreciation for Wendy Jenkins, Library Administrative Assistant at her final board meeting before retiring.

Board member reports:

- Kendra recommended the book *Being Heumann, an Unrepentant Memoir of a Disability Right Activist* by Judith Heumann

City Council liaison report:

- Hannah Stone reported that the Council will be focusing on the budget for the next few months and that a new lobbyist was recently hired to help the City be more active in Olympia. The Library continues to be mentioned by the community with requests for more funding and many requests for branches in the Cordata and Birchwood neighborhoods. The current Albertson's owner suggested a library branch at the old Birchwood location. These discussions show the importance of what the library does and that it's not just books on a shelf, it's about the sense of community we create.

Friends of BPL report:

- Carol reminded everyone of the book sale coming up September 26 through 28 in the Library lecture room. She reported that they brought in over \$13,000 at the last book sale and all revenues go to support the library.

Library Director report:

- Rebecca reminded everyone that the Downtown Forward program will be held on September 19 at the Chuckanut Bay Distillery from 5-8pm.
- Sunday, September 22 – Saturday September 28 is Banned Book Week. This is a time to celebrate the Freedom to Read and draw national attention to the harms of censorship. The Library is hosting "The Art of Community-Freedom of Thought and Democracy" on Tuesday September 24 in partnership with Whatcom Dispute Resolution Center and League of Women Voters.
- All Staff Learning Day will take place on October 9 with the theme "Gateway to Connection". The Library will be closed that day.
- The 2024 Literary Breakfast fundraiser with Nancy Pearl will take place at the Ferndale Community Pavilion on October 24.
- Rebecca thanked everyone who worked so hard on the Summer Reading Program this year. There was a record number of participants and finishers!
- On September 12, the Library hosted its first all community event, What is Addiction. The edited version of the event is on the Library's website and on the City's YouTube channel. Rebecca read comments from some of the participants.
- Rebecca provided an update on the renovation:

- The \$2 million Library Capital Facilities Grant for the renovation project moved out of committee to the Governor's Office.
- The Federal appropriation for \$250,000 for the exterior renovation is still moving through the process.
- Whatcom Community Foundation is working on a list of potential donors for outreach.
- BTV is working on the final cut of the promotional video.
- The conceptual design contract for the exterior is complete. Miller Hull Partnership has been signed on and the first meeting will be scheduled soon.
- Flagpole plaza: The project team discussed ways to reactivate the plaza knowing that the renovation won't happen until 2026. Without budget to support updates, Rebecca Judd recommended that the plaza be kept closed through the renovation with updated signage. She noted that the plaza will be part of the concept design work with Miller Hull.

"Sensored: One Library's Experience Navigating the Drug Epidemic": Highlights of upcoming conference presentation:

- Alison Kuiken and Michelle Becker provided a preview of their Powerpoint presentation for the Back to Circulation Conference that will be held in Madison, Wisconsin Back to Circulation conference on October 7 and 8. *(see Attachment #1 for "Sensored: One Library's Experience Navigating the Drug Epidemic").*

Planned Giving program update:

- Rachel Myers, a consultant from RM+Co, provided a PowerPoint presentation on the Planned Giving Program. The goal is to wrap up this project by the end of this year. Kristy is working on a staff/Trustee document for defining roles. *(see Attachment #2 for "Planned Giving Program Update").*

Budget update:

- Rick reminded Trustees that 3 budget options were presented to the City. The final proposal to City Council is between Option 2 and Option 3 (5% reduction). 3 positions were frozen and there will be a \$125,000 reduction in the materials budget. At this time, there is no reduction in open hours; however, if additional positions are frozen, the Library would need to reduce open hours to the public. On September 30, the Mayor will present the budget to City Council and Council will begin their deliberations. There will be more to discuss at the October board meeting. The final budget should be ready in early December. Overall, the city has a \$4 million deficit to work with which means a lot of hard conversations.

New Business:

- The October meeting date has changed. It will be on October 22, from 3:30-5pm in the Library Board Room.

Agenda items for next meeting:

Meeting adjourned at 4:54 p.m.

Next Regular Library Board Meeting October 22, 2024 – Central Library Board Room – 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

Attachments:

- Attachment #1: Sensored: One Library's Experience Navigating the Drug Epidemic
- Attachment #2: Planned Giving Program Update

Sensored:

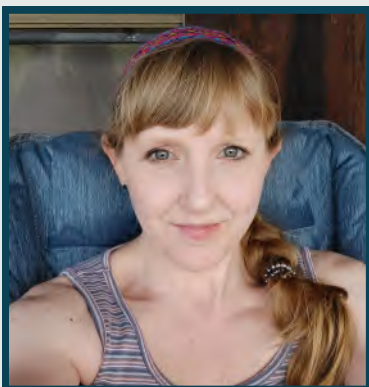
One Library's Experience Navigating
the Drug Epidemic

Back in Circulation 2024

Alison Kuiken
Supervisor of Operations
Bellingham Public Library

Michelle Becker
Supervisor of Public Services
Bellingham Public Library

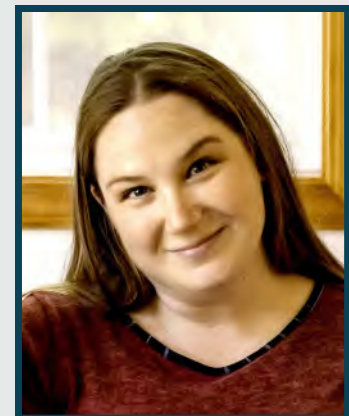
About us



Michelle Becker
Supervisor of Public Services

Worked for Bellingham Public Library
5-years.

I relax by hanging out with horses



Alison Kuiken
Supervisor of Operations

Worked for Bellingham Public Library 23-years

I have 4 kids - there is no relaxing



Jelly Roll

Welcome to our
home...



Bellingham Stats

- Population: 95,960
- Area: 30.1 square miles
 - Canadian border: 21 miles
 - Seattle: 90 miles
- 3 Colleges
- 4 branches of the Bellingham Public Library
- Growth rate of 1.07% annually



Whatcom County Stats

- Population: 137,280
- Area: 2,503 square miles
- Includes two sovereign nations
- Whatcom County Library System 12 locations
- Growth rate of .57% annually



More Whatcom County Stats

- 2022 - Whatcom County drastic increase in opioid deaths, exceeding statewide average*
- 35% of all injury deaths in Whatcom County in 2022 were from overdoses*
- In 2023 Bellingham firefighters were treating suspected overdoses at a rate of 2.5 a day
- Price of Fentanyl as low as \$.50 per pill*

*Representative Rick Larsen's report, "The Opioid Crisis in Washington's Second Congressional District and a Comprehensive Plan"

Whatcom Stats

Whatcom County Dashboard

Emergency Department
Overdose Visits

Reported Deaths
(2022-2024)

Finalized Deaths
(2012-2022)

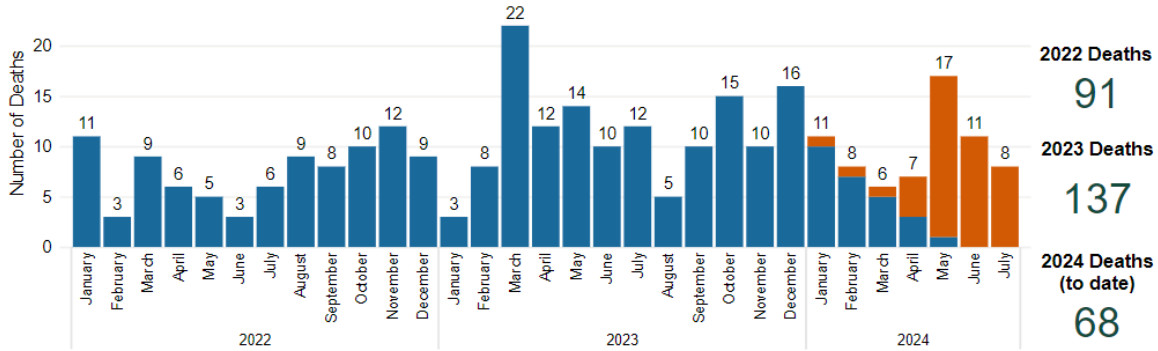
Overdose deaths -
Subpopulations

Data Notes

Whatcom County Overdose-Related Deaths, 2022-2024

Number of overdose-related deaths (all drugs)

Overdose Death Status ● Confirmed ● Probable



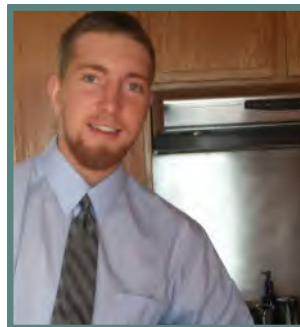
Overdose-related death data for 2022-2023 are provided by the Whatcom County Medical Examiner's Office. These data represent deaths that have occurred in Whatcom County but do not include Whatcom County residents who died outside the county. **Probable** indicates a positive result from a drug screening test during death investigation; laboratory analysis has not yet been completed. **Confirmed** overdose-related deaths have been confirmed by laboratory analysis. These deaths may not have drug overdose listed as the primary, underlying cause of death. **These data are updated monthly.**

Graph courtesy of Whatcom Overdose Prevention, www.whatcomoverdoseprevention.org

Our Community Stories



Emily Halasz



Mick Satushek

What we were experiencing in our libraries

Restrooms and Drug Activity

Suspected Drug Use in Library

Restroom(s) closures multiple times a day

Overdoses at our Central Branch

Erratic patron behavior

Drug Activity on Library Property

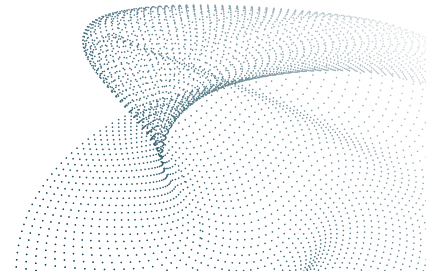
Drug paraphernalia inside and outside the library

Dealing of drugs resulted in closure of Plaza

Library seen as hub for obtaining drugs and use

What our staff were experiencing

- Staff stress very high and people always felt on guard
- Fear of exposure to drugs
- Patron interactions more volatile and unpredictable
- Fear of patrons dying in our facilities



Naloxone

“Narcan”

Staff received voluntary training on how to properly administer Naloxone

Narcan supplied by local Health Department

Narcan now at all locations and all staff have access



Sensors

Verkada Sensors



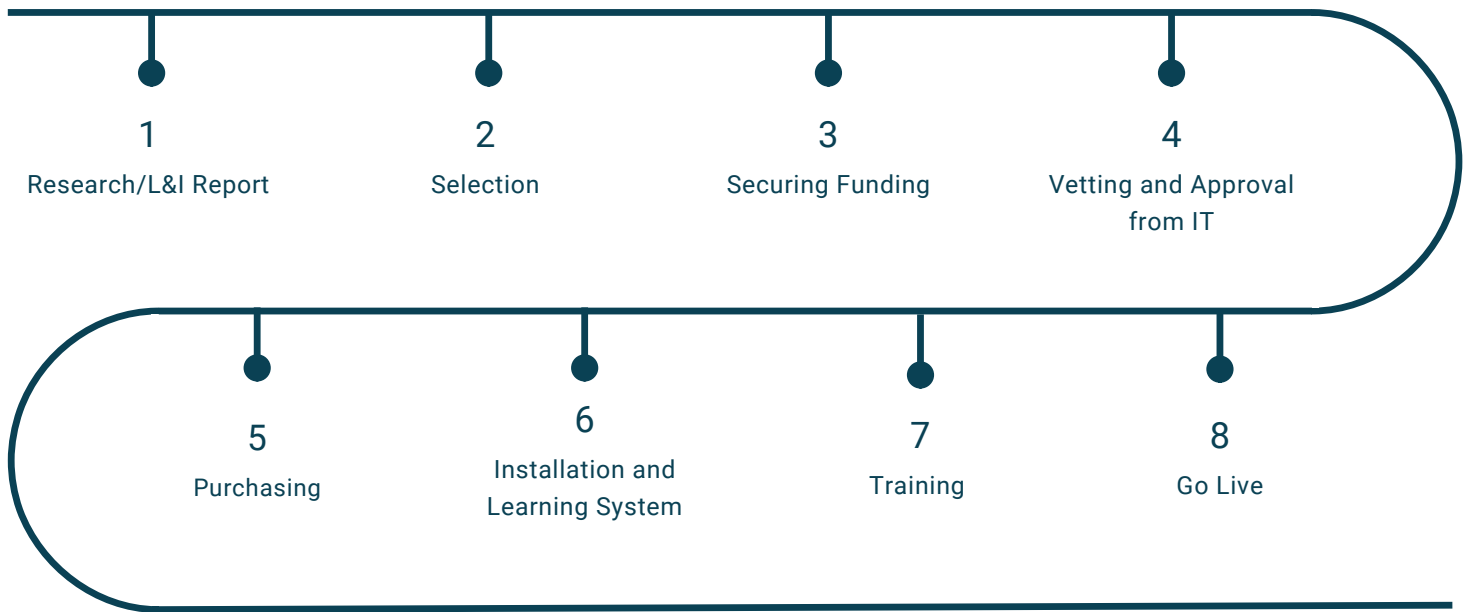
Stock image of sensor



Sensor in one of our restrooms

The Road to Sensors...

From start to finish, the steps to getting sensors in our restrooms



Let's Go Live!

Phase 1: Installation of Sensors

Knowing which sensor ID number was tied to location and naming appropriately

Phase 2: Learning the App/Interpret Data

Testing, testing, testing

Phase 3: Training and Establishing Protocols

Security staff were trained and procedures were developed.

Updated current documentation and procedures

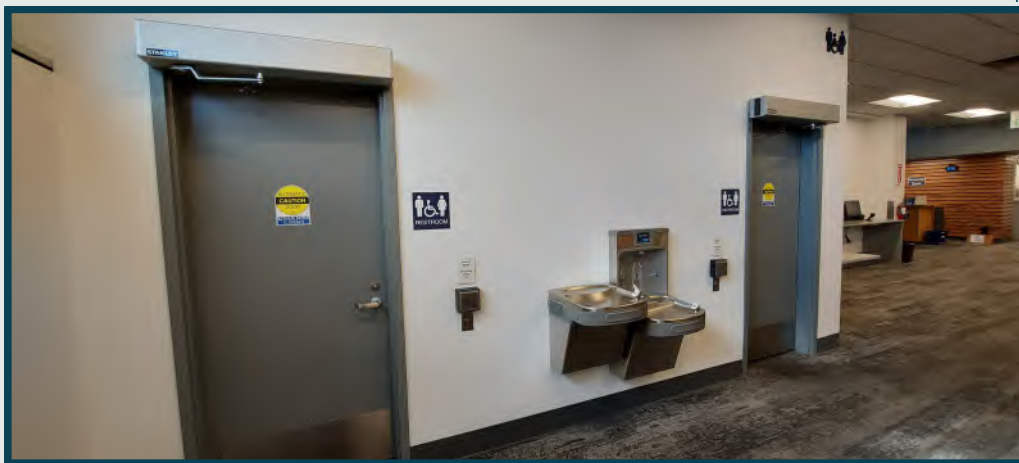
Phase 1: Installation of Sensors

Considerations:

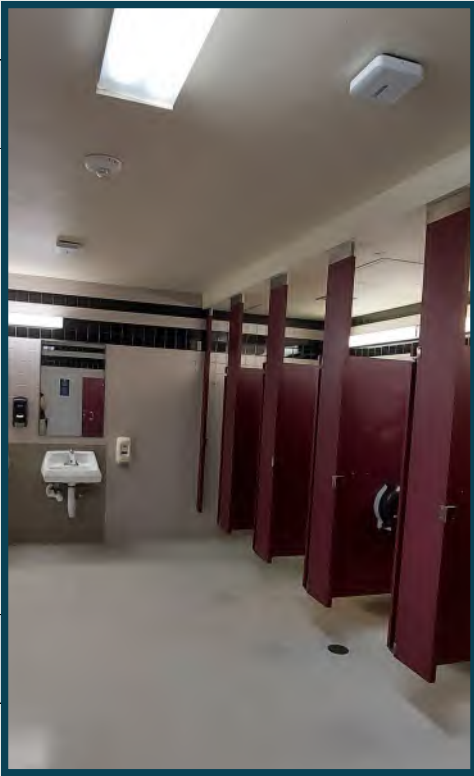
- Where to place in restroom
- How many do we need?
- How do we identify different sensors?



Remodeled Restrooms

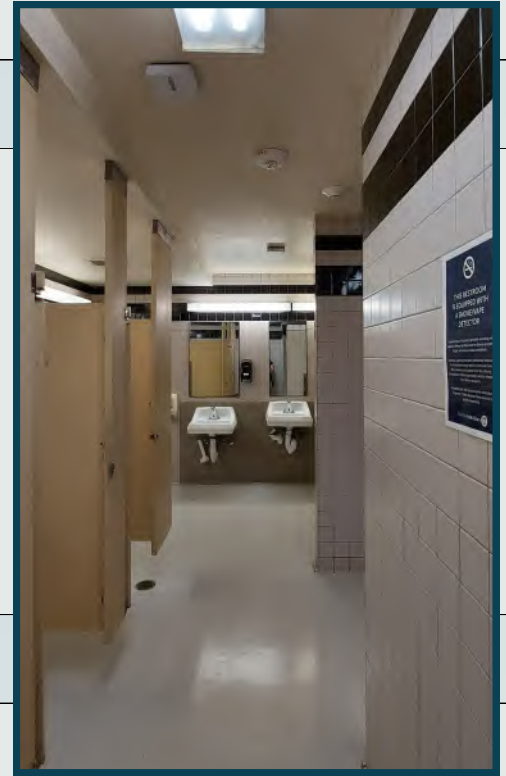


Original Restrooms

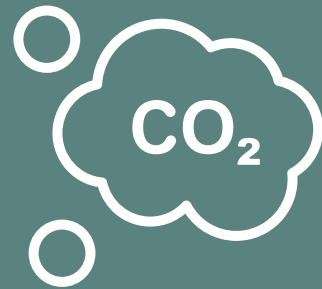
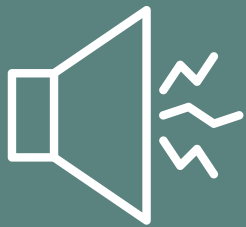


Lower level
Women's restroom

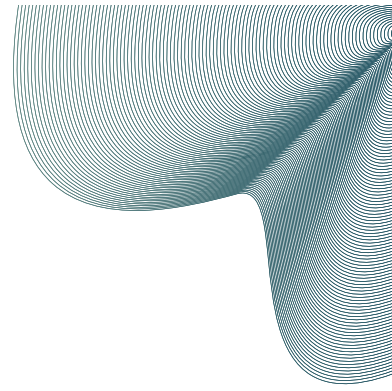
Lower level
Men's restroom



Phase 2: Learning App/Interpret Data



Sensor Readings:



Verkada sensors
detect:

- **Air Quality**
- Temperature
- Humidity
- **PM 2.5**
- Carbon Dioxide
- Noise Level
- *TVOCs
- Motion
- **Vape Index**
- Tamper

Air Quality Index

The U.S. AQI measures total air pollution and provides benchmarks for healthy values.

Measurement Scale

0-500+

201



Our trigger is set to notify when the AQ Index reaches 201 or higher (if sustained for more than 10 seconds)

PM 2.5

Particulate Matter 2.5 (PM 2.5) refers to tiny inhalable particles or droplets in the air that are less than 2.5 microns in width. Color-coded PM 2.5 ranges are aligned to healthy indoor air guidelines set by the government and industry standards.



0 – 1000+ µg/m³

Our trigger is set to notify when PM 2.5 reaches a measurement of 76 or higher (if sustained for more than 10 seconds)

Vape Index

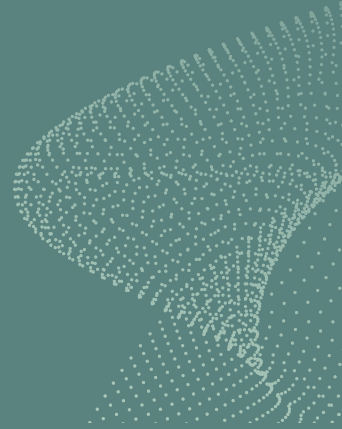
Vape Index measurements outside of the green zone indicate suspected vaping/smoking activity.

Measurement Scale
0-100



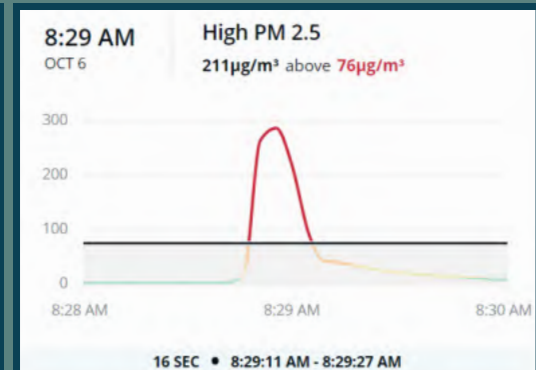
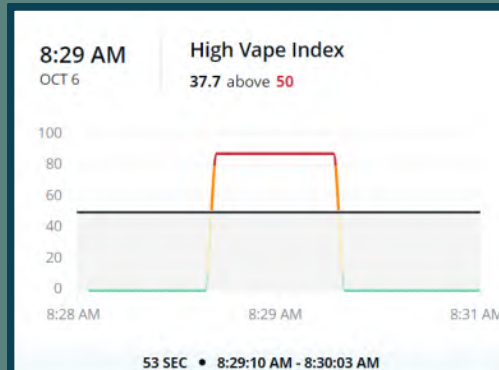
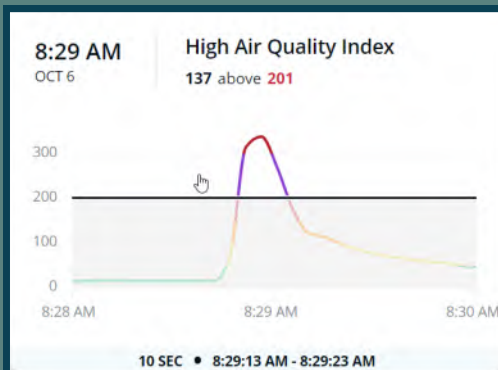
Our trigger is set to notify when a measurement of 50 or greater is detected (Smoking/Vaping is LIKELY occurring)

Phase 2: Learning App/Interpret Data - Testing



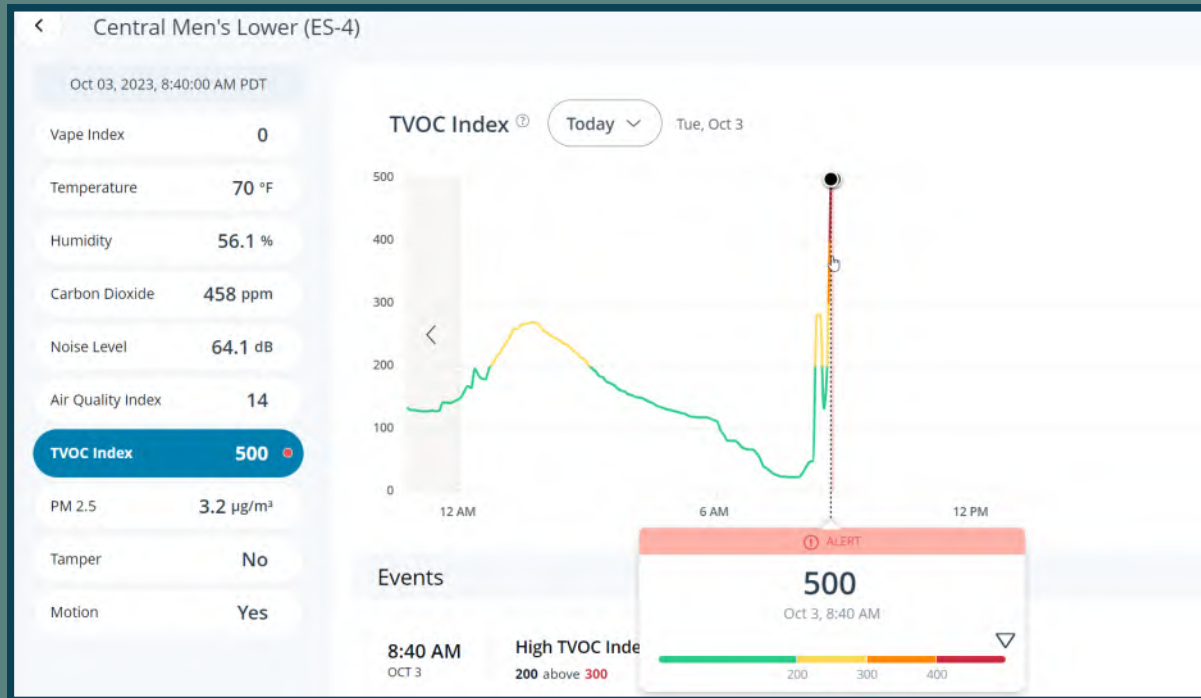
Lighting a Match

Tested by lighting and blowing out one match after approx. 10 seconds in the center of the restroom



Cleaning Products

During testing – a few sprays of Windex and hand sanitizer near the sink area



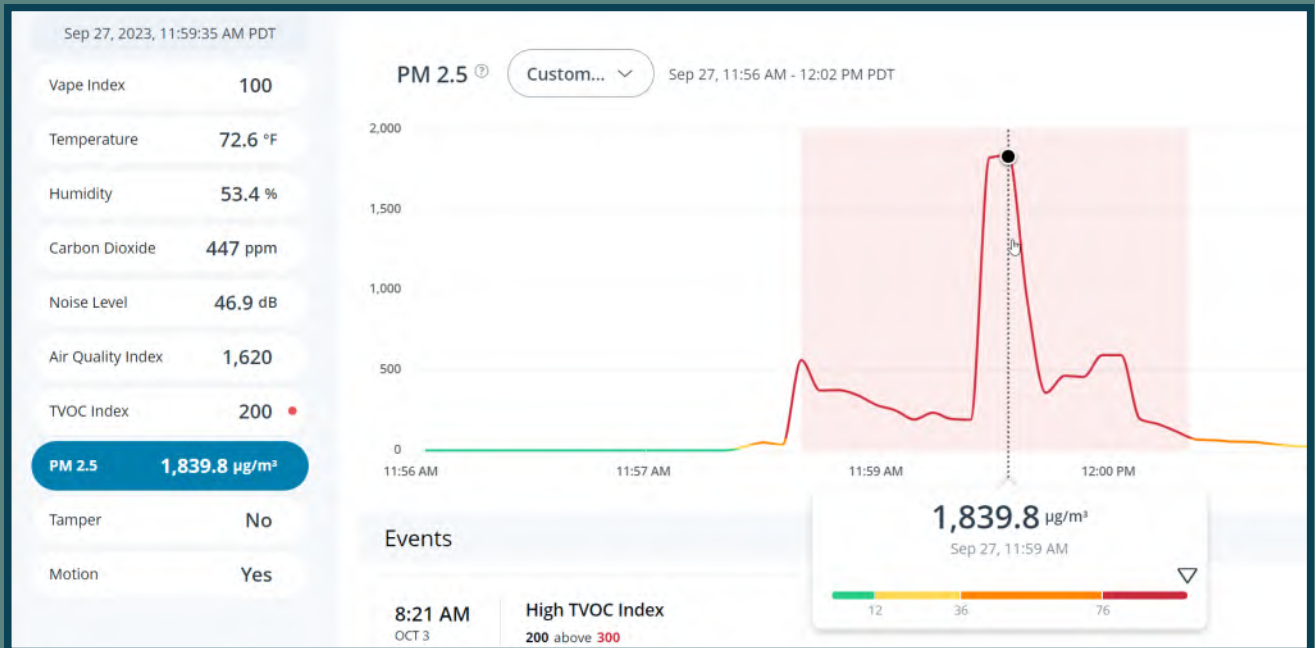
Vaping Only

Leaves little to no odor in the space



Suspected Drug Use

Looks similar to vaping but leaves a chemical/bad odor in the space



Phase 3: Training and Establishing Protocols

- Security staff were trained and procedures were developed
- We had to update current documentation and procedures

Example of a blank Incident Report

New Incident

Incident Date and Time *

4/27/2024 15:42

Date Reported

4/27/2024

Report Author *

Reporting Party

If different than Report Author

Staff witnesses

Names of staff who were involved in or witnessed the incident

Building

Location

More precise description about where on library property the incident occurred

Keywords *

Inappropriate use of library spaces

Secondary Keywords *

Smoking/vaping or Sensor alarm

Choose the most serious category that applies, then choose a secondary keyword. Additional information should be fully described in the Incident Details area.

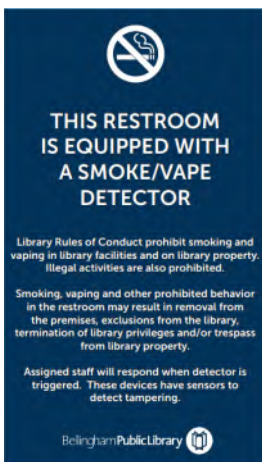
Incident Details

Normal [Rich Text Editor Icons]

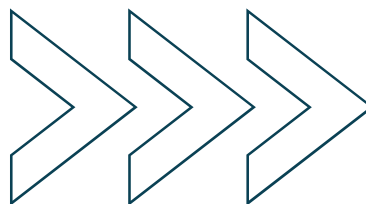
This is a public record. Please include only factual information about who, what, where, when and how an incident occurred

Additional Information

Other Miscellaneous Pieces



Signage in Restrooms
Didn't want to surprise patrons

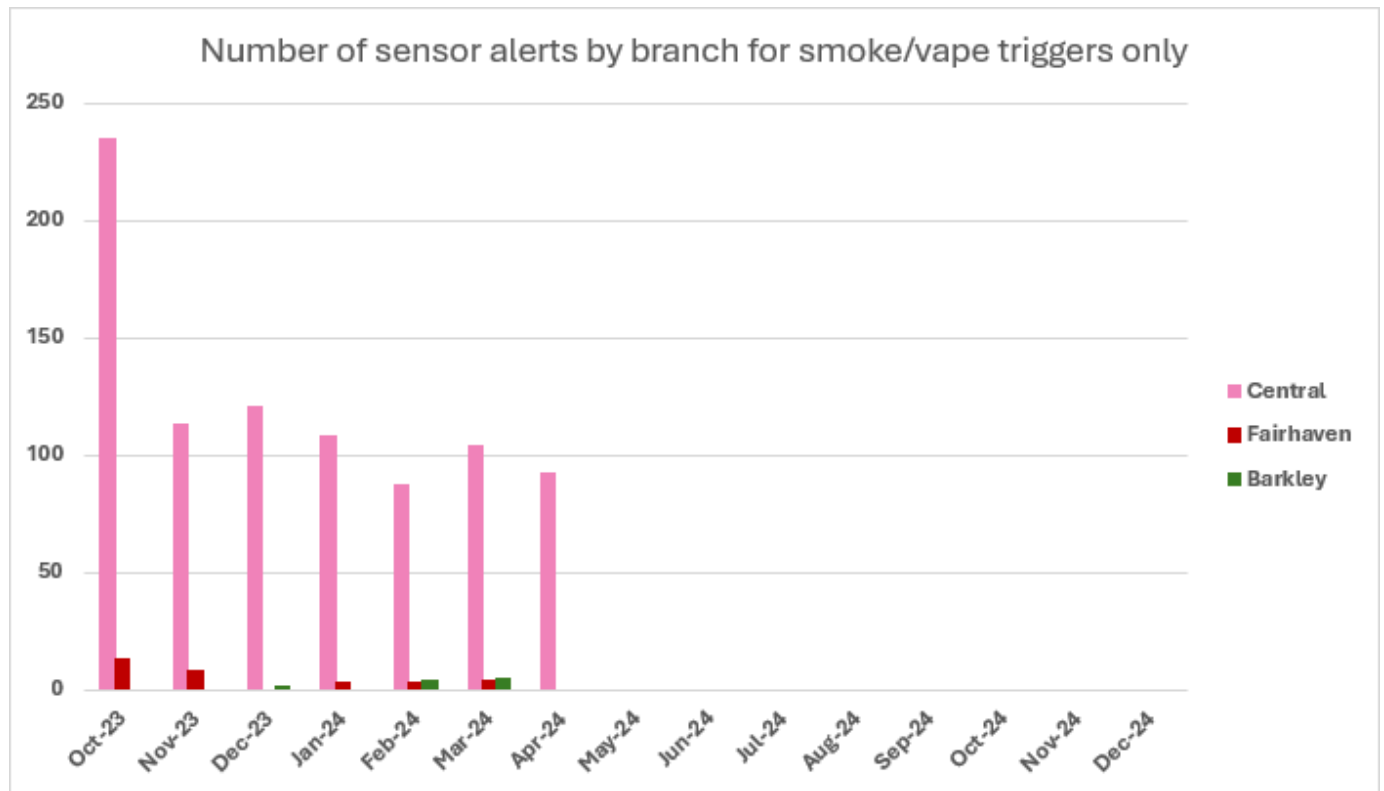


How Security Responds
Kindness and respect matter



Consequences
Rules of Conduct are enforced

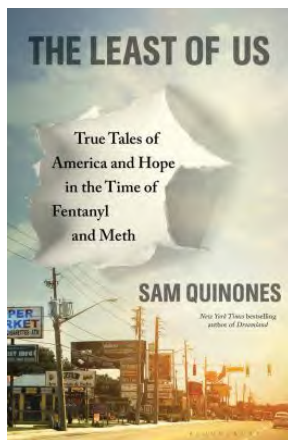
Post-Sensors



Benefits from Sensors

- Staff stress has reduced
- Great reduction in drug use in and around building
- Security has more time for other duties
- Minimal restroom closures
- Fewer calls to police concerning drug related issues

Book Recommendation:



The Least of Us

by: Sam Quinones

We can't come to a Library conference and not recommend a book!

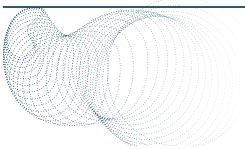
Thank you!

Do you have any questions?

Resource Page

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C-SPAN. "Jason 'Jelly Roll' DeFord Opening Statement." YouTube, 11 Jan. 2024, www.youtube.com/watch?v=e1lcK3zgrpE.

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Whatcom County Multi-Agency Coordination (MAC) Group. "Whatcom Overdose Prevention." <https://whatcomoverdoseprevention.org/>, 2023.

Pratt, Denver. "Court records provide more details in 5-year-old Ferndale girl's fentanyl death." Bellingham Herald, 16 Apr. 2023,
www.bellinghamherald.com/news/local/crime/article274308315.html.

"Bellingham swim center bathrooms get new locks after drug use." Bellingham Herald, Thursday, July 13, 2023

Quinones, Sam. *The Least of Us: True Tales of America and Hope in the Time of Fentanyl and Meth*. Bloomsbury Publishing, 2021

Verkada - Experience Enterprise Cloud-based Security Systems at Scale.
www.verkada.com.



Planned Giving Program Update

September 2024



1



The Great Wealth Transfer is Happening Now

This is the largest wealth transfer in human history, and may be the biggest opportunity for philanthropy, ever. (Source: [SSIR](#))

Thanks to a surge in estate planning by donors, those assets are being allocated right now.

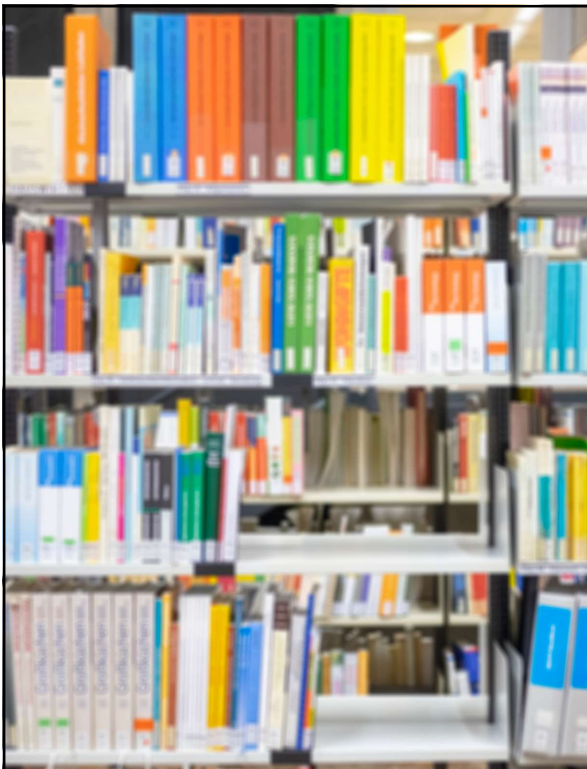
2



Internal Project Steps:

- Develop/Review current system of tracking donor gifts to ensure we can easily track the key information about current and future donor gifts. (Meeting Sep. 20 with Wendy & Madeline)
- Choose “Launch” timing to announce the BPL Legacy Society publicly.
- BPL Trustees will choose when to create a Bellingham Public Library Fund Development & Legacy Society Committee. (Draft charter to be included in deliverables.)

5



Project Complete by December 2024



6



KEY PARTNERS



Endowment Partner & Donor Stewardship Partner



Friends of the Bellingham Public Library
Promotion of Legacy Society



Professional Advisors
Estate Planning Attorneys, CPAs, and Financial Planners



Planned Giving Basics

What is an Endowment?

True endowment (also called Permanent Endowment)

In a true endowment, the donor states that gifts are to be held permanently as an endowment, either for general purposes or for specific programs as identified in a written agreement. The nonprofit organization can spend the interest accrued through investing the corpus.

This is what we have at WCF.

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

Draft: September 13, 2024

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 each month. 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 monthly and work with BPL Trustees to send Thank You notes for every gift received.
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 twice 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 _____