

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

**Central Library, 210 Central Avenue, Bellingham, Washington
Lecture Room – 3:30 p.m.**

AGENDA **TIME (approx.)**

We acknowledge that we gather on territory that has been the traditional and ancestral homeland to the Lhaq'temish (the Lummi People), the Nooksack People, and other Coast Salish tribes of this region Since Time Immemorial.

We honor our shared responsibility to this land and these waters, we commit to learning from Indigenous wisdom, and we strive to repair and deepen our relationships as neighbors and friends.

- | | |
|---|-------|
| 1. Call to order and introductions | 1 min |
| 2. Approve/modify agenda | 1 min |
| 3. Public comment
This time is set aside for members of the public to make comments.
Remarks will be limited to three minutes. | 3 min |
| 4. Consent agenda (see packet materials)
All matters listed on the consent agenda are considered routine and may be approved in a single motion. A trustee may ask that an item be removed from the consent agenda and considered separately. <ul style="list-style-type: none">• Communications and FYI• Minutes: November 19, 2024: Regular Board Meeting• Library performance & activity measures: November 2024• Financial reports
Claims: November 2024
YTD report: November 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. 2025 Board of Trustee Officer Elections	5 min
• Rick Osen, Board Chair	
7. 2025 Draft Action Plan (see packet materials)	15 min
• Rebecca Judd, Director	
	Time check: 4:05
8. Planned Giving update	15 min
• Rick Osen, Board Chair and Kristy Van Ness, Trustee	
9. Exterior Conceptual Design report and Lee Memorial Park update (see packet materials)	15 min
• Rebecca Judd, Director and Jen Vander Ploeg, Head of Operations	
	Time check: 4:35
10. New business	3 min
11. Agenda items for next meeting	2 min
12. Executive Session	
• To determine Trustee recommendations to Mayor	20 min
	Time check: 5:00
13. 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, January 21, 2025 – 3:30 p.m.
Location: Lecture Room, Central Library, 210 Central Avenue
Bellingham, Washington**

Salish Current: Independent, fact-based news for Whatcom, San Juan and Skagit counties

December 11, 2024

Community members explore new Mount Vernon Library Commons

Emma Fletcher-Frazer, Skagit Publishing

[Culture](#)

Ed.: This article was originally published in the [Skagit Valley Herald](#) on Dec. 6.



Theo Hearon and Faith Ford check out the 3D printer in the expanded teen center at the Mount Vernon Library Commons on Dec. 5. (Ava Ronning /Skagit Valley Herald)

Community members have rapidly begun to explore and use the large, brand-new Mount Vernon Library Commons in the weeks since its opening.

The Library Commons began to open to the public in October as construction was completed in each area.

Library director Isaac Huffman said the feedback from the public has been “overwhelmingly positive.”

The library expanded from 12,500 square feet to more than 30,000 square feet, not counting the three floors of parking, including 76 EV chargers, located above.

The Library Commons was largely funded with federal and state money.

The building now contains study rooms, a new teen room with a makerspace, a conference room and commercial kitchen, though collections have essentially remained the same.

The conference room will open next week, and already has many bookings.

The commercial kitchen is waiting on a few more appliances, but will open at the beginning of 2025, Huffman said.

The kitchen, complete with a walk-in fridge and freezer, is designed to be used for conferences and food programs, and can be used by food entrepreneurs.

In general, community members’ use of the facility and collections has substantially increased since the opening of the new building.

Youth Services librarian Rachel Beckman said the rate at which residents sign up for library cards has exploded since the library’s reopening.

“We’re guessing three to four times as many,” said Beckman.

The library has a partnership with the Mount Vernon school district. Every district student can receive a free student library card.



Quinn Burnett, left, plays with Lego blocks in the kids' section of the Library Commons on Thursday. (Ava Ronning /Skagit Valley Herald)

“We are seeing way more kids than ever come in and actually want to use that account, want to get their library card,” said Beckman.

The library is beginning to restart its programming.

Youth Services will resume its pajama storytime program at 4:30 p.m. on Tuesday [Dec. 10].

General checkout of materials has also increased.

Those are still preliminary numbers. The adult fiction and nonfiction collections were briefly closed due to additional construction.

The library does not yet have a way to count how many residents pass through the doors of the building.

And growing sign-up numbers are only part of the library's mission.

"Our goal is for sustainable, meaningful connection," said Beckman. "As far as people that come in and get new library cards — that's great, but we want them to come back and connect with resources that we have, or engage with programming."

Visitor Esme Merino previously used the library regularly as a kid, but her use lessened over the years.

Merino said she appreciates the new study rooms, which she uses to do homework.

Jenna Burnett and her daughter come to the library regularly.

"I think it's beautiful," said Burnett of the new building. "I was so excited to see such a huge space for kids."

It serves as a meeting space for 7-year-old Quinn Burnett and her best friend. Quinn particularly likes the designated Lego table in the children's section.

The children's section has doubled in size from the old space.

"I love it!" said Quinn about the library.

Jenna Burnett said she saw the building and parking structure as a good use of funds.

As for the new teen room — "kids are using that like crazy," said Beckman.

The room's two 3D printers, laser cutter, laser engraver and poster printer were added in an effort to let teens access technology that could guide them into careers within Skagit County.

"We're seeing kids come back and they have a safe and welcoming environment to play video games, and then also (to) 3D print Shrek ear croc charms," said Beckman.

Faith Ford and Theo Hearon visited the library on Thursday.

Ford and Hearon used to work in Mount Vernon, but now live in Bellingham and Sedro-Woolley, respectively.

Thursday was the first time they had entered the finished building.

“This is awesome,” said Ford. “It’s open to the public and there’s lots of resources here.”

Hearon and Ford were particularly interested in the meeting rooms and 3D printers.

“The fact that they have (the printers) here and it’s available for children to use? ... I think that’s a great resource for the future,” said Ford.



Library patrons work at the technology center. Library director Isaac Huffman said that he feedback from the public has been largely “overwhelmingly positive” since the Commons opened in October. (Ava Ronning /Skagit Valley Herald)

Ron Frederick, a Mount Vernon resident, hospice worker and nonfiction fan, typically visits the library for a quiet place to exist. Thursday was his first visit to the new building.

Frederick said he appreciated there were “comfortable places to pop down.”

Frederick said he would consider suggesting that his monthly discussion group now meet at the library.

Beckman said she sees the community’s positive response as an indication of its excitement about the new resources and space.

“Our meeting rooms have been pretty much booked solid since we’ve opened,” said Beckman.

Huffman said he thinks the new library has been serving its purpose as a community meeting place.

“There’s less and less free and available spaces for families to use (in general),” said Huffman. “And we think one of the roles of a library is being the de facto community forum — the place that people come and gather and just get to know each other. ... Seeing all the people come and meet each other here, as a meeting place, is really exciting to us.”

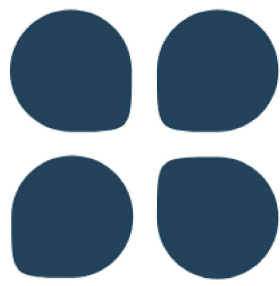
The idea for the Library Commons came from a community feedback session about five or six years ago, said Huffman.

“They said ‘this is what we want, this is what we should build,’” said Huffman. “And then we built it, and it turned out — it is what they want, and it is what they use.”

For information on programs and more at the Commons, visit mountvernonwa.gov/175/Library.

— *By Emma Fletcher-Frazer, Skagit Publishing*

Skagit Publishing, headquartered in Mount Vernon, Washington, strives to provide credible and compelling information and services and a forum for debate for the community. Learn more at guskagit.com.



Campus

Western Washington University's Music Library: a hidden gem

From study spots to classical hits, there's something for everyone in the Music Library

By Cody Mills

November 22, 2024 | 7:14pm PST



Study desks under the skylight in the Western Music Library at Western Washington University in Bellingham, Wash. The Music Library is filled with plants, art and natural light. // Photo by Ayden Sweat

Photo by Ayden Sweat | The Front

Western Washington University's Music Library holds 132,959 scores, journals, books, CDs and other types of music-related media.

Marian Ritter, head of the Music Library, has been with the library through five different locations and two buildings and even helped the architect design the current interior. She has since filled it with music-related media, plants and art.

Ritter built the collection through decades of strategic purchasing and donations from the public.

In one noteworthy contribution, Donald F. Phillips from Chicago — now celebrated with a plaque in the music library — donated a plethora of LPs and books on jazz.

“He brought everything from Chicago to Bellingham, and we got the entire collection. It was incredible,” Ritter said.

In the collection are a variety of rare records and manuscripts, including a Ludwig van Beethoven piece that can only be found in 18 libraries around the world and an 1829 Franz Schubert piece that can be found in only the Western Music Library —according to the [Répertoire International des Sources Musicales database](#).

Students can listen to records in the library on record players, or copy the music onto a flash drive for further listening. The library is home to instructional books for students looking to improve on or learn an instrument.



[Ayden Sweat](#)

An empty record player in the Western Music Library at Western Washington University in Bellingham, Wash. The north wall of the Music Library has been dedicated to record players and study spots for students. // Photo by Ayden Sweat

Located on the second floor of the Performing Arts Center, the Music Library offers views of Bellingham Bay and “For Handel,” the large red sculpture in front of the Performing Arts Center. Even though it offers great views and a quiet place to study, Ritter feels the library is often overlooked by Western students.

“We lend to libraries all over the U.S. and the world. We’re lending and our scores are sitting here waiting for Western students to use and any Western student can use it,” Ritter said.

Materials in the Music Library are available for all Western students and anyone with a Bellingham Public Library card.

“Even if you don't know anything about music, it would be awesome to just check out a vinyl or a CD or something and just randomly listen to it, you know? You have a spare 10 minutes. I think that's a great activity,” said Lachlan Swanson, a second-year music performance major.

For musicians, music libraries can be a great place to find a piece of music to play that you haven’t already heard a million times, said Cate Gerhart, head of the monographic cataloging unit at the University of Washington.

Gerhart is a WWU graduate who worked with Ritter in the Music Library during her time at Western and fell in love with cataloging during her time working for Western Libraries in the late '70s.

Despite the explosion in popularity of music streaming platforms, some music can only be found on physical mediums, Gerhart said.

“There’s nothing like listening to a really good record and seeing the liner notes, telling you all about it,” Ritter said. “I miss [when students] would all have the score and the record right there, reading the score and listening to the record. But I know things are changing, and I’m ready to go whatever the direction is. Digitizing is the future.”



Ayden Sweat

A display case in the entry to the Western Music Library at Western Washington University in Bellingham, Wash. This case is dedicated to notable Western faculty and alumni work. // Photo by Ayden Sweat

Cody Mills

Cody Mills (he/him) is a campus news reporter for The Front this quarter. He is a third-year environmental journalism major. When he's not reporting you can find him skiing or climbing. You can reach him at codymills.thefront@gmail.com.

The Front is an independent student newspaper covering Western Washington University, Bellingham and Whatcom County.



Storytelling Project Impact

Latine Story Project: Somos Comunidad

What did you enjoy most?

"The in-person retreat style was a great way to meet new community members."



"The stories resonated and that was powerful because it is important to recognize many people share similar stories, and we can lean on each other for support."

Please describe your experience.

"It is a life changing experience and a way to find a strong community. It is a unique space for BIPOC folk in Bellingham."



"It's an opportunity to learn more deeply about yourself and other people."

Has something changed for you by participating in this project?

"I am more invested in writing and reflecting around my identity. I feel more prepared to write because in the long run, I will feel better."



"The opportunity to share grief collectively is moving. Grief is one of those things we shouldn't be moving through alone."

Thank you for centering local stories.

www.connectingcommunitybellingham.com





**Regular Meeting of the Library Board of Trustees
Tuesday, November 19, 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, Rebecca Craven, Kristy Van Ness, Kendra Bradford and Deborra Garrett
City Council Library Liaison: Hannah Stone
Library Management Staff: Rebecca Judd, Annette Bagley, Katrina Buckman, Bethany Hoglund, Jon McConnel, Jennifer Vander Ploeg, and Madeline Rosenvinge
FOBPL Representative: Carol Comeau, Friends of BPL Board Liaison
Guest Presenter: Kate Dunphy, Staff Development Coordinator

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: Rebecca Craven moved to approve the October 22, 2024 regular meeting minutes and the October 2024 performance and activity measures and financial reports. Kristy Van Ness seconded. Motion carried.

- In response to NYT article, Kristy Van Ness asked how staff are doing. Rebecca Judd responded that HEART specialists, additional security staff, and the installation of bathroom sensors have helped a lot. As well as having more intention around drills and trainings. Things are better now than they were two years ago, but it's a continuous process and we certainly related to the stories told in the article.

Board Chair report:

- Land acknowledgement: Rick Osen read the land acknowledgment statement as part of an annual review and suggested keeping the acknowledgement as is. No changes were suggested.
- Rick Osen reviewed the Library's website and offered a few suggestions:
 - The March 28 meeting minutes link on the website should read 2024 instead of 2023. Rebecca Judd confirmed this will be updated.
 - The level of service standards needs to be updated.
 - The dates for the strategic plan should be updated to extend until 2026.
- Christine Perkins at WCLS suggested the two boards hold a social hour at the end of the year. Rebecca Judd will make arrangements with Christine.

Board member reports:

- Kristy Van Ness attended a recent WLA session on bibliotherapy where John Schu did a presentation on The Gift of Story. For Kristy, this resonated with the storytelling series the library completed with Monica Koller.
- Kendra Bradford attended the WCLS Open Book event. It was a great event and Kendra encourages everyone to attend next year if they hold the event again.

City Council liaison report:

- Councilmember Stone reported that City Council President Dan Hammill toured the municipal jail with Rebecca Judd and Barry MacHale from WCLS. They reviewed library services offered there and discussed literacy needs.
- Stone also noted that she is part of a workgroup to discuss legislative priorities. They are thinking about third spaces as well as the library remodel and other high priority gaps in the community.

Friends of BPL report:

- The next book sale will be January 22-25, 2025. This will be a four-day book sale.
- When reviewing the board packet, Carol Comeau was excited to read about the teen program with an author. She thinks anything we can do to get teens excited about reading is great.
- In reference to the partnership between the Library, WCLS, Village Books, and the Bellingham Symphony Orchestra, there will be a discussion at Village Books on Saturday, December 7 at 10am about True West by Betsy Gaines Quammen. The Symphony concert is the Sunday before Thanksgiving (November 24, 2024).

Library Director report:

- Monica Koller from Connecting Community is finishing up the third digital story telling series, funded by the Friends. For this series she worked with members of the Latine community in Whatcom County.
- Concerning the previous discussion about the jail visit, Rebecca Judd noted that WCLS has provided services to the jail for over 50 years. A task force has been talking about ways to increase literacy outcomes and bring programming into the new prison space. Council President Hamill plans to bring Barry MacHale to a future task force meeting.

- Both dates for the WCF open house at the Library in November were canceled. The next open house will be December 17 from 10am-1pm. Deborrah Garrett and Kristy Van Ness will be the two board members present.

Staff Learning Day Presentation

- See slideshow attachment from Staff Development Coordinator, Kate Dunphy.

2025 Action Plan, Board of Trustees items - Discussion

- Rick Osen noted that when the new board member starts in February, it will be the third new board member to have started in a 17-month period. He wondered if the board should consider more trainings for board members related to library operations or other topics. There could be State Library trainings related to board membership to look into. The board could consider a joint training alongside the WCLS board because they also have a lot of new board members. Other suggestions from trustees included the Lifecycle of a Library Book presentation from Staff Learning Day and Katie Bray's presentation of digital book pricing.
- Rebecca Craven asked about planned giving implementation in 2025. Kristy Van Ness suggested we pair planned giving with the renovation ask. Right now, in Bellingham many people are asking how we can help our community. The library should toot some horns about how much we do for the community.
- Kristy also suggested that as we're looking at securing funding to do the renovation, the board would benefit from professional help with that work, possibly through the creation of a library foundation or contract. This person could also help with long-term funding strategies. If the library needs funding to do the renovation in the next couple of years, help is needed soon.
- Rick asked everyone to keep thinking about ideas for the 2025 action plan.

Central Library Exterior Concept Design

- Rebecca Judd noted that there is no update on the federal appropriation of \$250k for exterior work.
- Jen Vander Ploeg, Head of Operations, gave a presentation about conceptual design work to modernize the exterior of the Library as part of a contract with Miller Hull (see slideshow attachment).
 - The quote will be fully itemized so we can pick and choose as funding allows.
 - By the next board meeting, a final report and cost estimates will be available.
 - Kendra Bradford asked if there is there an opportunity to install a drive-up book drop somewhere.

2025 Holidays & Closures

- Kristy Van Ness made a motion. Rebecca Craven seconded, motion passed.

2025 Meeting Schedule

- Kristy Van Ness made a motion. Rebecca Craven seconded, motion passed.
- The meeting schedule was amended to hold the May meeting at the Bellis Fair branch.

Rates & Fees

- Kristy Van Ness made a motion. Rebecca Craven seconded, motion passed.
- In 2024 we collected \$92 for non-resident borrower fees, senior nonresident fees, and visitor fees.

New Business:

- None

Agenda items for next meeting:

- Rebecca Judd will bring the first draft of the 2025 action plan to the board for review.
- Executive session to discuss committee recommendation for new trustee.

Meeting adjourned at 4:58 p.m.

Next Regular Library Board Meeting Tuesday December 17, 2024 – Central Library Lecture Room – 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

DRAFT

Exterior Conceptual Design Project

Bellingham Public Library

Highlighting a few universal items:

- Keep the existing brick but clean, re-point and protect
- Replace all remaining old windows
- Replace exterior doors as needed and add accessibility openers
- Replace and/or repaint all non-brick areas and trim
- Replace all exterior lighting
- Include estimated cost to address landscape close to the building with no major grade changes

Ideas and options (Front of building)

OPTION 1: DEMOLISH EXTERIOR WALL TO EXPAND CURTAINWALL WINDOW

OPTION 2: (d) DEMOLISH AND REPLACE EXISTING WINDOW, (f) CLEAN EXISTING STONE WINDOW SILLS, (a) CLEAN AND TUCKPOINT BRICK

(a) CLEAN & TUCKPOINT BRICK

(b) REPLACE FASCIA

OPTION 1: (f1) DEMOLISH MAIN ENTRY OVERHANG

OPTION 2: (f2) REPLACE FASCIA, REPAINT STUCCO, DEMOLISH AND REPLACE EXISTING EXTERIOR SIGNAGE, REPAINT EXTERIOR SOFFIT, DEMOLISH AND REPLACE EXISTING EXTERIOR LIGHTING

DEMOLISH PLANTER BED

(f) ADD LANDSCAPE PLANTERS TO FLAGPOLE PLAZA

OPTION 1: (s1) DEMOLISH AND REPLACE EXISTING HARDSCAPE AND PAVING AT FLAGPOLE PLAZA

OPTION 2: (s2) CLEAN EXISTING HARDSCAPE AND PAVING AT FLAGPOLE PLAZA



Ideas and options (Front of building)



(b) REPLACE FASCIA

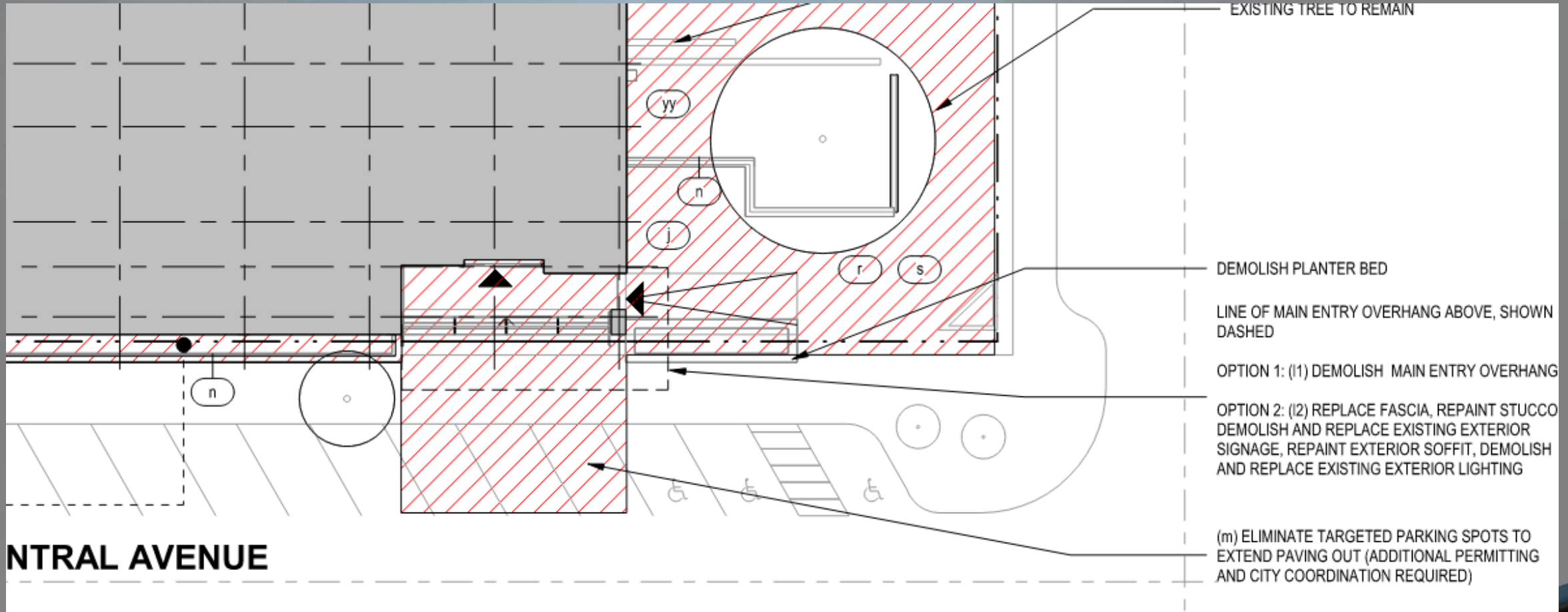
(c) REPAINT STUCCO

(a) CLEAN & TUCKPOINT BRICK

OPTION 1: (11) DEMOLISH MAIN ENTRY OVERHANG

OPTION 2: (12) REPLACE FASCIA, REPAINT STUCCO, DEMOLISH AND REPLACE EXISTING EXTERIOR SIGNAGE, REPAINT EXTERIOR SOFFIT, DEMOLISH AND REPLACE EXISTING EXTERIOR LIGHTING

(m) ELIMINATE TARGETED PARKING SPOTS TO EXTEND PAVING OUT (ADDITIONAL PERMITTING AND CITY COORDINATION REQUIRED)



CENTRAL AVENUE

EXISTING TREE TO REMAIN

DEMOLISH PLANTER BED

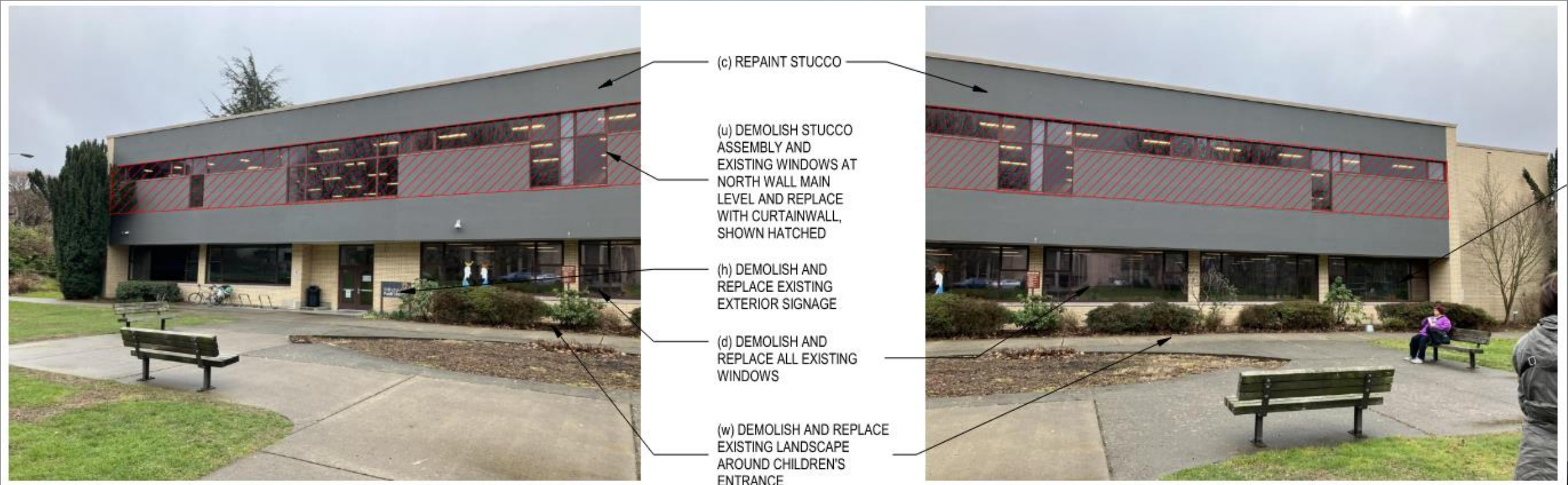
LINE OF MAIN ENTRY OVERHANG ABOVE, SHOWN DASHED

OPTION 1: (I1) DEMOLISH MAIN ENTRY OVERHANG

OPTION 2: (I2) REPLACE FASCIA, REPAINT STUCCO DEMOLISH AND REPLACE EXISTING EXTERIOR SIGNAGE, REPAINT EXTERIOR SOFFIT, DEMOLISH AND REPLACE EXISTING EXTERIOR LIGHTING

(m) ELIMINATE TARGETED PARKING SPOTS TO EXTEND PAVING OUT (ADDITIONAL PERMITTING AND CITY COORDINATION REQUIRED)

Ideas and options (Back of building)



Ideas and options (Back of building)

(g) DEMOLISH &
REPLACE EXISTING
EXTERIOR LIGHTING

(i) REPAINT EXISTING
EXTERIOR SOFFIT

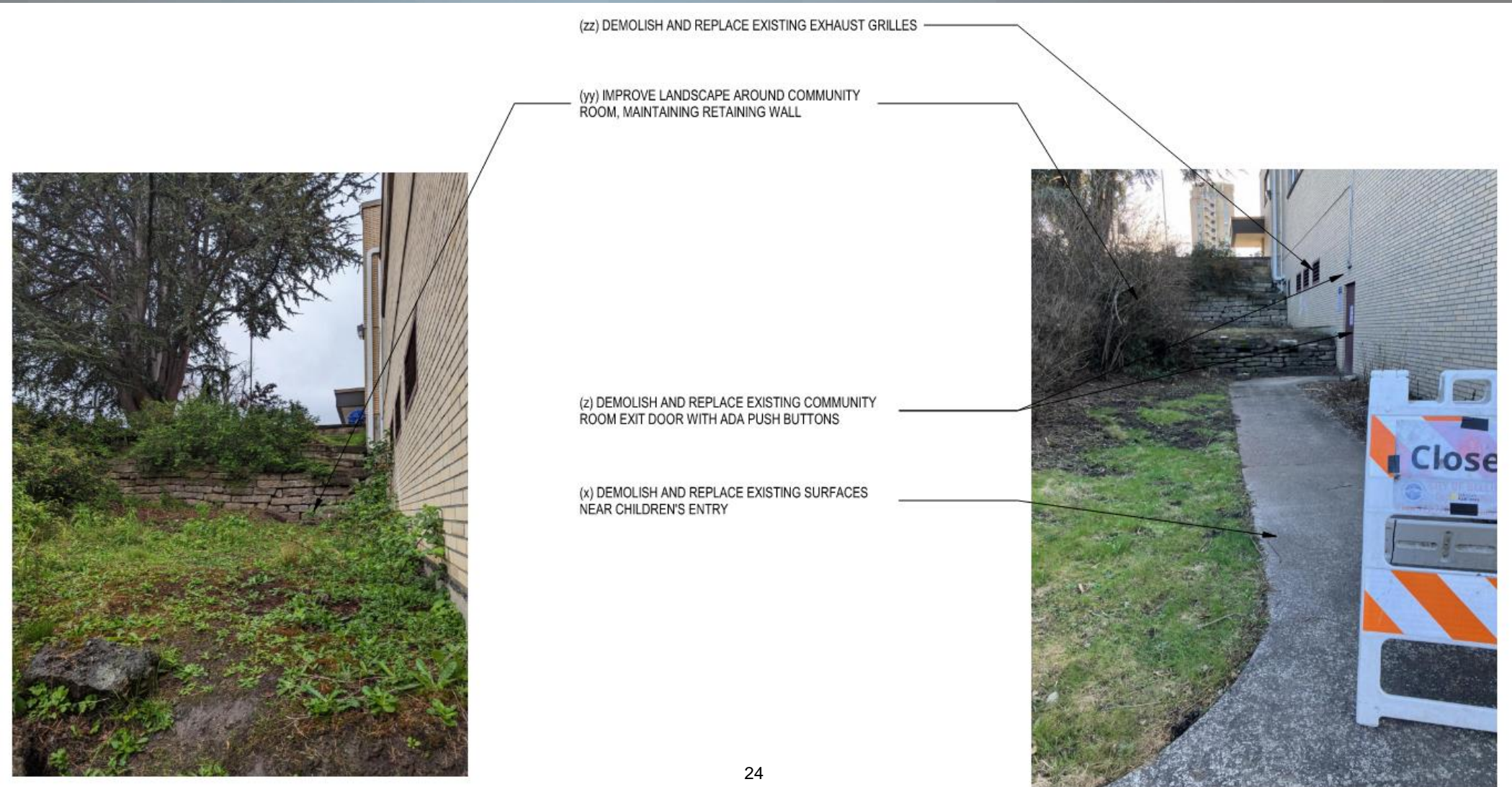
OPTION 1: (v1)
DEMOLISH AND
REPLACE CHILDREN'S
ENTRANCE DOOR,
INCLUDE ADA
HARDWARE & PUSH
BUTTONS

OPTION 2: (v2)
RECONFIGURE
CHILDREN'S ENTRY
DOOR TO INCLUDE
NEW VESTIBULE,
INCLUDING DEMO OF
EXISTING BRICK WALL
AND ADA HARDWARE &
PUSH BUTTONS

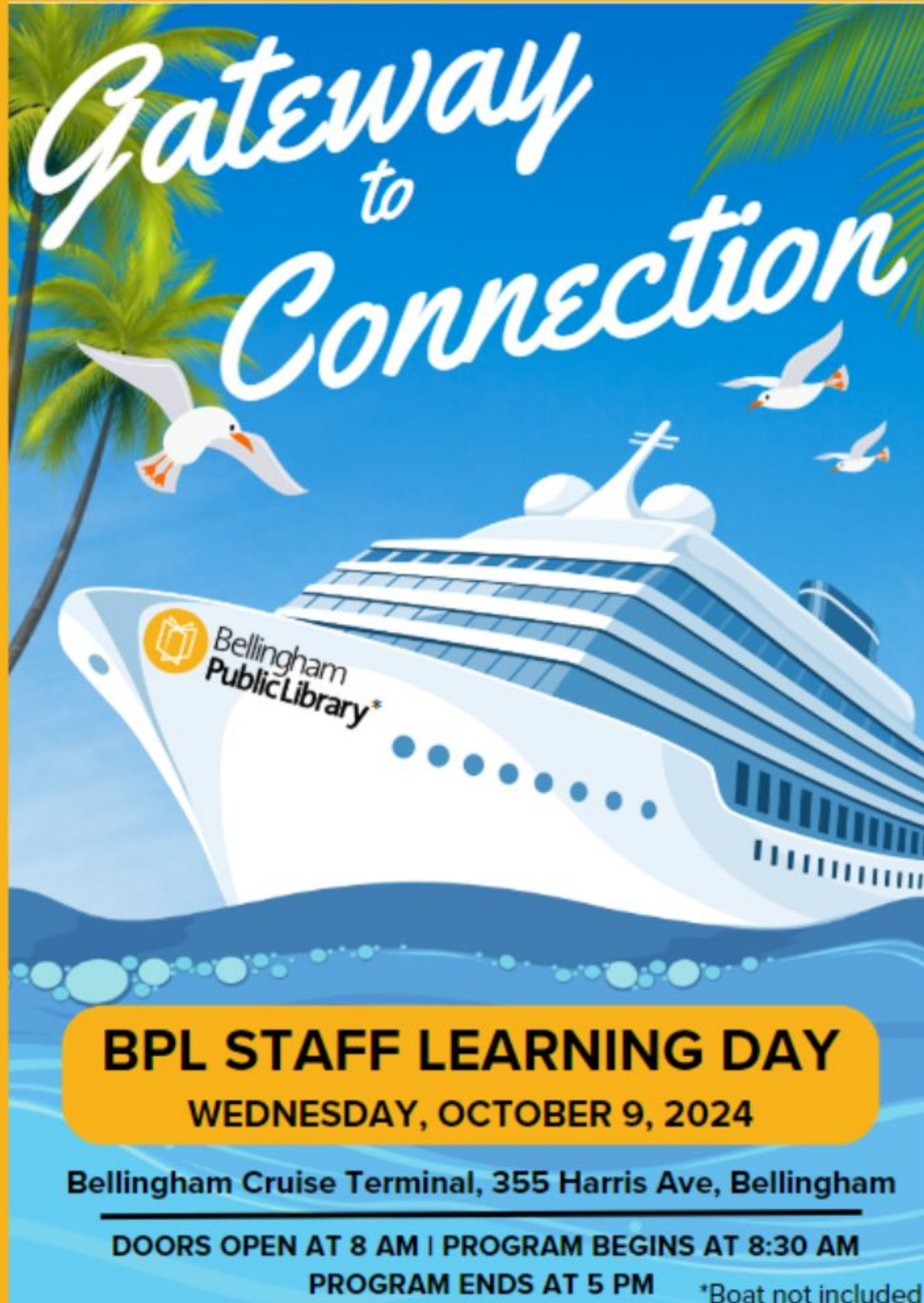


(x) DEMOLISH &
REPLACE EXISTING
SURFACES NEAR
CHILDREN'S ENTRY

Ideas and options (after hours access)



Questions?



Bellingham Public Library
Staff Learning Day
2024

Overview of the Day



- GOALS:

- GET EVERYONE IN THE SAME ROOM!
- STRENGTHEN TEAM COHESIVENESS AND CAMARADERIE
- INCREASE OUR UNDERSTANDING OF EACH OTHERS' ROLES
- PROVIDE STAFF WITH NEW SKILLS AND PRACTICES

- LOGISTICS

- 8:30 - 5:00PM AT BELLINGHAM CRUISE TERMINAL
- 74 STAFF MEMBERS, 2 HEART SPECIALISTS, 5 GUEST PRESENTERS, 3 LIBRARY PARTNERS

2024 Staff Day Committee



WSL Professional Development Grant

- AVAILABLE TO INDIVIDUAL LIBRARY STAFF, OR FOR LIBRARY SYSTEMS TO SUPPORT A GROUP TRAINING
- \$6,000 PER FEDERAL FISCAL YEAR
 - CAN BE COMBINED
- REIMBURSEMENT GRANT

- APPLICATION
 - LIBRARY SERVICES AND TECHNOLOGY ACT PRIORITY:
 - DEVELOP DIVERSE LIBRARY STAFF AND BUILD CAPACITY AMONG ALL LIBRARIES TO SERVE ALL CONSTITUENTS.
 - BENEFIT TO PATRONS AND STAFF

Program

- **BPL CREATED CONTENT**

- LIFECYCLE OF A LIBRARY ITEM (*JENNI JOHNSON*)
- 2025 GOAL SETTING MIXER (*REBECCA JUDD & BETHANY HOGLUND*)
- A LIBBY LEVEL-UP: EVERYTHING EBOOKS (*KATIE BRAY*)
- COMMUNITY RESOURCE PANEL (*MIRANDA LEONJONES*)

Program

- **GUEST CREATED CONTENT**

- PROFESSIONAL BOUNDARIES (*NORTH CENTRAL WASHINGTON LIBRARIES*)
- NAVIGATING CONFLICT (*WALLA WALLA COUNTY RURAL LIBRARY DISTRICT*)
- EARTHQUAKE SAFETY & PREPAREDNESS (*COB OFFICE OF EMERGENCY MANAGEMENT*)
- ~~INTRODUCTION TO THE NEURODIVERSITY PARADIGM~~

Lifecycle of a Library Item



Libby Level-Up

Animal Therapy



2025 Goal Setting

Mixer





Community Resource Panel



- KULSHAN LAND TRUST
- RECOVERY CAFE
- LAKE WHATCOM
RESIDENTIAL TREATMENT
CENTER
- WHATCOM COUNTY
COMMUNITY OUTREACH AND
RECOVERY SUPPORT TEAM
- UNITY CARE/WAY STATION

Outcomes

Lessons Learned...

- INTERNAL SESSIONS RESONATE STRONGEST
- BREAK UP THE AFTERNOON SCHEDULE - MORE MOVEMENT AND CAFFEINE
- FOCUS ON PRESENTERS FROM COMPARABLE (OR LARGER) LIBRARY SYSTEMS
- ADJUST STAFF SCHEDULE IN DAYS FOLLOWING THE EVENT

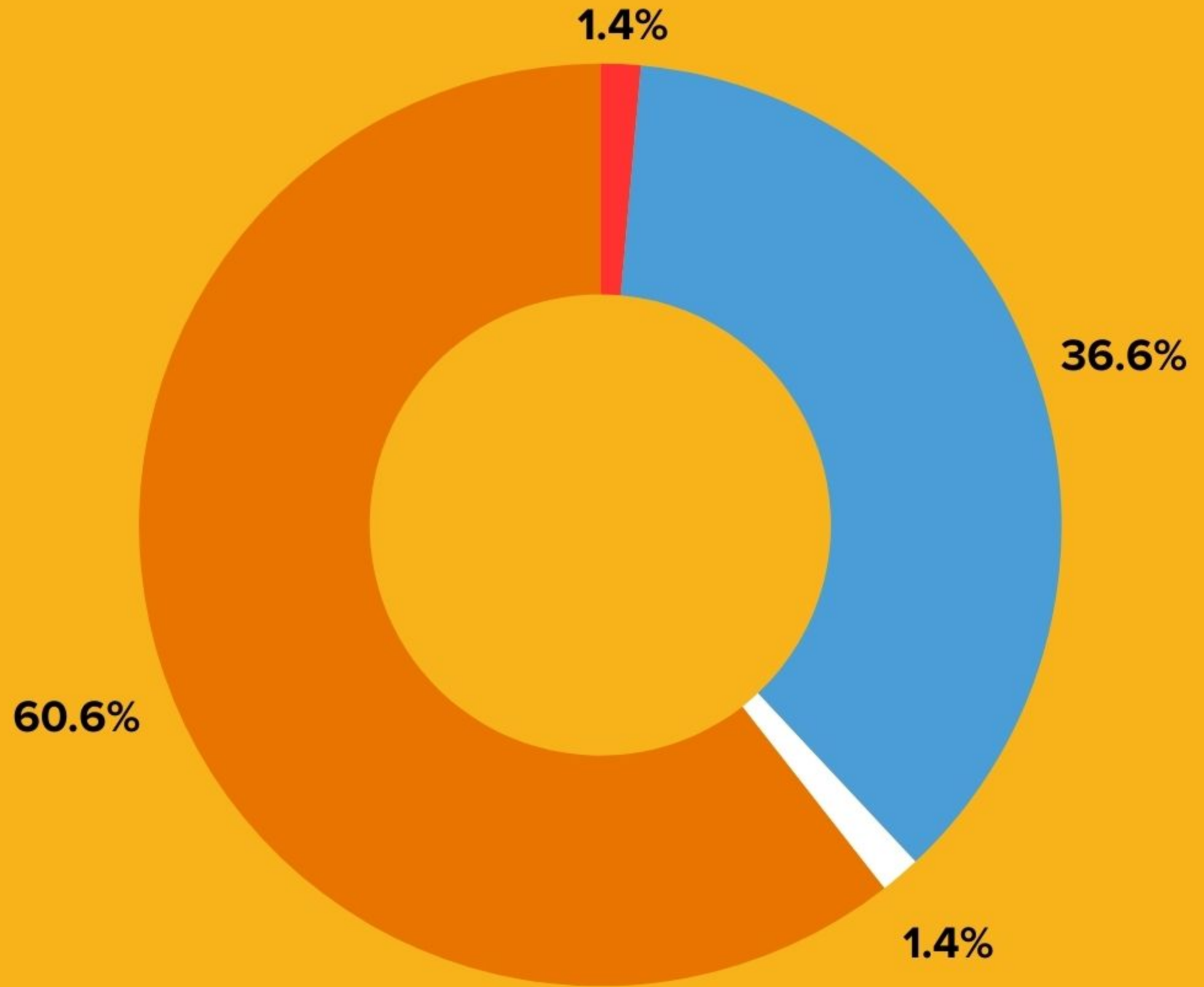
Big Wins...

- OFFERED THE RIGHT MIX OF LIBRARY SPECIFIC CONTENT AND GENERAL COMMUNITY SUPPORTS
- MULTIPLE STAFF SHARED THAT THEY FELT CARED FOR AT THE EVENT
- MANY STAFF MEMBERS HAVE SAID THEY ARE LOOKING FORWARD TO THE NEXT STAFF LEARNING DAY

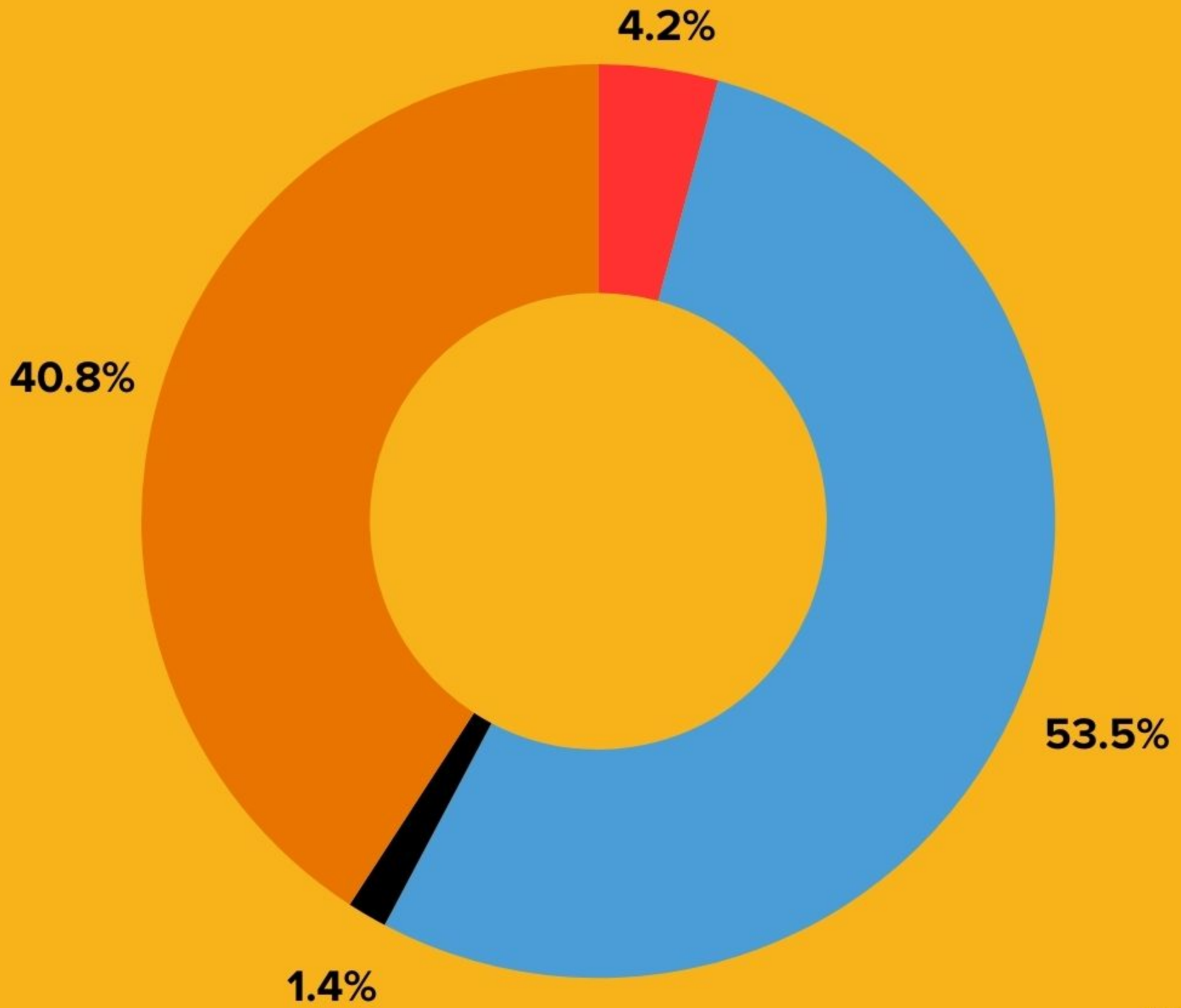
Evaluations

- GENERAL FEEDBACK
 - IMLS FORMS COLLECTED DAY-OF
 - SURVEYMONKEY CURRENTLY ACTIVE
- GOAL SETTING MIXER
 - INITIAL RANKING DAY-OF
 - RANKED CHOICE CURRENTLY ACTIVE

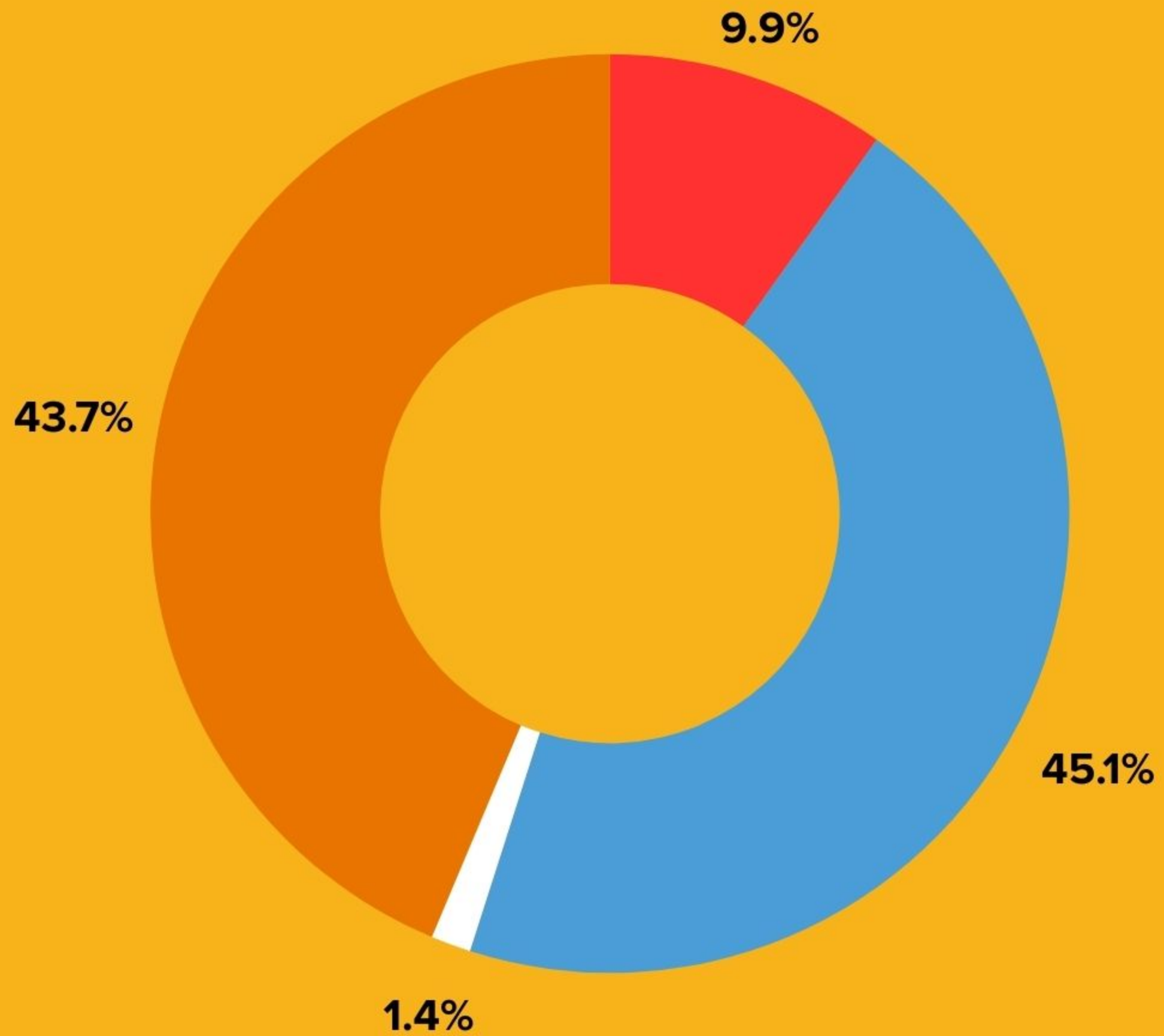
*"I learned something
by participating in
this library activity"*



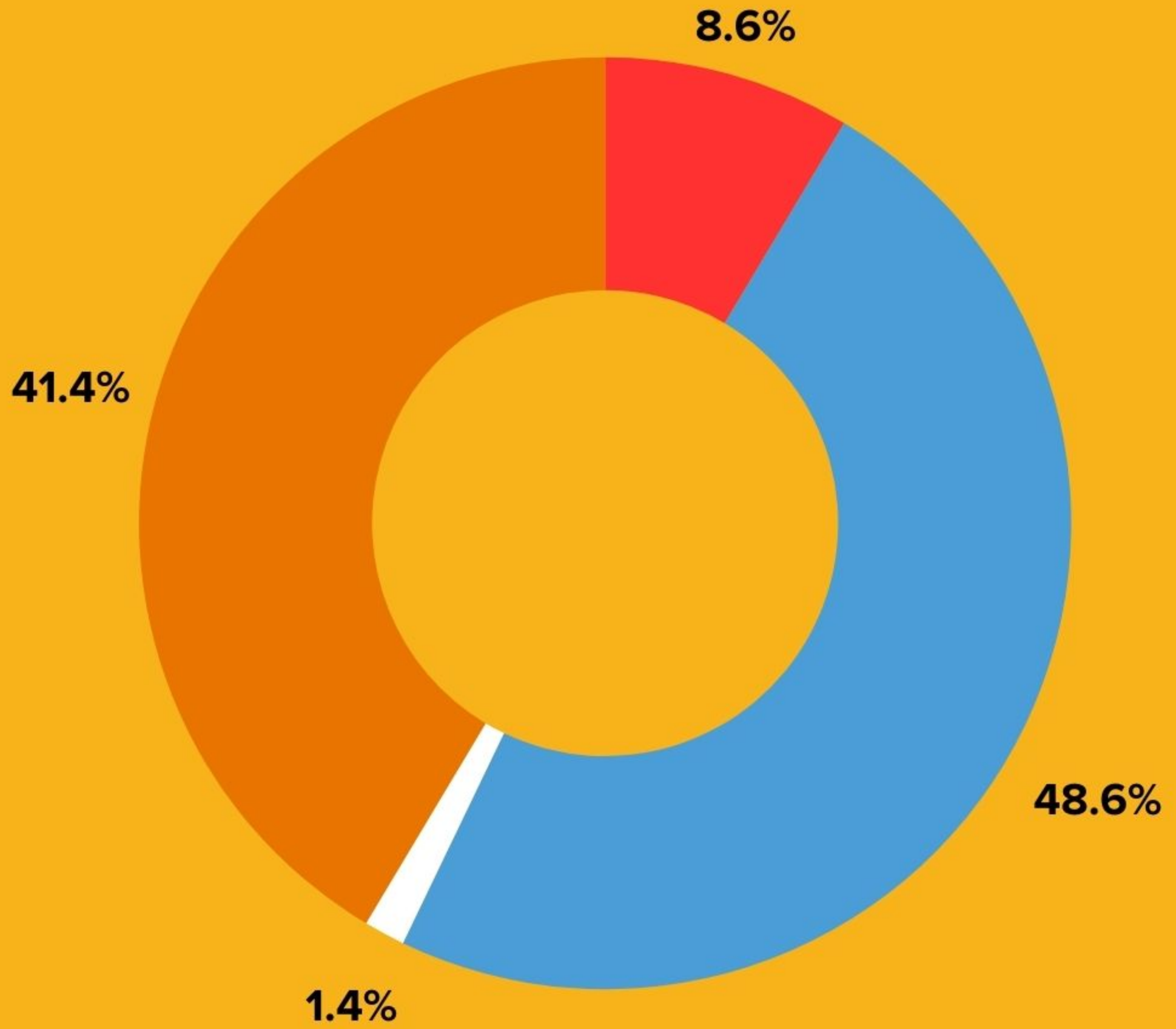
"I feel more confident about what I just learned"



"I intend to apply what I just learned"



“Applying what I learned will help improve library services to the public.”



Questions?



TO: Library Board of Trustees

FROM: Rebecca Judd, Library Director

DATE: November 19, 2024

SUBJECT: 2025 Regular Library Board Meeting Schedule

Each year the Board reviews the day of week, time of day, and location for its meetings in the upcoming year.

Regular Board Meetings are held on the third Tuesday of each month **in the Lecture Room at the Bellingham Public Central Library, 210 Central Avenue**. Meetings begin at 3:30 p.m. The public is welcome to attend and is encouraged to check the library's website for the meeting agenda and packet.

2025

- Tuesday, January 21
- Tuesday, February 18
- Tuesday, March 18
- Tuesday, April 15
- Tuesday, May 20 – to be held in Central Library Board Room
- Tuesday, June 17
- Tuesday, July 15
- Tuesday, August 19
- Tuesday, September 16
- Tuesday, October 21
- Tuesday, November 18
- Tuesday, December 16

TO: Library Board of Trustees

FROM: Rebecca Judd, Library Director

DATE: November 19, 2024

SUBJECT: 2025 calendar of scheduled closure days

City-observed holidays for 2025:

Holiday	Day	Date
New Year's Day	Wednesday	January 1
Martin Luther King, Jr. Day	Monday	January 20
Presidents' Day	Monday	February 17
Memorial Day	Monday	May 26
Juneteenth	Thursday	June 19
Independence Day	Friday	July 4
Labor Day	Monday	September 1
Veterans Day	Tuesday	November 11
Thanksgiving Day	Thursday	November 27
Day after Thanksgiving	Friday	November 28
Christmas Eve	Wednesday	December 24
Christmas Day	Thursday	December 25

Additional Library closure days:

All Staff Training Day – TBD

Library closes at 5pm on December 31, 2025

BELLINGHAM PUBLIC LIBRARY RATES and FEES
Effective January 1, 2025

November 19, 2024 Meeting Minutes
Attachment #5

Library Rates and Fees are set by the Library Board of Trustees		
Description	Fee	
Fees		
Non-Resident borrower fee	\$52/year	
Senior Non-Resident borrower fee	\$26/year	
Visitor fee	\$5/month	
Photocopies/Print copies		
Black and White	.15/page	
Color	.50/page	
Lost and Damaged Library Materials	replacement cost	
Collections fee	\$10	
Facility use rates		
Fairhaven Branch Auditorium - now managed by Parks Dept		

Bellingham Public Library - Performance & Activity Measures, November 2024

	November		Year to Date		YTD comparison
	2024	2023	2024	2023	2024 with 2023
Holdings - Number of materials in the library's collection					
Physical copies added to the collection	1,119	1,349	20,302	21,735	-6.59%
Electronic copies purchased by BPL	40	139	1,540	2,116	-27.22%
Physical copies withdrawn from the collection	(322)	(5,026)	(9,833)	(25,378)	-61.25%
Total physical holdings			183,810	180,088	2.07%
Total electronic holdings available to BPL			158,031	149,830	5.47%
Total Holdings (Physical and Electronic)			341,841	329,918	3.61%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity					
Central Library					
Adult	40,124	39,753	446,298	466,938	-4.42%
Youth	39,848	40,140	456,728	469,945	-2.81%
Sub-Total Central	79,972	79,893	903,026	936,883	-3.61%
Fairhaven Branch					
Adult	4,732	4,462	53,658	54,848	-2.17%
Youth	2,577	2,295	29,014	26,015	11.53%
Sub-Total Fairhaven	7,309	6,757	82,672	80,863	2.24%
Barkley Branch					
Adult	4,471	4,447	50,436	50,387	0.10%
Youth	4,726	3,928	46,858	46,289	1.23%
Sub-Total Barkley	9,197	8,375	97,294	96,676	0.64%
Bellis Fair Branch					
Adult	1,126	1,032	13,064	7,513	73.89%
Youth	2,081	1,798	21,164	12,423	70.36%
Sub-Total Bellis Fair	3,207	2,830	34,228	19,936	71.69%
Bellingham Technical College					
Adult	28	0	372	183	103.28%
Youth	3	0	45	36	25.00%
Sub-Total BTC	31	0	417	219	90.41%
Whatcom Community College					
Adult	162	139	1,676	1,813	-7.56%
Youth	12	30	275	688	-60.03%
Sub-Total WCC	174	169	1,951	2,501	-21.99%
Western Washington University					
Adult	236	192	2,234	1,655	34.98%
Youth	92	72	793	501	58.28%
Sub-Total WWU	328	264	3,027	2,156	40.40%
Sub-Total Physical	100,218	98,288	1,122,615	1,139,234	-1.46%
Online Services					
Kanopy	1,861	1,967	19,690	21,044	-6.43%
WA Anytime Library Overdrive	39,888	37,798	442,985	405,441	9.26%
Overdrive Magazines	7,472	7,410	66,978	32,270	107.56%
Sub-Total Online	49,221	47,175	529,653	458,755	15.45%
Total Circulation	149,439	145,463	1,652,268	1,597,989	3.40%
Holds Activity					
Items placed on hold shelf	52,005	49,969	576,703	554,026	4.09%
Services					
Persons Visiting - Number of persons counted as they enter the libraries					
Curbside	0	27	310	372	-16.67%
Central Library	29,532		331,629		
Fairhaven Branch	2,934		34,513		
Barkley Branch	1,848		27,704		
Bellis Fair Branch	2,053		22,535		
Total Persons Visiting	36,367	27	416,691	372	
Website Visits					
This count reflects number of visits to www.bellinghampubliclibrary.org	40,124	39,612	458,280	444,294	3.15%
Bibliocommons visits					
This count reflects number of visits to Bibliocommons	23,789	24,166	353,023	202,550	74.29%
Total Website Visits	63,913	63,778	811,303	646,844	25.42%
Computer Usage - Number of sessions					
Central Library					
Adult & Teen (30 terminals)	3,054	2,953	34,614	34,002	1.80%
Childrens (3 terminals)	61	49	791	524	50.95%
Fairhaven Branch (6 terminals)	173	164	2,576	2,118	21.62%
Barkley Branch (4 terminals)	141	149	1,726	1,657	4.16%
Bellis Fair Branch (4 terminals)	99	114	1,314	678	93.81%
Total Computer Usage	3,528	3,429	41,021	38,979	5.24%
New Borrowers Registered					
Central Library	502	579	7,489	7,558	-0.91%
Fairhaven Branch	23	22	406	356	14.04%
Barkley Branch	18	34	329	378	-12.96%
Bellis Fair Branch	34	54	535	464	15.30%
Total New Borrowers Registered	577	689	8,759	8,756	0.03%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs					
Programs	87	76	1,004	959	4.69%
Attendees	2,283	1,368	27,255	21,693	25.64%
Volunteer Hours	234	177	4,871	5,117	-4.81%

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

NOVEMBER 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 DECEMBER 17, 2024, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
Materials, Equipment and Supplies		
Barkley custodial service	Action Cleaning Service	814.97
Books; DVDs; supplies; child masks	Amazon	4,567.41
Books	Baker & Taylor	20,088.67
Staff milestone anniversaries	Canva	48.50
Staff Learning Day Supplies	Chef Store	39.38
Staff Learning Day Food	Community Food Coop	532.43
Staff Learning Day Supplies	Costco	219.78
Security uniforms	Curtis Boise	1,012.42
Staff Learning Day Supplies	Daiso	226.47
Periodicals	Ebsco Subscription Services	12,784.35
Staff Learning Day Supplies	Haggen	233.33
Books	InfoUSA	342.73
DVDs, CDs, recorded books	Midwest Tape	3,313.78
Vehicle fuel	Nelson-Reisner Distributor	399.56
Office supplies	ODP Business Solutions	86.49
Staff Learning Day Food	Old World Deli	1,908.54
Staff Learning Day Supplies	Tablecloths Factory	230.79
Office Supplies	Target	24.99
Books	Thomson West	618.03
Interlibrary loan supplies	ULINE Shipping Supplies	864.76
Staff milestone anniversaries, books	Village Books	146.86
	Materials, Equipment & Supplies Sub Total	\$48,504.24
Services and Interfund Charges		
ALSC Conference exp reimb	Alison Kubeny	291.18
Staff Learning Day Speaker Reimbursement	Alyssa Cruz	114.00
Creative Cloud	Adobe Inc	457.67
Memberships; PLA Stats; webinar; PLA registrations	American Library Association	210.00
Hotspot service	AT&T	18.24
Preprocessing	Baker & Taylor	5,330.32
Bellis Fair Branch lease	Bellis Fair Mall Territories	5,357.00
ALSC Conference exp reimb	Bernice Chang	213.98
Staff Learning Day Speaker Reimbursement	Caitlin Louise	595.69
Staff Learning Day Speaker Reimbursement	Chandra Salmond	114.00
Computer replacement allocation	City of Bellingham Interfund	14,133.11
Facilities allocation	City of Bellingham Interfund	54,748.86
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

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

NOVEMBER 2024 CLAIMS

Risk Management	City of Bellingham Interfund	13,435.61
Technology replacement allocation	City of Bellingham Interfund	3,182.02
Telecom Services	City of Bellingham Interfund	2,961.44
Printing	Copy Source	525.46
Back in Circulation Conference	Hilton Doubletree	873.20
PNBA Conference	Holiday Inn	549.84
Graphic Design	Katrina Lyon Design	560.00
Copier leases and copies	Kelley Create	142.65
Translation services	Language Line	40.83
Staff Learning Day Speaker Reimbursement	Melissa Little	114.00
Back in Circulation Conference Reimb	Michelle Becker	161.00
Preprocessing	Midwest Tape	376.25
Barkley ADA door maintenance	Mills Electric	1,208.67
Mobile hotspot	Mobilebeacon	120.00
eBooks, eAudiobooks	Overdrive Inc	1,529.20
Bellis Fair internet service	Pogozone Wireless	367.49
Venue Deposit Refund	Port of Bellingham	(100.00)
Staff Learning Day Compost Bin Rental	Sanitary Service	23.34
Digital subscription	Seattle Times	39.92
Vape Sensor Maintenance	Security Solutions	403.30
Signage	Signs Plus	3,610.04
PNBA Conference exp reimb	Suzanne Carlson-Prandini	260.40
Barkley Branch operating costs	Talbot Services LLC	1,066.66
Microfische machine lease	Technology Unlimited	340.08
Borrower notices	Unique Management	301.30
Hotspot service	Verizon Wireless	1,360.34
B&O Taxes	WSDO Revenue	231.05
Driving abstracts	WSDO Licensing	150.00

Services and Interfund Charges Sub Total \$148,105.43

Capital Outlays

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

Gift Fund

candy for teen program	Amazon.com	87.40
Signs for youth programming	Applied Digital Imaging	362.97
Books	Baker & Taylor	654.61
B&O Taxes	WSDO Revenue	5.13

GIFT FUND OUTLAYS Sub Total \$1,110.11

Total General Fund claims \$196,609.67

Total General Fund & Gift Fund claims \$197,719.78

Library - Budget to Actual - General Fund

November 2024 91.67% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Grants		0		
Print and Copy Fees	15,510	15,000	(510)	103%
Lost, Damage & Non-resident Borrower Fees	9,049	16,100	7,051	56%
Fairhaven Auditorium Rental Fees		5,000	5,000	0%
Miscellaneous Revenues	730	0	(730)	
Total Revenue	25,288	36,100	10,812	70%
Expenses				
Salaries and Wages	3,332,862	3,596,148	263,286	93%
Personnel Benefits	1,506,392	1,817,162	310,770	83%
Physical Materials, Equipment and Supplies	355,411	365,845	10,434	97%
Services, Digital Materials and Interfund	2,110,911	2,196,226	85,315	96%
Automated Materials Handler expansion	33,934	35,000	1,066	97%
Total Expenditure	7,339,510	8,010,381	670,871	92%

Library - Budget to Actual - Gift Fund

Month Year % YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Donations	52,405	122,141	69,736	43%
Total Revenue	52,405	122,141	69,736	43%
Expenses				
Gift Fund expenses	30,133	150,000	119,867	20%
Total Expenditure	30,133	150,000	119,867	20%



DIRECTOR'S REPORT FOR December 17, 2024

End-of-year traditions give us a chance to connect with each other, and reflect on the achievements, challenges, and special moments of the year. On Dec. 13, Library staff gathered before open hours for a morning of fun activities and celebrations. Special thanks to Staff Development Coordinator Kate Dunphy and Library Clerk Lorena Lytle for planning and organizing the event, and to all our staff celebrating milestone anniversaries: Rob Werner (10 years), Dani Sheldon (5 years), Michelle Becker (5 years), Kang Cheng (5 years), and Andy Suda (5 years). For additional highlights of the year, don't miss the [Best of the Library 2024 Staff Picks](#), curated by Adult Services Librarian Katie Bray and the [Bellingham Public Library 2024 Highlights](#), created by Community Relations Specialist Jenni Johnson. (Rebecca Judd, Library Director)

WELCOME & INCLUDE

Welcome Brochure: Designs are almost complete for a new BPL Welcome brochure, Rules of Conduct brochure and Computer Use Guidelines brochure. These materials are intended as an information overview for patrons who are receiving a new BPL card, or are present in BPL spaces and need additional information. (Annette Bagley, Head of Community Relations)

Catalog Specialist: We are excited to welcome Library Assistant Melissa Searle to the Collection Services team as our new Catalog Specialist, starting Dec. 16! Melissa came to the Library about two years ago from Village Books. Stacy James, our previous Catalog Specialist, retired at the end of November. (Jon McConnel, Head of Digital Services)

Library Assistant Staffing Levels: The Library Assistant group currently has 3 vacant positions, including one position frozen in 2025. The group will continue to handle workload based on priority until we have more staff onboarded. (Jen Vander Ploeg, Head of Operations)

New Security Team Members: A warm welcome to our new (permanent) Security and Information Attendants, Jett Williams (transitioning from his temporary role on December 16) and Reo Maruyama (starting January 2). We are so excited to have them join the security team. Jewel Johnson will be moving back into her Parks Ambassador role but will continue to work hours at the Library while Reo completes his training. It is with relief and appreciation that we start off the new year with a full security staff. (Katrina Buckman, Head of Public Services)

ACCESS & OPPORTUNITY

Outreach Pause: In 2024 Bellingham Public Library Outreach Services supported over 100 patrons at more than a dozen assisted living facilities, delivering thousands of Library materials including books, audiobooks, CDs, DVDs and magazines. Colleen Morse, our Outreach Services Specialist, tailors holds to

fit the changing needs of patrons, selecting the proper format, genre, and number of materials for each person's monthly delivery. She also connects patrons with the Washington Talking Book and Braille Library and other services to support their love of reading when physical challenges arise. In addition to individual patron support, Colleen coordinates with activity directors at the facilities to select DVDs for their movie nights, make recommendations for their reading groups, and inform new arrivals of our services. With staffing transitions and a position review process in place for each vacancy in the City, we've determined that we will need to pause these valuable services to Outreach patrons in January and February to determine next steps. (Katrina Buckman, Head of Public Services)

Library Returns Bin at Barkley Village: Plans are continuing to move forward for installation of an outdoor, drive-up "Community Drop Box" / returns bin at Barkley Village. A location has been identified in the Regal Cinemas parking lot with visibility from Woburn Avenue. We have approval from the property owner, and we are currently exploring how best to prep the site. (Annette Bagley, Head of Community Relations)

Light Therapy Lamps: Welcome to the darkest time of the year! After spending the summer hanging out on the shelves in Closed Stacks, the Light Therapy Lamps are back in demand. Our 51 items (and WCLS' 15 items) have circulated 514 times since the collection was introduced last fall. 346 of those circulations took place at the Central Library; 33 at Lynden; 26 at Blaine; 21 at Ferndale; 15 at Point Roberts. At the time of this writing, there are still a few lamps available for checkout at the Central Library, and Library staff are happy to provide assistance if you'd like to borrow one. (Jon McConnel, Head of Digital Services)

READ & LEARN



Programming for Adults: To honor our January theme "Bring the Light," BPL will kick off 2025 with a special program on Jan. 4, 2:00 – 3:30 p.m. titled Songs from the Heart: Concert, Story, and Interactive Demonstration with Flutist Peter Ali. Local musician Peter Ali will provide music and stories of Native American, Mesoamerican, Middle Eastern, and Nordic style flutes. Following his performance, Peter will offer the audience a hands-on introduction to the basics of playing the Native American style cedar flute, a forgiving instrument that anyone can play (appropriate for ages 10+). The Pickford Film Center has also announced a new series of PBS' Indie Lens Pop-Up free one-hour documentaries. The first will be the film [Free For All: The Public Library](#) on Sunday Jan. 19 at 10:00 a.m. Bethany Hوجلund will lead a discussion at the theatre after the film. (Annette Bagley, Head of Community Relations)

Digital Storytelling: Monica Koller of Connecting Community has completed a new series of digital storytelling videos in partnership with Bellingham Public Library, titled Somos Comunidad. This series highlights the voices of our local Latine community. Plans are underway for a large community event to collectively view the videos and honor the storytellers on Saturday, April 26, noon – 3:00 p.m. at Hotel Leo in Downtown Bellingham. All are welcome at this free event. (Annette Bagley, Head of Community Relations)

Book Club Kits: We learned in November that the system we have been using to schedule our Book Club Kits would be discontinued at the end of December. Fortunately, we have been able to find a way to make our new scheduling system, LibCal, work for the kits. Kit reservations are on hiatus in December while we make the transition, and we expect to open the new system to the public in January. For more information about the transition, see our [Book Club Kits page](#). (Jon McConnel, Head of Digital Services)



Youth Winter Craft Fair: On Sunday, December 8, youth ages 15 and under sold their homemade crafts and baked goods at the Youth Winter Craft Fair at the Bellis Fair Mall. Such lively fun was had! The mall was packed with holiday shoppers who eagerly shopped at the 41 Craft Fair booths. Thank you to Children’s Librarian Bernice Chang for meticulously planning and coordinating the program, and to the library staff who flexed their schedules to work this event. (Bethany Hoglund, Deputy Library Director)

Salmon Tank Back Again! Staff from Nooksack Salmon Enhancement Association assisted Library staff in re-setting up the salmon tank in the Children’s Library at Central in preparation for another batch of salmon eggs. We are thrilled to continue this collaboration. Eggs will arrive in late January, with a release in the end of March. Community program details are being worked on and will be announced soon. Thank you to Children’s Clerk Jeff Stamey for conducting the weekly water quality sampling and to Children’s Programming Specialist Lesley Norman and the rest of the Children’s team for general tank oversight and program planning. And yes; the salmon cam (in-tank livestream camera) will start streaming again when the eggs arrive. (Bethany Hoglund, Deputy Library Director)

INFORM & INVOLVE



Happy Birthday, Fairhaven Library! The [120th Anniversary of the Fairhaven Branch Library](#) is Friday, Dec. 20, 2024. The library was built in 1904 with a \$12,500 grant from Andrew Carnegie on land donated by C. X. Larabee. The building has been renovated numerous times over the decades and has remained an important thread in the fabric of the Fairhaven neighborhood. Current Library Specialist Donna Grasdock spent many years as the branch specialist at Fairhaven, which increased circulation 129% from 1996 to 2006. Special thanks to Donna and Miranda LeonJones for

highlighting this anniversary. Additional thanks to Jeff Jewell, Whatcom Museum Photo Archives Research Technician, for presenting an historical display about the Fairhaven Branch Library, which can be viewed in the Central Library display case through Jan. 15. (Annette Bagley, Head of Community Relations) **Photo: Branch Specialist Donna Grasdock with birthday cake**

Stonewall Book Awards Committee: Public Services Librarian Rob Werner was selected to be on the American Library Association’s Stonewall Book Awards Committee! The Stonewall Book Awards are the first and most enduring award for LGBTQIA+ books for adults and youth. Rob sought out the opportunity while attending the American Library Association annual conference in San Diego in June. We are thrilled and supportive of his involvement in this prestigious literary award, and excited to learn more about the award, the committee responsibilities, and which titles he finds the most profoundly engaging and impactful. Congratulations, Rob! (Bethany Hoglund, Deputy Library Director)

CLEL Bell Awards: Children’s Librarian Ali Kubeny continued her tenure on the Colorado Libraries for Early Literacy’s Bell Awards committee in 2024. These awards are an annual recognition of five high-quality children’s books that provide excellent support of early literacy development in young children, ages 0-5. Committee work entails reading and reviewing titles that fit into one of the five award categories (Talk, Read, Sing, Write and Play) and then deliberating with other committee members across

the nation until they land on a top pick for each award, and a shortlist of runners-up. Thank you to Ali for contributing to this rich award, and for sharing the titles she's discovered in the process with children in our community through storytimes and reading recommendations. (Bethany Hoglund, Deputy Library Director)

THRIVE & GROW

Delivery Truck Safety Improvements: It had been noted that our Library delivery truck was hard to see in the "dark and rainy season" because it didn't have many lights around the vehicle. Public Works staff designed and ordered lighting improvements for our truck, and it is currently in the shop having the new lighting installed. We look forward to the safety improvements and being easier to see during the winter! (Jen Vander Ploeg, Head of Operations).

Exterior Signage Updates: New signs have arrived to replace the current rules of conduct signage on the exterior of the Central Library and plaza area. These will be installed by Public Works. (Annette Bagley, Head of Community Relations)

Respectfully submitted,

Rebecca Judd

2025 Annual Action Plan

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

- Focus on two key goals identified by Library staff:
 - Top internal goal: stronger advocacy for employee/staff safety and mental health
 - Top external goal: make the Library feel safe for everyone
- Support the transition of Security to a Citywide division
- Update Emergency Management plans and procedures for all Library locations, addressing fire, lethal threats, inclement weather, hazardous materials, and air quality

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

- Evaluate service priorities and develop strategies to maximize community access to library services in a period of limited fiscal and staffing resources.
- Finalize the purchase and installation of the Barkley Community Drop Box to improve community accessibility
- Research options for allowing patrons to print remotely and provide recommendations
- Update the confidentiality policy to ensure clarity and alignment with best practices
- Enhance website accessibility as part of a Citywide project

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

- Plan and host two large-scale events for adults focused on important community topics
- If awarded, implement the Healthy Children's Fund grant to provide classrooms with "toolboxes" of age-appropriate, high-quality books and other learning tools supporting social-emotional development

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

- Collaborate with the City planning team to develop programming for the mens' soccer World Cup, fostering community engagement through cultural events
- Deliver a National Library Week presentation to the City Council

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

- Finalize the design and successfully bid the Central Library renovation project
- Establish a "Learning Hours" system to support ongoing staff education and professional development
- Complete annual performance reviews for all benefitted Library staff
- Develop and implement funding strategies focused on capital projects and planned giving, including an expanded Library Giving Day campaign to support the Children and Teen remodel
- Develop a schedule of Board training sessions, including a collaborative session with WCLS Trustees
- Track achievements from the 2020-2025 strategic plan and report on trends in preparation for 2026 strategic planning

BPL Planned Giving December 2024

Submitted by Rachel Myers

Deliverables

1. **Update the BPL Donate webpage** - <https://bellingshampubliclibrary.org/support> - with updated text and a photo for each fund that will match the language and photo on the WCF fund pages, such as this one: https://wcf.fcsuite.com/erp/donate/create/fund?funit_id=1100 Also add a web form of the BPL Legacy Gift form on the BPL website.
 - a. Status: Complete
2. **Finalize and sign the Bellingham Public Library & Whatcom Community Foundation Fund Development Roles & Responsibilities document and meet with WCF staff to review together.**
Status: Complete – signed copies held by BPL and WCF.
3. **Develop/Review current system of tracking donor gifts with Wendy & her replacement to ensure that we can easily track the key information about current and future donor gifts.**
 - a. Status: Rachel, Kristy, Wendy & Madeleine met in September to review Wendy’s system and share the reports that WCF provides. This team also reviewed and updated the document that outlines Trustee Responsibilities and Staff responsibilities, which is included in this packet.
4. **Choose the timing to “Launch” the announcement of the BPL Legacy Society publicly** with links to the [BPL Donate page](#) and a digital version of the Bellingham Public Library Legacy Gift form.
Status: BPL Trustees will choose when to publicly announce the launch of their Legacy Society in coordination with the fundraising project currently in progress for the Central Library upgrades. Annette has the PDF of the Gift Form and will work with IT to create a digital version for the website.
5. **BPL Trustees decide if/when to create a Bellingham Public Library Fund Development & Legacy Society Committee.** A draft charter for the committee has been created and is included in the final deliverables.
6. **Professional Advisors Contact information and Tips for Planned Giving Conversations** – complete and included in materials as an Excel file.
7. **WCF Gift Acceptance policy** –included in materials
8. **Bellingham Public Library Legacy Society Form** – content is complete, needs BPL branding from Annette
9. **BPL Trustee & Staff Responsibilities outline** – complete and included in the materials

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



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

Final Draft: October 24, 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 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.

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 report monthly which includes name, amount and contact information with BPL Staff who have signed a WCF Confidentiality Agreement.

- Anonymous donors and those who have opted out will not include name and contact information.
7. Meet with BPL Staff & Trustees twice annually to review Fund financials.
 8. Periodically meet with BPL staff and Trustees to discuss fundraising strategies.
 9. Work with BPL staff to update receipt template(s) to include their marketing vision while keeping standard gift receipt language of WCF.
 - Receipt also to include opt out wording for sharing donor name and contact information with BPL.

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 you 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_____

Planned Giving
DRAFT, Updated November 18, 2024

BPL Staff Roles & Responsibilities

- Gather information from BPL Legacy Society Gift Forms for entry into the BPL tracking system.
- Share quarterly donation reports from WCF and Legacy Society Gift Forms with BPL Trustees.
- Review donor information and work with BPL Trustees to send a thank you note for each gift.
- Direct Planned Giving questions from the public to available materials, or to Trustees as needed.
- Collaborate with Trustees to meet with current or potential donors to answer questions and share information about how to support the work of BPL.
- Meet with WCF Staff twice annually to review Fund activity and collaborate on BPL Fund Development strategies.
- Coordinate with WCF to update donor receipt template as needed to include BPL marketing and WCF opt out wording for sharing donor name and contact information.
- Update website as needed with Planned Giving materials.
- Support BPL Fund Development priorities.

BPL Trustees Roles & Responsibilities

- Coordinate with BPL staff to track all gifts to BPL and to thank each donor with a personalized response.
- Review Legacy Society Gift Forms and take any needed action to answer questions, etc.
- Ensure that new Legacy Society donors are included in public lists of appreciation.
- Collaborate with BPL staff to appropriately resource and plan any donor appreciation activities.
- Collaborate with BPL staff to meet with current or potential donors to answer questions and share information about how to support the work of BPL.
- Meet with WCF Staff twice annually to review Fund activity and collaborate on BPL Fund Development strategies.
- 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.
- Review Planned Giving website and materials on a regular basis and work with BPL staff to update as needed.

Exterior Improvements Narrative

Bellingham Central Library

Date
December 9, 2024

Prepared for:
Bellingham Public Library
Rebecca Judd, Director
Jen Vander Ploeg, Head of Operations

Prepared by:
The Miller Hull Partnership



Executive Summary

The Bellingham Central Library, originally designed by NBBJ in 1950, has undergone several updates over the years. A mezzanine addition, designed by EDL&A, was completed in 1985, and an interior remodel of the Main Level, executed by RMC Architects, took place in 2020.

Situated in the heart of Bellingham's walkable downtown core, the library serves as a community anchor. It is surrounded by key municipal buildings: to the north lies a public park and Bellingham City Hall, to the west is the Whatcom County Courthouse, and to the east are the Public Works offices.

This three-story brick masonry structure dominates its city block. The library features two entrances: one on the Main Level and another near the children's area adjacent to the public park. However, both entries face accessibility challenges. The children's entrance is understated, and its uneven sidewalk and non-ADA-compliant ramp from Lottie Street pose further accessibility issues.

The library's exterior palette includes brick and glass block windows – the brick is to be cleaned and updated, but not replaced. Plans include replacing the glass block and existing windows with modern storefront and window systems to enhance performance and energy efficiency.

Miller Hull has been tasked with identifying potential areas for improvement at the exterior to elevate the presence of the library as it's a cornerstone of Bellingham's downtown core.

Excluded in this Report

As a rule of thumb, soft costs are estimated to be about +/-40% of the total project cost. See "Project Cost" on Page 3 of the Cost Estimate Report. Soft costs include, but are not limited to:

- Owner supplied and installed furniture, fixtures and equipment
- Hazardous material handling, disposal and abatement except as identified in estimate
- Tap fees, street use fees, electrical consumption charges
- Design, testing, inspection or construction management fees
- Architectural and design fees
- Third party commissioning
- Assessments, taxes, finance, legal and development charges
- Environmental impact mitigation
- Builder's risk, project wrap-up and other owner provided insurance program except as identified
- Land and easement acquisition

"Markups" as indicated on the cost estimate include indirect construction costs such as contingencies, GCs, fee, insurance, bond, B&O tax. It does not include Washington State Sales Tax or any other soft costs.

#	Improvement	Notes/ Future design decisions
	UNIVERSAL IMPROVEMENTS	
	Refreshed Brick Envelope	
a	Clean & tuckpoint brick, and apply anti-graffiti coating up to 8'	
b	Replace fascias	
c	Repaint stucco	Stucco color TBD
	Update Exterior Windows	
d	Demolish and replace all existing windows, except windows replaced in 2020 remodel	
f	Clean existing windowsills	
g	Demolish and replace existing exterior lighting	Replace in-kind Lighting specs TBD
h	Demolish and replace existing exterior signage	Signage design TBD
i	Repaint existing exterior soffit	
j	Demolish and replace existing bike racks	New bike rack location TBD
k	Add site lighting to landscape improvements	Landscape and lighting design TBD
	AREA-SPECIFIC IMPROVEMENTS	
	Refreshed Main Entrance	
l1	Demolish main entry overhang	Option 1
l2	At main entry overhang, Replace fascia, repaint stucco, demolish and replace existing exterior signage, repaint exterior soffit, demolish and replace existing exterior lighting	Option 2
m	Eliminate targeted parking spots to extend paving out	Additional permitting and city coordination required
n	Demolish and replace planter bed	Landscape design TBD
o	Demolish and replace handrails at steps at Main Entrance	Handrail design TBD
p	Demolish existing entry door and window and replace with curtainwall, vestibule and entry door at Main Entrance	Vestibule and reconfiguration to be studied
	Refreshed Flagpole Plaza	
r	Add landscape planters to flagpole plaza	Landscape design TBD
s1	Demolish and replace existing hardscape and paving at Flagpole Plaza	Option 1 Paving Material and design TBD
s2	Clean existing hardscape and paving at Flagpole plaza	Option 2
	Refreshed Children's Entrance	
u	Demolish stucco assembly and existing windows at North wall Main Level and replace with curtainwall	
v1	Demolish and replace Children's Entrance Door, include ADA hardware & push buttons at Children's Entrance	Option 1

v2	Reconfigure Children's Entry door to include new vestibule, including demo of existing brick wall and ADA hardware & push buttons	Option 2
w	Demolish and replace existing landscape around Children's Entrance	Landscape design TBD
x	Demolish and replace existing surfaces near Children's entry	Paving surface TBD
y	Demolish entry door and overhang at Staff Entry, replace entry door	Door specs TBD
	Landscaping Work Outside of Community Room	
z	Demolish and replace existing Community Room exit door with ADA push buttons	Door specs TBD
yy	Improve landscape around Community Room, maintaining retaining wall	Landscape design TBD
zz	Demolish and replace existing exhaust grilles	Grille specs TBD

Assumptions

- All retaining walls to remain in place
- New book locker location to be incorporated into design
- All public art to either be kept in place or protected and moved to different location – to be coordinated with CoB and artists
- Existing building has no historic designation and has not been nominated for such
- Bellingham LEED requirements not applicable to this scope of work

Approvals needed for this scope of work

- **Building Services**
 - Non-Residential Building Permit
 - Demolition Permit
 - WSEC Compliance Forms
- **Public Works**
 - Public Works Permit for any work within public ROW
 - Street Tree Permit Application if trees are added
 - Commercial ROW Use Permit
 - **Public Facilities**
 - Stormwater
 - It is unlikely Stormwater permit will be required due to proposed square footage of land disturbance and replaced impervious surfaces
- **Land Use**
 - Parking Adjustment application is necessary if paving extension is executed
 - Zoned in Downtown District, Commercial Core, Urban Village, Subarea 7
 - Design Review for Downtown District Urban Village Guidelines
- Will need to work with CoB to ensure public art is protected and maintained

Consultants to engage

- Landscape/Civil (Herrera)
 - It's recommended to have landscape consultant designate low-maintenance and CEPTED-compatible plantings at designated areas
 - If 2,000 SF of new and replaced hard surface OR 7,000 SF of land disturbance, Civil and Landscape drawings will be required for building permit
- Structural (PCS)
 - Window replacement may require structural engineering, especially if openings are being extended
- Lighting Designer
 - If exterior improvements involve change of light fixtures, we need to engage a lighting designer to specify and provide a lighting/photometric plan to be submitted to the city for permit
 - Lighting designers are experts in finding solutions to lighting a building for safety and aesthetics. Improvements to building lighting can elevate the appearance without much additional work

Rendering



Cost Estimate

Based on this Narrative and accompanying drawings, Jon Bayles has provided a Cost Estimate for this scope. The cost estimate breaks out various line items to create a piecemeal "menu" with which Bellingham Public Library can determine the scope and budget of this project. Miller Hull will provide a fee proposal and schedule once the scope of work has been solidified.



**City of Bellingham WA
CENTRAL LIBRARY PHASE 3 EXTERIOR IMPROVEMENTS
Bellingham, Washington**

**CONCEPTUAL DESIGN
COST ESTIMATE R2**
December 8, 2024

JMB CONSULTING GROUP

December 8, 2024

Claire Fontaine
The Miller Hull Partnership LLP
71 Columbia Street
6th Floor
Seattle, Washington 98104

Re: City of Bellingham WA
Subject: Central Library Phase 3 Exterior Improvements
Bellingham, Washington

Dear Claire:

In accordance with your instructions, we enclose our cost estimate for the project referenced above. This cost estimate is a statement of reasonable and probable construction cost. It is not a prediction of low bid.

We would be pleased to discuss this report with you further at your convenience.

Sincerely,

Jon Bayles

JMB Consulting Group LLC 23-020

Enclosures

BASIS OF COST ESTIMATE R2

Conditions of Construction

The pricing is based on the following general conditions of construction

A start date of April 2026

A construction period of 12 months

The general contract procurement method will be design/bid/build

There will not be small business set aside requirements

The contractor will be required to pay prevailing wages

The Owner will vacate the work area and move furnishings during construction

EXCLUSIONS

Owner supplied and installed furniture, fixtures and equipment

Hazardous material handling, disposal and abatement except as identified in the estimate

Tap fees, street use fees, electrical consumption charges

Design, testing, inspection or construction management fees

Architectural and design fees

Third party commissioning

Assessments, taxes, finance, legal and development charges

Environmental impact mitigation

Builder's risk, project wrap-up and other owner provided insurance program except as identified

Land and easement acquisition

Also see detail of each estimate

OVERALL SUMMARY

Construction Project Cost

Alternates

	\$x1,000	\$x1,000
Item 1: Universal Improvements: Refreshed Brick Envelope	404	566
Item 2: Universal Improvements: Update Exterior Windows	920	1,289
Item 3: Refreshed Main Entrance Option 1	379	530
Item 3: Refreshed Main Entrance Option 2	81	114
Item 4: Refreshed Flagpole Plaza Option 1	393	550
Item 4: Refreshed Flagpole Plaza Option 2	24	34
Item 5: Refreshed Children's Entrance Option 1	142	199
Item 5: Refreshed Children's Entrance Option 2	314	439
Item 6: Landscape Work Outside Community Room	290	406

	<i>Quantity</i>	<i>Unit</i>	<i>Rate</i>	<i>Total</i>
<u>Item 1: Universal Improvements: Refreshed Brick Envelope</u>				
a	10,552	sf	11.50	121,342
b	929	lf	42.00	39,010
c	2,265	sf	2.25	5,096
	12,817	sf	6.40	82,026
	12,817	sf	1.50	19,225
	EXCLUDED			-
Mark ups	51.57%		266,698	137,537
				-
				404,236
<u>Item 2: Universal Improvements: Update Exterior Windows</u>				
d	3,326	sf	132.00	439,032
	390	sf	230.00	89,700
e		n/a		
f	356	lf	10.00	3,555
g	13	ea	500.00	6,500
h	1	ls	15,000.00	15,000
i	949	sf	2.50	2,373
j	1	ls	2,500.00	2,500
k	1	ls	10,000.00	10,000
	3,716	sf	6.40	23,782
	3,716	sf	1.50	5,574
	3,716	sf	2.50	9,290
	EXCLUDED			-
Mark ups	51.57%		607,306	313,190
				-
				920,496

		<i>Quantity</i>	<i>Unit</i>	<i>Rate</i>	<i>Total</i>
<u>Item 3: Refreshed Main Entrance Option 1</u>					
l1	Demolish overhang	840	sf	18.00	15,120
	Restore façade at removed overhang	1	ls	25,000.00	25,000
m	Extend paving	500	sf	25.00	12,500
n	Replace planter bed walls to remain	500	sf	25.00	12,500
o	Replace handrails	24	lf	350.00	8,400
p	Replace entrance	235	sf	750.00	176,250
	HazMat abatement			EXCLUDED	
					-
	Mark ups	51.57%		249,770	128,807
					-
					378,577
<u>Item 3: Refreshed Main Entrance Option 2</u>					
l2	Replace fascia	80	lf	100.00	8,000
l2	Repaint stucco	1	ls	1,500.00	1,500
l2	Replace signage	1	ls	15,000.00	15,000
l2	Repaint soffit	840	sf	2.50	2,100
l2	Replace exterior lighting on existing ckts	12	ea	500.00	6,000
n	Replace planter bed	500	sf	25.00	12,500
o	Replace handrails	24	lf	350.00	8,400
	HazMat abatement			EXCLUDED	
					-
	Mark ups	51.57%		53,500	27,590
					-
					81,090
<u>Item 4: Refreshed Flagpole Plaza Option 1</u>					
r	Add landscape to planters	7,320	sf	25.00	183,000
s1	Replace hardscape	1,270	sf	60.00	76,200
					-
	Mark ups	51.57%		259,200	133,670
					-
					392,870

	<i>Quantity</i>	<i>Unit</i>	<i>Rate</i>	<i>Total</i>
<u>Item 4: Refreshed Flagpole Plaza Option 2</u>				
r Add landscape to planters	820	sf	25.00	20,500
s2 Clean hardscape	1,270	sf	3.00	3,810
				-
Mark ups	0.00%		24,310	-
				-
				24,310
<u>Item 5: Refreshed Children's Entrance Option 1</u>				
u Replace façade	Covered elsewhere			
v1 Replace Children's entrance	1	ls	25,000.00	25,000
w Replace landscape	1,625	sf	25.00	40,625
x Replace surfaces	220	sf	60.00	13,200
y Replace staff entrance	1	ls	15,000.00	15,000
				-
Mark ups	51.57%		93,825	48,386
				-
				142,211
<u>Item 5: Refreshed Children's Entrance Option 2</u>				
u Replace façade	Covered elsewhere			
v2 Reconfigure entrance	1	ls	125,000.00	125,000
w Replace landscape	1,625	sf	25.00	40,625
x Replace surfaces	440	sf	60.00	26,400
y Replace staff entrance	1	ls	15,000.00	15,000
				-
Mark ups	51.57%		207,025	106,763
				-
				313,788
Main Floor				
<u>Item 5: Refreshed Children's Entrance Option 1/2 - Replace Façade</u>				
u Replace façade	1,210	sf	230.00	278,300
				-
Mark ups	51.57%		278,300	143,520
				-
				421,820

	<i>Quantity</i>	<i>Unit</i>	<i>Rate</i>	<i>Total</i>
<u>Item 6: Landscape Work Outside Community Room</u>				
z Replace entrance	1	ls	25,000.00	25,000
yy Improve landscape	6,535	sf	25.00	163,375
zz Replace exhaust grilles	4	ea	750.00	3,000
Mark ups	51.57%		191,375	98,693
				-
				290,068

