

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: December 17, 2024: Regular Board Meeting• Library performance & activity measures: December 2024• Financial reports
Claims: December 2024
YTD report: December 2024
4th Quarter Patron Use of Databases and Learning Resources
4th Quarter Donated Funds review | 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. Celebrating Rick Osen’s 10 years of service | 15 min |
| • Rebecca Craven, Board Chair | |
| 7. 2024 Action Plan - Year End Review (see packet materials) | 10 min |
| • Rebecca Judd, Director | |
| 8. 2025 Action Plan – Action Item (see packet materials) | 10 min |
| • Rebecca Judd, Director | |
| | Time check: 4:20 |
| 9. Central Library Renovation Update | 10 min |
| • Rebecca Judd, Director | |
| 10. Fundraising Update | 10 min |
| • Library Giving Day; Annette Bagley, Head of Community Relations | |
| | Time check: 4:40 |
| 11. New business | 3 min |
| 12. Agenda items for next meeting | 2 min |
| | Time check: 4:45 |
| 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, February 18, 2025 – 3:30 p.m.
Location: Lecture Room, Central Library, 210 Central Avenue
Bellingham, Washington**



2025 State Legislative Agenda

City of Bellingham

Actively Pursue

Support Bellingham Bay MTCA cleanup grants

Request: \$3M | Cost: \$28.6M (RG Haley only)

The City urges support of the RG Haley Remedial Action Grant. The City and Port of Bellingham are jointly undertaking RG Haley and Cornwall Landfill cleanups, which are legacies of industrial contamination on Bellingham's waterfront. When cleaned up, the RG Haley site – combined with the Cornwall Avenue Landfill site – will become Salish Landing Park, almost 20 acres of new waterfront public access. This shovel-ready effort is fully permitted and scheduled to begin in early 2025. MTCA funding is critical for project completion. The City has allocated \$16 million in local funds for this work and was awarded a Public Works Board loan of \$7.3 million for the landfill portion of the project.

Fund critical court facilities

Request: \$1M | Cost: \$3M-5M (est.)

Since 2000, the Bellingham Municipal Court has been housed in a former church originally constructed in 1972. It has never been optimal for court operations, does not have critical safety features, has been classified as a failing asset, and lacks the structural quality to legitimize further investment. It also lacks adequate space to support therapeutic court needs, house diversion partners or allow for delivery of trauma-informed court and related services. The City has budgeted local REET dollars to evaluate and design potential renovations of our former federal courthouse downtown to house the court and expanded therapeutic services. Pursuing this concept would leverage an existing historic resource, affordably address court needs, and reinvigorate an anchor building downtown.

Fund active infrastructure needs

As our community grows, the need for "third places" – places for people beyond home and work – grow as well. They are important for connection and community building. We aim to create these spaces for different ages and diverse populations.

Central Library renovations – Request: \$1M | Cost: \$12M

Bellingham treasures its library, with per capita library use among the highest in the state. Renovation plans needing funding include expanded children's areas – last renovated in 1985 – and additional teen and meeting room spaces.

Skate Park – Request: \$1M | Cost: \$3.5M (est.)

Bellingham has an active skating community and the City has identified additional skate park facilities as a priority. An active and growing community group is committed to creating a world-class, competition-grade skate park in collaboration with the City. This is a unique opportunity to locate a new skate park for year-round use under a bridge near the City's waterfront, at the site of a current DIY park, activating an otherwise underutilized space adjacent to a major waterfront redevelopment and our downtown. The City has budgeted local REET dollars to design the first phase of the park.

2026 World Cup needs

Located between Seattle and Vancouver BC, Bellingham is uniquely positioned to benefit from – and experience impacts from – 2026 World Cup games in both cities and related activities throughout the region. Funding and actions necessary to support safe and vibrant 2026 World Cup activities in our area are currently being identified.

Access to housing for all

The City supports as a top priority a range of legislative actions to reduce barriers and enable local efforts to create more – and more affordable – housing choices. In the last five years, the median rent in Bellingham has increased by 37 percent, and the median home price increased by 56 percent, leaving more than half of renters and a quarter of homeowners as cost burdened. We have a critical shortage of housing; we have yet to catch up from the deficit of housing that resulted from the 2008-2012 economic recession and we are not adding enough today. Bellingham needs more housing overall, and more options in reach for everyone. During the 2025 session, City leaders will advocate for many measures that support access to housing for all.

Address vacant buildings and properties

In the heart of Bellingham's downtown, a former JC Penney building has sat vacant for more than 35 years – longer than it was open for business. Despite efforts by City leaders to work with the property owner, this building remains vacant. This exemplifies the lack of tools cities have to remedy vacant buildings and properties. The City supports as a top priority funding and local authority to address vacant buildings and properties, which in Bellingham are barriers to downtown revitalization and can be magnets for public health and safety issues citywide. Legislative actions could include policy and funding options such as “vacancy taxes” or similar tools and options to address illegal dumping and resolve encampments on vacant properties.

Actively Support

Fiscal sustainability and local options

Local government revenues are not keeping pace with the rising costs of delivering services, and existing revenue options available to cities unfairly penalize lower income community members. The City supports protecting MTCA funds and enacting progressive revenue options, including:

Preserving Model Toxics Control Act Funds: Preserve this dedicated funding source regardless of state funding shortfalls.

Property tax reform: Provide a local option to adjust local property tax to maintain basic services, limit not to exceed 3%.

Expand REET: Provide a local option Graduated Real Estate Excise Tax.

Relief from state mandates, especially those with fiscal implications.

Transportation and other infrastructure needs

The City supports investments in transportation and other vital infrastructure needs for our growing community. Key among our many needs include:

Transportation benefit district reform: Eliminate restrictions and time limits for voter-approved Transportation Benefit Districts, allow City Councils to authorize up to the full .3% sales tax.

Bridge repair, fish passages: Support timely infrastructure repair and replacement, especially for bridges, given the critical need for transportation and emergency vehicle access, as well as fish passage needs.

State route repairs: Fund badly-needed pavement preservation and maintenance of SR 539 (Guide Meridian) between I-5 and Horton Road as part of fully funding the I-5/SR 539 Fish Passage project for Baker and Spring Creeks.

Food security and affordable childcare

The City supports investments and policy options to address Bellingham's urgent needs for food security and increased access to affordable childcare.

Monitor

Other legislative activities

While this agenda represents key City priorities for the 2025 session, it is not comprehensive and is a living document. The City and its contract lobbying team are monitoring other activities and will support or oppose other emerging legislative priorities during the session.

Partner legislative priorities

The City values its local partners in public service, advocacy organizations representing specific service areas, and our tribal government neighbors. We support their priorities where needs and interests align.

The new report on - Seattle Times, The: Web Edition Articles (WA) - January 4, 2025 - page 1
January 4, 2025 | Seattle Times, The: Web Edition Articles (WA) | Danny Westneat; Seattle Times columnist

In some ways, **the report** to Congress last week that **homelessness** is surging wasn't news in Seattle or **the** state.

People living under bridges has long been part of **the** fabric here. Plus **the** local count showing **the** largest number of homeless people ever in King County was already released here last May.

But **the** federal **report**, **the** 2024 Annual **Homelessness** Assessment, was shocking to **the** senses anyway. At least it ought to have been. It allowed a comparison of how Seattle and Washington state are doing on **homelessness** relative to more than 400 other cities, counties, and states.

The picture was brutal. It ought to chasten or even embarrass local leaders. If not that, it should at least prompt some course corrections.

The report shows Seattle and **the** broader state of Washington as leaders in failure. Not just at solving **homelessness** long term, which is a tough ask. But at providing even **the** minimum aid **for** getting folks up and out of **the** gutter.

The headline is that Washington has **the** third-largest homeless population in **the** nation, after California and **New** York. **A** closer look at **the** data though **shows** it's much worse than that.

Washington has higher rates of unsheltered **homelessness** than most other states, except California. These are people living out in **the** elements, in greenbelts, in doorways and by **the** sides of roads — what **the** British call "rough sleepers." These are **the** worst places to be.

Compare here with **New** York, a state with nearly 2 ½ times more people. Washington had 16,222 rough sleepers **on** a given night in 2024. While **the** entire state of **New** York had just 5,638. **For** **the** hardest, chronic cases — people who have disabilities such as mental illness or substance abuse, and are homeless **for** long periods — Washington had 9,185 unsheltered compared with **New** York's 1,337.

These huge disparities are largely because **New** York has so much more emergency shelter than Washington does — by design.

It's **the** same dire picture if you compare Seattle-King County to **New** York City — which researchers at **the** Brookings Institution did last year.

"Seattle is **the** stark outlier in **the** sample: Over 57% of its homeless population is living without shelter," **the** researchers found. This compares with just 3% in **New** York City.

Last week's **report** to Congress is a giant red flag **for** Washington state. After years of supposedly urgent attention to **the** issue, Washington statewide had 4,000 more souls living outside in wintertime than much larger, and warmer, Texas.

Since 2015, when leaders in Seattle and King County declared a **homelessness** emergency, **the** rate of unsheltered **homelessness** has soared.

The numbers are jarring. Seattle-King County has twice as many people unsheltered as **New** York City, **the** **report shows**. Six times as many as Chicago. Ten times as many as Philadelphia (we have 9,810 unsheltered people, Philly has just 976). All these cities stood up more emergency shelter than we did — and it at least got roofs over people's heads.

"In **New** York, Chicago, and Philadelphia, we found trends of unsheltered **homelessness** had not ballooned during **the** pandemic ... but rather remained steady **for** **the** past decade," **the** Brookings researchers found. "Seattle, again, was a stark outlier — seeing an 88% jump in unsheltered **homelessness** since 2015."

The term "stark outlier" is used for Seattle four times in that study.

What happened?

It's complicated, as everything with homelessness is. Fentanyl had a lot to do with it, but they have fentanyl in these other cities, too. The bottom line comes down to one word: shelter.

In a policy switch, Seattle-King County stopped adding much emergency shelter back in 2015. The plan was to instead focus on building permanent housing in what they argued was a more compassionate, deeper response.

Shelter is seen as helping people get off the streets in the moment, but not so much for stabilizing people long-term. "Shelter alone can't solve homelessness," was the phrase often used. The drawback to permanent housing though is that it takes years and tons of money to build. Regardless, a decision was made to effectively leave folks outside, potentially for years, while apartments got built.

They didn't put it that way, of course. But that was the result. The federal report shows that since 2015, Seattle and King County have increased shelter capacity by just 8%, even as the number of homeless people jumped 67%.

I've been yelling at the top of my pixels for years that this policy, well-meaning as it was, is dooming us to mass levels of people living in squalor outside for the immediate future. For humanitarian aid purposes alone, we simply needed more emergency shelter — tiny homes, FEMA tents, conventional shelters, even managed tent cities. While we worked on putting up permanent housing for the long run.

The data in last week's federal report is nearly a year old, so maybe some progress has been made since. We'll see when new counts come out in the spring.

I was heartened to see that the blundering, elephantine Regional Homelessness Authority has tightened up its focus. Its mission is no longer "reducing homelessness," it's "reducing unsheltered homelessness." As Seattle Times reporter Greg Kim noted: "In other words, the top priority of the homeless response system went from getting people housed to getting people in shelters."

Good! It's an urgent crisis after all — more than 750 homeless people died in King County in just the past two years.

Sponsored

This stuff is hard, but surely it would have been possible to better balance shelter and housing work all along — as other cities apparently did.

"If you focus on immediate problems, you can end up spending a lot of money not solving homelessness," the Brookings study concluded. "However, it's equally true that building housing can't happen overnight, and leaving people with no safe place to sleep outside is extremely bad for both them and society."

What is it about our nature in this state that led us to follow this course for so long — to leave people in dire conditions, supposedly in the name of doing better by them? Was it idealism? Utopian society dreaming?

I'm no psychologist. But I think we need one, to peer into the region's civic soul. So we don't walk so readily into disastrous liberal blind spots like this again.

CITATION (AGLC STYLE)

Danny Westneat, Seattle Times columnist, 'The new report on homelessness shows a catastrophe for WA', *Seattle Times, The: Web Edition Articles* (online), 4 Jan 2025 <<https://infolweb-newsbank-com.bpl-wcls.idm.oclc.org/apps/news/document-view?p=AWNB&docref=news/19DE6FA66FC75E78>>

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Bellingham selected as an official fan zone for FIFA World Cup 2026™

The city is one of nine zones in Washington designed by Seattle FIFA World Cup 2026 organizers

January 14, 2025 - by Melissa Morin, Communications and Community Relations Director



"Bellingham is ready to get in the game for FIFA World Cup 2026! From waterfront watch parties to showcasing our unrivaled recreation opportunities, we can't wait to show off the best of the Pacific Northwest. We are harnessing our uniquely Bellingham energy to make the Bellingham fan zone an unforgettable experience now, and a legacy for our future." – Mayor Kim Lund

Bellingham has been selected as one of nine "fan zone" cities in Washington State, designated by the [Seattle FIFA World Cup 2026 organizing committee](#). The Seattle organizers want to ensure as many Washingtonians as possible can be a part of this historic event, and the City of Bellingham is thrilled to invite our local fans and fans from around the world to take in FIFA World Cup 2026™ with an unforgettable fan zone!

We're right in the middle of the excitement, conveniently located between matches in both Seattle and Vancouver, BC, and we're poised to celebrate with soccer fans from all over, welcoming them to make Bellingham their home base to explore the best of the Pacific Northwest.

What does it mean to be a fan zone?

As a fan zone, Bellingham will air each of the six FIFA World Cup 2026™ matches played in Seattle at local venues for exciting watch parties – including a game on June 19 featuring Team USA.

Our community will also benefit from a portion of state and federal funding for security and small business readiness, and we'll receive support to host fan activations and spin-off events activities to celebrate the spirit of the games. In addition to watch parties, you can expect other opportunities to join in the excitement – with more chances to watch matches from other North American cities; arts, culture and recreational activities; and tie-ins to existing local events.

We are also harnessing this opportunity to not only make the Bellingham fan zone a top-notch experience in 2026, but also to leave a legacy for our community's future. We're leveraging this moment to grow economic opportunities for local businesses, spur legacy projects that will benefit our community for years to come, and to showcase our city as a perennial destination for visitors.

What's next?

Bellingham is ready to get in the game for FIFA World Cup 2026™. The City of Bellingham has been working for months to secure this opportunity, and we are building a team with the expertise to make this an unrivaled experience with lasting positive impact for our community.

We're grateful and excited to have key partnerships in place with the Port of Bellingham and Visit Bellingham – organizations poised to lead on economic development opportunities and tourism.

In the coming months, we will be rolling out the plans we've had underway to convene the many stakeholders who are critical to making this a success. Over the next year and a half, this group of local experts will support planning for transportation needs, local business supports, events and activities, City projects and much more.

We are all in to make our city shine, and we can't wait to enjoy FIFA World Cup 2026™ with you, Bellingham!

Media Contact

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cob.org/news



FOR IMMEDIATE RELEASE

Wednesday, January 15, 2025

Media Contact:

Whatcom County Health and Community Services
Marie Duckworth, Communications Specialist
Health-PIO@whatcomcounty.us

didgʷálič to Bring Whole-Person Opioid Treatment to Whatcom County

WHATCOM COUNTY, WA — didgʷálič Wellness Center (dWC) and Whatcom County Health and Community Services (HCS) have partnered to bring dWC's whole-person opioid treatment program to local residents. The program will start in the first quarter of 2025.

Bellingham City Council Past President Dan Hammill helped facilitate this partnership between didgʷálič and Whatcom County Health and Community Services.

"This is an incredible gift from didgʷálič Wellness Center," Hammill said. "Our unique partnership will connect hundreds of our community members with a source of hope and healing."

The Swinomish Tribe founded the didgʷálič Wellness Center with the vision that a compassionate and effective response to the opioid crisis requires working together to serve everyone in our region. At the Bellingham didgʷálič Wellness Center, life-saving medications like methadone and buprenorphine will be dispensed from mobile medical units (MMUs) that will travel to Bellingham six days a week from Swinomish. This will be combined with on-site addiction counseling. Clients can also work with service navigators and peer counselors. Security will also be on-site to assist clients.

Clients can receive free transportation to dWC Anacortes for additional services like mental health care, primary care, cultural care, dental care, and social service case management, in addition to addiction treatment.

didgʷálič will have designated MMU parking and clinical office space at Whatcom County's Behavioral Health Campus, co-located with the crisis triage and detox facilities at the Anne Deacon Center for Hope.

"Medical care with Methadone and Buprenorphine is the life-saving foundation that helps clients stay alive and in treatment long enough to benefit from the rest of didgʷálič's whole-person care," Jeremy Wilbur, Swinomish Development Authority Chairman. "The didgʷálič

Wellness Center is the first clinic in the country to offer integrated, whole-person care under one roof for people with opioid use disorder.”

Whatcom County currently has a shortage of medication treatment options for opioid use disorder (MOUD). This new low-barrier option will reduce opioid overdoses and help people sustain recovery.

“We are grateful to our partners at didg^wálič and to the Swinomish Tribe for bringing their innovative and evidence-based program to Whatcom County,” said Malora Christensen, Response Systems Division Manager with Health and Community Services.

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**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.

Board Members Present: Rick Osen, Rebecca Craven, Kristy Van Ness, Kendra Bradford and Deborra Garrett
City Council Library Liaison: Not present
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: None

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

DRAFT

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 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
				-
				404,236
<u>Item 2: Universal Improvements: Update Exterior Windows</u>				
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
				-
				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





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.

Bellingham Public Library - Performance & Activity Measures, December 2024

	December		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	703	1,780	21,005	23,515	-10.67%
Electronic copies purchased by BPL	211	87	1,751	2,203	-20.52%
Physical copies withdrawn from the collection	421	(309)	(9,412)	(25,687)	-63.36%
Total physical holdings			183,828	179,817	2.23%
Total electronic holdings available to BPL			167,328	155,606	7.53%
Total Holdings (Physical and Electronic)			351,156	335,423	4.69%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity					
Central Library					
Adult	40,977	41,298	487,275	508,236	-4.12%
Youth	39,671	40,620	496,399	510,565	-2.77%
Sub-Total Central	80,648	81,918	983,674	1,018,801	-3.45%
Fairhaven Branch					
Adult	4,887	4,849	58,545	59,697	-1.93%
Youth	2,461	2,569	31,475	28,584	10.11%
Sub-Total Fairhaven	7,348	7,418	90,020	88,281	1.97%
Barkley Branch					
Adult	4,599	4,789	55,035	55,176	-0.26%
Youth	4,759	4,283	51,617	50,572	2.07%
Sub-Total Barkley	9,358	9,072	106,652	105,748	0.85%
Bellis Fair Branch					
Adult	1,091	1,110	14,155	8,623	64.15%
Youth	1,986	1,627	23,150	14,050	64.77%
Sub-Total Bellis Fair	3,077	2,737	37,305	22,673	64.53%
Bellingham Technical College					
Adult	15	0	387	183	111.48%
Youth	0	0	45	36	25.00%
Sub-Total BTC	15	0	432	219	97.26%
Whatcom Community College					
Adult	171	175	1,847	1,988	-7.09%
Youth	17	30	292	718	-59.33%
Sub-Total WCC	188	205	2,139	2,706	-20.95%
Western Washington University					
Adult	214	177	2,448	1,832	33.62%
Youth	79	69	872	570	52.98%
Sub-Total WWU	293	246	3,320	2,402	38.22%
Sub-Total Physical	100,927	101,596	1,223,542	1,240,830	-1.39%
Online Services					
Kanopy	1,857	2,047	21,547	23,091	-6.69%
WA Anytime Library Overdrive	40,816	38,743	483,801	444,184	8.92%
Overdrive Magazines	6,997	7,461	73,975	39,731	86.19%
Sub-Total Online	49,670	48,251	579,323	507,006	14.26%
Total Circulation	150,597	149,847	1,802,865	1,747,836	3.15%
Holds Activity					
Items placed on hold shelf	29,254	49,158	605,957	603,184	0.46%
Services					
Persons Visiting - Number of persons counted as they enter the libraries					
Curbside	0	32	310	404	-23.27%
Central Library	29,306		360,935		
Fairhaven Branch	2,997		37,510		
Barkley Branch	2,018		29,722		
Bellis Fair Branch	1,936		24,471		
Total Persons Visiting	36,257	32	452,948	404	
Website Visits	39,760	38,183	498,040	482,477	3.23%
This count reflects number of visits to www.bellinghampubliclibrary.org					
Bibliocommons visits	26,843	23,450	379,866	226,000	68.08%
This count reflects number of visits to Bibliocommons					
Total Website Visits	66,603	61,633	877,906	708,477	23.91%
Computer Usage - Number of sessions					
Central Library					
Adult & Teen (30 terminals)	3,526	3,091	38,140	37,093	2.82%
Childrens (3 terminals)	73	70	864	594	45.45%
Fairhaven Branch (6 terminals)	222	155	2,798	2,273	23.10%
Barkley Branch (4 terminals)	119	121	1,845	1,778	3.77%
Bellis Fair Branch (4 terminals)	119	125	1,433	803	78.46%
Total Computer Usage	4,059	3,562	45,080	42,541	5.97%
New Borrowers Registered					
Central Library	456	474	7,945	8,032	-1.08%
Fairhaven Branch	23	31	429	387	10.85%
Barkley Branch	13	15	342	393	-12.98%
Bellis Fair Branch	50	46	585	510	14.71%
Total New Borrowers Registered	542	566	9,301	9,322	-0.23%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs					
Programs	58	41	1,062	1,000	6.20%
Attendees	1,608	1,114	28,863	22,807	26.55%
Volunteer Hours	236	334	5,107	5,451	-6.31%

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

December 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 JANUARY 21, 2025, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
Materials, Equipment and Supplies		
Books; DVDs; supplies; child masks	Amazon	3,332.38
Books	Baker & Taylor	35,439.17
Security patches	Bergen	492.52
Goodbye Cards	Bison Bookbinding	34.06
Books	Center Point Large Print	211.64
Water (Barkley & Bellis Fair Branches)	Clearwater	20.17
Staff appreciation event food	Community Food Coop	171.85
Hand warmers	Costco	165.05
Security uniforms	Curtis Blue Line	767.22
Door stop	Home Depot	7.92
books	Information Today	493.03
Lost Interlibrary loan	Kitsap Regional Library	16.99
Lost Interlibrary loan	Klamath County Library	14.50
DVDs, CDs, recorded books	Midwest Tape	7,903.68
Vehicle fuel	Nelson-Reisner Distributor	374.33
Office supplies	ODP Business Solutions	555.66
Staff appreciation event food	Otherside Bagels	149.65
Staff appreciation event food	Pure Bliss	186.00
Labels	Sticky Business	561.92
Sunset magazine subscription	Sunset Magazine	44.95
Staff milestone anniversaries	Trader Joe's	35.54
Staff milestone anniversaries	Village Books	308.09
Copier paper	WCP Solutions	430.55
Community outreach supplies	West Marine	289.92
Furniture replacement parts	Workpointe	76.71
Books	World Book	

Materials, Equipment & Supplies Sub Total	\$52,083.50
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Services and Interfund Charges

Staff learning day activity	Animals as Natural Therapy	187.50
Barkley Branch cleaning	Action Cleaning	1,629.94
Bellis Fair Branch cleaning	Advantage Building Services	4,432.98
Memberships; PLA Stats; webinar; PLA registrations	American Library Association	729.80
Signage	Applied Digital Imaging	953.02
Hotspot service	AT&T	18.24
Preprocessing	Baker & Taylor	6,137.53
Bellis Fair Branch lease	Bellis Fair Mall Territories	5,357.00
pest management	Biobug	70.85

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

December 2024 CLAIMS

Bellis Fair Branch natural gas	Cascade Natural Gas	27.66
Computer replacement allocation	City of Bellingham Interfund	14,133.11
Facilities allocation	City of Bellingham Interfund	56,043.91
Fleet Services	City of Bellingham Interfund	820.00
IT Service allocation	City of Bellingham Interfund	28,350.29
Qualified Energy Conservation Bond sinking fund	City of Bellingham Interfund	3,517.00
Risk Management	City of Bellingham Interfund	13,435.61
Technology replacement allocation	City of Bellingham Interfund	3,182.02
Telecom Services	City of Bellingham Interfund	2,979.12
Playbook ad	City of Bellingham Parks department	1,125.00
Barkley & Bellis Fair branch water cooler rentals	Clearwater Systems	142.65
Graphic Design	Katrina Lyon Design	720.00
Copier leases and copies	Kelley Create	3,439.10
Translation services	Language Line	61.83
Preprocessing	Midwest Tape	690.05
eBooks, eAudiobooks	Overdrive Inc	21,584.08
membership	Pacific Northwest PNLA	150.00
Bellis Fair internet service	Pogozone Wireless	367.49
Digital subscription	Seattle Times	19.96
Exterior Signage	Signs Plus	1,067.58
Mileage reimbursement (programming & branch)	Staff	263.31
Barkley Branch operating costs	Talbot Services LLC	533.33
Borrower notices	Unique Management	292.30
Hotspot service	Verizon Wireless	1,360.34
Membership	Washington Library Association	1,503.00

Services and Interfund Charges Sub Total \$175,325.60

Gift Fund

Books	Baker & Taylor	3,143.85
Community outreach giveaway	Canva	117.72
Adult Programming	Chef Store	20.90
Event Deposit	Hotel Leo	600.00
Exterior Renovation Design	Miller Hull	44,514.30
Latine Digital Storytelling	Monica Koller	9,150.00
Large Print Books	Playaway	79.56
Discover Pass for Backpacks	WA State Parks and Recc	300.00

GIFT FUND OUTLAYS Sub Total \$57,926.33

Total General Fund claims \$227,409.10

Total General Fund & Gift Fund claims \$285,335.43



City of Bellingham

Library - Budget to Actual - General Fund

December 2024 100% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Grants		0		
Print and Copy Fees	16,885	15,000	(1,885)	113%
Lost, Damage & Non-resident Borrower Fees	9,918	16,100	6,182	62%
Fairhaven Auditorium Rental Fees		5,000	5,000	0%
Miscellaneous Revenues	815	0	(815)	
Total Revenue	27,618	36,100	8,482	77%
Expenses				
Salaries and Wages	3,633,426	3,666,148	32,722	99%
Personnel Benefits	1,635,009	1,817,162	182,154	90%
Physical Materials, Equipment and Supplies	407,196	365,845	(41,351)	111%
Services, Digital Materials and Interfund	2,291,325	2,226,225	(65,099)	103%
Automated Materials Handler expansion	33,934	35,000	1,066	97%
Total Expenditure	8,000,890	8,110,381	109,491	99%

Library - Budget to Actual - Gift Fund

December 2024 100% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Donations	55,976	122,141	66,166	46%
Total Revenue	55,976	122,141	66,166	46%
Expenses				
Gift Fund expenses	85,282	150,000	64,718	57%
Total Expenditure	85,282	150,000	64,718	57%

QUARTERLY DONATION REPORT for LIBRARY BOARD OF TRUSTEES

2024 - 4th Quarter Donations to Library Gift Fund

Date	Received from:	Amount	Purpose:
10/4/2024	Individual	\$ 50.00	Unrestricted
11/26/2024	Individual	\$ 150.00	Unrestricted
12/6/2024	Richard & Helen Scholtz	\$ 3,000.00	Children's Materials
12/27/2024	Individual	\$ 50.00	Unrestricted
12/31/2024	Misc Donations Sep-Dec	\$ 121.65	Unrestricted
TOTAL		\$3,371.65	

2024 - 4th Quarter Donations to Library Funds at Whatcom Community Foundation

Date	Received from:	Amount	Fund
10/3/2024	Friends of Bellingham Public Library	\$5,000.00	Library Giving Day
10/8/2024	Leslie Murdock	\$ 1,000.00	Fairhaven Materials
10/17/2024	Individual	\$ 10.00	Unrestricted
10/21/2024	Posel Gockley Fund	\$15,000.00	Capital
10/23/2024	Francis Posel	\$5,000.00	Capital
10/25/2024	Individual	\$50.00	Library Giving Day
10/25/2024	Anonymous	\$10.00	Library Giving Day
11/17/2024	Individual	\$ 10.00	Unrestricted
11/25/2024	Individual	\$ 50.00	Library Giving Day
11/25/2024	Anonymous	\$ 10.00	Library Giving Day
11/26/2024	Jerry H. Walton Foundation	\$10,000.00	Capital
11/26/2024	John E. Goerlich Charitable Trust	\$1,000.00	Unrestricted
12/2/2024	Anonymous	\$3,000.00	Unrestricted
12/3/2024	Leslie Murdock	\$1,095.32	Fairhaven Materials
12/17/2024	Individual	\$ 10.00	Unrestricted
12/18/2024	Dr. Lloyd & Kay Chapman Foundation	\$ 300.00	Unrestricted
12/22/2024	Individual	\$33.33	Materials
12/23/2024	Individual	\$20.51	Materials
12/25/2024	Individual	\$50.00	Library Giving Day
12/25/2024	Anonymous	\$10.00	Library Giving Day
12/27/2024	Anonymous	\$100.00	Unrestricted
12/28/2024	Anonymous	\$250.00	Unrestricted
12/30/2024	Individuals via WCF Kinder Fund	\$500.00	Unrestricted
TOTAL		\$42,509.16	

2024 - 4th Quarter Gift Fund balances

Whatcom Community Foundation		
Bragg - Muldrow Endowment - Spendable portion		\$896,803.54
Capital (\$121,627 designated for Fairhaven Branch capital improvements)		\$266,543.60
Fairhaven Branch Materials		\$9,633.00
Materials		\$14,694.16
Unrestricted		\$89,878.11
Library Giving Day		\$20,650.00
	TOTAL	\$1,298,202.41
Library Gift Fund		
(Variety of designated funds including \$265,008.87 in WCF distributions)		\$367,707.08
	GRAND TOTAL	\$1,665,909.49
Designated Endowment Fund (Held at WCF, principle total)		\$74,601.60

2024 - Capital Fund Donations for Lower Floor Renovation

Date	Received from:	Amount	Purpose
11/26/2024	Jerry H. Walton Foundation	\$10,000.00	Children's
10/23/2024	Francis Posel	\$5,000.00	Children's
10/21/2024	Posel Gockley Fund	\$15,000.00	Children's
8/15/2024	Estate of Kelly Follis	\$100,000.00	General
2024 Donations TOTAL		\$130,000.00	

Patron Use of Databases and Learning Resources

Vendor	Database	Metric	2023	2024						Q4	Year-to-
			Q4	Q1	Q2	Q3	Oct	Nov	Dec	TOTAL	Year %
			TOTAL	TOTAL	TOTAL	TOTAL					
Candid	Foundation Directory Online#	Profile Views	480	298	761	335	245	177	43	465	-3.1%
Data Axle	Reference Solutions*	Detail Records Viewed, Downloaded, and Printed	9	8	7	7	2	-	2	4	-55.6%
EBSCO	Auto-Repair Source	Sessions	60	-	-	-				-	-
EBSCO	Consumer Reports	Page Views	7,558	10,053	9,840	8,739	3,075	4,263	3,478	10,816	43.1%
EBSCO	Ethnic Diversity Source	Requests	-	-	1	-	1		3	4	-
EBSCO	NoveList Plus	Requests	581	314	83	135	2	6	35	43	-92.6%
EBSCO	NoveList K-8 Plus	Requests	48	8	262	2	3		1	4	-91.7%
Gale	Gale databases	Item Requests	711	503	359	447	243	266	65	574	-19.3%
Gale	ChiltonLibrary.com	Retrievals		139	78	193	73	94	126	293	-
Grey House	Weiss Financial Ratings	Page Views	789	700	796	588	49	23	243	315	-60.1%
Library Ideas	Freegal	Songs Streamed or Downloaded	24,479	31,461	27,369	21,817	8,514	9,841	10,494	28,849	17.9%
LinkedIn	LinkedIn Learning	Video Views	3,141	2,362	2,449	2,596				-	
Mango	Mango	Sessions	1,110	1,264	1,299	1,507	486	468	493	1,447	30.4%
NewsBank	NewsBank^	Documents Viewed	12,448	9,977	11,545	6,226	2,793	2,645	2,524	7,962	-36.0%
ProQuest	Ancestry Library Edition#	Document Views	1,258	773	1,434	1,396	796	485	631	1,912	52.0%
ProQuest	CultureGrams	Pages Viewed	140	9,108	2,995	68	38	5	16	59	-57.9%
ProQuest	HeritageQuest	Records Viewed	708	1,538	568	613	126	192	112	430	-39.3%
ProQuest	US Newsstream & US Dailies	Retrievals	317	590	866	801	224	289	250	763	140.7%
ProQuest	Newspapers.com - West	Retrievals	1,538	750	1,057	1,206	1,626	460	631	2,717	76.7%
		TOTAL	55,375	69,846	61,769	46,676	18,296	19,214	19,147	56,657	2.3%

No remote access

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

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



DIRECTOR'S REPORT FOR January 21, 2025

At the January Board meeting, we will say goodbye to Chair Rick Osen with gratitude for his ten years of service to the Bellingham Public Library. Through thick and thin (including a worldwide pandemic), Rick's steady leadership, relationship-focused outlook, deep knowledge of library operations, and healthy dose of humor have been a gift to me, and to our organization. Rick, we will miss you on the Board and hope to see you often at the Library! (Rebecca Judd, Library Director)

WELCOME & INCLUDE



Welcoming Spaces: SkillShare Programs at the Central Library are off to a great start in 2025. Community Relations Specialist Jenni Johnson has scheduled a wide variety of programs geared specifically toward adults, including info sessions with Opportunity Council, NAMI Whatcom, Northwest Regional Council, and the Bellingham Vet Center. Monthly programs also include Street Law, Home Emergency Preparedness classes, Drop-In Home Item Repair Workshops, and Whatcom Community College open houses. Jenni is currently working with local educator Rosalee Ronquillo to develop a series of presentations for people with

dementia or their caregivers and families. In addition, Certified Brain Fitness Trainer Dawn Anderson continues to offer Experience Brain Fitness sessions once a week. Craft and hobby workshops include Small Looms, Spinning Fiber, and the new-to-us Correspondence Club, encouraging people to make creative mail, such as cards, postcards, letters, and envelopes, to connect with others near and far. In April and May, Smart Trips' education coordinator, Libby Chenault will offer education programs focused on transportation. And the Whatcom Genealogical Society is already planning their annual Genealogy Jump Start program in Oct. 2025. (Annette Bagley, Head of Community Relations)

Library Assistant Promotions: We received approval in late December to fill two vacant 25-hour Library Assistant positions with existing Library staff. Congratulations to Dani Knapp and Ingmar Freske who moved from non-benefitted positions to fill these benefitted vacancies starting January 16. (Jen Vander Ploeg, Head of Operations)

Security Supervisor: The Security Supervisor position is expected to be posted soon. This position will oversee security City-wide, creating a new division within Public Works. Once the Security Supervisor is hired, all the Library Security and Information Attendants will report to them. This change recognizes the need for someone with direct expertise in this important work and also provides the best opportunity to respond to changing needs across the City. The Library is working closely with Public Works to ensure that the foundational work that has been done here can be leveraged to support the whole City. The initial

scope of the work will be limited to the Library and City Hall and the Security Supervisor will work closely with Library staff to understand our needs and the procedures and tools we've put in place to address those needs. (Katrina Buckman, Head of Public Services)

Strategic Initiatives Manager – Health and Human Services: Earlier this month the management team met with Jason Korneliussen, Strategic Initiatives Manager for the City of Bellingham. Jason started in this new position three months ago and has been networking with many community partners to foster a holistic approach to Health and Human Services projects in the City. We look forward to open lines of communication with Jason and have welcomed him to visit the Library weekly to talk to staff and observe the impacts that the urgent lack of day shelter options in our community has on our shared public space. (Katrina Buckman, Head of Public Services)

Bike Patrol: The Bellingham Police Department brought back bike patrols in January after a hiatus of many years. The unit consists of one Sergeant (Sergeant Aspessi) and four Officers (Officers Thompson, Terry, Alves, and Ridlon). They will be covering all days of the week, with hours from 7 am – 5 pm and a focus on Downtown. The Central Library will be in their service area. RSU Security patrols will now be limited to after-hours coverage of the Commercial Street Parking Garage and the Railroad Garage. The Library has initiated conversations with Sergeant Aspessi about the ways the Bike Patrol can support our Rules of Conduct and keep our spaces safe. (Katrina Buckman, Head of Public Services)

ACCESS & OPPORTUNITY

Outreach: The Library is extending the pause to Outreach Services. After thoughtful consideration, Rebecca has withdrawn the request to fill the open Outreach Specialist position. Once we have more information about the 2026 City budget and the unique needs that we will face during the construction project, we will reevaluate the position. Until then, the position will remain vacant in our budget. We are currently working on a list of services we can make available to Outreach patrons and facilities during the interim period. (Katrina Buckman, Head of Public Services)

Grant for Bilingual Books: Children's Librarian Ali Kubeny applied for, and received, a \$500 grant from Colorado Libraries for Early Literacy (CLEL). The grant money will be utilized to enhance a collaboration between Sea Mar Maternity Support Services and the Library. Ali will select board books in Spanish and English that will be distributed by home health nurses. To help kick-off this collaboration, Ali held a special bilingual storytime at the Bellis Fair Mall for Maternity Support Services clients, to help introduce families to the Bellingham Public Library and Library services. (Bethany Hoglund, Deputy Library Director)

READ & LEARN



Learning Through Song: The Songs from the Heart flute concert with Peter Ali on Jan. 4 was a big success with 72 attendees in the Central Library Lecture Room. Peter brought approximately 12 flutes to play during his performance, and he managed to play all of them. He told personal and historical stories about the origin of the flutes and his experience with playing them. Peter's stories were poignant and engaging. His flute performance was beautiful, with many people in the audience moved by the experience. Ten attendees left comments of gratitude as they exited the event. (Annette Bagley, Head of Community Relations)

Welcome, Salmon!: 200 Coho eggs will be delivered on Tuesday, January 21 at 4 p.m. to the tank in the Children’s Library. We are so thankful for this collaboration with the Nooksack Salmon Enhancement Association. (Bethany Hogle, Deputy Library Director)



Whatcom READS: Free tickets are now available on the Mount Baker Theatre website for [An Evening with Erica Bauermeister and Friends](#), Friday, Mar. 14, 2025, celebrating the 2025 Whatcom READS title **No Two Persons**. New this year, Bushwick Book Club Seattle will open the event with original music composed by local musicians and inspired by **No Two Persons**. Following the music, the author will provide a talk about the book and will then be in conversation with Kelly Evert and Paul Hanson, co-owners of Village Books and Paper Dreams. The following morning, Saturday, Mar. 15, [A Conversation with Erica Bauermeister](#) is a virtual event hosted by BPL Adult Services Librarian Katie Bray. (Annette Bagley, Head of Community Relations)

INFORM & INVOLVE

The Power of Story: Somos Comunidad is the new collection of Latine focused digital stories now available on the BPL website under News: [Library and Connecting Community Present Local BIPOC Stories - Bellingham Public Library](#) These stories are co-located with The Resilience Circle (2023) and The Unrooted Experience (2021). All three collections were completed in collaboration with Monica Koller of Connecting Community and funded by The Friends of the Bellingham Public Library. Mark your calendars for a free community event to collectively view the videos and honor the storytellers on Saturday, April 26, 12:30 – 3:00 p.m. at Hotel Leo in Downtown Bellingham. (Annette Bagley, Head of Community Relations)

Black Lives Matter Curriculum Event: Children’s Librarian Bernice Chang and Teen Librarian Jennifer Lovchik attended Bellingham School District’s Black Lives Matter curriculum fair for educators. Bernice and Jennifer showcased a wide variety of Library materials to support units of inquiry, made connections with educators, issued classroom accounts, and checked out materials. (Bethany Hogle, Deputy Library Director)

Dolly Parton Imagination Library: The Library continues to be a partner with United Way in connecting Whatcom County families to the Dolly Parton Imagination Library. The Dolly Parton Imagination Library mails each enrolled child a free book monthly until the child’s fifth birthday. United Way reports that over 6,800 families in Whatcom County have benefitted from this program, resulting in 124,737 books being mailed to local children since the program launch in 2022. Books are available in English and Spanish/Bilingual, as well as Braille and Audio for children who qualify. (Bethany Hogle, Deputy Library Director)

Happy Birthday! Happy Birthday Fairhaven Library posts on social media drew a wide audience on Dec. 20. The Facebook post had an organic reach of 9,458 with 14,221 views, 225 interactions and 29 shares. The Instagram post had an organic reach of 895 with 1,141 views and 186 interactions. (Annette Bagley, Head of Community Relations)



THRIVE & GROW

Facilities Update: In December, we had two notable building issues. An important part fell off the front doors at the Central Library which left them inoperable for several days. Staff did a great job of manually opening and securing the front entrance while waiting for parts to arrive and repairs to be made. In addition, late in the day before we closed for the Christmas holiday, we had a small hot water tank fail which created a flood upstairs in the staff area at Central. Thankfully, staff were still in the building when the water started to spread and Public Works was able to “stem the flow” before the holiday. They made repairs quickly after Christmas and we were grateful the issue was caught before the two-day closure. (Jen Vander Ploeg, Head of Operations).

Respectfully submitted,

Rebecca Judd

2024 Annual Action Plan

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

- **Q4** Develop new Welcome brochure to orient new patrons to Library services
- Q3 Design and implement an All-Staff Learning Day in October 2024
- Q1 Prioritize recommendations from Security Assessment and develop implementation plan
- Develop a plan on critical incident debriefing, to clarify who is responsible for convening a debriefing, who should be involved, what is the process, what happens afterwards, and how and what do we communicate with those who were not directly involved
- Q3 Update Emergency Management procedures
- Develop a 'Learning Hours' system for all library staff
- Q2 Build and implement a robust training/conference system for library employees that is equitable, transparent, easy to understand, and that requires minimal supervisor oversight. Add new trainings in active shooter/lethal threat; situational awareness and de-escalation, and fire/emergency drills
- Q1 Build and manage an onboarding system that also connects to staff training and ensures a shared foundation and knowledge of current policies and procedures among staff regardless of their tenure at the Library
- Implement community care and wellness practices that help staff at all levels manage and mitigate any current or long-term burnout, and that helps prevent new burnout from developing

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

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

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

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

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

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

- Q3 Partner with city and community leaders to foster public education and involvement in issues that matter, with a 2024 focus on climate action, anti-racism, homelessness, substance use & civic engagement
- Q4 Build awareness of Library facility and service needs into City of Bellingham Comprehensive Plan

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

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

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 on devices connected via WiFi 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

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