



**Regular Meeting of the Library Board of Trustees**  
**Tuesday, December 17, 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.

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<b>Board Members Present:</b>	Rick Osen, Rebecca Craven, Kristy Van Ness, Kendra Bradford and Deborra Garrett
<b>City Council Library Liaison:</b>	Not present
<b>Library Management Staff:</b>	Rebecca Judd, Annette Bagley, Katrina Buckman, Bethany Hoglund, Jon McConnel, Jennifer Vander Ploeg and Madeline Rosenvinge
<b>FOBPL Representative:</b>	Carol Comeau, Friends of BPL Board Liaison
<b>Guest Presenter:</b>	None

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**Call to order and introductions:** Regular session was called to order at 3:28 p.m. by Chair, Rick Osen.

**Approve/modify agenda:** Kristy Van Ness moved to approve the agenda. Rebecca Craven seconded. Motion carried.

**Public comment:** One member of the public provided comment.

**Consent agenda:** Kristy Van Ness moved to approve the November 19, 2024 Regular Meeting minutes and the November 2024 Performance and Activity measures and financial reports. Kendra Bradford seconded. Motion carried.

**Board Chair report:**

- Rick Osen reviewed the BPL Board of Trustees 2024 Highlights document (see attachment) and thanked all Board members for their work this year.

**Board member reports:**

- None

**City Council liaison report:**

- Not present

**Friends of BPL report:**

- The next book sale is Thursday, January 24 – Saturday, January 26 in the Library Lecture Room.
- To date, the Friends have given out close to 3000 books that were either culled from the Library collection or donated. The books are distributed to The Food Bank, Unity Care, and to Little Free Libraries around town.
- The Friends Finance committee will meet in early January to review the Library's funding requests and will report back at the January Board meeting.

**Library Director report:**

- Bellingham Public Library is celebrating the 120-year anniversary of the Fairhaven branch. Photographs will be on display at the birthday party on Friday, December 20.
- The Governor's state budget proposal was released this morning and included 2 million for BPL capital improvements through the Library Capital Improvement Program.
- The main entrance doors are not operational. Parts were delayed but repair work is now scheduled for Thursday morning.
- Two 25-hour Library Assistant positions were approved to fill as internal promotions. The Outreach Specialist position will be reviewed in January. Rebecca Craven asked how we will hire replacements for Library Assistants since they will be internal hires. Rebecca Judd explained that any vacant positions go through a Citywide review process. If approved to fill, these positions will be part of a batch hiring process in late winter/early spring.
- Kendra Bradford asked if the May 2025 meeting will be held at Bellis Fair and Rebecca Judd confirmed that it will be. Kendra also asked how long our Outreach services will be paused. Rebecca Judd responded that they will be on pause until we get approval to fill the Outreach Specialist position.

**2025 Board of Trustees Officer Elections**

- Rick Osen nominated Rebecca Craven as Chair for 2025. Kendra Bradford and Kristy Van Ness seconded. Motion carried.
- Rebecca Craven nominated Kristy Van Ness as Vice-Chair. Kendra Bradford seconded. Motion carried.

**2025 Draft Action Plan**

- Rebecca Judd noted that the 2025 Draft Action Plan will be presented for discussion in this meeting, followed by a Board vote at the January meeting. Featured at the top of the 2025 Action Plan are two priorities identified by Library staff during a goal setting exercise at Staff Learning Day and subsequent survey: "stronger advocacy for employee/staff safety and mental health" and "make the Library feel safe for everyone" After Rebecca discussion the Action Plan draft items, the Board discussed the plan.
- Carol Comeau asked if we have participated in a Giving Tuesday campaign before. Rebecca Judd responded that we have not participated in Giving Tuesday, only Library Giving Day.
- Deborra Garrett was not aware of the safety concerns by staff and would like to know more specifics. Rebecca Judd will bring specifics back to the Board, and responded that while we have done a lot to improve safety, there is still more work to be done. Katrina Buckman also mentioned the article about third spaces in the Board packet last month.

- Kristy Van Ness asked if topics have been chosen for the two large-scale adult programming events. Annette Bagley responded that one event will be a celebration of Monica Koller's digital storytelling projects in the form of a mini film festival on April 26 at Hotel Leo called "Listen Deeply, Connecting Community Film Fest". The second event will be a book club related celebration in late fall.

#### **Planned Giving Update (see attachments)**

- Rick Osen noted that the main purpose of the planned giving campaign is to make it more obvious that the Library is a place for estate gifts.
- Kristy Van Ness explained that planned giving forms will be easily accessible for people to fill out in person or online. She also noted that the Library is waiting for a signed document from the Whatcom Community Foundation that outlines the Library's ability to contact and steward donors.

#### **Exterior Conceptual Design Update (see attachments)**

- Rebecca Judd explained that the attachments include a final report from Miller Hull for exterior design work and a cost estimate. To date, the only funding identified for the exterior is a \$250,000 Federal Appropriation that is still going through the legislative process.
- Jen Vanderploeg, Head of Operations, gave a general overview of the report and cost estimate for the Board and answered questions.
- Rebecca Craven commented that the front of the building looks so much better in the rendering with the front overhang removed.
- Rick Osen agreed that cleaning and repointing the bricks will be a huge improvement.
- Kristy Van Ness wondered how the designs might change due to security needs.
- Kendra Bradford mentioned the importance of better ADA compliance for the North/Children's entrance.
- Rebecca Judd noted that the Parks Department has \$60K budgeted for Lee Memorial Park master planning in 2025. Parks and Library will work together with Miller Hull to create a report, cost estimate, and rendering for an updated and refreshed Lee Memorial Park space.

#### **New Business:**

- Rebecca Craven noted that she is interested in setting up a new Executive Committee as a standing Board committee.

#### **Agenda items for next meeting:**

- Deborra Garrett will be attending the next meeting virtually.

#### **Executive Session:**

The Board went into Executive Session at 4:46 p.m. to determine a recommendation to the Mayor for the Trustee vacancy. The group decided on a candidate to recommend. They returned to Regular session at 5:05 pm.

**Meeting adjourned** at 5:05 p.m.

**Next Regular Library Board Meeting – Tuesday, January 21, 2025 – Central Library Lecture Room – 3:30 p.m.**

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

# 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
	<b>UNIVERSAL IMPROVEMENTS</b>	
	<b>Refreshed Brick Envelope</b>	
a	Clean & tuckpoint brick, and apply anti-graffiti coating up to 8'	
b	Replace fascias	
c	Repaint stucco	Stucco color TBD
	<b>Update Exterior Windows</b>	
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
	<b>AREA-SPECIFIC IMPROVEMENTS</b>	
	<b>Refreshed Main Entrance</b>	
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
	<b>Refreshed Flagpole Plaza</b>	
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
	<b>Refreshed Children's Entrance</b>	
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
	<b>Landscaping Work Outside of Community Room</b>	
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>	
<b><u>Item 1: Universal Improvements: Refreshed Brick Envelope</u></b>					
a	Clean & tuck-point brick & sealer	10,552	sf	11.50	121,342
b	Replace fascia	929	lf	42.00	39,010
c	Repaint stucco	2,265	sf	2.25	5,096
	Scaffolding	12,817	sf	6.40	82,026
	Caulking	12,817	sf	1.50	19,225
	HazMat abatement	EXCLUDED			-
	Mark ups	51.57%		266,698	137,537
					-
					<b>404,236</b>
<b><u>Item 2: Universal Improvements: Update Exterior Windows</u></b>					
d	Replace all exterior glazing except 2020 installation	3,326	sf	132.00	439,032
	Curtainwall	390	sf	230.00	89,700
e	n/a				
f	Clean existing sills	356	lf	10.00	3,555
g	Replace exterior lighting on existing ckts	13	ea	500.00	6,500
h	Replace exterior signage	1	ls	15,000.00	15,000
i	Repaint soffit	949	sf	2.50	2,373
j	Replace bike racks	1	ls	2,500.00	2,500
k	Add lighting to landscape	1	ls	10,000.00	10,000
	Scaffolding	3,716	sf	6.40	23,782
	Caulking	3,716	sf	1.50	5,574
	Flashing	3,716	sf	2.50	9,290
	HazMat abatement	EXCLUDED			-
	Mark ups	51.57%		607,306	313,190
					-
					<b>920,496</b>

	<i>Quantity</i>	<i>Unit</i>	<i>Rate</i>	<i>Total</i>
<b><u>Item 3: Refreshed Main Entrance Option 1</u></b>				
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
				- <b>378,577</b>
<b><u>Item 3: Refreshed Main Entrance Option 2</u></b>				
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
				- <b>81,090</b>
<b><u>Item 4: Refreshed Flagpole Plaza Option 1</u></b>				
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
				- <b>392,870</b>



	<i>Quantity</i>	<i>Unit</i>	<i>Rate</i>	<i>Total</i>
<b><u>Item 4: Refreshed Flagpole Plaza Option 2</u></b>				
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	-
				-
				<b>24,310</b>
<b><u>Item 5: Refreshed Children's Entrance Option 1</u></b>				
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
				-
				<b>142,211</b>
<b><u>Item 5: Refreshed Children's Entrance Option 2</u></b>				
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
				-
				<b>313,788</b>
<b>Main Floor</b>				
<b><u>Item 5: Refreshed <del>Children's Entrance</del> Option 1/2 - Replace Façade</u></b>				
u Replace façade	1,210	sf	230.00	278,300
				-
Mark ups	51.57%		278,300	143,520
				-
				<b>421,820</b>

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	<i>Quantity</i>	<i>Unit</i>	<i>Rate</i>	<i>Total</i>	
<b><u>Item 6: Landscape Work Outside Community Room</u></b>					
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
					-
					<b>290,068</b>

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## 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](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!

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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](mailto: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\_\_\_\_\_

#### 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.