

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
Board 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: September 17, 2024: Regular Board Meeting• Library performance & activity measures: September 2024• Financial reports
Claims: September 2024
YTD report: September 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. National Friends of Libraries Week, October 20-26, 2024 (see packet materials) | 5 min |
| • Board Proclamation; Rick Osen, Board Chair | |
| 7. Budget update (see packet materials) | 15 min |
| • Rick Osen, Board Chair & Rebecca Judd, Director | |
| 8. Central Library renovation update | 10 min |
| • Rebecca Judd, Director | |
| | Time check: 4:15 |
| 9. Board recruitment – Discussion (see packet materials) | 15 min |
| • Rebecca Craven, Vice-Chair & Kendra Bradford, Trustee & Rebecca Judd, Director | |
| 10. Rules of Conduct edits – Discussion (see packet materials) | 15 min |
| • Katrina Buckman, Head of Public Services | |
| 11. 3rd Quarter Action Plan report (see packet materials) | 10 min |
| • Rebecca Judd, Director | |
| | Time check: 4:55 |
| 12. New business | 3 min |
| 13. Agenda items for next meeting | 2 min |
| | Time check: 5:00 |
| 14. Adjourn | |

Accessibility:

The Bellingham Public Library Board Room is ADA accessible. Elevator access to the upper 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, November 19, 2024 – 3:30 p.m.
Location: Lecture Room, Central Library, 210 Central Avenue
Bellingham, Washington**

Books don't harm young people. Book bans do

Sep. 20, 2024 at 10:45 am | Updated Sep. 20, 2024 at 10:45 am



Through The Seattle Public Library, our community has a rich collection of almost 1 million digital items as well as 1.8 million physical items, 27 welcoming and inclusive libraries, and numerous online services, write...
(Kylie Cooper / The Seattle Times, 2023) [More](#) ✓

By [Tom Fay and Brian Lawrence](#)

Special to The Seattle Times

As we look to celebrate [Banned Books Week](#), it is a good time to assess Seattle's own effort to fight censorship and champion the freedom to read.

The results are impressive. Since The Seattle Public Library launched the nation's second Books Unbanned initiative (booksunbanned.com) in April 2023, more than 10,000 young people from across the U.S. have signed up for a free e-card from SPL that allows them access to its collection of digital books.

To put that in perspective, it is as if the library built a new branch and welcomed thousands of teen and young adult readers through the doors. But instead of a new building, this program has been built by positive word-of-mouth and voracious young readers.

In the past year and a half, our Books Unbanned cardholders have checked out more than 73,000 unique titles, with a total of almost 250,000 checkouts. This diverse list includes not just books that appear on “banned or challenged” lists but also everything from fantasy to self-help to natural history.

The program is funded entirely by private contributions from donors to The Seattle Public Library Foundation, the independent nonprofit that supports library programs above and beyond what public funding allows. Since launch, the program budget has doubled due to demand.

Along the way, thousands of Books Unbanned cardholders have shared stories about why this matters. Earlier this year, graduate students from the University of Washington Information School analyzed youth comments from Seattle's program, as well as from teens who participated in Brooklyn Public Library's pioneering effort.

The report, [“In Their Own Words: Youth Voices on Books Unbanned,”](#) highlights that many young people face multiple barriers to accessing books they are interested in reading, including cost, identity stigma, hidden and blatant forms of censorship, disability and basic lack of e-book access.

That basic lack of access is perhaps most surprising. One young reader lives just five miles from a public library, but since that library crosses a county line, they are forced to use a library 35 minutes away. A 15-year-old visually impaired youth from Washington state told us they could only read e-books and e-audiobooks, which were not available to them until the Books Unbanned program. Many rural library systems cannot afford a digital collection due to the high cost of e-books.

Most Seattle residents can't imagine this. Through The Seattle Public Library, our community has a rich collection of almost 1 million digital items as well as 1.8 million physical items, 27 welcoming and inclusive libraries, and numerous online services. These are robust and important

resources offered to our community for free, thanks to Seattle’s generous community of taxpayers and donors.

As literacy rates across all ages show signs of stagnation and decline, we must do all we can to increase easy access to books and information that appeal to youth.

Books are often challenged because of concerns about harm to young people. But Books Unbanned cardholders have taught us that the real harm is caused by censorship and limited access to stories that have the potential to expand our understanding of ourselves and of the world.

As an 18-year-old Books Unbanned cardholder from California wrote: “In my opinion, the freedom to read is directly correlated with the freedom to think, and should never be denied anybody.”

We hope all our neighbors will mark Banned Books Week by paying it forward.

Support Books Unbanned, and learn more about free services and resources, at SupportSPL.org.

Tom Fay and Brian Lawrence *Tom Fay is the executive director and chief librarian of The Seattle Public Library. Brian Lawrence is the chief executive officer of The Seattle Public Library Foundation.*

 [View 108 Comments / 108 New](#)

Latest in Opinion

Music & Books: What Could Be Better?

whatcomtalk.com/2024/09/24/music-and-books-what-could-be-better/

September 25, 2024



A new season for the Bellingham Symphony Orchestra offers a new opportunity for concert-goers to engage with the musical programs.

Executive director Gail Ridenour recently announced the formation of a BSO Book Club, teaming up with Bellingham Public Library, Whatcom County Library System, and Village Books, pairing a book with each concert theme. Books can be checked out through the libraries or purchased at Village Books.

“Combining reading with music creates an opportunity to connect more deeply with both,” says Michael Cox, deputy director for the WCLS. “Each of these art forms has the capacity to change how we think and feel. The Whatcom County Library System is excited to be a part of the rich and potentially unexpected conversations born from this collaboration.”

Even better, there’s a special book club for kids!

“Books and music have historically been, and continue to be, powerful and meaningful vehicles for telling and sharing stories,” says Bethany Hogland, deputy library director for Bellingham Public Library and former head of youth services at BPL. “We’re thrilled to team up with the Bellingham Symphony to provide an opportunity for deeper connection and exploration of important topics to the community that supports the Symphony’s 2024-2025 concert series.”

 **BELLINGHAM
SYMPHONY
ORCHESTRA**



Our 2024 / 2025 Season

SEP
29

MOVING FORWARD
Philippe Quint, *violin*



NOV
24

AMERICANA
Jeff Midkiff, *mandolin*

DEC
15

HOLIDAY MAGIC!
Richard Hodges, *narration and euphonium*
Ibidunni Ojikutu, *soprano*



JAN
26

RISING UP
David Rahbee, *guest conductor*
Dawn Posey, *violin*

MAR
23

MAKING WAVES
Jessica Choe, *piano*

APR

SINGING OUT



Printed by  **CAPITOL CITY PRESS**

Bellingham Public Library Children's Librarian Alison Kubeny poses in front of BSO's season poster outside Mount Baker Theatre. Photo courtesy Bellingham Public Library

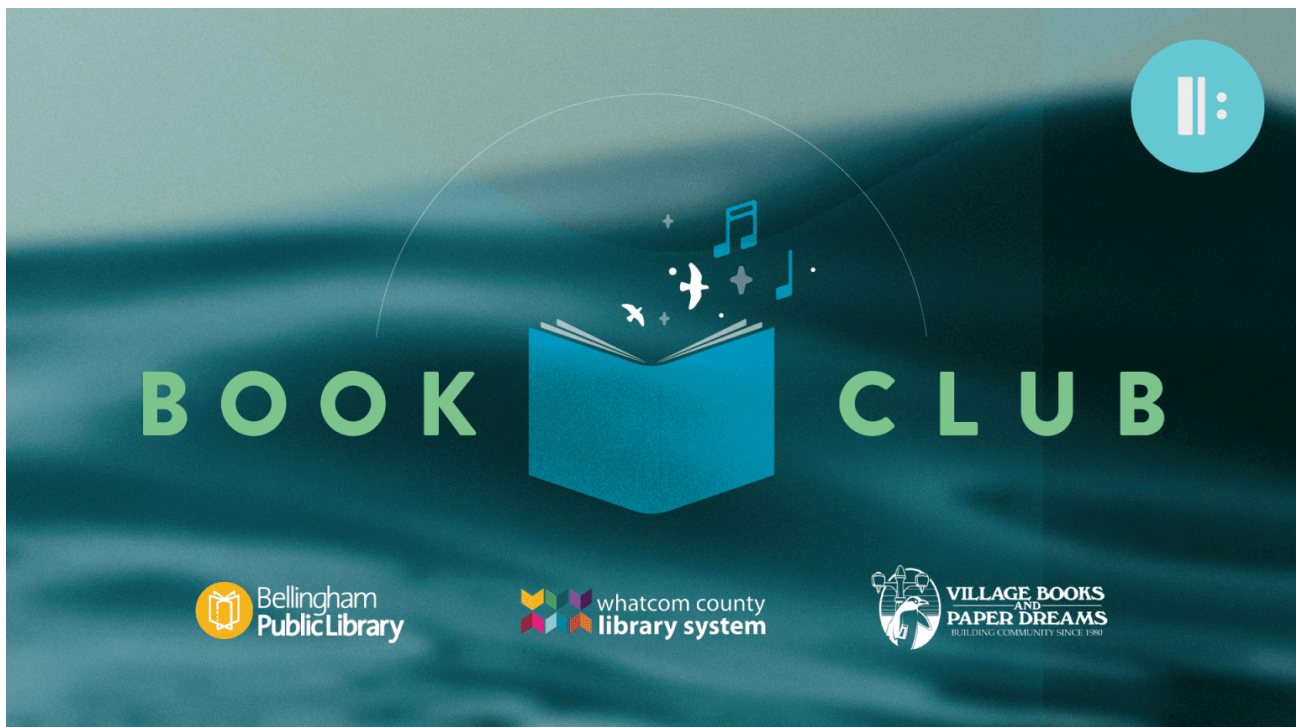
A Marriage of Music and Literature

Beginning with the season opening concert on September 29, the first book for adult readers is Bredan Slocumb's *The Violin Conspiracy*, which connects with the BSO's soloist piece for the concert, Tchaikovsky's *Violin Concerto* as well as to Grammy Award-winning composer Jessie Montgomery's *Banner*.

"The Violin Conspiracy" is about a violin soloist in the International Tchaikovsky Concerto Competition as well as about the experience of being Black in the classical music world, which relates directly to *Banner*.

True West: Myth and Mending on the Far Side of America, by Betsy Gaines Quammen is the title for the November 24 concert, which features John Williams' *Cowboys Overture*, Midkiff's *Mandolin Concerto "From the Blue Ridge,"* Copland's *Appalachian Spring*, and Ginastera's *Four Dances From Estancia*. The book examines myths and stories of the West and can serve as an entry to think about new perspectives on the dream of America.

For the March 23 concert, readers are invited to read *Something About the Sky* by Rachel Carson, with gorgeous illustrations by Nikki McClure. Carson's book revels in the connection between wonders of nature and the delights of poetry and other literature.



March's concert theme is Making Waves, with an eclectic program that features Finnish composer Einojuhani Rautavaara's *Concerto for Birds and Orchestra*, which incorporates recordings of birdsong, as well as John Williams' theme from "Jaws" and Debussy's *La Mer*.

The Green Mile by Stephen King is the selection for the April 27 concert, which is themed Singing Out. The symphony will be joined by the Bellingham Chamber Chorale and the Phoenix Chamber Choir.

The story of an inmate at the Cold Mountain Penitentiary's death-row facility, *The Green Mile* is set in the 1930s. The concert features Bellingham soprano Heather Dudenbostel, in the symphony's annual "Harmony from Discord" series. Each piece in this concert — Kenji Bunch's *Supermaximum*, Henriëtte Bosmans' *Concert Piece*, and Gabriel Fauré's "*Requiem*" are powerful reminders of our past.

For details on this music-and-literature series, please go to https://bellingham.bibliocommons.com/list/share/110058314_bpladultlibrarians/2605082083_bellingham_symphony_orchestra_literacy_connections

BSO Book Club Children's Titles

For the children's series, a librarian will come to the Classical Kids dress rehearsals for storytime with the library. Classical Kids dress rehearsals — which are free for families to attend — allow kids to experience the orchestra at their level. There are snacks, activities, space for movement, plus the orchestra, and sensory-friendly options with low light levels and noise-minimizing headphones for those who would like them.

For September: *The Greatest Song of All: How Isaac Stern United the World to Save Carnegie Hall* by Megan Hoyt, illustrated by Katie Hickey

For November: *Farmhouse* by Sophie Blackall

For January 26 (no book for the adult series): *Hana Hashimoto, Sixth Violin* by Chieri Uegaki

For March: *Night Walk to the Sea: A Story about Rachel Carson, Earth's Protector* by Deborah Wiles

For April: *Rock, Rosetta, Rock! Roll, Rosetta, Roll!: Presenting Sister Rosetta Tharpe, the Godmother of Rock & Roll* by Tonya Bolden

For June 8 (no book for the adult series): *The Boy Who Said Wow* by Todd Boss

For details on these titles, please visit

https://bellingham.bibliocommons.com/list/share/2176711491_alistaff/2567416499_bellingham_symphony_orchestra_picture_book_pairings.

BSO and Village Books are matching a 15% discount for books and tickets. Use code **TAKE15** to save when ordering tickets online!

"You can find a book to complement any event or learn more about anything," says Paul Hansen, co-owner of Village Books. "And this is such a perfect pairing of the arts — literature and music, in perfect harmony!"

For more on the symphony's programs, please visit www.bellinghamsymphony.org.

Skagit County now home to largest - Bellingham Herald, The (WA) - October 6, 2024 - page 2A
October 6, 2024 | Bellingham Herald, The (WA) | Rachel Showalter; Staff Writer | Page 2A

The newly opened Mount Vernon Library Commons building is home to the **largest public** electric vehicle charging station in the country.

Just a 30-minute drive south of Bellingham along the Interstate 5 corridor, the facility features 76**public EV** charging spaces and infrastructure to increase capacity by up to 200 stations.

The Mount Vernon community celebrated the grand opening of the project that has been years in the making Saturday, welcoming local and state officials, including U.S. Senator Maria Cantwell (D-WA), who spoke at the ribbon-cutting.

"Transit-oriented development projects like this create more livable communities," Cantwell said at the event. "Come up here, recharge, go to the Co-op, stop at the library - see all the wonderful things in **Skagit County**."

The Library Commons is being called a "regional transportation hub," featuring a **public** library, a young adult STEM center, a community conference center, **public** restrooms, a commercial kitchen, 276 parking stalls, and charging stations for electric vehicles and electric bicycles.

The city of Mount Vernon called the project a "catalyst for economic development in the Cascadia Innovation Corridor" between Seattle and Vancouver, B.C.

"As an equitable anchor institution of any modern city and region, the Library is well-positioned to extend its role as a critical community connector; offering a place for seniors to gather, an early learning hub, access to digital literacy, new business incubation, employee training, and the necessary tools that strengthen democracy by addressing knowledge gaps," the city of Mount Vernon said on the project webpage.

Designed by Mount Vernon-based HKP Architects, the project is also the first publicly bid building in Washington state to be certified to Passive House standards - meaning the building requires very little energy use to maintain regular functionality. Solar panels on top of the building supply about 19 - 21% of the building's power demand, according to Sen. Cantwell's office.

The \$61 million project was funded by local, state and federal funding - much of which Cantwell supported.

The Library Commons was awarded a \$12.5 million Charging & Fueling Infrastructure Grant from the Bipartisan Infrastructure Law, which Sen. Cantwell supported. She also secured a \$3 million Congressionally Directed Spending request for the Library Commons project in the FY 2024 annual Transportation, Housing and Urban Development, and Related Agencies appropriations bill. The Library Commons project also received a \$26.8 million Transportation Infrastructure Finance and Innovation Act (TIFIA) Transit-Oriented Development (TOD) loan, the first ever TOD loan in the nation, which saved the City of Mount Vernon \$3 million.

Rachel Showalter: 360-715-2212, @rachelshowalt

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Who uses libraries? Even in the stacks, there's a political divide.

Andrew Van Dam

[ProQuest document link](#)

FULL TEXT

When we took a look at the nation's declining reading habits, our struggling bookstores and the prodigious number of books consumed by America's top 1 percent of readers, scores of you wrote in with a singular question: What about the libraries?!

You people sure do love libraries! You wanted to know everything. Who are the biggest library users? How many of our books do we get from libraries? What else do we use libraries for?

We scoured all the government sources we could think of before turning to the cabal of polling prodigies over at YouGov to see what they could gin up.

As usual, YouGov exceeded our expectations, asking at least 50 library-related questions of 2,429 U.S. adults in April. They touched on just about everything: librarian approval ratings, restrictions on drag queen story times, number of books read. They also asked about the library services we actually use, up to and including how many of us avail ourselves of the library restrooms.

The answer to that last question: Apparently, retirement-age folks and Republicans are the least likely to use the library "facilities." Those of us with advanced degrees are among the most likely to use the restrooms, as are followers of major non-Christian religions.

Why in the world might that be true? Well, for once the answer turns out to be straightforward. The folks most likely to use the loos are simply the top overall library users.

If you think about it, this makes abundant sense. With the occasional exception —shout-out to the lovely Central Branch of the Greater Victoria Public Library in British Columbia, with its convenient downtown location —you're not visiting the library just to go to the bathroom.

Other top library users —those most likely to visit at least monthly —include adults under age 30, folks who attend religious services at least once a month and Democrats.

What brings these folks to the library? Well, younger adults are more likely than anyone else to go to the library to socialize or browse media other than books. Non-Christian religious folks are more likely than anyone else to go to the library to vote. For the churchgoers, it's to use library resources: computers, workspaces and archives. Educated Americans gravitate toward the fun stuff: books, classes and children's programs and help from the librarians.

One thing that doesn't seem to drive most people to libraries? Financial hardship. In fact, the higher your income, the more regularly you avail yourself of their free books, spaces and services.

And while we can't say for sure, it seems bookstores and libraries complement each other more than they compete. A near-unanimous 92 percent of Americans with a favorable attitude toward bookstores also have a favorable attitude toward libraries. About 58 percent of U.S. readers get at least some of their books from libraries, and the more you read, the more you rely on them.

Of the 17 percent of Americans who read fewer than five books (but not zero) over the past three years, only 22 percent relied on libraries for at least half of their books. On the other hand, 7 percent of you have read more than 100 books since 2021, and you all were about twice as likely to get at least half of them from the library.

Pinpointing the folks who use libraries the most, then, doesn't beg for advanced data analysis. The people who use libraries just like books. Only 10 percent of non-readers go to the library at least once a month, while almost half of

those in the 100-plus-book club do the same.

But what about the folks who use libraries the least? The more we ran the numbers, the more they fell into two loose categories.

The first seemed quickly evident: conservatives. Democrats are almost twice as likely to be monthly library visitors as their Republican friends —30 percent vs. 17 percent. Southerners, folks age 45 or older, Protestants and rural Americans all fall near the bottom of the rankings, and all lean right.

Part of their anti-library stance appears to be ideological. The biggest partisan gaps in the survey come in library funding (31 percent of Republicans want to increase it, compared with 64 percent of Democrats) and ideology.

Republicans are twice as likely to say library restrictions are motivated by sincere concerns about harmful material and much less likely to say such restrictions are politically motivated.

They're also much less likely to view librarians very favorably or to consider them politically moderate —though they don't seem to agree on which way librarians actually lean, pegging them as either more liberal or more conservative. But then we found a much simpler explanation for the party gaps in library use. They shrink right up when we account for just one variable: the urban-rural divide. About 30 percent of city Republicans visited libraries in the past month vs. 35 percent of city Democrats, a difference that's within the margin of error. For rural folks, the blue-red library gap was 16 percent vs. 9 percent.

Democrats, packed into urban areas, may simply have access to more and better libraries. Rural libraries and bookmobiles are doing secular-saintly work out there with limited budgets. But Iowa's South English Public Library and North Dakota's Bowbells Public Library, which serve a few hundred people and measure their budgets in the single-digit thousands, simply can't provide the exhaustive collection and endless and esoteric services you'll find at the New York Public Library, the nation's largest, which had \$332 million to throw around in 2022.

We get those figures from the federal Institute of Museum and Library Services —and we're only scratching the surface of what they provide. Every year since 1988 the institute, or its predecessors, has worked with state and territorial library agencies to collect data from all the nation's libraries, a vast network that currently encompasses about 9,000 public libraries with 17,000 individual outlets.

Even more obviously, Republicans dominate in far-flung rural areas where libraries are just plain harder to get to —25 percent of Democrats live within a mile of a library, compared with just 14 percent of Republicans, according to YouGov. (Though YouGov's Carl Bialik points out that could be because Republicans prioritize library proximity less when choosing where to live.)

The second group of library evaders, while more squirrely to pin down, appear to have something in common. Or, more accurately, they have nothing in common. That is to say, they're the none-of-the-aboves, united in their embrace of nothing. They "seldom" or "never" go to church. Or their religion is "something else" or "nothing in particular." Or they follow political news "hardly at all." Or they're unemployed. Or they don't affiliate, even loosely, with a major party. Or they didn't vote in the last election.

Or all of the above.

Most of those categories overlap, and they seem to build on one another. The more of them you fall into, the less likely you are to go to the library. In contrast with the other library dodgers, many of these groups lean Democratic, sometimes heavily so.

So who are the disengaged? If we're overgeneralizing, we'd say they're less educated, work fewer hours and earn less. But they still have a very favorable opinion of libraries and librarians, think libraries are very important and want to increase their funding. They just don't visit them. Or read much.

Maybe these folks just love pounding that "no" button when they take surveys. But given the diversity of responses, we can't help imagining that a deeper factor is at play —that going to the library is a decent signal of your broader engagement with society.

Hi there! The Department of Data still seeks quantitative queries. What are you curious about: Which states employ the most librarians? Which libraries have the most bookmobiles? What library branches have the largest footprint in square feet? Just ask!

If your question inspires a column, we'll send you an official Department of Data button and ID card. This week, we'll mail cards and buttons to Karen O'Kain in Vancouver, B.C.; Janet, who reads almost exclusively e-books and splits her time between Oregon and California; and Dan Gobble in Greensboro, N.C., who asked what share of the books we read come from libraries. Of the great many readers who asked about libraries, they're the ones who most directly inspired this column.

DETAILS

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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 Rosenvinge, 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

DRAFT

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)

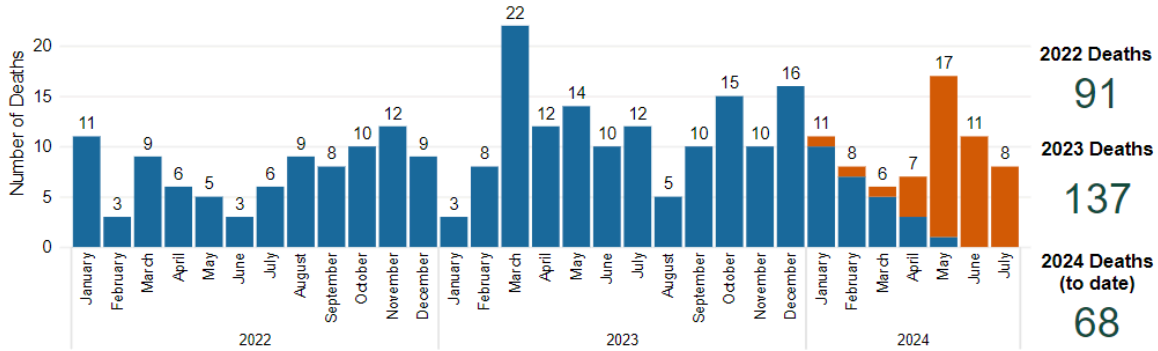
Overdose deaths -
Subpopulations

Data Notes

Whatcom County Overdose-Related Deaths, 2022-2024

Number of overdose-related deaths (all drugs)

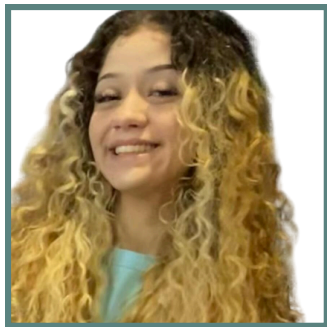
Overdose Death Status ● Confirmed ● Probable



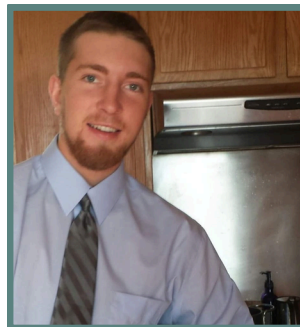
Overdose-related death data for 2022-2023 are provided by the Whatcom County Medical Examiner's Office. These data represent deaths that have occurred in Whatcom County but do not include Whatcom County residents who died outside the county. **Probable** indicates a positive result from a drug screening 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

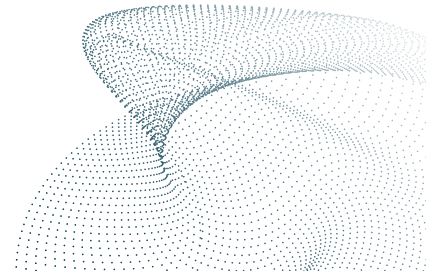
Drug paraphernalia inside and outside the library

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



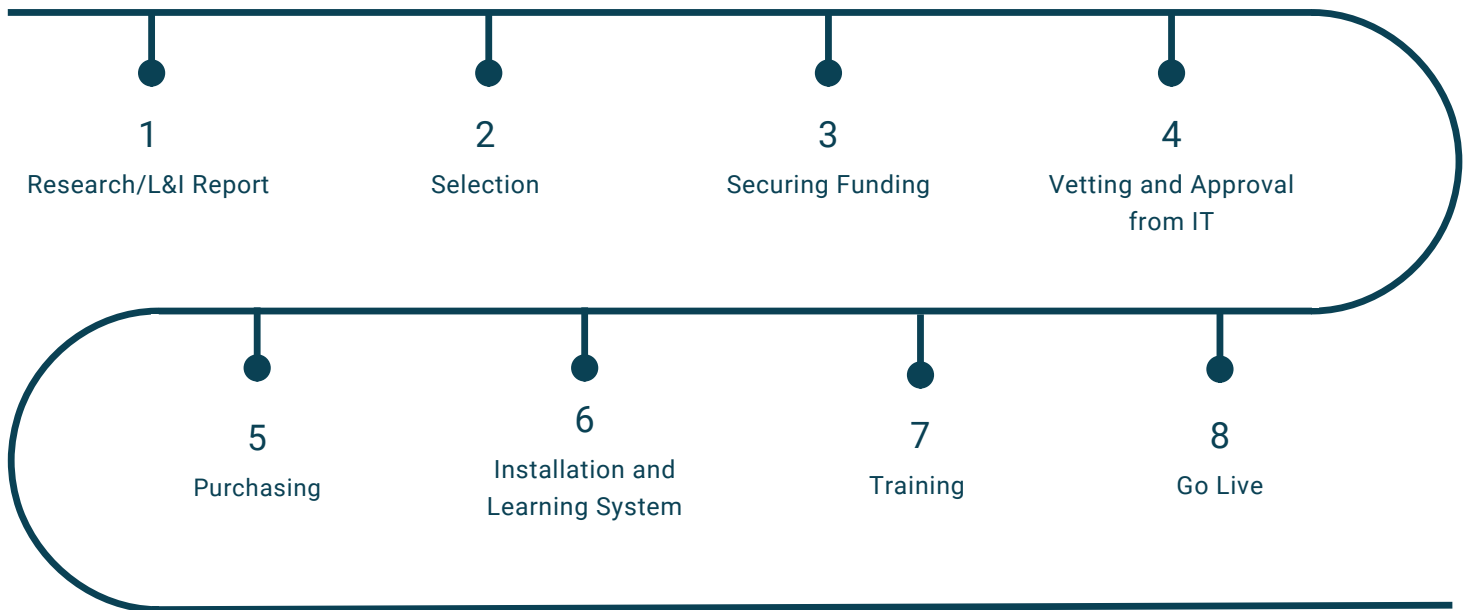
Stock image of sensor



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

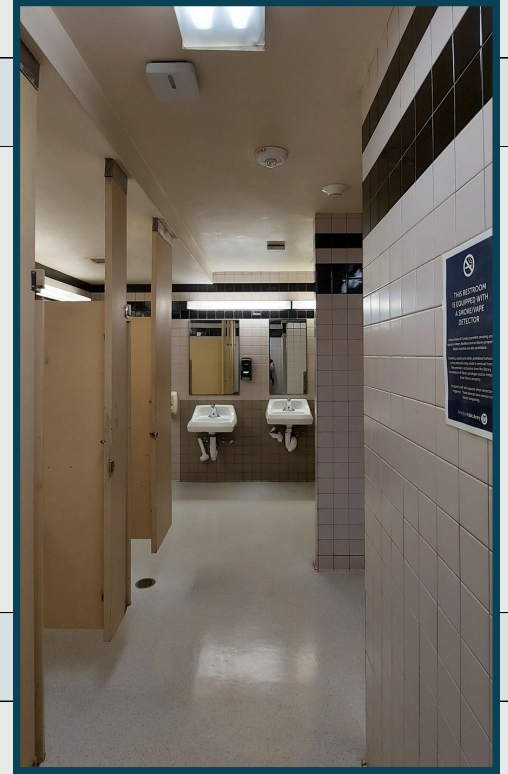


Original Restrooms

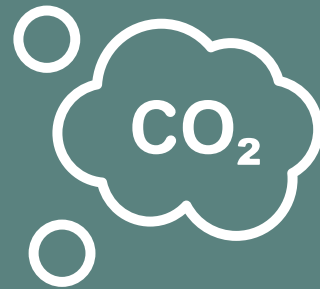
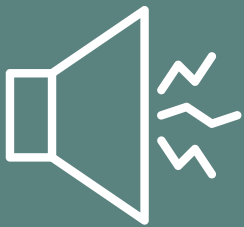


Lower level
Women's restroom

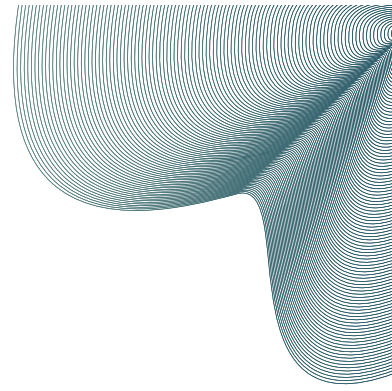
Lower level
Men's restroom



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+ $\mu\text{g}/\text{m}^3$

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

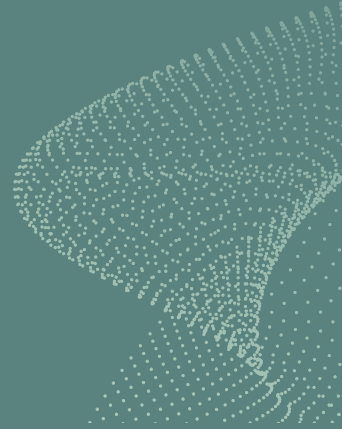
Vape Index measurements outside of the green zone indicate suspected vaping/smoking activity.

Measurement Scale
0-100



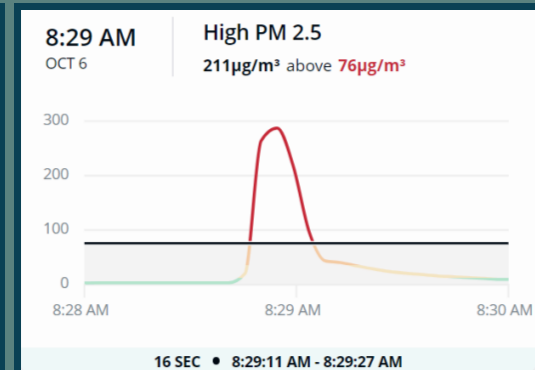
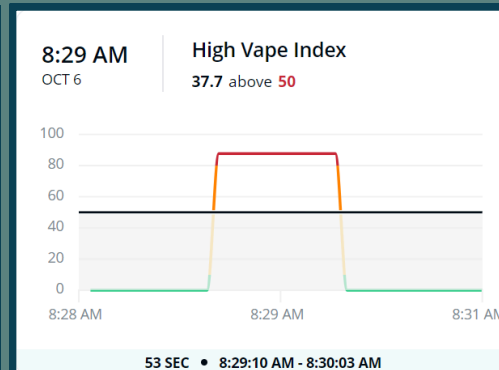
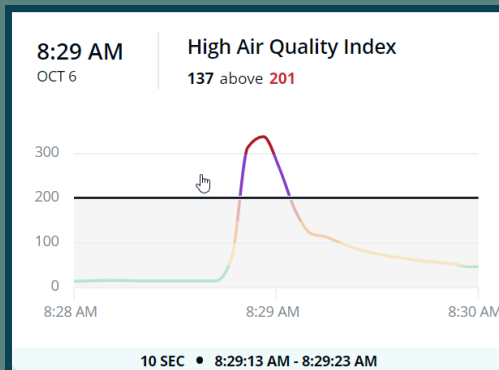
Our trigger is set to notify when a measurement of 50 or greater is detected (Smoking/Vaping is LIKELY occurring)

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



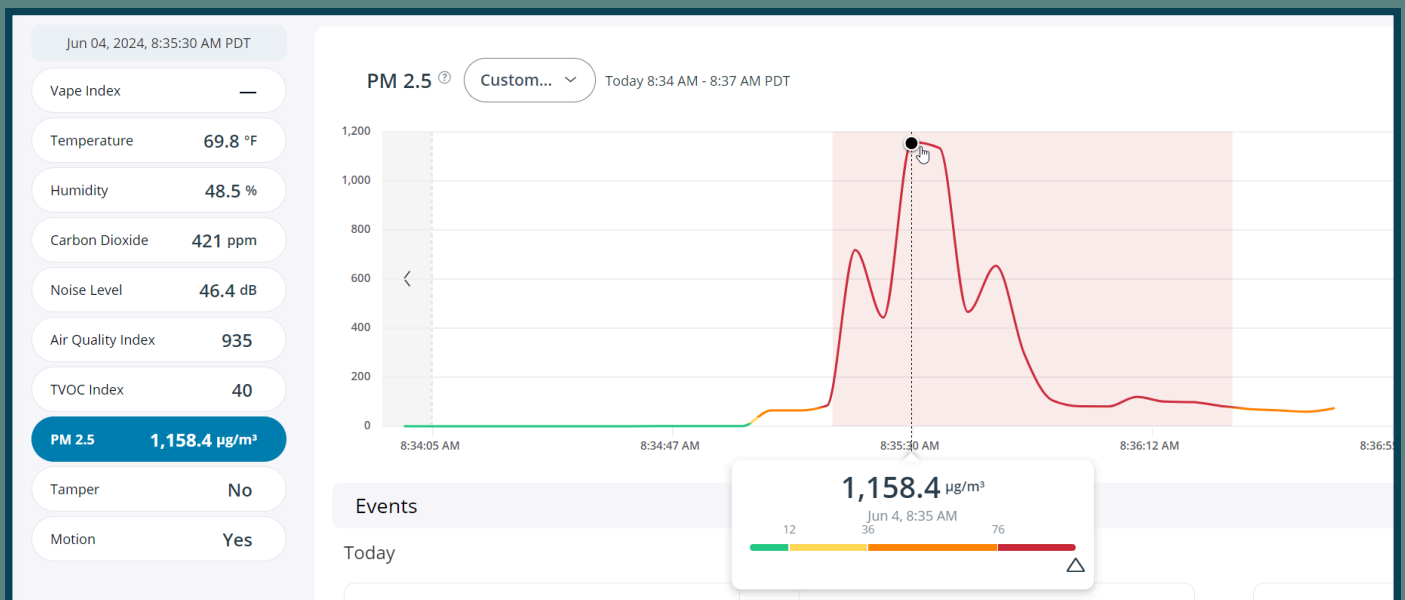
Cleaning Products

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



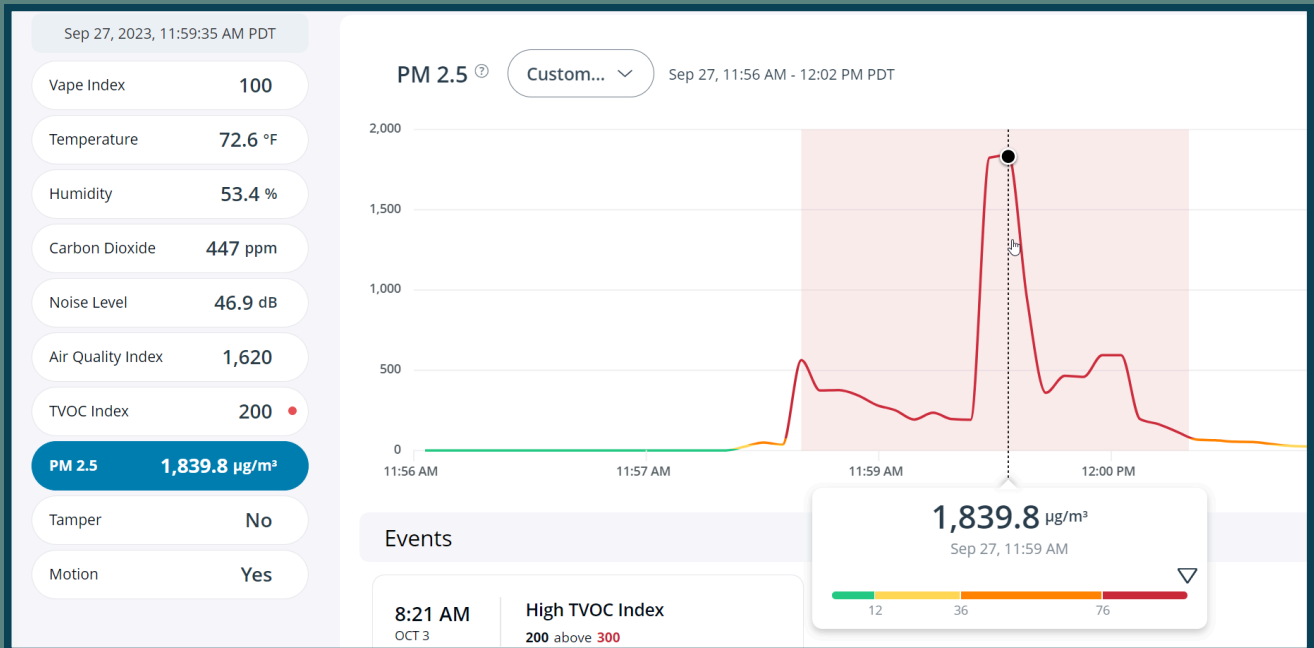
Vaping Only

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]

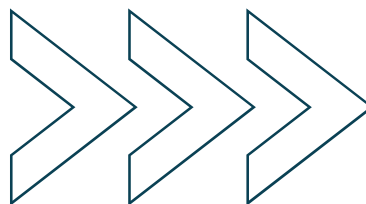
This is a public record. Please include only factual information about who, what, where, when and how an incident occurred

Additional Information

Other Miscellaneous Pieces



Signage in Restrooms
Didn't want to surprise patrons

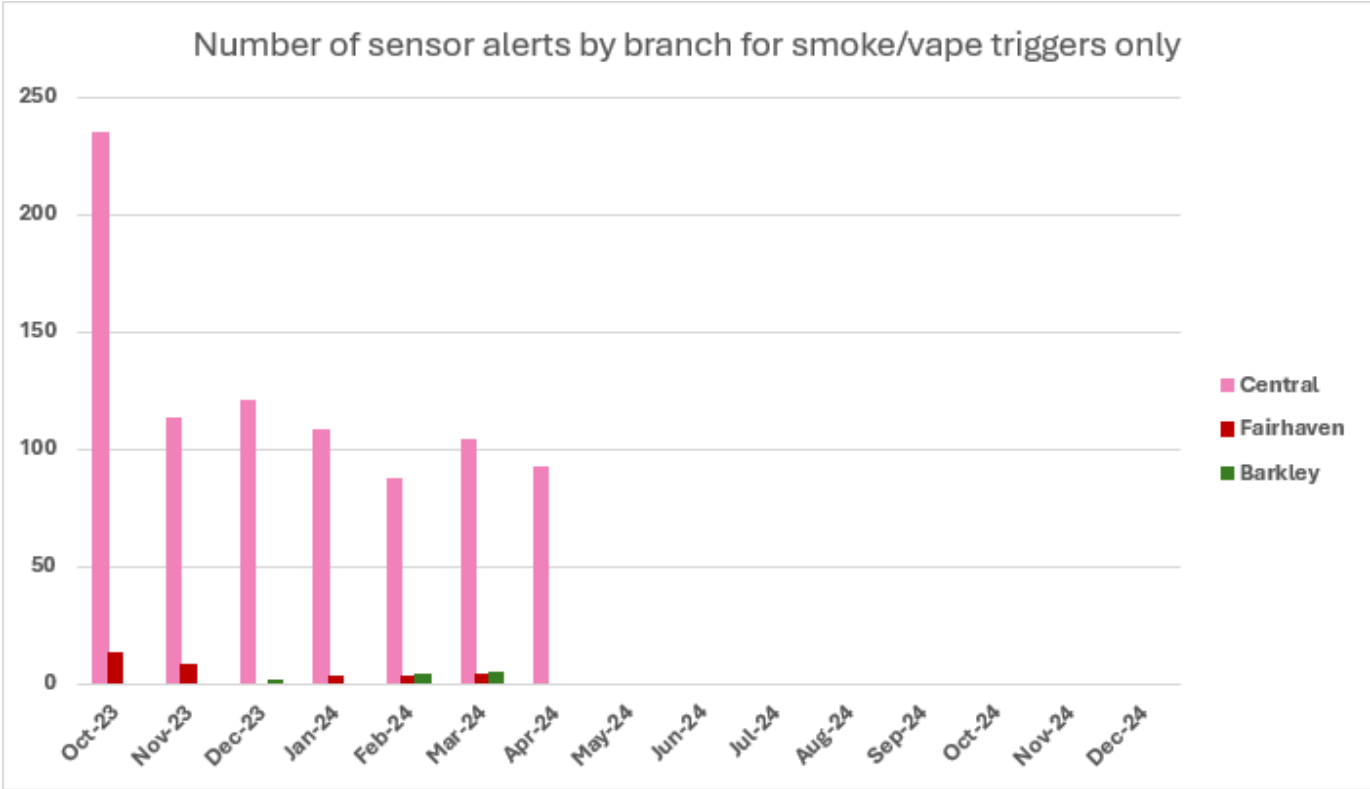


How Security Responds
Kindness and respect matter



Consequences
Rules of Conduct are enforced

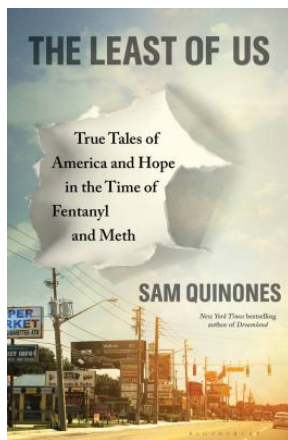
Post-Sensors



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!

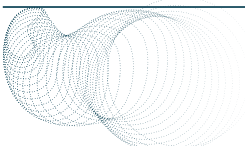
Thank you!

Do you have any questions?

Resource Page

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360-778-7238

Michelle Becker
Supervisor of Public Service
mebecker@cob.org
360-778-7224



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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

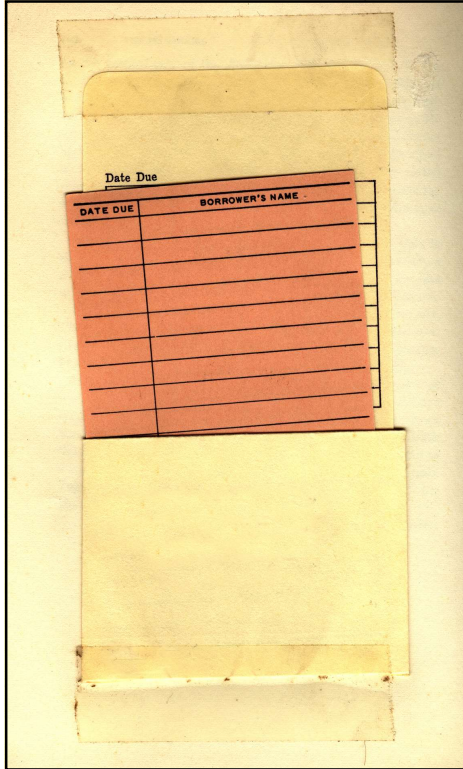


The Great Wealth Transfer is Happening Now

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





Final Project Steps:

- Update the BPL Donate webpage & the WCF fund pages with digital legacy form, updated text and photos.
- Finalize and print the Legacy Form & Cover sheet to be shared with groups during meetings and presentations.
- Collect signatures for the Bellingham Public Library & Whatcom Community Foundation Fund Development Roles & Responsibilities document.

3

BPL LEGACY SOCIETY GIFT FORM

The Bellingham Public Library Legacy Society honors individuals who have included the Bellingham Public Library through a gift, also known as a bequest, in their will and estate plans. This document is a record of your intention to leave a gift to BPL through your estate plan. This document does not bind you or your estate, and your gift will be treated as confidential. However, it does allow us to recognize you and use your gift according to your wishes. We recognize that gifts may change over time, and we hope that you will notify us of any changes. Thank you!

Name: _____ Date: _____

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

My/Our gift plan includes:

BPL to receive a bequest in my/our Will

BPL to receive a provision in my/our Trust

BPL is a Beneficiary of my/our Retirement Plan assets

BPL is a Beneficiary of my/our Life Insurance Policy

Other _____

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

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

Please use for the Bellingham Public Library's greatest needs

I would like to discuss BPL's current and future needs, so please contact me.

Bellingham Public Library is proud to recognize and honor all donors who leave gifts through their will or estate as members of our *Bellingham Public Library Legacy Society*. All information provided will be treated strictly confidentially and used for Bellingham Public Library's internal purposes only and is not considered to be a legal or financial obligation.

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

My/our name/s may be published as a member(s) of the Bellingham Public Library Legacy Society.

I/we prefer to remain anonymous for now but can be shared when the gift is received.

I/we prefer to remain anonymous.

BPL LEGACY SOCIETY GIFT FORM

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

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

___ This gift is in honor of _____

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

Name: _____

CPA Attorney Financial Advisor

Firm: _____

City: _____ State: _____ Zip: _____

Donor Signature(s): _____ Date: _____

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

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

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

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

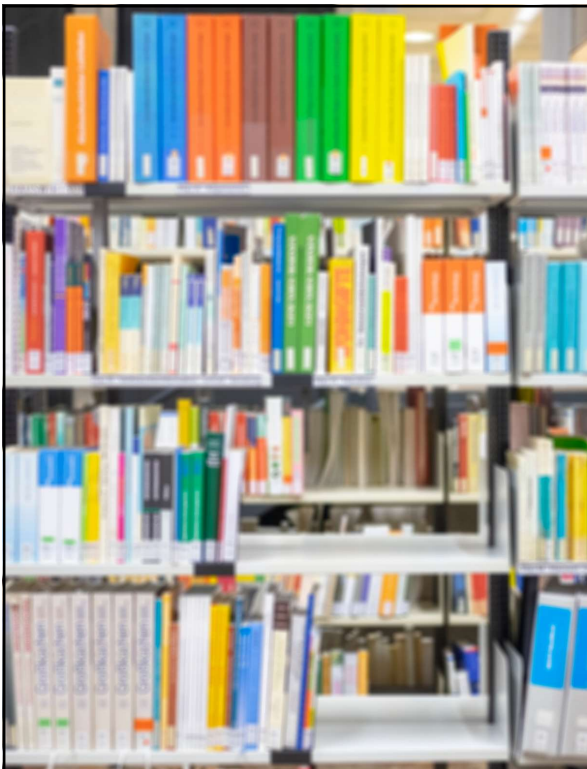
4



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

7



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.

8

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 _____

Bellingham Public Library - Performance & Activity Measures, 2024

	September		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	1,697	1,712	16,469	18,969	-13.18%
Electronic copies purchased by BPL	107	380	1,363	1,767	-22.86%
Physical copies withdrawn from the collection	5,713	(314)	(9,146)	(20,011)	-54.30%
Total physical holdings			183,424	180,970	1.36%
Total electronic holdings available to BPL			158,479	150,746	5.13%
Total Holdings (Physical and Electronic)			341,903	331,716	3.07%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity					
Central Library					
Adult	39,552	41,032	365,380	378,225	-3.40%
Youth	40,144	41,488	376,123	390,242	-3.62%
Sub-Total Central	79,696	82,520	741,503	768,467	-3.51%
Fairhaven Branch					
Adult	4,423	5,022	44,161	45,485	-2.91%
Youth	2,860	2,269	23,966	21,583	11.04%
Sub-Total Fairhaven	7,283	7,291	68,127	67,068	1.58%
Barkley Branch					
Adult	4,226	4,531	41,405	41,202	0.49%
Youth	4,261	4,100	37,694	38,315	-1.62%
Sub-Total Barkley	8,487	8,631	79,099	79,517	-0.53%
Bellis Fair Branch					
Adult	1,004	1,202	10,834	5,468	98.13%
Youth	2,035	1,789	17,000	8,682	95.81%
Sub-Total Bellis Fair	3,039	2,991	27,834	14,150	96.71%
Bellingham Technical College					
Adult	20	0	304	183	66.12%
Youth	3	0	41	36	13.89%
Sub-Total BTC	23	0	345	219	57.53%
Whatcom Community College					
Adult	155	94	1,344	1,497	-10.22%
Youth	26	48	247	605	-59.17%
Sub-Total WCC	181	142	1,591	2,102	-24.31%
Western Washington University					
Adult	153	143	1,768	1,272	38.99%
Youth	29	16	621	363	71.07%
Sub-Total WWU	182	159	2,389	1,635	46.12%
Sub-Total Physical	98,891	101,734	920,888	933,158	-1.31%
Online Services					
Kanopy	1,587	2,232	16,110	16,742	-3.77%
WA Anytime Library Overdrive	38,837	36,505	363,473	328,838	10.53%
Overdrive Magazines	5,943	2,790	53,469	17,796	200.46%
Sub-Total Online	46,367	41,527	433,052	363,376	19.17%
Total Circulation	145,258	143,261	1,353,940	1,296,534	4.43%
Holds Activity					
Items placed on hold shelf	51,436	48,749	470,284	455,424	3.26%
Services					
Persons Visiting - Number of persons counted as they enter the libraries					
Curbside	20	33	310	322	-3.73%
Central Library	30,082		271,528		
Fairhaven Branch	3,091		28,117		
Barkley Branch	2,568		23,687		
Bellis Fair Branch	1,853		18,599		
Total Persons Visiting	37,614	33	342,241	322	
Website Visits	40,437	39,930	376,793	364,729	3.31%
This count reflects number of visits to www.bellinghampubliclibrary.org					
Bibliocommons visits	34,247	22,585	304,030	155,895	95.02%
This count reflects number of visits to Bibliocommons					
Total Website Visits	74,684	62,515	680,823	520,624	30.77%
Computer Usage - Number of sessions					
Central Library					
Adult & Teen (30 terminals)	3,251	3,433	28,241	27,607	2.30%
Childrens (3 terminals)	85	34	685	429	59.67%
Fairhaven Branch (6 terminals)	255	185	2,160	1,758	22.87%
Barkley Branch (4 terminals)	165	147	1,424	1,342	6.11%
Bellis Fair Branch (4 terminals)	97	103	1,106	441	150.79%
Total Computer Usage	3,853	3,902	33,616	31,577	6.46%
New Borrowers Registered					
Central Library	1,402	1,946	6,369	6,266	1.64%
Fairhaven Branch	38	40	342	302	13.25%
Barkley Branch	25	28	279	318	-12.26%
Bellis Fair Branch	59	59	455	357	27.45%
Total New Borrowers Registered	1,524	2,073	7,445	7,243	2.79%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs					
Programs	74	62	767	785	-2.29%
Attendees	2,083	870	22,013	18,287	20.38%
Volunteer Hours	904	878	4,335	4,746	-8.67%

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

September 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 OCTOBER 22, 2024, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
Materials, Equipment and Supplies		
Replace book drop lock	Accurate Lock & Security	41.86
Books; DVDs; supplies; child masks	Amazon	2,279.11
Books	Baker & Taylor	20,524.73
Books	Center Point Large Print	105.82
Periodicals	Consumer Reports	28.34
DVDs, CDs, recorded books	Midwest Tape	3,072.36
Vehicle fuel	Nelson-Reisner Distributor	240.67
Office supplies	ODP Business Solutions	121.33
Books	Playaway	115.52
Supplies	Wendy Jenkins Reimbursement	44.15
	Materials, Equipment & Supplies Sub Total	\$26,573.89
Services and Interfund Charges		
PNLA Conference	Aspen Suite	861.84
Barkley Branch cleaning	Action Cleaning	814.97
Lock service	Accurate Lock and Key	163.23
Bellis Fair Branch cleaning	Advantage Building Services	1,477.66
Signage	Applied Digital Imaging	4.70
Hotspot service	AT&T	18.24
Preprocessing	Baker & Taylor	5,912.09
Bellis Fair Branch lease	Bellis Fair Mall Territories	5,357.00
Bellis Fair Branch natural gas	Cascade Natural Gas	16.60
PNLA Conference	Bellingham Airport Parking	58.00
Banking & credit card fees	City of Bellingham Interfund	50.89
Computer replacement allocation	City of Bellingham Interfund	14,133.11
Facilities allocation	City of Bellingham Interfund	55,918.51
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	3,067.78
Barkley & Bellis Fair branch water cooler rentals	Clearwater Systems	37.47
Printing	Copy Source	446.35
Graphic Design	Katrina Lyon Design	320.00
PNLA Conference	Katrina Buckman	305.00
Copier leases and copies	Kelley Create	1,423.99

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

September 2024 CLAIMS

Translation services	Language Line	8.96
Preprocessing	Midwest Tape	345.78
eBooks, eAudiobooks	Overdrive Inc	7,310.66
Bellis Fair internet service	Pogozone Wireless	367.49
Digital subscription	Seattle Times	39.92
software subscription	Springshare	5,049.82
Staff & patron surveys	Survey Monkey	979.20
Barkley Branch operating costs	Talbot Services LLC	533.33
Microfische machine lease	Technology Unlimited	340.08
Borrower notices	Unique Management	942.60
Driving abstracts	WSDO Licensing	15.00
IT Software	Zones	1,844.77

Services and Interfund Charges Sub Total \$157,469.96

Capital Outlays

Envisionware Inc.	Automated Materials Handler	0.00
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CAPITAL OUTLAYS Sub Total \$0.00

Gift Fund

CDs	Amazon.com	
Webinar	American Library Association	
Books	Baker & Taylor	616.77
Books	Playway	1,113.79
Event Materials	Applied Digital Imaging	355.02
Teen Programming	Amazon.com	582.78
Art of Communication Event	Miranda LeonJones	66.95
Community Event	Katrina Lyon Design	560.00
Community Event	Costco	102.11
What is Addiction Event	Helen Koenig Dancers	200.00
What is Addiction Event	Cascade Medical	364.65
Summer Reading Prizes	Fred Meyer	125.00
Summer Reading Prizes	Mallard Ice Cream	26.26
Books	Village Books	181.13

GIFT FUND OUTLAYS Sub Total \$4,294.46

Total General Fund claims \$184,043.85

Total General Fund & Gift Fund claims \$188,338.31



Library - Budget to Actual - General Fund

September 2024 75% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Grants	0	0		
Print and Copy Fees	12,862	15,000	2,138	86%
Lost, Damage & Non-resident Borrower Fees	7,479	16,100	8,621	46%
Fairhaven Auditorium Rental Fees	0	5,000	5,000	0%
Miscellaneous Revenues	651	0	(651)	
Total Revenue	20,992	36,100	15,108	58%
Expenses				
Salaries and Wages	2,643,160	3,596,148	952,988	73%
Personnel Benefits	1,304,687	1,817,162	512,476	72%
Physical Materials, Equipment and Supplies	280,513	365,845	85,333	77%
Services, Digital Materials and Interfund	1,788,666	2,196,226	407,560	81%
Automated Materials Handler expansion	33,934	35,000	1,066	97%
Total Expenditure	6,050,960	8,010,381	1,959,421	76%

Library - Budget to Actual - Gift Fund

Month Year % YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Donations	52,120	122,141	70,022	43%
Total Revenue	52,120	122,141	70,022	43%
Expenses				
Gift Fund expenses	26,837	150,000	123,163	18%
Total Expenditure	26,837	150,000	123,163	18%

QUARTERLY DONATION REPORT for LIBRARY BOARD OF TRUSTEES

2024 - 3rd Quarter Donations to Library Gift Fund

Date	Received from:	Amount	Purpose:
7/2/2024	Friends of BPL	\$ 2,750.00	Additional SR prize books
7/31/2024	Misc July donations	\$ 18.21	Unrestricted
8/1/2024	Individual	\$ 1,000.00	Large Print
9/10/2024	Birchwood Garden Club	\$ 200.00	Garden Books
9/16/2024	Individual	\$ 100.00	Unrestricted
TOTAL		\$4,068.21	

2024 - 3rd Quarter Donations to Library Funds at Whatcom Community Foundation

Date	Received from:	Amount	Fund
7/3/2024	Anonymous	\$10.00	Library Giving Day
7/4/2024	Individual	\$50.00	Library Giving Day
7/29/2024	Anonymous	\$20.00	Materials
8/15/2024	Estate of Kelly Follis	\$100,000.00	Capital
8/27/2024	Individual	\$100.00	Materials
9/17/2024	Individual	\$10.00	Unrestricted
TOTAL		\$100,190.00	

2024 - 3rd Quarter Gift Fund balances

Whatcom Community Foundation

Bragg - Muldrow Endowment - Spendable portion	\$657,176.00
Capital (\$121,627 designated for Fairhaven Branch capital improvements)	\$233,868.63
Fairhaven Branch Materials	\$7,458.92
Materials	\$14,472.24
Unrestricted	\$84,225.59
Library Giving Day	\$15,354.92
TOTAL	\$1,012,556.30

Library Gift Fund

(Variety of designated funds including \$265,008.87 in WCF distributions)	\$372,764.59
GRAND TOTAL	\$1,385,320.89

Designated Endowment Fund	\$75,836.76
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2023	2024						
Q3	Q1	Q2				Q3	Year-to-
TOTAL	TOTAL	TOTAL	Jul	Aug	Sep	TOTAL	Year %
237	298	761	107	11	217	335	41.4%
1	8	7	-	6	1	7	600.0%
89	-	-				-	
9,944	10,053	9,840	2,504	3,018	3,217	8,739	-12.1%
-	-	1	-	-	-	-	
2,510	314	83	41	26	68	135	-94.6%
299	8	262	1	1	-	2	-99.3%
367	503	359	155	231	61	447	21.8%
	139	78	64	64	65	193	
843	700	796	222	199	167	588	-30.2%
26,357	31,461	27,369	8,226	6,971	6,620	21,817	-17.2%
2,871	2,362	2,449	786	823	987	2,596	-9.6%
757	1,264	1,299	530	454	523	1,507	99.1%
10,170	9,977	11,545	1,316	2,407	2,503	6,226	-38.8%
2,205	773	1,434	343	266	787	1,396	-36.7%
113	9,108	2,995	40	11	17	68	-39.8%
1,018	1,538	568	107	54	452	613	-39.8%
442	590	866	356	273	172	801	81.2%
1,544	750	1,057	570	261	375	1,206	-21.9%
59,767	69,846	61,769	15,368	15,076	16,232	46,676	



DIRECTOR'S REPORT FOR October 22, 2024

At the October 22 Board meeting, we are over-the-moon excited to show you the Children's library fundraising video produced with our amazing colleagues at BTV. Thank you to Mayor Kim Lund, BPL Trustee Kristy Van Ness, and all the families and staff who are featured. As a first step, this video will be shared with potential donors who are affiliated with Whatcom Community Foundation and aligned with the Library's mission. (Rebecca Judd, Library Director)

WELCOME & INCLUDE



2024 Staff Learning Day: On Wednesday, October 9 we closed Bellingham Public Library's four branches to host staff at our inaugural Staff Learning Day. This "Gateway to Connection" themed event brought together 74 employees and two Library HEART Specialists at the Bellingham Cruise Terminal for eight hours of learning and relationship strengthening. Seven unique learning sessions were presented over the course of the day, with animal and art therapy made available to staff during lunch. Two of the most popular sessions were the internally developed "Lifecycle of a Library Item" by Community Relations Specialist Jenni Johnson, and "A Libby Level-up: Everything Ebooks" by Librarian Katie Bray. Staff also enjoyed a panel featuring representatives from organizations providing community resources in Bellingham and Whatcom County. Appreciation goes to the Staff Learning Day planning committee, which included a representative from every workgroup: Andrea Johnson (Library Assistants), Tim Kelley (Security), Arbor B. Hoff (Clerks), Jenni Johnson (Specialists), Liz Hendershott (Librarians), and Miranda LeonJones (Events Coordinator). (Kate Dunphy, Staff Development Coordinator / Rebecca Judd, Library Director) **Photo: Jenni Johnson presents "Lifecycle of a Library Item"**

Emergency procedures: We have been working to thoroughly evaluate and update the Library's emergency procedures as a priority project this year. Most recently, we updated earthquake and evacuation procedures to align with staff earthquake drills on Oct. 15 and Oct. 17. Updates to all procedures will continue into 2025 to allow us to work through the various types of emergencies that could arise and ensure that we have the correct tools, training and drills in place. (Jen Vander Ploeg, Head of Operations)

Staffing Levels at Bellis Fair: Beginning in November 2024, Bellis Fair staffing will go down from a two-Clerk to a one-Clerk staffing model on Wednesdays, Thursdays, Fridays, and Sundays. A call button will be installed so that a Library Assistant will know if help is needed. This change will align the level of staffing at Bellis Fair with the Barkley and Fairhaven branches. (Katrina Buckman, Head of Public Services)

Security Staffing Changes: On October 16, Rudolph Cortez began employment with the Library as a Security and Information Attendant. We are so happy to have him on the team. Soleil Borthwick accepted a position with Northwest Ambulance, and her last day at the Library was October 9. We posted two Security and Information Attendant positions (1 FTE and .875 FTE) on Friday, October 18. We are working with Parks and Recreation to schedule one or more Park Ambassadors for temporary hours at the Library until we get those positions filled and the staff trained. (Katrina Buckman, Head of Public Services)

Cataloging Specialist Hiring: Applications to fill the upcoming vacancy in Collection Services were accepted from Sept. 27 through Oct. 11. We received 108 applications, of which 56 met minimum qualifications and advanced to the scoring round. We expect to have a new person start by mid-December. (Jon McConnel, Head of Digital Services)

ACCESS & OPPORTUNITY

BPL and Bellingham Public Schools' ConnectED Program: The Library and Bellingham Public School District re-signed a 3-year MOU for the ConnectED program, which provides each student (over 10,000) enrolled in Bellingham Schools with a limited-use public library account. The majority of students who utilize their ConnectED account check out eBooks and eAudiobooks using Libby. Thank you to Jon McConnel, Head of Digital Services, for coordinating and overseeing the weekly data transfer and managing all the behind the scenes work that make this wonderful collaboration possible. (Bethany Hoglund, Deputy Library Director)

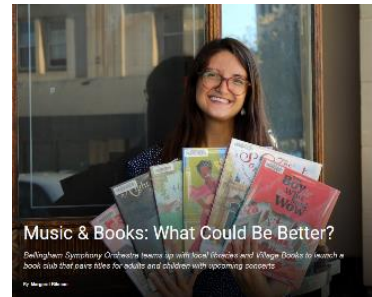
READ & LEARN

Programming for Adults: The Library's free Art of Community series concludes on Tuesday, Oct. 22 at 2:30 pm with The Art of Community: Voter Engagement. This third event of the three-part series is in partnership with the League of Women Voters of Bellingham and Whatcom County to discuss civic engagement. The second event of the series paired with Whatcom Dispute Resolution Center on Oct. 8, and drew 25 participants to discuss conflict resolution tactics. In addition, the Library will partner with WWU's Sustainability Engagement Institute and the Center for Community Learning to host another Learning Together Forum on Wednesday, Oct. 23, 2:30 – 4:00 pm, featuring the topic Sustainable Cities and Communities. (Annette Bagley, Head of Community Relations)

KitKeeper Woes: The KitKeeper online platform, which the Library uses to manage our 300+ book club kits, has had frequent intermittent outages over the past month. This has caused difficulties for book club patrons trying to place holds on and pick up book kits on time, and also for staff trying to manage the process. Community Relations Specialist Jenni Johnson, Public Services Librarian Suzanne Carlson-Prandini and Head of Digital Services Jon McConnel have spent considerable time developing work arounds for this. The outage has encouraged staff to look again at potential replacement options for this system. (Annette Bagley, Head of Community Relations)

INFORM & INVOLVE

Media Stories: Whatcom Talk featured an article titled [Music & Books: What Could Be Better?](#) about Bellingham Public Library's partnership with Bellingham Symphony Orchestra to pair book titles for adults and children with the themes for each symphony performance of the 2024-25 season. (Annette Bagley, Head of Community Relations)



Back in Circulation: Congratulations to supervisors Michelle Becker (Public Services) and Alison Kuiken (Operations) who presented at the national Back in Circulation conference in Madison, Wisconsin on October 7. The presentation was well-attended and audience members were interested, engaged, and asked great questions. We believe that their commitment to sharing this information, and the efforts of all Library staff who aided in getting the sensors installed, will help other libraries create safer spaces, reduce staff stress, and perhaps save lives. (Katrina Buckman, Head of Public Services)

I Love My Librarian Award Nomination: We submitted a nomination for Children's Services Librarian Bernice Chang to be awarded an American Library Association "I Love My Librarian Award." Community members, community partners, teachers, librarians and colleagues provided quotes about the exceptionally inclusive, collaborative, welcoming and innovative work Bernice does each and every day. We relished the opportunity to highlight her stellar work and service focused on forging and maintaining relationships with children and adults alike. Winners will be announced in December/January. Our fingers are crossed, but we feel as if we've already won just having her on staff. Thank you, Bernice! (Bethany Hoglund, Deputy Library Director)



Indigenous Peoples Day: Bellingham Public Library participated with numerous local partners in planning and presenting the Indigenous Peoples Day celebration at Lummi Nation School on Monday, Oct. 14. The event was a powerful evening featuring a free community dinner, local craft vendors, the Blackhawk Singers and Dancers, speakers and witnesses. (Annette Bagley, Head of Community Relations)

Photo: Bellingham Mayor Kim Lund (right) was chosen to witness the Indigenous Peoples Day event at Lummi Nation School

Trick or Treat events at Barkley Village and Bellis Fair Mall: Barkley and Bellis Fair Branch libraries will participate in community trick-or-treat events on Thursday, October 31 from 4:00 – 6:00 p.m. Thank you to library staff for dressing up and participating in these community-building events at the Bellis Fair Mall and Barkley Village. (Bethany Hoglund, Deputy Library Director)

What is Addiction on BTV: The [recording](#) of What Is Addiction? Plain Talk for Our Community (hosted by BPL on Sept. 12) is currently [airing twice a day](#) on BTV through October. It is also available on demand on YouTube, and had 342 views as of Oct. 17. (Annette Bagley, Head of Community Relations)

Donation Fund Options: Information about donation fund options for Bellingham Public Library has been updated on the [Library's support page](#), as well as on the Whatcom Community Foundation [webpages about each fund](#). BTV has also completed a video about funding needs for renovations to the Children's and Teen spaces for Whatcom Community Foundation to share with potential large donors to the project. (Annette Bagley, Head of Community Relations)

THRIVE & GROW

Association for Library Service to Children (ALSC) National Institute: Children's Services Librarians Ali Kubeny and Bernice Chang attended the ALSC National Institute's Conference in Denver, Colorado from September 19 – 21. This was their first time attending this conference and both delighted in being at a conference specific to youth services in public libraries. Sessions attended were directly aligned with their work and service to our community. They also had the opportunity to meet and hear authors speak: Joanna Ho, Meg Medina, and Daniel Nayeri. (Bethany Hoglund, Deputy Library Director)

Facilities Updates:

- Long-awaited repairs to the Central Library main elevator doors were made during the week of Oct. 7.
- In September, Public Works completed our request to replace solar-powered lights in the Fairhaven Branch parking lot with hard-wired lights to ensure better visibility during the low-light season.
- The cleaning contract for our Barkley Branch was sent out for bid in September. We evaluated the bids received and hope to have the final contract executed before our current contract runs out at the end of this year.

(Jen Vander Ploeg, Head of Operations)

Rules of Conduct Changes: The Library is suggesting some changes to our Rules of Conduct. These include:

- Changing the name of the "Person in Charge of an Incident" to "Incident Point of Contact"
- Slightly adjusting the exclusion duration from "less than one month" to "up to one month" and making three months the shortest length for a trespass
- Grouping four low-impact behaviors together under the heading of "Disruptive Conduct"
- Removing "Loitering"
- Updating the procedures referenced at the beginning of the document so they reflect the correct names/numbers of the procedures.

(Katrina Buckman, Head of Public Services)

ILL Shipping: The Library's new shipping station equipment was installed and ready to go on Oct. 10. Unfortunately, the equipment at City Hall was not quite ready. This resulted in a week-long mailing/shipping hiatus for the City that was fixed on Oct. 16. Going forward, the Library will be handling our own shipping for interlibrary loan. (Jon McConnel, Head of Digital Services)

System Monitoring: ITSD has enabled a form of monitoring that gives us some insight into our catalog system's ups and downs. For now we have two self-check computers, one at the Central library and one at Bellis Fair, set to check their connection to the catalog server every five minutes. When there are status changes they send an email to Doug, Paul, and myself. This monitoring method requires both internet access and email server access to work so it will be stymied by general internet outages, but it's still a level of information we didn't have before. (Jon McConnel, Head of Digital Services)

Respectfully submitted,

Rebecca Judd



A Resolution Commending the Friends of the Bellingham Public Library October 2024

Whereas, the Friends of the Bellingham Public Library is an all-volunteer non-profit organization, dedicated to their mission of supporting and advocating for our library; and

Whereas, the Friends raise funds for library needs, sponsor programs for all ages, encourage community support for the library, and support literacy by making free reading materials available and offering inexpensive materials at regular book sales; and

Whereas, our Friends' long-time support of the Bellingham Public Library is an example of the vital role volunteers play in our community; and

Whereas, our Friends' dedication is a demonstration of their commitment to the library and the library's mission to connect our community with each other and the world; and

Whereas, our Friends provide funding for the Library's summer reading program, Whatcom READS, Books for Babies, and other programs, as well as new initiatives such as all-community events on Issues that Matter; and

Whereas, many improvements and enhancements to our library and programs have only been possible because of the support provided by our Friends; and

Whereas, we join libraries across the nation in celebrating their strongest and most dedicated supporters -- their Friends organizations -- during National Friends of Libraries Week October 20-26, 2024 and throughout the year.

Now, therefore, be it resolved that the Bellingham Public Library Board of Trustees joins the library staff and the Bellingham community to commend our Friends of the Bellingham Public Library and urges everyone to join in thanking the Friends for all they do.

Passed by Library Board action this 22nd day of October, 2024.

Rick Osen, Chair

Rebecca Craven, Vice-Chair

Kristy Van Ness

Kendra Bradford

Deborra Garrett



2025 Preliminary Budget

Library Department

	2023-2024 Budget (Operating Annualized)	2025 Preliminary Budget
Operating Budget	\$7,807,989	\$8,028,761
Capital Budget	N/A	N/A
Budgeted FTEs	57.9	57.1

2025 Operating Budget

Position changes:

- Frozen: 0.625 FTE (vacant 25-hour Clerk)
- Frozen: 0.4 FTE (vacant 16-hour Library Assistant)
- Frozen: 1 FTE (Branch Specialist 3) – realized after May 1, 2025 retirement
- Eliminated: 0.4 FTE (vacant 16-hour Library Assistant) – from 2024 conversion to 25-hours, realized in 2025 budget
- Eliminated: 0.4 (vacant 16-hour Library Assistant) – from 2024 conversion to 25-hours, realized in 2025 budget

Materials budget changes:

- \$125,00 reduction in physical and digital Library materials, reducing Level of Service for materials from \$7.23/capita to \$6.14/capita.

Total budget reductions in 2025: \$302,446

2025 Capital Budget

- Continued planning of Central Library Phase 2 renovation

2024 Achievements

- Circulated 1.7 million items, welcomed 600,000 people into one of our 4-locations, registered 9,300 new library users, and conducted 516 storytimes for 10,288 children and their caregivers in the 2023 calendar year.
- With City and County funding and contract oversight from Whatcom County Health and Community Services, embedded a behavior health (HEART) specialist at the Central Library during open Library hours.
- Marked the 1-year anniversary of the Bellis Fair branch, which saw 26,239 visits, 741 new library card registrations, and 144 programs that drew 3,381 attendees.
- Celebrated 1,542 children, 114 teens, and 264 adults who completed the 2024 Summer Reading program.

- As part of Executive Order 2024-01 addressing the fentanyl crisis, hosted all-community event on Sept. 12 “What is Addiction? Plain talk for our community.”
- Hosted first department-wide Staff Learning Day on Oct. 9, 2024.

2025 Work Plan

- Deliver exceptional library service to the Bellingham community through diverse and responsive collections, equitable access to technology, inclusive programming, and safe, welcoming spaces for all.
- Complete design and successfully bid Central Library renovation project.
- Recruit and onboard a new Library Trustee and Board Chair.
- Successfully host Whatcom READS signature event with Erica Bauermeister, author of *No Two Persons*, at Mount Baker Theatre on March 14, 2025
- Initiate annual report to Council during/around National Library Week in April.



**Recruitment Schedule, Board of Trustees vacancy
October 22, 2024**

Timeline

- Post application: Friday, October 24, 2024 (3 weeks)
- First review of applications: Friday, Nov. 15 – for applications received by 4 p.m. on Thursday, Nov. 14
- Application review meeting: Wednesday, Nov. 20
- Candidate interviews: December 5 & 6
- Board meeting discussion of top candidates, executive session: Tuesday, Dec. 17. One candidate recommended to move forward
- Mayor Lund reviews Board recommendation and approves/denies candidate: Dec. 18-31
- If approved, candidate's name put forward to City Council for final vote during January 2025 Council meeting
- If majority of Council approves candidate appointment, new Board member attends February 18, 2025 Board meeting

Announcement

Library seeks candidates for Board of Trustees position

October 24, 2024

The Bellingham Public Library Board of Trustees seeks candidates to fill a vacancy on the board. Pending City Council approval, the successful candidate will serve a full term beginning February 10, 2025. A first review of applications will begin Friday, November 15, 2024 for applications received by 4 p.m. on Thursday, November 14.

The Board of Trustees is the governing and policy-making board for the Bellingham Public Library. Board positions are voluntary, and residents chosen to fill them are selected to serve 5-year terms.

“This is a pivotal time for the Bellingham Public Library, as we work to interpret and implement our strategic plan for the changing realities of our community,” Library Board Chair Rick Osen said. “The position of Trustee is an important and rewarding volunteer leadership role, and we look forward to welcoming a new Board member soon.”

We encourage applications from people who believe in the mission of the public library, are inspired to learn and articulate the Library's vision, and who are familiar with our community. All applicants must

presently live within Bellingham City limits and have done so for at least one year. Previous applicants are invited and encouraged to apply.

Information about the Library and the Board of Trustees is available on the [Bellingham Public Library website](#):

- [Bellingham Public Library Strategic Plan](#) (PDF)
- [Library Board of Trustees](#)

How to apply

To apply for the Library Board of Trustees, view the requirements and process on the [City of Bellingham website](#). Then fill out the [online application](#) or submit a [print application](#) (pdf) to the City of Bellingham Mayor's Office. The Board of Trustees will review applications beginning November 15, 2024 and conduct interviews in early December. The Mayor will interview final candidates and will recommend a candidate to the Bellingham City Council for approval.

For more information about the Library and the responsibilities of the Library Board, please contact Bellingham Public Library Director Rebecca Judd, rejudd@cob.org or 360-778-7221. If you have questions about the application process, please contact the Mayor's Office at 360-778-8100 or mayorsoffice@cob.org.



Photo Credit: Central Library at Dusk by Kenni Merritt

<https://www.bellinghampubliclibrary.org/news>

Needs/gaps in board make-up – discussion

- Greater diversity
- Active Library patron
- Are there any skills/abilities needed on the Board?
- Geographic area of the City?
- Commitment to attend meetings and participate
- Previous board experience
- Other?

Note: Must be City of Bellingham resident (at least one year)

Title: 4.101 RULES OF CONDUCT

Code: 4 Public Services

Chapter: 4.100 Conduct

Type of Policy: Departmental

Date Developed: 20 August 2002

Date Revised: 18 September 2007, 26 August 2008, 23 February 2009, 18 June 2013, 17 June 2014, June 19, 2018, November 16, 2018, December 19, 2023, May 21, 2024, [Oct 2024](#)

Revised by: Pam Kiesner, Beth Farley, Rebecca Judd

Developed by: Julie Carterson

Approved By: Library Board of Trustees

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

See Also:

Library procedures and related policies:

[4.101.1014 Trespassing a person Applying rules of conduct](#)

[4.101.1025 Immediately trespassing a person Guidelines for exclusions and trespass](#)

[4.101.1059 Deciding the length of an exclusion or trespass Appealing a trespass](#)

[4.101.110 Appealing a trespass](#)

[4.401.1024 Internet time limit abuse Guidelines for Computer Use](#)

[4.501 Use of Meeting Rooms Policy](#)

[Meeting Room Use Rules online \[here\]](#)

Codes and Laws:

RCW 27.12.290 Violators may be excluded

RCW 9.41.300 Weapons prohibited in certain places

Scope

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

Definitions

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

Incident Point of Contact: If the incident originates at the Central Library: [A Security and Information Attendant on duty is the Incident Point of Contact. In their absence, the Person in Charge \(PIC\) is responsible.](#)

For incidents at the Barkley, Bellis Fair or Fairhaven Branch: [The Incident Point of Contact is the staff member with the highest classification, unless a Security and Information Attendant is on site.](#)

Library property: at the Central Library, the property includes the entire block bordered by Central, Commercial, Lottie and Grand, not including the right of way. At the Fairhaven Branch the property includes the entire parcel of land surrounding the library, not including the right of way. At the Barkley Branch, the property includes the area directly in front of the Branch, not including the right of way. At the Bellis Fair Branch, the property includes the library returns boxes located on mall property outside the leased space.

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

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

Person in Charge (PIC): If the incident originates at the Central Library: The Security and Information

Attendant on duty is the Person in Charge. In their absence, the Person in Charge (PIC) at the Help Desk is responsible.

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

Policy/Conditions

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

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

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

Rules of conduct will be applied respectfully, fairly and consistently.

Exceptions must be authorized by the Library Director or designee.

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

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

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

This behavior includes but is not limited to:

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

4. Use of any Bellingham Public Library facilities, property or equipment for purposes

not intended may result in the loss of library privileges.

Such uses include, but are not limited to:

- Using scooters, skateboards, roller skates, bicycles or any wheeled footwear in the building
- Bringing into the library personal items that restrict movement and access, and exceed more than a reasonable amount of individual personal space, such as will fit safely under the table or chair that is occupied
- Bringing in personal belongings that may damage library property or that create a safety hazard
- Leaving personal effects unattended
- Using the restrooms for bathing, shaving, washing hair or clothing
- Camping on library property, indoors or outdoors
- Distributing literature, gathering signatures, soliciting contributions or conducting surveys inside the library or on library property

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

These behaviors include but are not limited to:

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

6. Small, discreet packaged snacks and covered drinks may be consumed in the library, except near Library computers/electronics and during storytime programs.

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

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

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

8. Pursuant to RCW 9.41.300, firearms or weapons of any kind are prohibited on Library premises.

Weapons are defined as any firearm, explosive, or any weapon of the kind usually known as slungshot, sand club, or metal knuckles, or any knife, dagger, dirk, or other similar weapon that is capable of causing death or bodily injury and is commonly used with the intent to cause death or bodily injury.

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

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

11. **A trespass may be appealed.**

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

12. **Library Board reviews this policy.**

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

DRAFT

2024 Annual Action Plan

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

- Develop new Welcome brochure to orient new patrons to Library services
- **Q3** Design and implement an All-Staff Learning Day in October 2024
- Q1 Prioritize recommendations from Security Assessment and develop implementation plan
- Develop a plan on critical incident debriefing, to clarify who is responsible for convening a debriefing, who should be involved, what is the process, what happens afterwards, and how and what do we communicate with those who were not directly involved
- **Q3** Update Emergency Management procedures
- Develop a 'Learning Hours' system for all library staff **(moved to 2025)**
- Q2 Build and implement a robust training/conference system for library employees that is equitable, transparent, easy to understand, and that requires minimal supervisor oversight. Add new trainings in active shooter/lethal threat; situational awareness and de-escalation, and fire/emergency drills
- Q1 Build and manage an onboarding system that also connects to staff training and ensures a shared foundation and knowledge of current policies and procedures among staff regardless of their tenure at the Library
- Implement community care and wellness practices that help staff at all levels manage and mitigate any current or long-term burnout, and that helps prevent new burnout from developing

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

- Negotiate locations of Community Drop Boxes. Purchase, wrap and install Boxes
- Q1 Onboard Behavioral Health team, with attention to clarifying roles and building relationships with staff and patrons
- Q1 Promote community mental health and well-being with new collection of circulating Light Therapy Lamps

- **Q3** Research options for whether we can serve the needs of clients who need to make emergency phone calls
- Q2 Improve access to Library and City services by participating in City-wide Language Access work group

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

- Q2 Purchase and install additional components for Automated Materials Handling System
- Q1 Partner with Nooksack Salmon Enhancement Agency to build community awareness around the salmon lifecycle

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

- **Q3** Partner with city and community leaders to foster public education and involvement in issues that matter, with a 2024 focus on climate action, anti-racism, homelessness, substance use & civic engagement
- Build awareness of Library facility and service needs into City of Bellingham Comprehensive Plan

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

- Complete design and successfully bid Central Library renovation project (**moved to 2025**)
- Q1 Complete and submit Washington State Library Capital Improvement Grant for Central Library renovation project
- **Q3** Develop and present 2025-2026 operational and capital budget requests to Mayor's office and City Council
- Q2 Evaluate and update Level of Service standards for Materials and Open Hours
- **Q3** Complete repair of Central Library main passenger elevator
- Q2 Complete Bellis Fair Branch assessment at 1-year mark
- Implement Planned Giving program for the Library
- **Q3** Implement a replacement for DEMCO Spaces & SignUP
- Q1 Update Polaris MOU with WCLS; consider changing parameters for print notices
- Establish a system for knowing which Library staff are on-site

Patron Use of Databases and Learning Resources

Vendor	Database	Metric
Candid	Foundation Directory Online#	Profile Views
Data Axle	Reference Solutions*	Detail Records Viewed, Downloaded, and Printed
EBSCO	Auto Repair Source	Sessions
EBSCO	Consumer Reports	Page Views
EBSCO	Ethnic Diversity Source	Requests
EBSCO	Novelist Plus	Requests
EBSCO	Novelist K-8 Plus	Requests
Gale	Gale databases	Item Requests
Gale	ChiltonLibrary.com	Retrievals
Grey House	Weiss Financial Ratings	Page Views
Library Ideas	Freegal	Songs Streamed or Downloaded
LinkedIn	LinkedIn Learning	Video Views
Mango	Mango	Sessions
NewsBank	NewsBank^	Documents Viewed
ProQuest	Ancestry Library Edition#	Document Views
ProQuest	CultureGrams	Pages Viewed
ProQuest	HeritageQuest	Records Viewed
ProQuest	US Newsstream & US Dailies	Retrievals
ProQuest	Newspapers.com - West	Retrievals
		TOTAL

No remote access

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

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