



Regular Meeting of the Library Board of Trustees
Tuesday, February 17, 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.

Board Members Present: Rebecca Craven, Kendra Bradford, and Deborra Garrett
City Council Library Liaison: Daniel Hammill
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: Jenni Johnson, Library Community Relations Specialist

Call to order and introductions: Regular session was called to order at 3:33 p.m. by Chair, Rebecca Craven.

Approve/modify agenda: Rebecca Judd noted a modification to remove HEART data from item 9. Kendra moved to approve the agenda as amended. Deborra seconded. Motion carried.

Public comment: None.

Consent agenda: Deborra Garrett moved to approve the January 20, 2026 regular meeting minutes and the January 2026 performance and activity measures and financial reports. Kendra Bradford seconded. Motion carried. It was noted that last month's minutes listed Hannah Stone as City Council Liaison instead of Daniel Hammill.

Board Chair report: Chair Rebecca Craven reported that at the recent Isabel Wilkerson event, the loudest applause was for the Library and the Friends for sponsoring the event.

Board member reports: None.

City Council liaison report: City Council Liaison Dan Hammill reported that on February 6 he visited the new leased space at the mall and toured the Barkley, Fairhaven, and Central branches, noting the opportunities ahead. He shared an update on the upcoming review of the jail/behavioral care center

and mentioned that he and Councilmember Williams are preparing a Council resolution regarding ICE activity.

Friends of BPL report: Carol Comeau shared that the Isabel Wilkerson event was powerful for the community and it was wonderful to have the Friends acknowledged. She reported that the Friends Board approved the Library Director's \$75,000 funding request and voted to contribute an additional \$100,000 toward the renovation project. The most recent three-day book sale raised \$21,000. Unsold books continue to be redistributed to Little Free Libraries, the food bank, and other organizations. Friends Board members toured the new Bellis Fair Mall space to consider potential operational use during the renovation. She also noted excitement for the upcoming Whatcom Reads events.

Library Director report: Library Director Rebecca Judd reported two recent ICE-related incidents on January 29 and February 9, with far-reaching impacts on families, bystanders, and staff. Several parents wrote to say they would not return after what they experienced waiting for the Central Library to open for baby storytime. All incidents are reported to City Legal and the Mayor's Office, and City Legal in turn reports to the State Attorney General's office. The Mayor will visit the Library on March 19 to hear directly from staff and offer support. Staff have raised questions about their responsibilities as City employees during such incidents. In response to a question from Deborra Garrett, Rebecca explained that ICE is permitted to enter public buildings to conduct law enforcement activities but not staff-only spaces. Kendra Bradford expressed appreciation for staff and community members who documented their experiences, noting their importance for City leadership. Rebecca Judd shared that federal funding of \$850,000 for the renovation was approved through Representative Rick Larsen. Rebecca then read a donation letter from the Carnegie Corporation (*See attachment #1 at the end of the minutes*). Board members discussed the February 6 Cascadia Daily article, which was referenced in the packet. Kendra noted that some readers interpreted the headline as suggesting the Library is or should be a day shelter. Board members expressed interest in contacting the reporter to clarify community understanding.

OPMA and PRA training announcement: Madeline Roseninge provided an overview of these laws and their requirements: "The Washington Open Public Meetings Act, codified in chapter 42.30 RCW, requires that all meetings of governing bodies of public agencies, including cities, counties, and special purpose district, be open to the public. The Public Records Act (PRA) is a law of the U.S. state of Washington requiring public access to all records and materials from state and local agencies."

2026 WCF disbursements – Action Item (see packet materials): Deborra Garrett moved to allocate funds from the Bay View and Designated Endowment Funds to the renovation fund. The Gonzalves Endowment has a restricted purpose and will remain designated for that use. Kendra Bradford seconded. Motion carried.

The Lifecycle of a Library Item Presentation: Jenni Johnson presented an overview of the lifecycle of a library item. (*See attachment #2 at the end of the minutes*).

2025 Incident Reports: year in review: Katrina Buckman reported a continued increase in documented incidents, influenced by increased staffing, added supervisor capacity, and additional

tools such as vape sensors. Areas of sharpest increase include camping and requests for medical or health support. Unattended belongings and camping incidents are rising, in part due to changes in Lighthouse Mission services and the lack of a day shelter. Board members discussed data comparability over time. Katrina noted that snapshot reports do not capture all metrics, making year-over-year comparisons challenging. She recommended focusing on trends showing consistent increases rather than spikes. Daniel Hammill asked what patrons typically request when seeking help. Katrina reported that medical support is most common, followed by needs related to clothing or food, which are referred to the HEART specialist.

Central Library Renovation Update: Rebecca Judd reported multiple recent newspaper articles following the Library's press release about the renovation. The updated renovation timeline from Miller Hull clears the path to allow meeting rooms to remain available through the end of September, with a possible extension as the project progresses. Staff continue to work on FF&E (Furniture, Fixtures, and Equipment) planning. On the topic of Federal funding for the exterior, Rebecca noted the opportunity to prioritize work best completed while the building is closed.

Fundraising Committee Update: The Capital Campaign Committee is developing its structure, sending thank-you messages, and refining donor lists. Bethany Hogle will reach out to Trustees regarding potential donor leads. Board members discussed major donor training recently offered by the Whatcom Community Foundation; participants found it valuable and encouraging. They noted the importance of maintaining relationships with donors beyond the campaign.

Day Shelter Committee Update: Deborra Garrett reported touring Lighthouse Mission with Hans Erchlinger-Davis and expressed appreciation for the new space, while also noting gaps in day-use service. Rebecca Judd and Carol Comeau joined Deborra on the tour. Rebecca Judd reported that the Mayor's Office has formed a committee of City and County staff to develop a plan for a community day shelter. She and Councilmember Dan Hammill are on the committee. Deborra noted that County Councilmember Jon Scanlon and Health Department staff are also engaged.

New Business:

- None.

Agenda items for next meeting: Director review process (Shirin and Deborra).

Meeting adjourned at 4:49 p.m.

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

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees



January 12, 2026

Annette Bagley
Bellingham Public Library
210 Central Avenue
Bellingham WA
98225

Dear Bellingham Public Library,

It gives me great pleasure to enclose this check from Carnegie Corporation of New York in celebration of the 250th anniversary of the Declaration of Independence. Andrew Carnegie wrote that libraries are “cradles of democracy” and it has been truly inspiring to hear accounts from across America of how the 1350-plus surviving Carnegie Libraries are serving their communities today.

This gift is freely given without conditions or expectations, for the benefit of your 2 Carnegie or Carnegie-descended branch libraries, which according to our records are the following:

Bellingham Public Library (Central) Fairhaven Branch

We ask that you divide the gift evenly between these libraries; otherwise it is yours to spend as you choose for the benefit of your library and community in commemoration of the 250th anniversary.

The response we have had to our renewed focus on libraries has been overwhelming and overwhelmingly positive. At a time of unprecedented strain to our social cohesion, libraries are among the few public institutions which play a genuinely unifying role. Thank you for all the good work you are doing.

With best regards,

A handwritten signature in blue ink that reads "Louise Richardson". The signature is fluid and cursive.

Dame Louise Richardson
President, Carnegie Corporation of New York

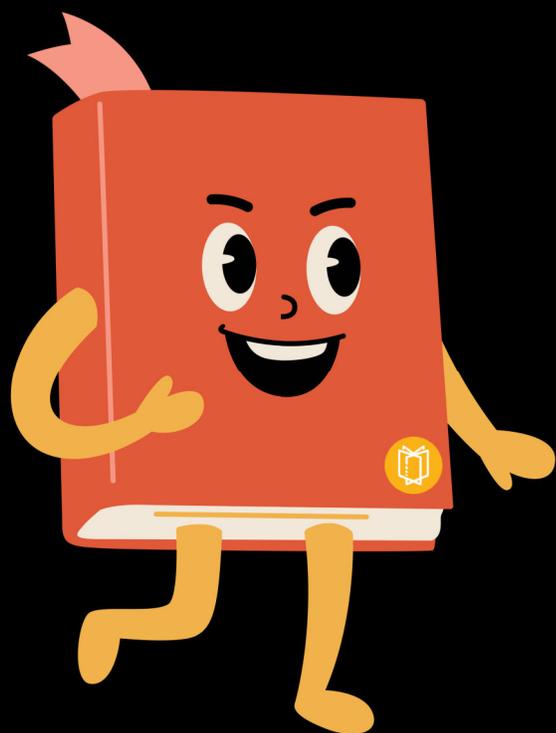
The Lifecycle of a Library Item

Starring...



The Bellingham Public Library Staff
AND.....Libro the Library Book!





**Come along
with me and
let's check it
out!**



Keyword search: **rock star sasquatch**

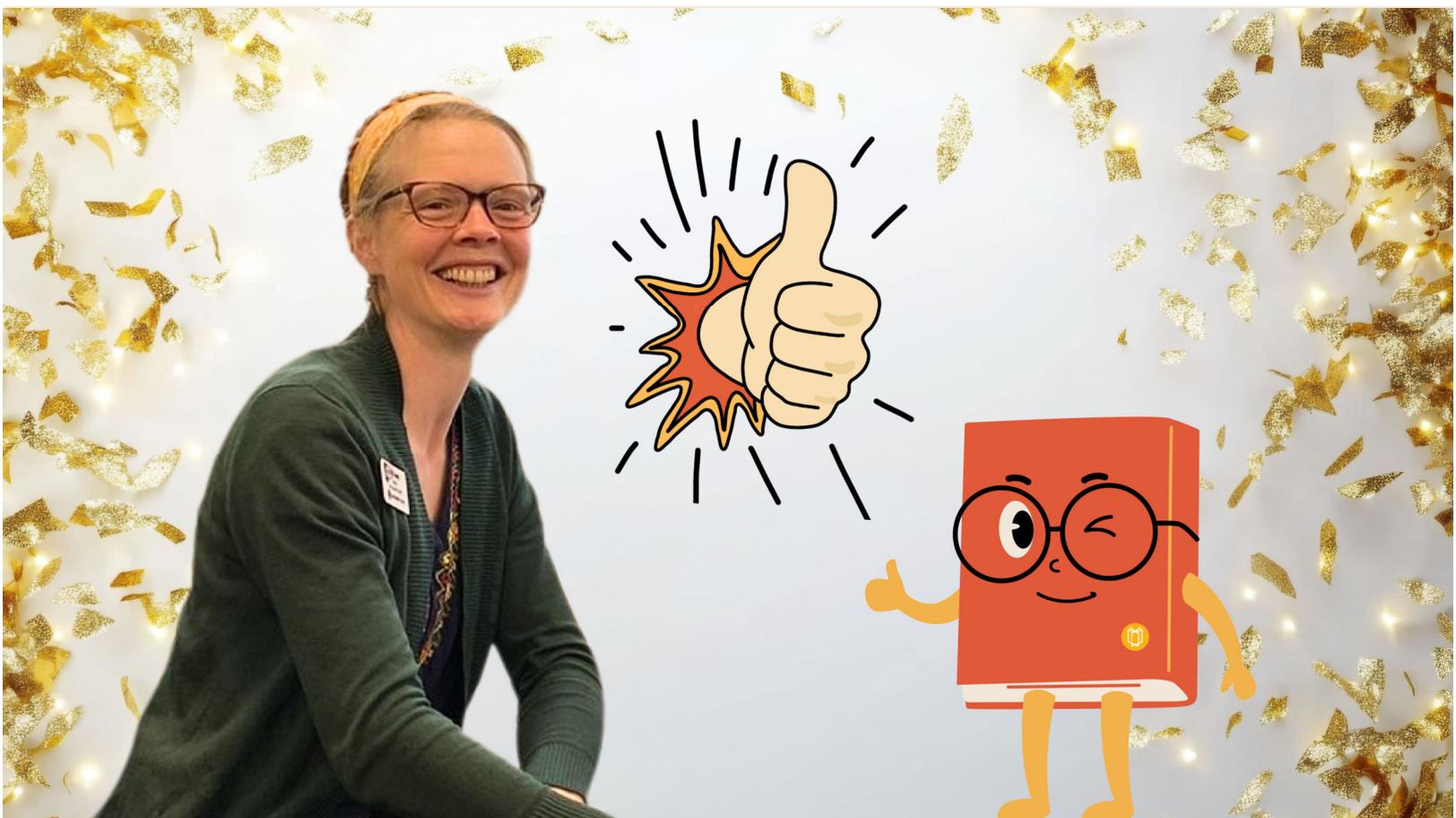


Nothing found for **rock star sasquatch**.

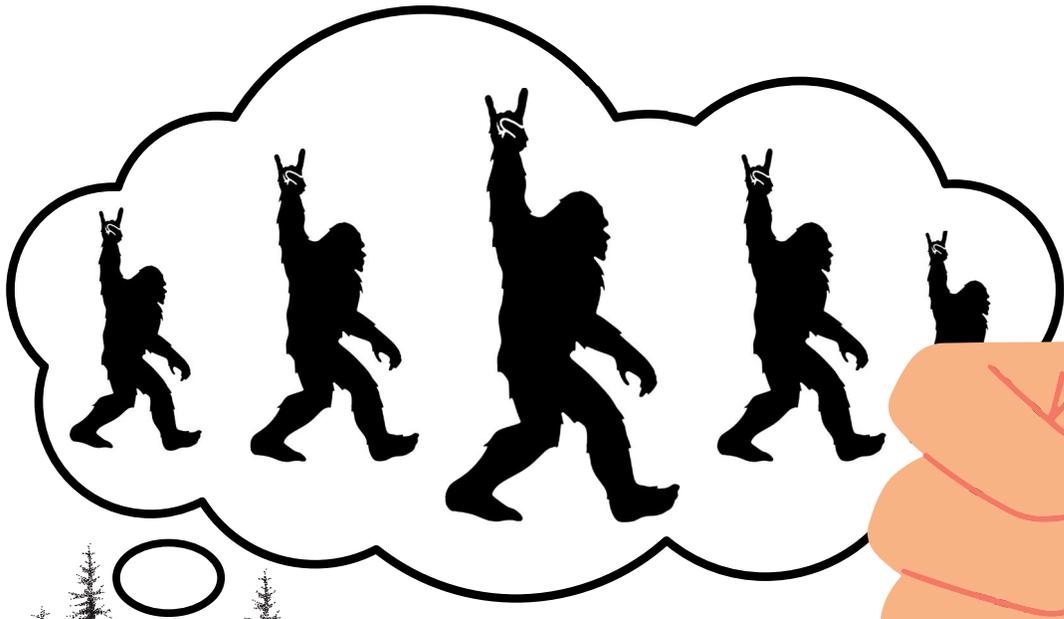


Can't find it?

Place a request for an item not in the catalog.

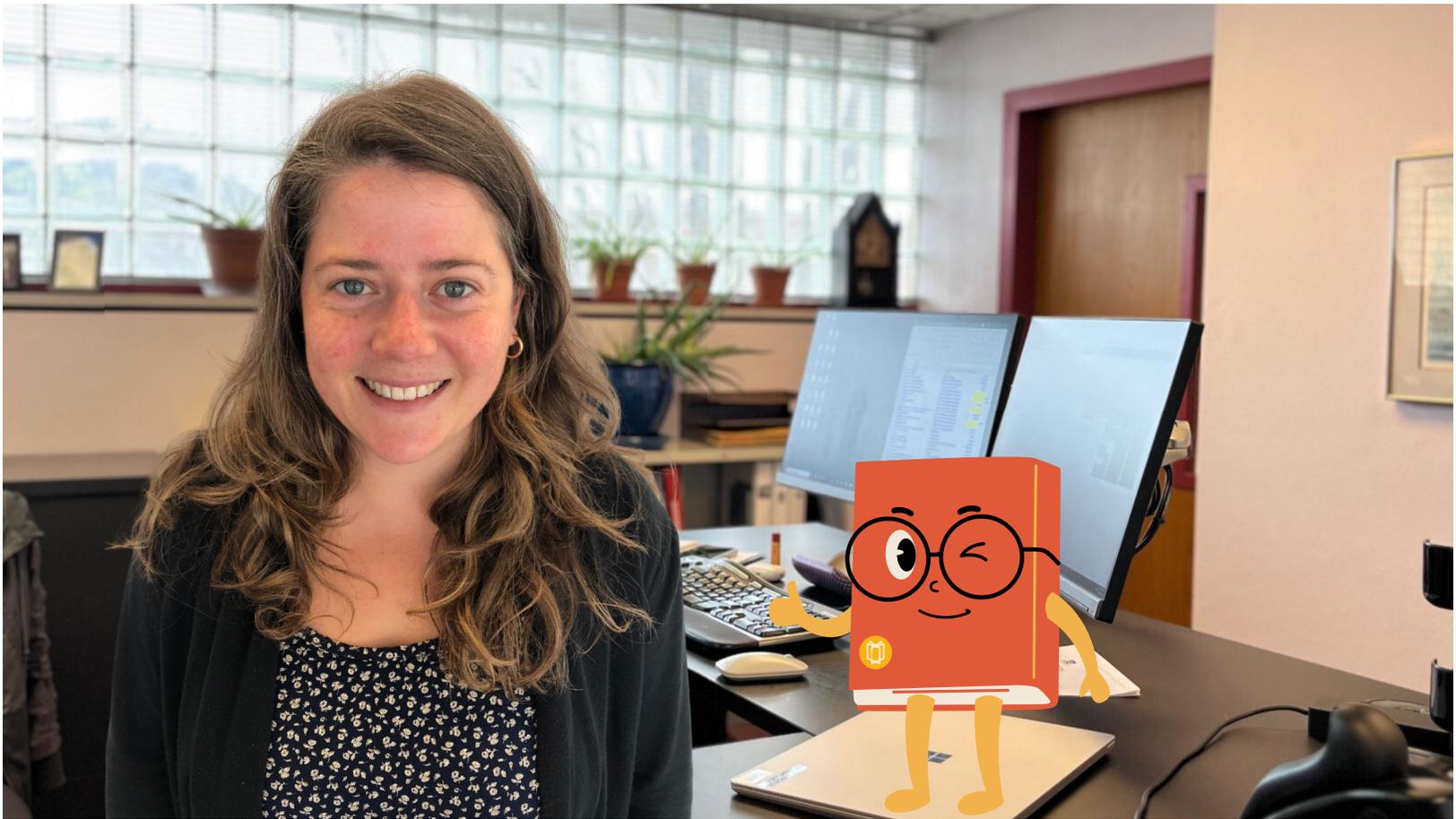


**INTERLIBRARY
LOAN
DEPARTMENT**

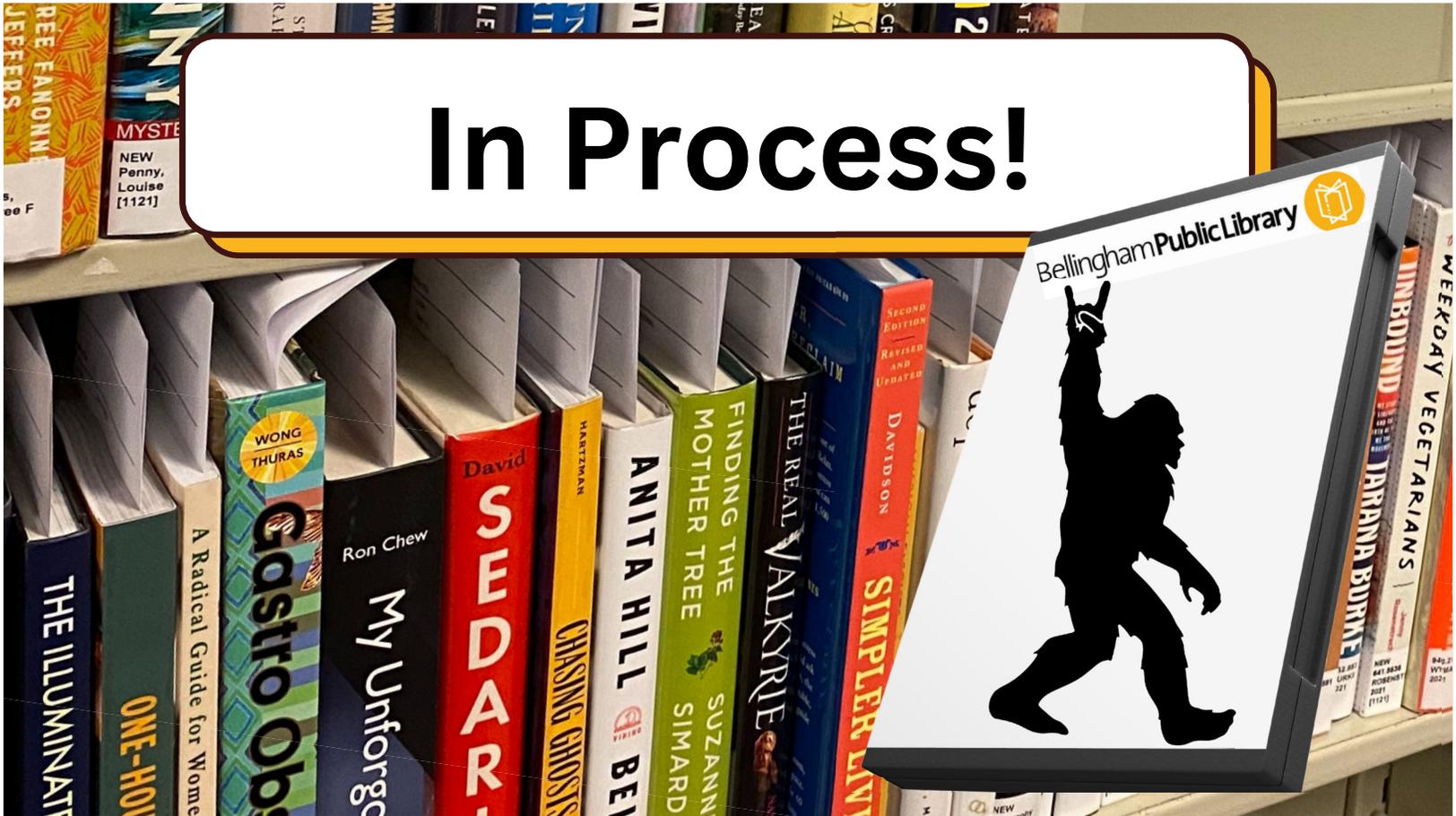


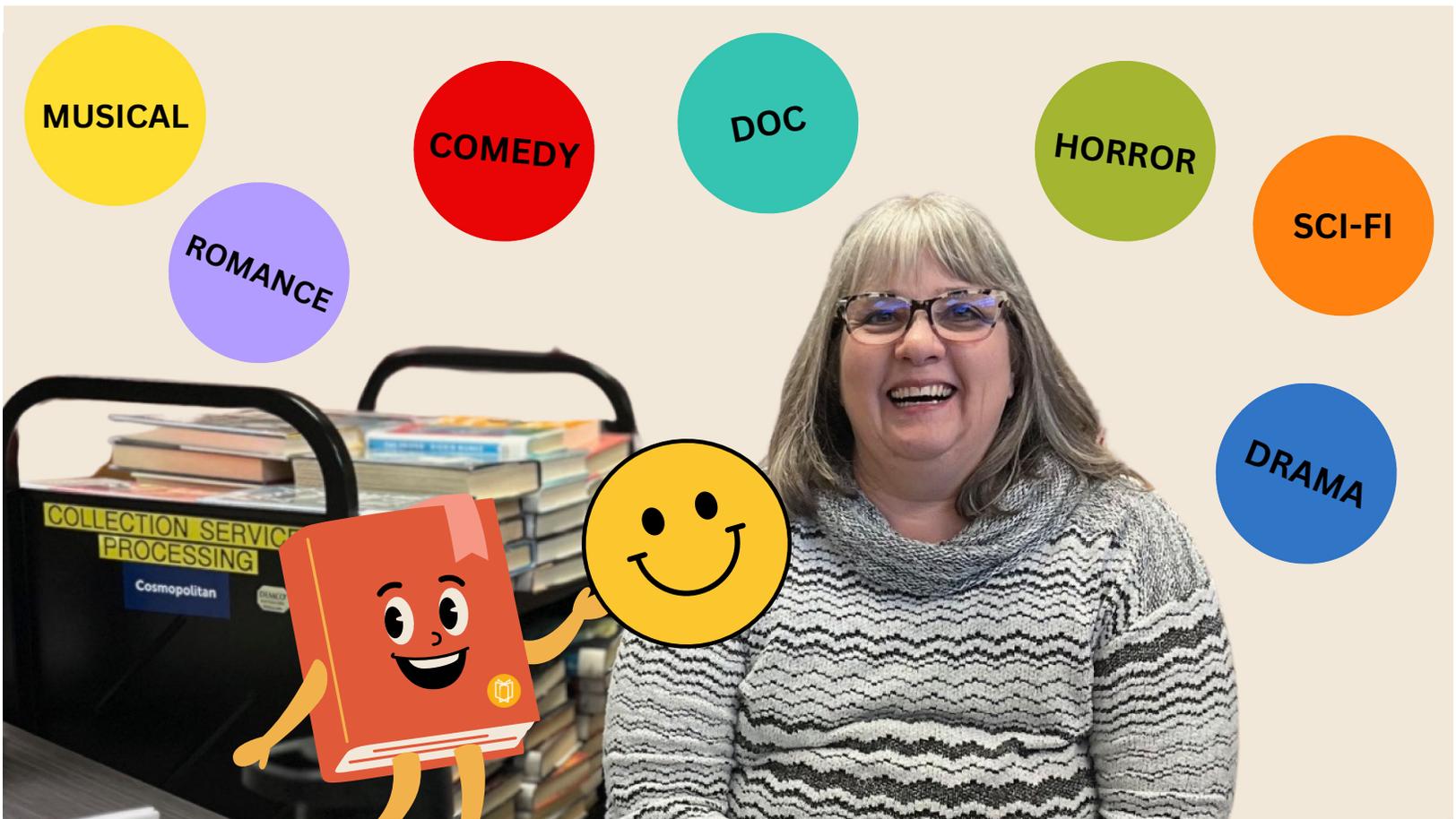






In Process!

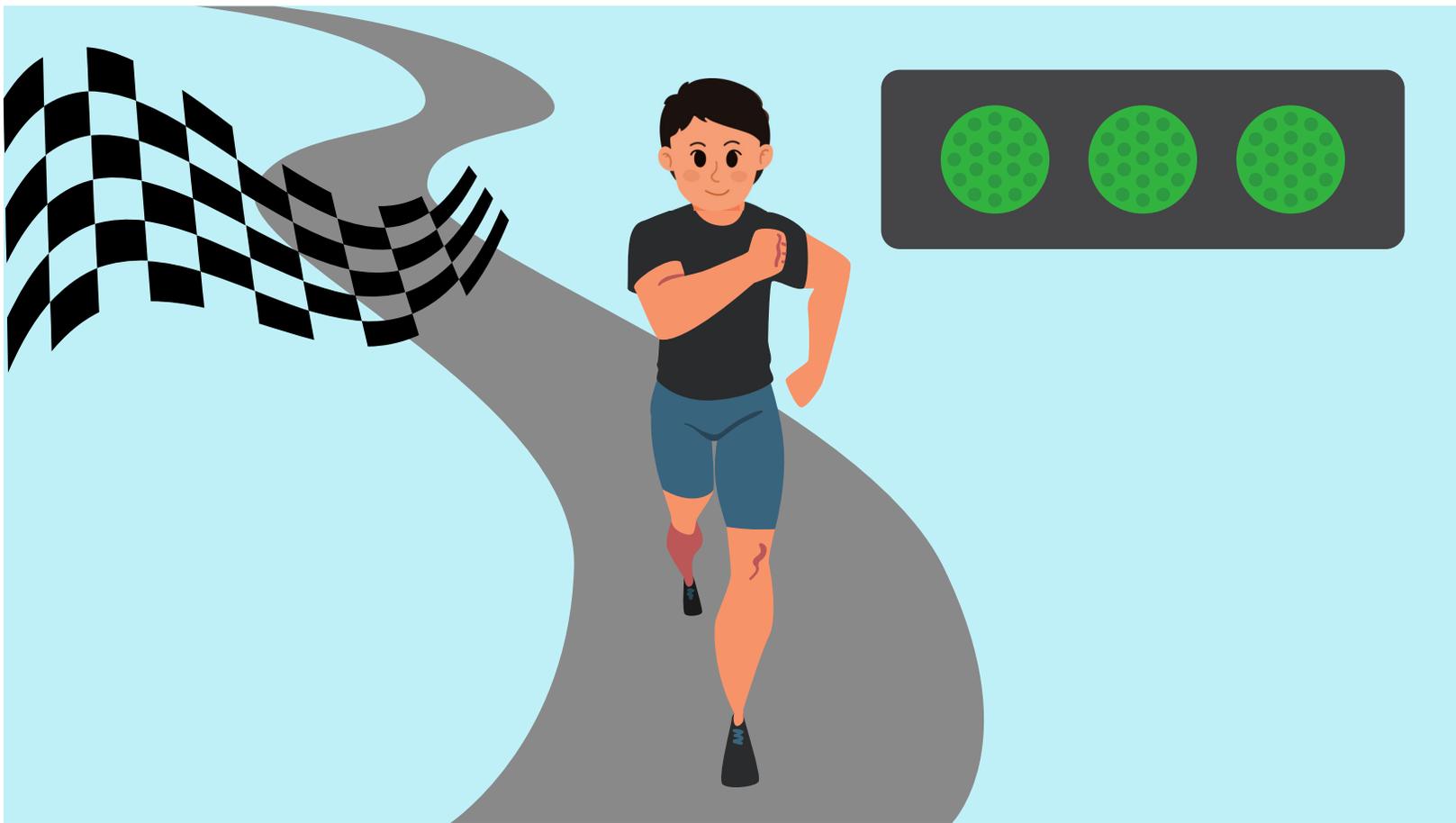




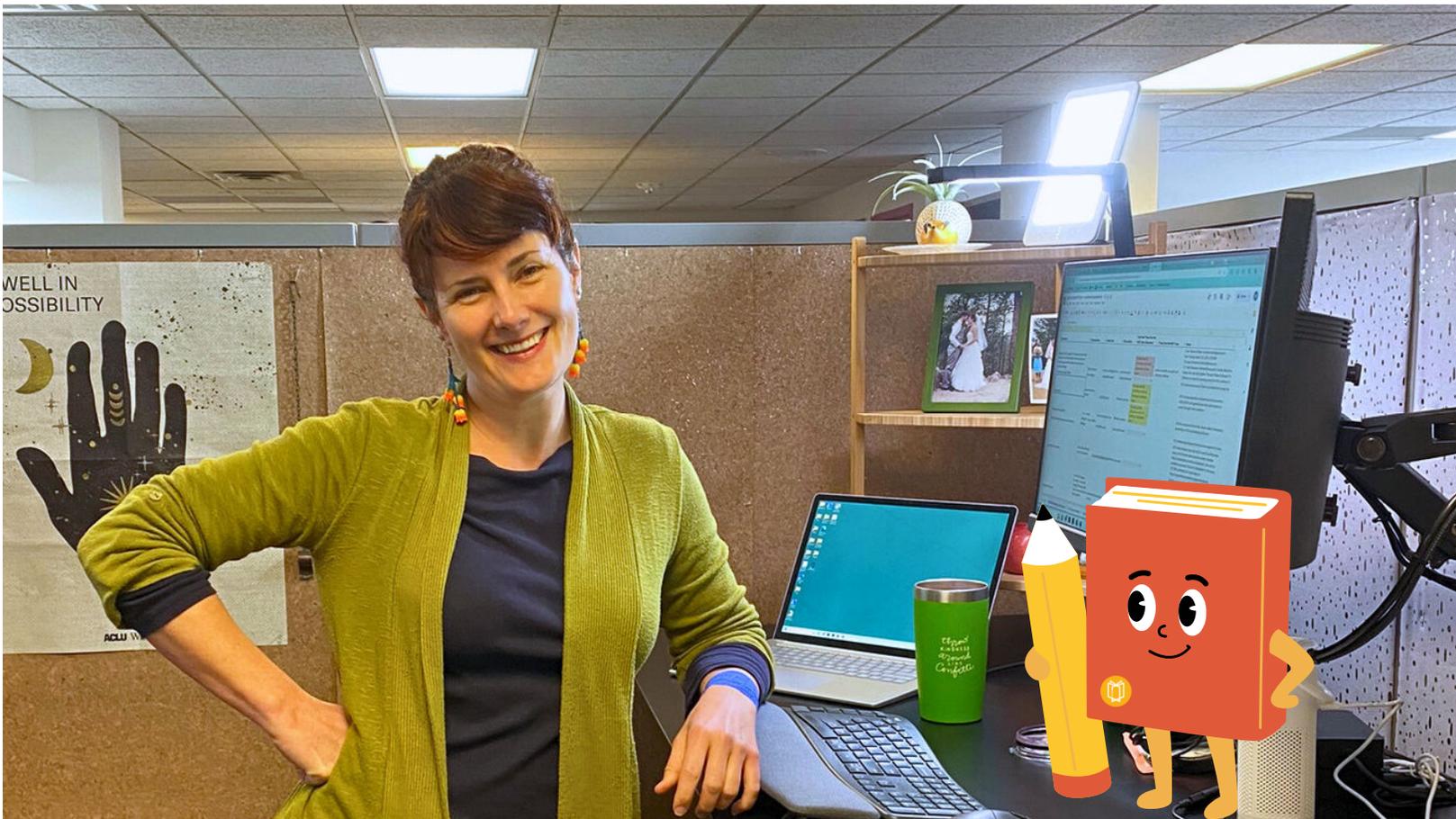














Bellingham Public Library
BREAKING NEWS

Locations of the Bellingham Public Library will be closed Wed. October 9 for staff training



Dark and Stormy Recommendations for October

October 7, 2024



Spooky season is upon us and the Bellingham Public Library staff are serving up a bubbling cauldron full of horror story recommendations for all ages. In an article titled "Why do we enjoy horror?" Associate Professor Haiyang Yang, a behavioral scientist at Johns Hopkins Carey Business School, explains that "stimulation is one of the driving ... Read more

October 2024 Bellingham Public Library Programs and Events

October 1, 2024



Autumn is here and the Bellingham Public Library offers a full line-up of programs and events for all ages in October 2024. Special displays and reading recommendations from Library staff will feature Hispanic Heritage Month, Horror, Emergency Preparedness, and Voting. Locations are noted below for each program, including the Central Library, the Bellis Fair Branch. Read more

Subscribe to Newsletter

Facebook

Bellingham Public Library - Bellingham, WA

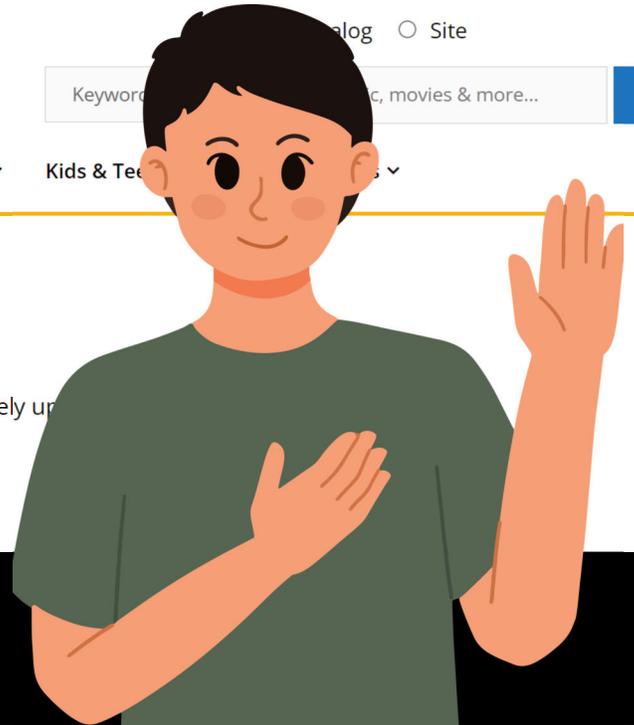
Join the after-hours fun at the Fairhaven Library - brought to you by Bellingham Parks & Recreation and Bellingham Scottish Country Dancers!



Sign Up for Email Updates

Bellingham Public Library provides a monthly email newsletter with timely updates on library activities, services and events.

Subscribe to Newsletter





FIRST AID



Staff Directory Bellingham Public Library

Library Assistants	Security Attendants	ITSD	Librarians	Specialists
[Portrait 1] [Portrait 2] [Portrait 3] [Portrait 4] [Portrait 5] [Portrait 6] [Portrait 7] [Portrait 8] [Portrait 9] [Portrait 10]	[Portrait 1] [Portrait 2] [Portrait 3] [Portrait 4] [Portrait 5] [Portrait 6] [Portrait 7] [Portrait 8] [Portrait 9] [Portrait 10]	[Portrait 1] [Portrait 2] [Portrait 3] [Portrait 4]	[Portrait 1] [Portrait 2] [Portrait 3] [Portrait 4] [Portrait 5] [Portrait 6] [Portrait 7] [Portrait 8] [Portrait 9] [Portrait 10]	[Portrait 1] [Portrait 2] [Portrait 3] [Portrait 4] [Portrait 5] [Portrait 6] [Portrait 7] [Portrait 8] [Portrait 9] [Portrait 10]



The End



Slide #1: The Lifecycle of a Library Item!

Thanks for being here today and for inviting me to share The Lifecycle of a Library Item with you.

This lighthearted, playful presentation was originally created for the first BPL Staff Learning Day in October of 2024 to highlight the ways in which **all** library staff work together to get just a single library item into the hands of our patrons.

But there is a lot of library work that doesn't revolve around physical materials that I'll only touch on briefly today, and I want to take a moment to recognize a few examples. Planning and leading programs for children, teens, and adults; regular school and classroom visits and community outreach events; hiring, training, and scheduling library staff; promoting library services and programs; maintaining our IT, our databases, and our facilities; and planning for big projects like the upcoming Central Library renovations.

We're pretty busy around here with all kinds of things and every single staff member contributes greatly to our success, no matter what their specific role is, and of course that includes all of you!

And now, please sit back and enjoy.....The Lifecycle of a Library Item.

Slide #2: Starring....our Administrative Assistant, Librarians, Library Assistants, the Library Director, Library Specialists, Managers, Public Service Clerks, Security and Information Attendants, Supervisors, and introducing our little bookish friend.....Libro!

Slide #3: Inside every great library there are a lot of people doing a lot of different jobs to make the library an awesome place for everyone! Lots of folks use the library, but don't know what happens behind the scenes.

Slide #4: Let's follow along with Libro to check it out!

Slide #5: Bellingham Bob wonders if the Library has a particular DVD about Sasquatch.

Slide #6: Bob calls the library and a Public Services Clerk answers the phone.

Slide #7: Bob inquires about the Sasquatch movie and the clerk looks it up in the library catalog.

Slide #8: Oh no! NOT FOUND.

Slide #9: But fear not, Bellingham Bob! The clerk happily informs Bob that all is not lost. The librarians who select library materials for purchase have anticipated this scenario and enlisted the Head of Technical Services to create a "request" option on the Library's website!

Slide #10: "Ok, Bob, we've submitted your request for Rock Star Sasquatch. It will be reviewed and a decision will be made on whether it will be purchased or requested as an interlibrary loan from another library in the country. Either option is free to you!

Slide #11: The Interlibrary Loan Specialist regularly checks for incoming requests and sees Bob's come through. She sends it to the Librarian who is responsible for selecting DVDs to see if it could be added to the permanent collection.

Slide #12: The Librarian knows that Rock Star Sasquatch will probably appeal to many patrons and is relevant to local interests since Bellingham is located in the alleged heart of Sasquatch country.

Slide #13: She decides to buy Rock Star Sasquatch for the permanent collection and adds it to her purchase list.

Slide #14: The Acquisitions Specialist sees the purchase request and makes sure the order is placed correctly and then adds it to the library catalog so that people can place holds on it, even before it arrives. The Acquisitions Specialist places the first request for Bellingham Bob because he sees the note the Librarian has made indicating that Rock Star Sasquatch is a patron request.

Slide #15: The order is placed and the countdown begins! The Acquisitions Specialist keeps track of the order and shipment details to ensure the order is being filled.

Slide #16: Library Assistants retrieve and distribute the mail each day. They deliver the boxes of incoming materials to the Collections Services staff who prepare them for the next step.

Slide #17: The record of receipts and purchases are given to the Library's Administrative Assistant, who works closely with the Acquisitions staff to track all financial transactions and budget line items.

Slide #18: Rock Star Sasquatch is then given to the Cataloging Specialist who completes the record for the item in the Bibliocommons catalog.

Slide #19: DVDs get a colored sticker on their spine that indicates the genre. Rock Star Sasquatch receives a "Documentary" dot. Some patrons might argue that it should have been cataloged as a "Comedy" while others might say "Horror" or "Drama" or even "Musical". The Library Processing Specialist makes sure the dot that is applied matches the genre in the BIB record created by the Catalog Specialist and completes all other processing.

Slide #20: A Library Assistant retrieves the new items and delivers them to the Sorter Room, where they are sent through the sorter machine by Library Assistants who are assigned to check in duty. NOTE: Melissa, the Library Assistant on the right in this picture is now our Catalog Specialist!

Slide #21: Library Assistants take the items that have gone through the sorter and put them on trucks to be shelved. If the sorter indicates that an item is requested by a patron, the LA scans it again and prints a Hold Slip. Held items go onto wooden carts that are shelved with high priority, or into a crate on the loading dock if the patron wants to pick it up at a different location.

Slide #22: The Supervisor of Operations is responsible for scheduling the Library Assistants and assigns all of the tasks that they need to do every day. Driving the delivery truck, picking up the mail, retrieving items from the Upper Mezzanine, operating the sorter, and shelving materials, including requested items.

Slide #23: When Rock Star Sasquatch was scanned after processing, it automatically triggered a notice to be sent to Bellingham Bob. When Bob signed up for a library card, he asked the Public Services Clerk to have his notices sent by text message.

Slide #24: Bellingham Bob calls the library to find out if his hold on "Rock Star Sasquatch" is really ready. The Public Services Clerk working at the Backup Station checks his account and sees that it is indeed ready for pick up at the Central Library.

Slide #25: The Supervisor of Public Services is the person who is responsible for training and scheduling the Public Service Clerks to provide assistance to patrons at the Help Desk.

Slide #26: The Supervisor of Public Services and the Head of Public Services work together to guarantee excellent public service overall.

Slide #27: Bellingham Bob hustles down to the Central Library to pick up his DVD.

Slide #28: Bob is greeted by the Security and Information Attendant and asks them where to find the Hold Shelf. The Security Attendant points the way. Security and Information Attendants are helpful to patrons in many ways, including answering questions, providing information and directions every day, as well as enforcing rules of conduct and safety.

Slide #29: But let's get back to Bellingham Bob! He's now retrieved Rock Star Sasquatch from the Hold Shelf and is at the Self Checkout stations where he discovers that they're all currently OFFLINE. The Library's IT crew is hard at work getting them back online!

Slide #30: Bob knows that the Public Services staff at the Help Desk can help him. The Librarian on duty and the Public Services clerks are ready and waiting to assist patrons with everything from finding materials, signing up for library cards, looking up local resources and information, checking items out, and more.

Slide #31: Bob is so pleased with the service he's received that he asks for the Library Director's card. When he gets home, Bellingham Bob emails the Director and gives his happy feedback. He also suggests a program idea featuring Sasquatch Legends of the Pacific Northwest. What a good idea!

Slide #32: The Events Coordinator plans programs that are relevant to the community, align with the Library's mission, and frequently tie in to library materials. In researching ideas for a Sasquatch program for adults, the Events Coordinator discovers that a children's version of Rock Star Sasquatch has been published.

Slide #33: She shares this information with the Head of Children's Services, who is also our Deputy Director, and she agrees that we should certainly purchase the children's version for our collection as well!

Slide #34: The Children's programming staff coordinate a fun Sasquatch themed event for kids, in addition to the one that's being planned for adults to attend.

Slide #35: If a library program is added to the calendar, patrons like Bob can find out about it through the library's website, online events calendar, print calendar, social media accounts, or the monthly eNewsletter. The Head of Community Relations and the Community Relations Specialist work to make sure folks know all about Library services and programs.

Slide #36: The Head of Digital Services has conveniently placed a link on the Home Page of the website that allows patrons to sign up to receive the Library's eNewsletter.

Slide #37: Bob signs up for the eNewsletter quickly and easily and then pops Rock Star Sasquatch into his DVD player. He enjoys the movie very much.

Slide #38: After Bellingham Bob returns "Rock Star Sasquatch" it is requested by patrons all over Whatcom County and spends several years in circulation, moving from branch to branch via the delivery truck driven by trained Library Assistants.

Slide #39: Sadly, the day comes when “Rock Star Sasquatch” is returned scratched and damaged beyond repair, from so many uses. The decision is made to withdraw the DVD from the collection and it is laid to rest. Rest in Peace, Rock Star Sasquatch.

Slide: #40: Because the lifecycle of library items will repeat again and again as long as the library is open, new staff will always need to be hired and trained to be able to do their part. The Staff Development Specialist works hard to ensure that every new hire receives the proper training they need to do their jobs well.

Slide #41: And finally, the Library building itself is where patrons come to find items like Rock Star Sasquatch, and it needs to be cleaned and maintained in order to function well. The Head of Facilities, Public Works, and the Custodians assigned to care for our buildings are essential to library operations. The Lifecycle of a Library Item begins and ends within these walls.

Slide #42: Thank you for coming along with me today and learning about the Lifecycle of a Library Item!