

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.*

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|---|--------|
| <b>1. Call to order and introductions</b>   | 1 min  |
| <b>2. Approve/modify agenda</b>   | 1 min  |
| <b>3. Public comment</b><br>This time is set aside for members of the public to make comments.<br>Remarks will be limited to three minutes.   | 3 min  |
| <b>4. Consent agenda (see packet materials)</b><br>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"><li>• <b>Communications and FYI</b></li><li>• <b>Minutes:</b> January 20, 2026: Regular Board Meeting</li><li>• <b>Library performance &amp; activity measures:</b> January 2026</li><li>• <b>Financial reports</b><br/>Claims: January 2026<br/>YTD report: January 2026</li></ul> | 5 min  |
| <b>5. Reports</b> <ul style="list-style-type: none"><li>• Board Chair</li><li>• Library Board members</li><li>• City Council liaison</li><li>• Friends of Bellingham Public Library</li><li>• Library Director (see packet materials)</li></ul>   | 10 min |

**Time check: 3:50**

<b>6. OPMA and PRA training announcement</b>	5 min
• Madeline Rosenvinge, Administrative Assistant	
<b>7. 2026 WCF disbursements – Action Item (see packet materials)</b>	5 min
• Rebecca Judd, Director	
	<b>Time check: 4:00</b>
<b>8. The Lifecycle of a Library Item presentation</b>	20 min
• Jenni Johnson, Community Relations Specialist	
<b>9. 2025 Incident Report and HEART data: year in review (see packet materials)</b>	15 min
• Katrina Buckman, Head of Public Services	
	<b>Time check: 4:35</b>
<b>10. Central Library Renovation update (see packet materials)</b>	10 min
• Rebecca Judd, Director	
<b>11. Fundraising Committee update</b>	5 min
• Fundraising - Kristy Van Ness, Vice Chair	
<b>12. Day Shelter Committee update</b>	5 min
• Day Shelter committee – Deborra Garrett	
	<b>Time check: 4:55</b>
<b>13. New business</b>	3 min
<b>14. Agenda items for next meeting</b>	2 min
	<b>Time check: 5:00</b>
<b>15. Adjourn</b>	

**Accessibility:**

The Bellingham Public Library Lecture Room is ADA accessible. Elevator access to the lower 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, March 17, 2026 – 3:30 p.m.  
Location: Lecture Room, Central Library, 210 Central Avenue  
Bellingham, Washington**



## Communications & FYI

- *Cascadia Daily News* **Nov. 26, 2025** [ICE arrests two men near courthouses in Bellingham, apparently violating state law\\*](#)
- *Cascadia Daily News* **Feb. 3, 2026** [Bellingham Library Closure in late 2026 necessitates alternative day-shelter option\\*](#)
- *Bellingham Herald* **Feb. 4, 2026** [Bellis Fair library to temporarily expand amid downtown site closure\\*](#)
- *Larsen.house.gov* **Feb. 9, 2026** [Larsen Secures Local Jobs and Infrastructure Investments in Funding Bills](#)
- *Cascadia Daily News* **Feb. 10, 2026** [Federal agents detain man in front of Bellingham Public Library Monday\\*](#)
- *Whatcom-News.com* **Feb. 10, 2026** [Bellingham Central Library Branch Phase 2 renovations scheduled](#)
- *My Bellingham Now* **Feb. 10, 2026** [DVSAS, Bellingham Central Library among beneficiaries of federal funding package](#)

\* This article link points to the Newsbank database. To read the article you will need to log in to your Library account using your Barcode Number and Password/PIN.

# Bellingham Central Library Renovation Phase 2 Moves Forward with Design

January 27, 2026

Bellingham Public Library is moving forward with Phase 2 of the Central Library interior renovation project, an important step in modernizing the building to meet the needs of today’s community. The update of the nearly 75-year-old library is currently in the design phase. Construction is expected to begin in late 2026 or early 2027 and continue through late 2027. Until then, the Central Library will remain [open regular hours](#) for most of this year.

The City Council recently authorized the Mayor to accept \$3.03 million in state grant funding for the project, which, combined with \$2 million in City resources and \$3.5 million in private donations, makes these critical improvements possible.

Opened in 1951 for a population of 34,000 and last remodeled in 1985, the Central Library now serves nearly 100,000 residents and welcomes close to half a million visits each year. While Phase 1 of renovations in 2021 modernized the main floor seating, study areas, and public amenities, other parts of the building—particularly the children’s spaces, staff work areas, and key public spaces—have not been updated in decades.

“For generations, the Central Library has been a place where families, students, and the community come together,” said Rebecca Judd, Library Director. “Phase 2 will help us create safe, welcoming, and inspiring spaces for children, teens, staff, and everyone who visits.”

## Renovating for the Community

Phase 2 focuses on three main areas:

- **Children’s and teen spaces:** Ground floor youth areas will be modernized with new finishes, furniture, lighting, and ADA-accessible design. A relocated teen area and a multi-purpose room within the renovated children’s area will provide flexible space for programs and activities for both youth and the wider community.
- **Safe and welcoming spaces:** The ground floor layout will be opened for better sightlines and safety, public restrooms will be renovated, and the main floor help desk relocated to better serve visitors and staff.
- **Staff work areas:** Ground floor and upper mezzanine staff spaces will be updated for improved workflows, supporting employees who keep the library running smoothly.

Heating, ventilation, and cooling improvements are also part of the project. While the Library initially hoped to provide air conditioning throughout the building, the current budget and existing electrical and HVAC systems make this infeasible. Instead, updates will repair and enhance the existing system to improve heating and ventilation, with targeted air conditioning in contained areas, like the multi-purpose room.

“Schematic design has given us a strong foundation for the project while leaving room for flexibility as we refine details,” Judd said. “It ensures we can respond to the needs of our community as we finalize plans and move into construction.”

The Library has been collecting community input about its facility needs for decades, most recently while completing the [2022 Library Facilities Master Plan](#). In 2026, the Library is also gathering targeted community input that centers youth voices to guide aesthetic decisions for youth spaces.

## Maintaining Library Services During Construction

When the Central Library temporarily closes to the public for construction (in late 2026 or early 2027), Bellingham Public Library will continue to offer services and expanded hours at its other branches. To provide additional program and community space during construction, the Library has negotiated a temporary expansion adjacent to the Bellis Fair branch, alongside continued services at Barkley and Fairhaven branches. Other temporary locations for storytimes and youth programming are also being explored.

“The Bellis Fair expansion allows us to continue offering program and community gathering spaces while the Central Library is being renovated,” Judd said.

## Funding

The total Phase 2 budget is \$8.53 million, supported by:

- [\\$3.03 million in grants](#) from the Washington State Dept. of Commerce
- \$2 million from the City of Bellingham’s Real Estate Excise Tax (REET) funds for HVAC improvements
- [\\$3.5 million in private fundraising](#), of which \$2.2 million has already been raised from hundreds of local donors

“The generosity of the community has been remarkable,” said Rebecca Craven, Chair of the Library Board of Trustees. “These funds allow us to move forward with a renovation that truly reflects how our residents use and value the library today.”

The project remains on budget at this stage, and costs will continue to be monitored carefully throughout design and construction.

## Timeline

Phase 2 is anticipated to go out to bid in late summer 2026, with construction starting in late 2026 or early 2027 and completing by late 2027.

## Learn more

Ongoing updates and details about the renovation, temporary services and [how to donate](#) can be found at [www.bellinghampubliclibrary.org](http://www.bellinghampubliclibrary.org), including answers to [frequently asked questions](#).

Bellingham Public Library is a department of the City of Bellingham, with four branches serving city residents. It operates separately from the Whatcom County Library System, which serves county residents outside the city.



**Regular Meeting of the Library Board of Trustees  
Tuesday, January 20, 2026 – 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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**Board Members Present:** Rebecca Craven, Kristy Van Ness, Kendra Bradford, Deborra Garrett, and Shirin Deylami  
**City Council Library Liaison:** Hannah Stone  
**Library Management Staff:** Rebecca Judd, Annette Bagley, Katrina Buckman, Bethany Hoglund, Jon McConnel, Jennifer Vander Ploeg and Madeline Rosenvinge  
**FOBPL Representative:** Carol Comeau, Friends of BPL Board Liaison  
**Guest Presenter:** None.

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**Call to order and introductions:** Regular session was called to order at 3:34 p.m. by Chair, Rebecca Craven.

**Approve/modify agenda:** Shirin moved to approve the agenda. Deborra seconded. Motion carried.

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

**Consent agenda:** Deborra moved to approve the December 16, 2025 Regular meeting minutes and the December 2025 performance and activity measures and financial reports. Kendra seconded. Motion carried.

**Board Chair report:**

- None.

**Board member reports:** Shirin Deylami noted she is preparing questions for the Library Director review.

**City Council liaison report:** Chair Rebecca Craven welcomed Dan Hammill as the new City Council Liaison. Dan introduced himself, sharing his background and experience, including 12 years on the Council and a focus on human services, housing, and homelessness.

**Friends of BPL report:** Carol Comeau reported that the Friends book sale is scheduled for next week. The Friends Board meeting will be held tomorrow to vote on Library funding requests, with more details to follow next month.

**Library Director report:** Rebecca Judd reported that both upcoming Library events are expected to be at full capacity. She highlighted December statistics, noting significant activity at the Barkley branch in 2025. Kendra Bradford asked about Fairhaven Auditorium fees listed on page 12 of the report; Rebecca confirmed these should be removed in 2026 reports. Shirin Deylami inquired about the Fairhaven elevator repair. Jennifer Vander Ploeg explained that the missing part is difficult to source, and there is no timeline yet for completion.

**2026 Action Plan – Action Item** Rebecca Judd noted an addition to the last bullet under “Inform and Involve” to include 1% for the Arts and centering youth voices. Kristy Van Ness moved to approve the 2026 Action Plan. Shirin Deylami seconded. Motion carried.

**2026-2027 Bridge Strategic Plan (see packet materials) – Action item** Kendra Bradford moved to approve the Bridge Strategic Plan. Deborra Garrett seconded. Motion carried.

**Incident and Behavioral Health Data: Nov/Dec 2025 (see packet materials):** Katrina Buckman reported a decrease in incident reports during November and December, compared to October. Kristy Van Ness noted that the Library system recorded approximately 1,400 incidents in 2025 compared to 54 at Whatcom County Library System. Deborra Garrett confirmed that the excerpts presented accurately reflect routine occurrences and invited Trustees to look at a detailed report if interested. Katrina added that aggravated behavior increased in 2025 compared to 2024. Shirin Deylami asked about monitoring outside areas during renovation; Katrina stated discussions with the security team are ongoing.

**Mayor’s Office update (see packet materials):** Janice Keller, Deputy City Administrator, provided updates on the Mayor’s priorities, including plans for a long-term day shelter to coincide with the Central Library renovation closure. She emphasized collaboration across departments and improvements to agenda processes for better community engagement. Janice also shared updates on legislative advocacy and funding efforts, including requests for earmarked funds for the day shelter. Rebecca Judd noted that federal funding requests for capital improvements to the exterior of the Central Library remain active.

**Central Library Renovation Update:** Rebecca Judd, with Jennifer Vander Ploeg and Caleb Savage, presented the latest schematic design plan, including bid alternates and additional projects (*See attachment #1 at the end of the minutes*). They discussed cost considerations, HVAC limitations, and fundraising strategies. Kristy Van Ness moved to recommend continuing with the schematic design plan, bid alternates, base scope, and additional projects as identified by Library staff. Shirin Deylami seconded. Motion carried.

**Fundraising Committee Update:** Kristy Van Ness reported that Library Giving Day is scheduled for April 1. She moved to allocate Library Giving Day funds and 2026 Muldrow Bragg spendable funds

toward the renovation project. Kendra Bradford seconded. Motion carried. Bethany Hoglund summarized the Capital Campaign Committee kickoff meeting, emphasizing relationship-building and community engagement.

**Day Shelter Advocacy Committee Update:** Deborra Garrett reported ongoing collaboration with City and County officials to explore solutions for a day shelter. Carol Comeau added that she met with the County’s Emergency Services Manager, Deborah Arthur, and will continue outreach efforts.

**New Business:**

- None

**Agenda items for next meeting:**

- The Lifecycle of a Library Item presentation from Jenni Johnson, Community Relations Specialist

**Meeting adjourned** at 5:04 p.m.

**Next Regular Library Board Meeting Tuesday, February 17, 2026 – Central Library Lecture Room – 3:30 p.m.**

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

**Central Library Interior Renovation – Project budget estimates as of Jan 20, 2026**

January 20, 2026  
Meeting Minutes  
Attachment #1

**BUDGET OVERVIEW**

PROJECT FUNDS	\$5,500,000.00	
GRANTS (after admin fees)	\$2,949,100.00	
<b>TOTAL AVAILABLE FUNDS</b>		<b>\$8,449,100.00</b>
A&E (Miller Hull Architects)	\$1,149,726.00	
OTHER SOFT COSTS:		
TEMP SPACES/MOVES	\$95,000.00	
PW PROJECT MANAGEMENT	\$100,000.00	
COMMISSIONING, PERMITS, ETC	\$38,000.00	
<b>TOTAL SOFT COSTS</b>		<b>\$1,382,726.00</b>
ADDITIONAL CONSTRUCTION COSTS:		
1% ARTS	\$85,000.00	
WSST (9.1%)	\$660,000.00	
<b>TOTAL ADDITIONAL CONSTRUCTION COSTS</b>		<b>\$745,000.00</b>
<b>AVAILABLE FOR CONSTRUCTION</b>		<b>\$6,321,374.00</b>

### Cost Estimate at 100% Schematic Design

			General Construction	HVAC	Total	
Floor	Area	Description				
Base Scope	All	All	Tune up boiler, replace pumps, replace heat pump, tune up ventilation system		\$948,907.00	\$948,907.00
	Ground	All	Reconfigure ground floor	\$2,774,150.00		\$2,774,150.00
	Ground	Program Room, Staff work area, Break room/FOBPL	Update ground floor heating and add A/C where possible within electrical constraints (smaller/enclosed areas only)		\$595,728.00	\$595,728.00
	Closed stacks	All	Abate asbestos tiles in Children's public stacks, encapsulate all other tiles	\$31,828.00		\$31,828.00
	Upper Mezz	All	Reconfigure upper mezz	\$1,963,958.00	\$15,168.00	\$1,979,126.00
	<b>Total Base Scope - Construction</b>					<b>\$6,329,739.00</b>
	<b>Target MACC (Maximum Allowable Construction Cost)</b>					<b>\$6,325,000.00</b>
Bid Alternates	First/Main	Restrooms	One of existing restrooms replaced with two gender-neutral restrooms	\$145,534.00		\$145,534.00
	First/Main	Skillshare space	Enclose Skillshare space with glass wall and door (addition of separate HVAC)	\$58,819(est.)	\$41,181.00	\$100,000.00
	<b>Bid Alternates</b>					<b>\$245,534.00</b>
<b>Total with Bid Alternates</b>					<b>\$6,575,273.00</b>	

### Additional Projects – Managed Separately

	Floor	Description	Funding Source	Budget	Project Lead	Notes
Additional Projects	First/Main	Relocation of Help Desk and Public Computer Stations	Jan. 2027 Muldrow Bragg Distribution	\$250,000	Library, Jen Vander Ploeg	Coordinate work/timing with Base Scope project
	All	FF&E (Furniture, Fixtures, & Equipment) Design and Procurement	Jan. 2028 Muldrow Bragg Distribution	\$250,000	Library, Jen Vander Ploeg	Budget to include Miller Hull design allowance

### Bellingham Public Library - Performance & Activity Measures, January 2026

	January		Year to Date		YTD comparison 2026 with 2025
	2026	2025	2026	2025	
<b>Holdings</b> - Number of materials in the library's collection					
Physical copies added to the collection	970	1,887	970	1,887	-48.60%
Electronic copies purchased by BPL	53	96	53	96	-44.79%
Physical copies withdrawn from collection	(365)	(392)	(365)	(392)	-6.89%
Total physical holdings			179,995	183,295	-1.80%
Total electronic holdings available to BPL			179,026	166,068	7.80%
<b>Total Holdings (Physical and Electronic)</b>			<b>359,021</b>	<b>349,363</b>	<b>2.76%</b>
<b>Circulation</b> - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity					
<b>Central Library</b>					
Adult	38,286	41,356	38,286	41,356	-7.42%
Youth	37,027	40,804	37,027	40,804	-9.26%
<b>Sub-Total Central</b>	<b>75,313</b>	<b>82,160</b>	<b>75,313</b>	<b>82,160</b>	<b>-8.33%</b>
<b>Fairhaven Branch</b>					
Adult	5,122	4,869	5,122	4,869	5.20%
Youth	2,948	2,514	2,948	2,514	17.26%
<b>Sub-Total Fairhaven</b>	<b>8,070</b>	<b>7,383</b>	<b>8,070</b>	<b>7,383</b>	<b>9.31%</b>
<b>Barkley Branch</b>					
Adult	4,978	4,810	4,978	4,810	3.49%
Youth	5,496	4,754	5,496	4,754	15.61%
<b>Sub-Total Barkley</b>	<b>10,474</b>	<b>9,564</b>	<b>10,474</b>	<b>9,564</b>	<b>9.51%</b>
<b>Bellis Fair Branch</b>					
Adult	1,305	1,351	1,305	1,351	-3.40%
Youth	1,834	1,989	1,834	1,989	-7.79%
<b>Sub-Total Bellis Fair</b>	<b>3,139</b>	<b>3,340</b>	<b>3,139</b>	<b>3,340</b>	<b>-6.02%</b>
<b>Bellingham Technical College</b>					
Adult	34	35	34	35	
Youth	1	4	1	4	-75.00%
<b>Sub-Total BTC</b>	<b>35</b>	<b>39</b>	<b>35</b>	<b>39</b>	<b>-10.26%</b>
<b>Whatcom Community College</b>					
Adult	156	188	156	188	-17.02%
Youth	12	15	12	15	-20.00%
<b>Sub-Total WCC</b>	<b>168</b>	<b>203</b>	<b>168</b>	<b>203</b>	<b>-17.24%</b>
<b>Western Washington University</b>					
Adult	243	274	243	274	-11.31%
Youth	79	89	79	89	-11.24%
<b>Sub-Total WWU</b>	<b>322</b>	<b>363</b>	<b>322</b>	<b>363</b>	<b>-11.29%</b>
<b>Sub-Total Physical</b>	<b>97,521</b>	<b>103,052</b>	<b>97,521</b>	<b>103,052</b>	<b>-5.37%</b>
<b>Online Services</b>					
Kanopy	1,891	2,017	1,891	2,017	-6.25%
WA Anytime Library Overdrive	43,436	43,209	43,436	43,209	0.53%
Overdrive Magazines	9,166	7,735	9,166	7,735	18.50%
<b>Sub-Total Online</b>	<b>54,493</b>	<b>52,961</b>	<b>54,493</b>	<b>52,961</b>	<b>2.89%</b>
<b>Total Circulation</b>	<b>152,014</b>	<b>156,013</b>	<b>152,014</b>	<b>156,013</b>	<b>-2.56%</b>
<b>Holds Activity</b>					
Items placed on hold shelf	57,337	56,011	57,337	56,011	2.37%
<b>Services</b>					
<b>Persons Visiting</b> - Number of persons counted as they enter the libraries					
Central Library	31,288	35,843	31,288	35,843	-12.71%
Fairhaven Branch	3,666	3,290	3,666	3,290	11.43%
Barkley Branch	2,932	2,802	2,932	2,802	4.64%
Bellis Fair Branch	2,231	2,327	2,231	2,327	-4.13%
<b>Total Persons Visiting</b>	<b>40,117</b>	<b>44,262</b>	<b>40,117</b>	<b>44,262</b>	<b>-9.36%</b>
<b>Website Visits</b>					
Number of visits to www.bellinghampubliclibrary.org	53,242	42,496	53,242	42,496	25.29%
<b>Bibliocommons Visits</b>					
Number of visits to Bibliocommons	26,689	26,338	26,689	26,338	1.33%
<b>Total Website Visits</b>	<b>79,931</b>	<b>68,834</b>	<b>79,931</b>	<b>68,834</b>	<b>16.12%</b>
<b>Computer Usage</b> - Number of sessions					
<b>Central Library</b>					
Adult & Teen (30 terminals)	2,935	3,888	2,935	3,888	-24.51%
Childrens (3 terminals)	81	83	81	83	-2.41%
Fairhaven Branch (7 terminals)	288	212	288	212	35.85%
Barkley Branch (4 terminals)	152	145	152	145	4.83%
Bellis Fair Branch (4 terminals)	134	133	134	133	0.75%
<b>Total Computer Usage</b>	<b>3,590</b>	<b>4,461</b>	<b>3,590</b>	<b>4,461</b>	<b>-19.52%</b>
<b>New Borrowers Registered</b>					
Central Library	759	771	759	771	-1.56%
Fairhaven Branch	51	47	51	47	8.51%
Barkley Branch	28	41	28	41	-31.71%
Bellis Fair Branch	67	65	67	65	3.08%
<b>Total New Borrowers Registered</b>	<b>905</b>	<b>924</b>	<b>905</b>	<b>924</b>	<b>-2.06%</b>
<b>Programs</b> - Library sponsored or co-sponsored educational, recreational, or cultural programs					
Programs	123	85	123	85	44.71%
Attendees	2,542	2,124	2,542	2,124	19.68%
<b>Volunteer Hours</b>	<b>839</b>	<b>807</b>	<b>839</b>	<b>807</b>	<b>4.04%</b>

**BELLINGHAM PUBLIC LIBRARY**  
**Board of Library Trustees**

**JANUARY 2026 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 FEBRUARY 17, 2026, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	<b>VENDOR</b>	<b>AMOUNT</b>
<b>Materials, Equipment and Supplies</b>		
Books; DVDs; supplies;	Amazon	533.55
Books	Center Point Large Print	99.48
Preprocessing Supplies	Demco	13.89
Office supplies	ODP Business Solutions	109.39
Books	Touchpoint Markets	564.62
Copier paper	WCP Solutions	379.56
Key	Yubico	58.86
	<b>Materials, Equipment &amp; Supplies Sub Total</b>	<b>\$1,759.35</b>
 <b>Services and Interfund Charges</b>		
Memberships; PLA Stats; webinar; PLA registrations	American Library Association	297.00
Bellis Fair Branch lease	Bellis Fair Mall Territories	5,357.00
Pest management	BioBug	138.38
Natural gas service	Cascade Natural Gas	3,330.32
Computer replacement allocation	City of Bellingham Interfund	20,125.58
Facilities allocation (Central & Fairhaven)	City of Bellingham Interfund	19,967.22
Fleet Services	City of Bellingham Interfund	1,510.00
Radio Communications Allocation	City of Bellingham Interfund	609.41
Risk Management	City of Bellingham Interfund	9,740.95
Technology replacement allocation	City of Bellingham Interfund	8,954.51
Water/Sewer/SSW service (Central & Fairhaven)	City of Bellingham Interfund	1,254.77
Barkley & Bellis Fair branch water cooler rentals	Clearwater Systems	37.41
Mango Database	Creative Empire	6,162.41
Databases	Data Axle	1,144.50
Databases	EBSCO	9,296.00
Databases	Gale Cengage	5,506.99
Alarm system monitoring	Guardian Security	176.26
Copier leases and copies	Kelley Create	170.34
Bellis Fair Branch waste service	L&L Mall Facilities	112.82
Freegal Subscription	Library Ideas	23,500.00
Bellis Fair internet service	Pogozone Wireless	367.49
Genealogy Subscription	Proquest	9,895.00
Electricity service	Puget Sound Energy	3,942.31
Digital subscription	Seattle Times	19.96
Digital Mortar Door Count Subscription	Traf-sys	1,920.16
Borrower notices	Unique Management	258.00
4th Q borrower notices	WCLS	1,005.14
Elevator Permit Fees	WSDO L&I	772.80

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	<b>Services and Interfund Charges Sub Total</b>	<b>\$135,572.73</b>
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<b>Gift Fund</b>		
Books, Supplies	Amazon.com	132.45
Capital Campaign Committee Meeting Lunch	Avenue Bread	239.11
Reimbursement for extra staff hats	Bellingham Promotional Products	-21.25
Bellis Fair temp space rent	Bellis Fair Mall Territories	1,500.00
	<b>GIFT FUND OUTLAYS Sub Total</b>	<b>\$1,850.31</b>
	<hr/>	
	<b>Total General Fund claims</b>	<b>137,332.08</b>
	<b>Total General Fund &amp; Gift Fund claims</b>	<b>139,182.39</b>

**Library - Budget to Actual - General Fund**

**JANUARY 2026 8.33% YTD**

	YTD Actuals	Budget	Remaining	% Complete
<b>Revenues</b>				
Grants		0		
Print and Copy Fees	1,770	15,000	13,230	12%
Lost, Damage & Non-resident Borrower Fees	849	11,100	10,251	8%
Miscellaneous Revenues	51	0	(51)	
<b>Total Revenue</b>	<b>2,670</b>	<b>26,100</b>	<b>23,430</b>	<b>10%</b>
<b>Expenses</b>				
Salaries and Wages	301,320	3,571,731	3,270,411	8%
Personnel Benefits	119,902	1,421,446	1,301,544	8%
Physical Materials, Equipment and Supplies	1,711	370,432	368,721	0%
Services, Digital Materials and Interfund	135,621	2,940,785	2,805,164	5%
<b>Total Expenditure</b>	<b>558,554</b>	<b>8,304,394</b>	<b>7,745,840</b>	<b>7%</b>

**Library - Budget to Actual - Gift Fund**

**JANUARY 2026 8.33% YTD**

	YTD Actuals	Budget	Remaining	% Complete
<b>Revenues</b>				
Donations	10,516	150,000	139,484	7%
<b>Total Revenue</b>	<b>10,516</b>	<b>150,000</b>	<b>139,484</b>	<b>7%</b>
<b>Expenses</b>				
Gift Fund expenses	1,850	150,000	148,150	1%
<b>Total Expenditure</b>	<b>1,850</b>	<b>150,000</b>	<b>148,150</b>	<b>1%</b>



## **DIRECTOR'S REPORT FOR February 17, 2026**

This month, I want to begin by acknowledging two recent federal immigration enforcement incidents that occurred on and immediately adjacent to Library property, including one in our 10-minute parking area on Jan. 29 and a second on Feb. 9 that involved a foot pursuit past families gathered outside the children's entrance for storytime. These events have had a tangible impact on our community; several parents have shared that they do not feel comfortable returning to the Central Library for programming at this time. Given our downtown location near the County Courthouse and the broader increase in enforcement activity, we recognize this may be something we continue to encounter. I am grateful for the care, professionalism, and humanity staff demonstrated in responding, and I will be participating in a small City team to update guidance for staff, with more information to be shared as that work progresses. Mayor Lund will also be visiting Library staff on Thursday, Feb. 19 to offer support and hear directly from employees about their experiences. (Rebecca Judd, Library Director)

## **WELCOME & INCLUDE**

**After-hours Security Patrol:** On February 1, PalAmerican began after-hours security patrols in Lee Memorial Park and around the Library block. They are working closely with Security Supervisor, Cam Birman to ensure Library property is secure overnight and safe when staff and patrons arrive in the morning. So far, the patrols have been successful and have had a positive impact. There have been no instances of human waste, drug paraphernalia, or excessive trash, and fewer instances of camping since they started. (Katrina Buckman, Head of Public Services)

**Critical Incident Response/Debrief Process:** Security Supervisor, Cam Birman, and I are working to refine and expand our debrief interview and create a more robust response to critical incidents on or around Library property. We are reviewing literature and Cam is drawing from his wealth of experience, in an effort to improve the Library's support of staff emotional well-being and identify operational needs after critical incidents. (Katrina Buckman, Head of Public Services)

**Library Assistant Staffing Update:** Three new Library Assistants have joined us over the past month. We're thrilled to welcome Robin, Parris and Elizabeth to the team! We have one vacancy remaining and will likely run a process in late spring to fill it. (Jen Vander Ploeg, Head of Operations)

## **ACCESS & OPPORTUNITY**

**Materials Purchasing & Processing RFP:** We received 7 responses to our Request for Proposals from vendors selling physical books and media to public libraries, and who may also provide shelf-ready processing services. The evaluation team (Bethany, Librarian Katie, and myself) scored the responses and each concluded that there were top-tier responses from two vendors with whom we will be initiating

contract negotiations with, a middle tier of one vendor we'd like to work with later, and four that we will not be pursuing further. (Jon McConnel, Head of Digital Services)

**BTC Pick-up Location:** Bellingham Technical College Library has moved back to its long-term home following an extended relocation while repairs were made to the Campus Center building. Our holds pick-up equipment was moved in January as part of the relocation, and things are running smoothly back in their original home. (Jon McConnel, Head of Digital Services)

## READ & LEARN



**Major Community Events:** A sold out house enjoyed the Feb. 6 event "Isabel Wilkerson: The Urgency of Radical Empathy" at Mount Baker Theatre. Special thanks to The Friends of the Bellingham Public Library for providing the funds that allowed the Library to co-sponsor the event. Planning for this event also allowed the Library to participate in a meaningful partnership with the Theatre, as well as with the Mayor's Office and Village Books. Our upcoming event "Whatcom READS: An Evening with Javier Zamora and Friends" on Friday, March 13 at Mount Baker Theatre is also fully booked, with more than 200 people on the waiting list at this time. We are currently exploring possibilities for a ticketed live-stream option for this event as well. (Annette Bagley, Head of Community Relations)

**One Book, One Coast:** Bellingham Public Library will be participating in a new, collaborative program uniting a wide network of West Coast library systems in a celebration of literacy, learning, community and civil discourse centered on the shared reading of a chosen title. Originally started in California to unite all public libraries in the Los Angeles Public Library and LA County Library Systems, the program is expanding up the West Coast and interested libraries were invited to participate. BPL joins the "Big 10 Coastal Libraries" (King County, LA County, Los Angeles, Multnomah County, Sacramento, San Diego, San Diego County, San Francisco, San Jose and Seattle) in addition to Whatcom County Library System and other regional libraries in this program. Adult Services Librarian Katie Bray is leading our participation and more details about book title and related programming will be available soon. (Bethany Hoglund, Deputy Library Director)

## INFORM & INVOLVE

**Media Activity:** Upon finalizing details about the scope of our upcoming renovation project, Bellingham Public Library issued a news release on Tuesday, Jan. 27, titled "Bellingham Central Library Renovation Phase 2 Moves Forward with Design." The release answered numerous questions about the timing, scope, and funding for the project. In response, on Monday, Feb. 2, the Bellingham Herald published "Bellingham library's Bellis Fair branch will expand when downtown site closes." Also on Monday, Feb. 2, Cascadia Daily News published "Bellingham library closure in late 2026 necessitates alternative day-shelter option." On Tuesday, Feb. 10, Whatcom-news.com published "Bellingham Central Library Phase 2 renovations scheduled." Reporters from the Salish Current and The Western Front have also reached out for more information. In addition, an incident outside the library led to a Cascadia Daily News story on Feb. 10, titled "Federal agents detain man in front of Bellingham Public Library Monday." Also on Feb. 10, the KGMI news website MyBellinghamNow.com announced: "DVSAS, Bellingham Central Library among beneficiaries of federal funding." Links to the news articles are included in the Communications section of the packet. (Annette Bagley, Head of Community Relations)

**Renovation Communications:** The Library's Jan. 27 news release with current details has been posted to our website and emailed to Library patrons in the February e-newsletter. The information has also been circulated to all City staff and posted on the Sharepoint page for Library staff. (Annette Bagley, Head of Community Relations)



**Social Media:** GO SEAHAWKS! Library staff supported the team and sported their Seahawks gear for a fun Library social media post on Feb. 7, that earned 1,000 views on Facebook and 800 views on Instagram. (Next up: World Cup!) And for the love of print, a recent post about the Library's vintage typewriters program in Skillshare earned a whopping 31,659 views on Facebook with 521 interactions. (Annette Bagley, Head of Community Relations)

**Friends of the Library Support:** We are deeply grateful to the Friends of the Bellingham Public Library for their extraordinary commitment to the success of our renovation project. The Friends have made an additional \$100,000 gift toward the renovation, bringing their total commitment to \$325,000 and demonstrating their strong belief in this once-in-a-generation investment in our community's library. In addition, they have approved \$75,000 in funding for 2026 to support ongoing library programs and priorities. This remarkable level of generosity reflects the Friends' deep commitment to the Library and our community. (Rebecca Judd, Library Director)

**Capital Campaign Committee:** The Capital Campaign Committee continues to meet, learn about the art and science of major donor fundraising, and put together a major donors campaign. Four members of the committee (Annette Bagley, Kendra Bradford, Bernice Chang and Jessica Ferraras-Stone) attended a 5-hour major donor fundraising training on February 3 sponsored by the Whatcom Community Foundation and led by Jennifer Weber, Principal of Cornerstone Consulting. (Bethany Hogle, Deputy Library Director)

## THRIVE & GROW

**Bellis Fair Temporary Space Status Update:** The locks on the gate entrance have been changed to ensure multiple keys are available for staff use. I am coordinating with the City's vendor and IT department to install card-key access on the exterior staff door; installation is expected within the next one to two months. Caleb and I have obtained a quote to replace the carpet in the space and have initiated the procurement process with City Contracting staff. A small amount of painting and countertop repair will also be completed before the space is ready for use. (Jen Vander Ploeg, Head of Operations)

**Facility Updates:** Good news! The Fairhaven Library elevator repair was completed in early February, restoring access to all floors. In addition, at the beginning of February, PSE updated all the light fixtures in the Bellis Fair Branch space to use LED bulbs. The work was done at no charge to the Library through a program run by PSE. (Jen Vander Ploeg, Head of Operations)

**Emergency Management:** A few of the Library's radios are having a channel added that will allow library leadership to communicate with other city leaders in the event that phone and cell services are unavailable during an emergency. (Jen Vander Ploeg, Head of Operations)

**City Phones Migration:** The project to retire the City's existing internal phone system is moving along. Microsoft Teams was selected as the replacement for MiTel, and certain interconnect equipment has been installed to allow for it. The project team recently had a hardware petting zoo for department representatives to test out various headset and handset options, to help ITSD make decisions about what their basic hardware package will be. ITSD will be first to convert to using the Teams phone system, which is expected in the next month or so, once their training materials are completed. As of yet there is no schedule for other departments, but the project is expected to finish up before the end of the year. (Jon McConnel, Head of Digital Services)

**New Microsoft Donation Program for Libraries:** Microsoft has again revamped its software donation program this year, and it looks like we may now qualify for donations related to our public-access computers. We'll be looking into it as it could save us several thousand dollars. (Jon McConnel, Head of Digital Services)

Respectfully submitted,  
Rebecca Judd



**WHATCOM**  
community  
**FOUNDATION**

1500 Cornwall Ave., Suite 202  
Bellingham, Washington 98225  
360.671.6463 [whatcomcf.org](http://whatcomcf.org)

January 13, 2026

Rebecca Judd  
Bellingham Public Library  
210 Central Avenue  
Bellingham, WA 98225

RE: Annual Designated Grant Distribution

Dear Rebecca:

Thank you for the important work you and the Bellingham Public Library team do on behalf of the community. The Whatcom Community Foundation has approved your annual designated distribution totaling \$9,928.88 from the following fund(s) as noted below.

Grant #48275 annual designated grant for \$3,044.47 from the **Bayview Fund**  
Grant #48285 annual designated grant for \$3,593.19 from the **Bellingham Public Library Designated Endowment Fund**  
Grant #48306 annual designated grant, 80 percent for the purchase of travel related books, Spanish language books, and/or to establish and maintain a reading nook at BPL. 20 percent of these items to benefit the Fairhaven Library branch. for \$3,291.22 from the **Dorothy and Harris Gonsalves Bellingham Public Library Endowment**

Our check for \$9,928.88 payable to Bellingham Public Library is enclosed. To complete our records, please send a receipt for this amount. Please include the grant number on any correspondence regarding this grant.

As a reminder, if you have an agency or designated fund with us you may login to our Donor Holder Portal at: <https://wcf.fcsuite.com/erp/login> to view your December 31 fund statement. Please let us know if you need assistance accessing your online fund information.

By accepting this disbursement, your organization certifies to the Whatcom Community Foundation that no tangible benefit, goods, or services are received by any individual or entities connected with the fund. Should the gift ever be acknowledged publicly, it should be listed as a gift from the respective fund noted above of the Whatcom Community Foundation.

Thank you for playing an important role in helping this community flourish. We look forward to continuing our partnership with you.

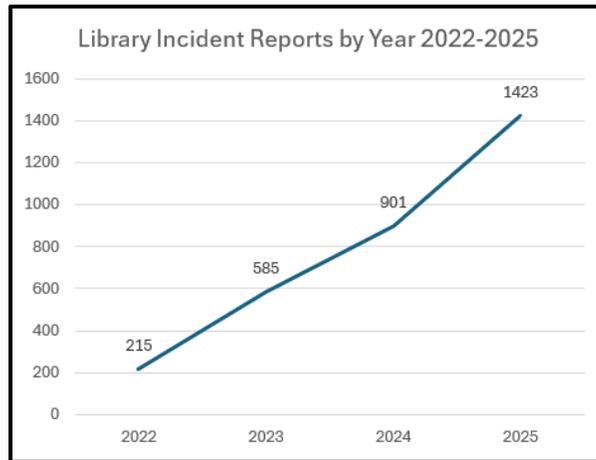
Sincerely,

Mauri Ingram  
President & CEO  
Whatcom Community Foundation

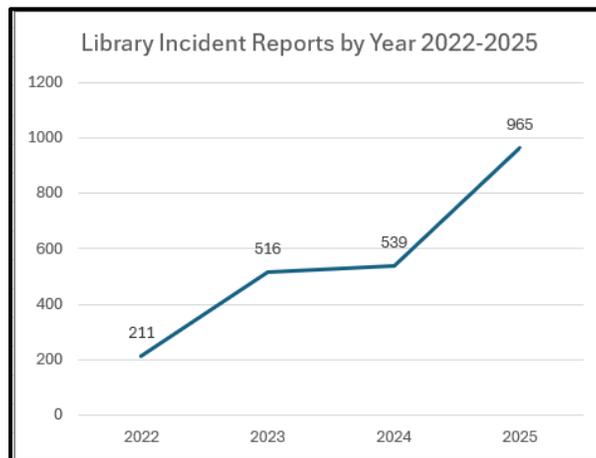
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## Annual Library Incident Trend Report

Bellingham Public Library and City Security staff do an excellent job of recording incidents that occur on Library Property to ensure that staff are well informed, individual patron behavior is monitored over time, and patterns of behavior can be tracked. The Library recorded a total of 1423 incidents in 2025, an increase of 58% compared to 2024. This follows a steady increase in incidents over the last four years. This report will further breakdown incidents by various Keywords and Secondary Keywords to identify trends and attempt to determine causes.

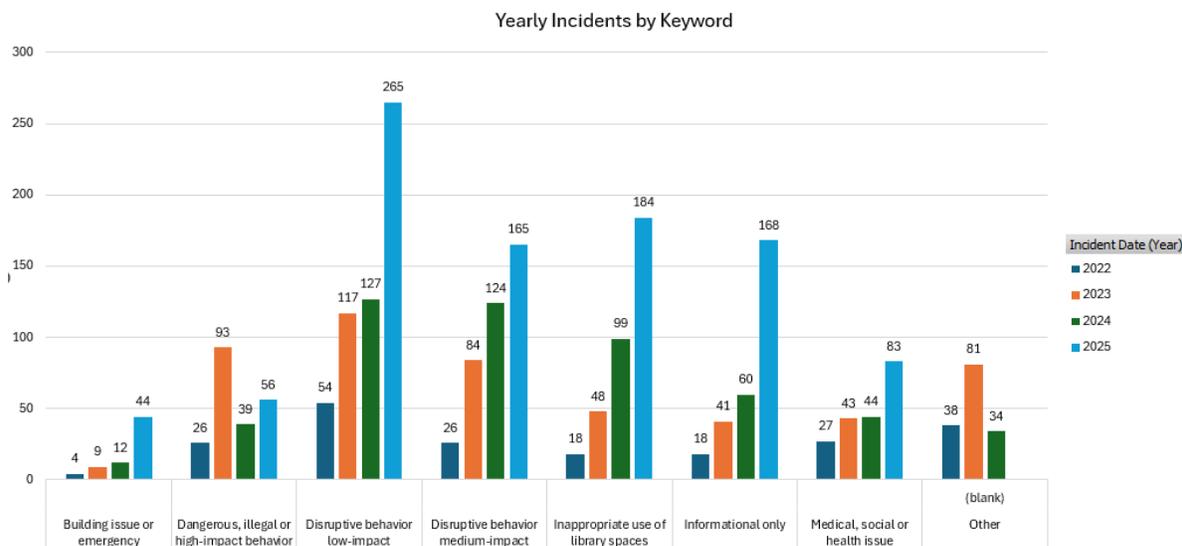


Note that for the remainder of this report, the graphs and charts will exclude the Secondary Keywords "Smoking/vaping or Sensor alarm" and "Propaganda" as these tend to be large and skew the data. The following graph shows total incident reports with those Secondary Keywords removed.



## Annual Library Incident Trend Report

Every Library incident report is labeled with one of eight Keywords. Each Keyword is further divided into six to eleven Secondary Keywords. Twelve new Secondary Keywords were added in 2025 including: "Animal not under control, showing aggression to other animal", "Animal on furniture, vocalizing, unwelcomed greeting/play", "Custodial/biohazard cleaning required", "Excessive trash found", "Human waste found", "Impeding access", "Incident off Library property", "Patron complaint", "Public urination or defecation", "Sexual misconduct such as exposure, inappropriate touching, or sexual harassment", "Unattended Animal", and "Welfare/wellness check". The Library saw increases in all Keywords from 2024 to 2025 with the exception of "Other." The Keyword "Other" was eliminated in 2025, and any incidents that would have been assigned "Other" were incorporated into the appropriate Keywords.

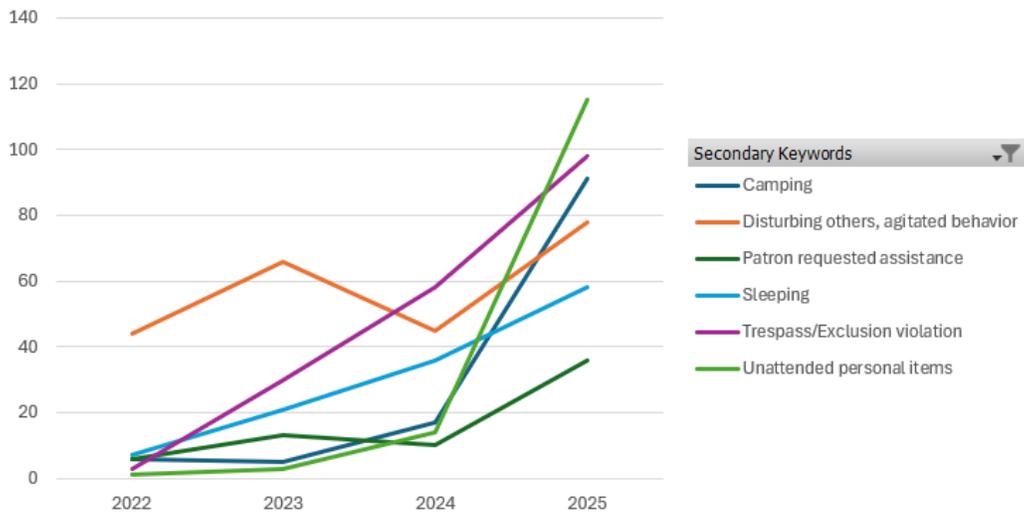


### Yearly Incidents by Keyword

Keyword	2022	2023	2024	2025	Change from 2024	% Change from 2024
Building issue or emergency	4	9	12	44	32	267%
Dangerous, illegal or high-impact behavior	26	93	39	56	17	44%
Disruptive behavior low-impact	54	117	127	265	138	109%
Disruptive behavior medium-impact	26	84	124	165	41	33%
Inappropriate use of library spaces	18	48	99	184	85	86%
Informational only	18	41	60	168	108	180%
Medical, social or health issue	27	43	44	83	39	89%
Other	38	81	34		-34	-100%
<b>Grand Total</b>	<b>211</b>	<b>516</b>	<b>539</b>	<b>965</b>	<b>426</b>	<b>79%</b>

The sharpest increases to Secondary Keywords were to “Unattended personal items”, “Camping”, “Patron requesting assistance”, “Disturbing others, agitated behavior”, “Trespass/Exclusion violation”, and “Sleeping”. While there were steep increases to the Keyword “Information only,” these were distributed more evenly across Secondary Keywords. They were largely due to a decrease in the use of “Other” as a Keyword and the additions of five new Secondary Keywords under this Keyword.

Largest Increases in Incident Reports 2025  
by Secondary Keyword



## Biggest increases to Secondary Keywords

Keyword	Secondary Keyword	% Increase	2024	2025
Disruptive behavior low-impact	Unattended personal items	721%	14	115
Inappropriate use of library spaces	Camping	435%	17	91
Medical, social, or health issue	Patron requesting assistance	260%	10	36
Disruptive behavior low-impact	Disturbing others, agitated behavior	73%	45	78
Disruptive behavior medium-impact	Trespass/Exclusion violation	69%	58	98
Disruptive behavior low-impact	Sleeping	61%	36	58

Decreases to Secondary Keywords were observed in the following areas: "Creating a disturbance that impacts staff/other patrons – *medium-impact*" (down 18% from 49 to 40); "Verbal or physical threats and/or intimidation – *high-impact*" (down 30% from 20 to 14); "Intoxicated behavior – *low-impact*" (down 100% from 5 to 0). While there was a slight increase in "Drug or alcohol use on site – *high-impact*" (4 to 10), it is still significantly down from 2023 (65).

Additions to Security staff, the introduction of new tools, and improvements to our tracking systems have contributed to a general increase in the reporting of incidents. Security staff have increased from 2.0 FTE in 2022 to 3.5 FTE in 2025. Supervision of this team has also increased, with the addition of the Head of Public Services in December 2023 and the addition of a Security Supervisor and subsequent creation of a Security Division within Public Works in April 2025. Along with increases in FTE and specifically overlapping security shifts, the introduction of security tools and technology, such as vape sensors (fall 2023), radios (spring 2024), and access to camera footage and images (winter/spring 2025), have helped monitor bathrooms for drug use, improve communication, and aid in the identification of trespassed patrons. Increases to supervision and technology have also improved consistency, training, and efficiency. These changes are likely contributing factors to the increases in specific Secondary Keywords as well as the overall increase in incidents from year to year. Security staff are able to be more proactive, rather than reactive, which contributes to a safer space for staff and patrons.

The sharper increases to "Unattended personal items" and "Camping" cannot be attributed to increased staffing and vigilance alone. Bellingham and Whatcom County have seen significant disruptions to day shelter options over the past five years. This decrease in availability of day shelter space is likely a significant contributor to the increases in shelter-associated behaviors evident in our incident reports. In addition to an increase in unattended belongings and camping, it is possibly contributing to increases in sleeping, need for medical, social, and health support, and agitated behavior. These incidents create a significant drain on Library resources, affect the safety and well being of staff and patrons, and highlight important gaps in our emergency housing system. The establishment of more shelter options, including a day shelter, is vital to address these issues.

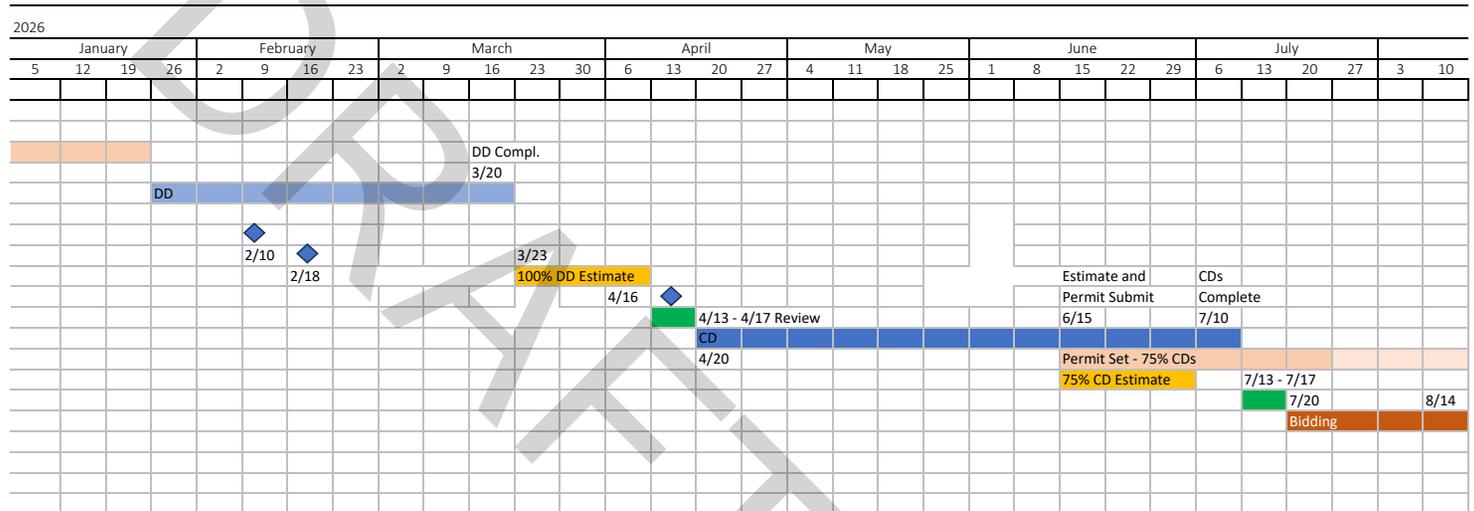
Bellingham Central Library Renovation

2/10/2026

Draft Schedule for Basic Services

Tasks	Duration	Start	End
<b>RESTART</b>	3 weeks		
Cost Estimate	2 weeks		
Cost / Scope Alignment	1 week		
Review Meetings			
<b>2. Design Development</b>	8 weeks	26-Jan	20-Mar
<b>Meetings with City / Library</b>			
- Coordination Meeting		10-Feb	
- Finishes Discussion		18-Feb	
<b>Cost Estimate</b>	3 weeks	23-Mar	10-Apr
- Cost Estimate Review		16-Apr	
<b>Owner Review and approval period</b>	1 week	13-Apr	17-Apr
<b>3. Construction Documents</b>	12 weeks	20-Apr	10-Jul
Permitting	6-10 wks	15-Jun	TBD
Cost Estimate	3 weeks	15-Jun	3-Jul
Owner Review and approval period	1 week	15-Jul	17-Jul
<b>4. Bidding and Negotiations</b>	4 weeks	20-Jul	14-Aug
Council Award	4 weeks	17-Aug	11-Sep
Contract Award	4 weeks	14-Sep	6-Oct
<b>5. Construction Administration</b>	TBD	21-Sep	TBD
Construction NTP, Permit in hand	8 Weeks	21-Sep	13-Nov
Consider Construction Start after Thanksgiving?			

**6. Furniture Fixtures and Equipment**  
 Schedule to come soon



**Bellingham Central Library Renovation**

2/10/2026

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