

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.*

- |   |       |
|---|-------|
| <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> March 17, 2026: Regular Board Meeting</li><li>• <b>Library performance &amp; activity measures:</b> March 2026</li><li>• <b>Financial reports</b><br/>Claims: March 2026<br/>YTD report: March 2026<br/>1<sup>st</sup> Quarter Patron Use of Databases and Learning Resources<br/>1<sup>st</sup> Quarter Donated Funds review</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>• Mayor's Office</li><li>• Library Director (see packet materials)</li></ul>  | 5 min |

**Time check: 3:45**

- |   |                         |
|---|-------------------------|
| <b>6. National Library Week: Resolution in Honor of National Library Workers Appreciation Day – Action Item (see packet materials)</b>  | 5 min                   |
| • Rebecca Craven, Board Chair   |                         |
| <b>7. 1<sup>st</sup> Quarter Action Plan report (see packet materials)</b>  | 5 min                   |
| • Rebecca Judd, Director  |                         |
| <b>8. Open Hours Level of Service Draft Revision - Discussion (see packet materials)</b>  | 20 min                  |
| • Rebecca Judd, Director  |                         |
|   | <b>Time check: 4:15</b> |
| <b>9. Statistical Trends: Inputs and Outputs through 2025</b>   | 30 min                  |
| • Jon McConnel, Head of Digital Services  |                         |
|   | <b>Time check: 4:45</b> |
| <b>10. Central Library Renovation update</b>  | 10 min                  |
| • Rebecca Judd, Director; Jen Vander Ploeg, Head of Operations;<br>Caleb Savage, Public Works Project Manager; Carol Rofkar, Public Works<br>Assistant Director – Internal Services |                         |
| <b>11. Fundraising Committee update</b>   | 5 min                   |
| • Fundraising - Kristy Van Ness, Vice Chair   |                         |
| <b>12. Day Center update</b>  | 5 min                   |
| • Rebecca Judd, Director; Deborra Garrett, Trustee  |                         |
|   | <b>Time check: 5:05</b> |
| <b>13. New business</b>   | 3 min                   |
| <b>14. Agenda items for next meeting</b>  | 2 min                   |
|   | <b>Time check: 5:10</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, May 19, 2026 – 3:30 p.m.  
Location: Fireplace Room, Fairhaven Branch Library, 1117 12<sup>th</sup> Street  
Bellingham, Washington**



## Communications & FYI

- *Seattle Times* **Mar. 25, 2026** [Libraries are essential. Seattle's library levy needs to reflect that\\*](#)
- *Bellingham Herald* **Apr. 1, 2026** [Hundreds of salmon released into Whatcom Creek near Maritime Heritage Park\\*](#)
- *Publishers Weekly* **Apr. 10, 2026** [ALA, AFSCME Defend IMLS and Reach Settlement with Federal Government](#)

\* 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.



**Regular Meeting of the Library Board of Trustees  
Tuesday, March 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.

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**Board Members Present:** Rebecca Craven, Kristy Van Ness, Kendra Bradford, Deborra Garrett, and Shirin Deylami  
**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:** None.

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**Call to order and introductions:** Regular session was called to order at 3:32 p.m. by Chair, Rebecca Craven.

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

**Public comment:** None.

**Consent agenda:** Deborra Garrett moved to approve the February 17, 2026 Regular meeting minutes and the February 2026 performance and activity measures and financial reports. Shirin Deylami seconded. Motion carried. A correction was noted that the year-to-date total for new borrowers was inaccurate.

**Board Chair report:** Chair Rebecca Craven noted that the Trustees and the Friends sent letters to state officials in support of day shelter funding.

**Board member reports:** Kristy Van Ness expressed appreciation to Library staff for their work on the Whatcom Reads event, noting its success. Deborra Garrett added that she heard from community members who also had a wonderful experience at the event.

**City Council liaison report:** Dan Hammill reported that the Public Safety Committee is considering a temporary fencing measure for the alley behind Hotel Leo due to crime and overdose activity in that area. He clarified that the intent is not to displace individuals experiencing homelessness but to address ongoing drug-related concerns. He also noted that work is underway with Jace Cotton on the renewal of the Home Fund.

**Friends of BPL report:** Carol Comeau reported that the Friends Board will meet the following day to discuss operational planning once the Central Library renovation begins. She stated that the recent tour of the Bellis Fair space was helpful for considering storage and sales needs.

**Library Director report:** Rebecca Judd reported that the Library received an anonymous \$25,000 donation to the unrestricted fund through the Whatcom Community Foundation. She described her participation in a simulation exercise involving community partners to examine post-incarceration support systems and identify gaps in existing services. She also attended the Washington Library Director Retreat, which included presentations from the State Library, WLA, and others, as well as a tour of the renovated Tacoma Public Library, which provided valuable insights into renovation planning.

**Library Giving Day and National Library Week update:** Annette Bagley reported that Library Giving Day on April 1 will continue to support the renovation campaign. Staff are updating web content and preparing campaign text that Trustees will be able to share with their contacts. She provided historical context on past Giving Day results and emphasized that this campaign focuses on online donations. Rebecca Judd also noted that National Library Week is April 19–25, with National Library Workers Appreciation Day occurring on Tuesday, April 21. The Friends will provide treats for staff, and the April Board meeting will include a trustee group photo for the Library's historical archive.

**Immigration enforcement - Discussion (see packet materials):** The Board discussed recent immigration enforcement activity near the Library, including a March 9 detainment despite newly posted signage. Rebecca Judd noted a recent PLA webinar related to immigration enforcement in libraries that has provided helpful guidance. Rebecca Craven and Rebecca Judd met with the Mayor and Janice Keller to discuss the challenges the Library is facing. Rebecca Judd expressed deep appreciation for support from the Bellingham Police Department during the Whatcom READS event at MBT, including advance walk-throughs to ensure staff and patron safety.

**Director Review Process – Discussion (see packet materials):** Shirin Deylami presented a draft of proposed Library Director review questions, adapted from Whatcom County Library System materials. Deborra Garrett reported that the draft attempts to reflect the core responsibilities of the Director's role and invited further feedback.

**New Statistical Reports – Discussion** Madeline Roseninge presented an overview of the newly formatted statistics section in the Board Packet (*See attachment #1 at the end of the minutes*). She explained the motivations behind the updates, emphasizing the need to improve accessibility for web users and screen-reader functionality. She also shared examples from other public libraries and invited Trustees to provide feedback on what would be most helpful moving forward.

**Central Library Renovation Update:** Jennifer Vander Ploeg provided updates on the Central Library renovation. Youth engagement activities are underway to support development of design ideas for the 1% for the Arts program. Meetings with Miller Hull continue as the Library refines contract details. Contracts for carpet installation and a key-card door scanner for the Bellis Fair temporary space are in progress. Jennifer has begun developing an FF&E (Furniture, Fixtures, and Equipment) catalog and has conducted preliminary shelf load tests at the temp Bellis Fair space, with encouraging results. Programming may begin at the temporary Bellis Fair space before the Central Library fully closes. The current project timeline anticipates approximately two more months of design work, followed by permitting in June and a bid process in late summer.

**Fundraising Committee update:** Kristy Van Ness reported that the Capital Campaign Committee continues to meet regularly. The Committee is partnering with a graphic designer to develop donor recognition concepts and is identifying individuals who may serve as community champions for the fundraising effort.

**Day Shelter Committee update:** Deborra Garrett reported that state capital funding for a community day shelter has been approved, crediting Trustee outreach and community advocacy as important contributors. Carol Comeau added that in contacting Senate offices for support, she encountered staff who were unfamiliar with the day shelter request, highlighting the need for improved communication with legislative staff on urgent local issues.

**New Business:**

- None.

**Agenda items for next meeting:**

- Picture Day
- Statistical Trends: Inputs and Outputs through 2025
- Open Hours Level of Service Draft Revision – Discussion

**Meeting adjourned** at 4:24 p.m.

**Next Regular Library Board Meeting –April 21, 2026 – Central Library Lecture Room – 3:30 p.m.**

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees



**Bellingham Public Library**

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2026 Board Report Redesign

1

### Board Reports to Update

- Performance and Activity Measures (HIGH Priority)
- Board Claims (MEDIUM Priority)
- YTD Report (MEDIUM Priority)

**Future reports to update:**

- Quarterly Donation Report

2

### Performance & Activity Measures

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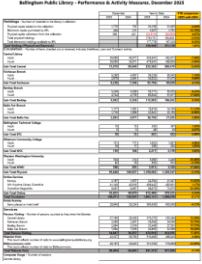
3

### Performance and Activity Measures - Before

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**Problems:**

- Difficult/impossible for screen reader to read
- Too much information (especially for one page)
- Difficult to absorb information
- Does not tell a story
- Boring presentation/does not capture look/feel of BPL



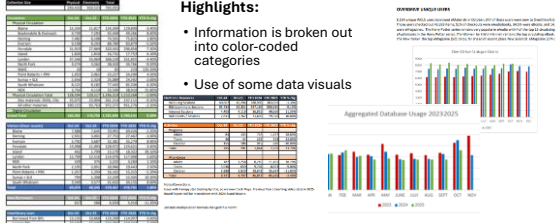
4

### Examples from Other Libraries - WCLS

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**Highlights:**

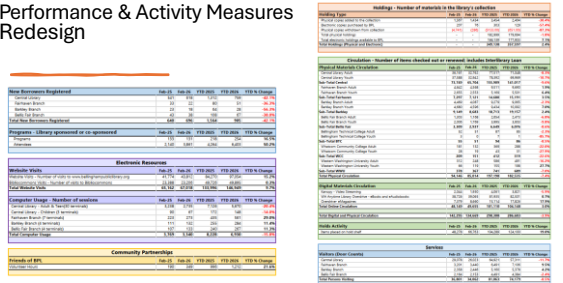
- Information is broken out into color-coded categories
- Use of some data visuals



5

### Performance & Activity Measures Redesign

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6

# Performance & Activity Measures Redesign

**Key changes:**

- Order of year is reversed, starting with last year on far left, in line with standard practices
- Data is separated out into defined color-coded sections
- Each data set is set up as its own table, making it better for screen readers
- Spread out to two pages
- Negative percentages are in red
- Added logo at the top for branding continuity

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# Board Claims

8

## Board Claims- Before

**Problems:**

- Slightly difficult format for screen reader to read
- A lot of information (somewhat unavoidable with this one)
- Harder to differentiate general fund vs gift fund
- Does not tell a story
- Lack of branding (logo and colors)

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## Examples from Other Libraries

- Sno-Isle just includes a long list of all transactions

10

## Guiding Visual

We want our Budget/Claims reports to reflect the pie chart from the 2026 Proposed Library Budget

**2026 Budget: \$10.4 million\***

**Expenditures, 2019-2026**

**2026 Work Plan**

**Budget Snapshot**

11

## Board Claims Redesign

**Key changes:**

- General fund vs Gift fund separated out into defined color-coded sections
- Each data set is set up as its own table, making it better for screen readers
- Rearranged the categories to match the guiding visual (excludes payroll and benefits)
- Added Library logo at the top for branding continuity

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# YTD Report

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### YTD Report- Before

**Problems:**

- Slightly difficult for screen reader to read
- Slightly difficult to absorb information
- Hard to differentiate general fund vs gift fund
- Does not tell a story
- City branding

Library - Budget to Actual - General Fund				
JANUARY 2026 \$ 210,170				
	YTD Actuals	Budget	Remaining	% Complete
<b>Revenues</b>				
Grants	0	0	0	0%
Book and Copy Fees	1,710	15,000	13,290	11%
Lost, Damaged & Non-incident Borrower Fees	840	15,500	14,660	8%
Manufacture Revenue	0	0	0	0%
<b>Total Revenue</b>	<b>2,550</b>	<b>30,500</b>	<b>27,950</b>	<b>10%</b>
<b>Expenses</b>				
Salaries and Wages	261,000	2,077,771	1,816,771	8%
Personnel Benefits	119,900	1,457,446	1,337,546	8%
Physical Materials, Equipment and Supplies	1,711	379,900	378,189	0%
Services, Digital Materials and Training	119,800	1,246,700	1,126,900	9%
<b>Total Expenditures</b>	<b>512,511</b>	<b>5,161,817</b>	<b>4,648,806</b>	<b>9%</b>

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### Examples from Other Libraries - WCLS

**Highlights:**

- They separate out their revenue budget from expense budget
- They have a comparison to previous year
- Pie charts show expenses by category and department

Account Description	Budgeted Expenditures	Actual Expenditures	% of Budget	% of Actual
0000	0	0	0%	0%
0100	1,000,000	1,000,000	100%	100%
0200	500,000	500,000	50%	50%
0300	250,000	250,000	25%	25%
0400	125,000	125,000	12.5%	12.5%
0500	62,500	62,500	6.25%	6.25%
0600	31,250	31,250	3.125%	3.125%
0700	15,625	15,625	1.5625%	1.5625%
0800	7,812	7,812	0.78125%	0.78125%
0900	3,906	3,906	0.390625%	0.390625%
1000	1,953	1,953	0.1953125%	0.1953125%
1100	976	976	0.09765625%	0.09765625%
1200	488	488	0.048828125%	0.048828125%
1300	244	244	0.0244140625%	0.0244140625%
1400	122	122	0.01220703125%	0.01220703125%
1500	61	61	0.006103515625%	0.006103515625%
1600	30	30	0.0030517578125%	0.0030517578125%
1700	15	15	0.00152587890625%	0.00152587890625%
1800	7	7	0.000762939453125%	0.000762939453125%
1900	3	3	0.0003814697265625%	0.0003814697265625%
2000	1	1	0.00019073486328125%	0.00019073486328125%
2100	0	0	0%	0%
2200	0	0	0%	0%
2300	0	0	0%	0%
2400	0	0	0%	0%
2500	0	0	0%	0%
2600	0	0	0%	0%
2700	0	0	0%	0%
2800	0	0	0%	0%
2900	0	0	0%	0%
3000	0	0	0%	0%
3100	0	0	0%	0%
3200	0	0	0%	0%
3300	0	0	0%	0%
3400	0	0	0%	0%
3500	0	0	0%	0%
3600	0	0	0%	0%
3700	0	0	0%	0%
3800	0	0	0%	0%
3900	0	0	0%	0%
4000	0	0	0%	0%
4100	0	0	0%	0%
4200	0	0	0%	0%
4300	0	0	0%	0%
4400	0	0	0%	0%
4500	0	0	0%	0%
4600	0	0	0%	0%
4700	0	0	0%	0%
4800	0	0	0%	0%
4900	0	0	0%	0%
5000	0	0	0%	0%
5100	0	0	0%	0%
5200	0	0	0%	0%
5300	0	0	0%	0%
5400	0	0	0%	0%
5500	0	0	0%	0%
5600	0	0	0%	0%
5700	0	0	0%	0%
5800	0	0	0%	0%
5900	0	0	0%	0%
6000	0	0	0%	0%
6100	0	0	0%	0%
6200	0	0	0%	0%
6300	0	0	0%	0%
6400	0	0	0%	0%
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6600	0	0	0%	0%
6700	0	0	0%	0%
6800	0	0	0%	0%
6900	0	0	0%	0%
7000	0	0	0%	0%
7100	0	0	0%	0%
7200	0	0	0%	0%
7300	0	0	0%	0%
7400	0	0	0%	0%
7500	0	0	0%	0%
7600	0	0	0%	0%
7700	0	0	0%	0%
7800	0	0	0%	0%
7900	0	0	0%	0%
8000	0	0	0%	0%
8100	0	0	0%	0%
8200	0	0	0%	0%
8300	0	0	0%	0%
8400	0	0	0%	0%
8500	0	0	0%	0%
8600	0	0	0%	0%
8700	0	0	0%	0%
8800	0	0	0%	0%
8900	0	0	0%	0%
9000	0	0	0%	0%
9100	0	0	0%	0%
9200	0	0	0%	0%
9300	0	0	0%	0%
9400	0	0	0%	0%
9500	0	0	0%	0%
9600	0	0	0%	0%
9700	0	0	0%	0%
9800	0	0	0%	0%
9900	0	0	0%	0%
10000	0	0	0%	0%

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### YTD Redesign:

**Key changes:**

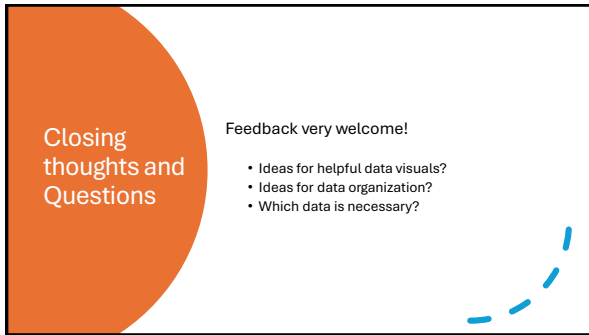
- General fund vs Gift fund separated out into defined color-coded sections
- Rearranged the categories to match the guiding visual
- Each data set is set up as its own table, making it better for screen readers
- Added logo at the top for Library branding continuity

Bellingham Public Library				
Budget to Actual, February 2026				
16,948 YTD				
	YTD Actuals	Budget	Remaining	% Complete
<b>Revenues</b>				
Grants	0	0	0	0%
Book and Copy Fees	1,801	15,000	13,199	12%
Lost, Damaged & Non-incident Borrower Fees	1,740	15,500	13,760	10%
Manufacture Revenue	0	0	0	0%
<b>Total General Fund Revenue</b>	<b>3,541</b>	<b>30,500</b>	<b>26,959</b>	<b>11%</b>
<b>Expenses</b>				
Salaries, Wages, and Benefits	261,000	2,077,771	1,816,771	8%
Personnel	119,900	1,457,446	1,337,546	8%
Physical and Digital Collection Materials	1,711	379,900	378,189	0%
Equipment, Supplies, and Services	119,800	1,246,700	1,126,900	9%
<b>Total General Fund Expense</b>	<b>512,511</b>	<b>5,161,817</b>	<b>4,649,306</b>	<b>9%</b>
<b>Gift Fund Revenue</b>				
Donations	0	0	0	0%
<b>Total Gift Fund Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Gift Fund Expense</b>				
Gift Fund Expenses	14,907	150,000	135,093	10%
<b>Total Gift Fund Expense</b>	<b>14,907</b>	<b>150,000</b>	<b>135,093</b>	<b>10%</b>

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Closing thoughts and Questions

Feedback very welcome!

- Ideas for helpful data visuals?
- Ideas for data organization?
- Which data is necessary?

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## Performance & Activity Measures - March 2026

Holdings - Number of materials in the library's collection					
Holding Type	Mar-25	Mar-26	YTD 2025	YTD 2026	YTD % Change
Physical copies added to the collection	1,867	1,352	5,321	3,756	-29.4%
Electronic copies purchased by BPL	97	86	400	215	-46.3%
Physical copies withdrawn from collection	-408	-341	-5,541	-992	-82.1%
Total physical holdings	-	-	183,192	179,663	-1.9%
Total electronic holdings available to BPL	-	-	165,810	177,381	7.0%
<b>Total Holdings (Physical and Electronic)</b>	-	-	<b>349,002</b>	<b>357,044</b>	<b>2.3%</b>

Circulation - Number of items checked out or renewed; includes Interlibrary Loan					
Physical Materials Circulation	Mar-25	Mar-26	YTD 2025	YTD 2026	YTD % Change
Central Library Adult	40,817	36,630	118,334	107,678	-9.0%
Central Library Youth	43,475	38,191	121,867	108,160	-11.2%
<b>Sub-Total Central</b>	<b>84,292</b>	<b>74,821</b>	<b>240,201</b>	<b>215,838</b>	<b>-10.1%</b>
Fairhaven Branch Adult	5,250	5,223	14,761	14,913	1.0%
Fairhaven Branch Youth	2,950	3,087	8,119	8,588	5.8%
<b>Sub-Total Fairhaven</b>	<b>8,200</b>	<b>8,310</b>	<b>22,880</b>	<b>23,501</b>	<b>2.7%</b>
Barkley Branch Adult	4,815	4,768	14,094	13,833	-1.9%
Barkley Branch Youth	5,333	5,028	14,767	15,120	2.4%
<b>Sub-Total Barkley</b>	<b>10,148</b>	<b>9,796</b>	<b>28,861</b>	<b>28,953</b>	<b>0.3%</b>
Bellis Fair Branch Adult	1,433	1,343	4,087	3,816	-6.6%
Bellis Fair Branch Youth	2,350	1,909	6,345	5,512	-13.1%
<b>Sub-Total Bellis Fair</b>	<b>3,783</b>	<b>3,252</b>	<b>10,432</b>	<b>9,328</b>	<b>-10.6%</b>
Bellingham Technical College Adult	44	31	131	116	-11.5%
Bellingham Technical College Youth	7	0	14	1	-92.9%
<b>Sub-Total BTC</b>	<b>51</b>	<b>31</b>	<b>145</b>	<b>117</b>	<b>-19.3%</b>
Whatcom Community College Adult	216	147	585	435	-25.6%
Whatcom Community College Youth	28	20	71	51	-28.2%
<b>Sub-Total WCC</b>	<b>244</b>	<b>167</b>	<b>656</b>	<b>486</b>	<b>-25.9%</b>
Western Washington University Adult	335	265	921	756	-17.9%
Western Washington University Youth	67	100	222	298	34.2%
<b>Sub-Total WWU</b>	<b>402</b>	<b>365</b>	<b>1,143</b>	<b>1,054</b>	<b>-7.8%</b>
<b>Total Physical Circulation</b>	<b>107,120</b>	<b>96,742</b>	<b>304,318</b>	<b>279,277</b>	<b>-8.2%</b>
Digital Materials Circulation	Mar-25	Mar-26	YTD 2025	YTD 2026	YTD % Change
Kanopy - Video Streaming	2,199	2,204	6,260	6,025	-3.8%
WA Anytime Library Overdrive - eBooks and eAudiobooks	42,169	42,589	124,104	125,090	0.8%
Overdrive- eMagazines	8,050	9,880	23,164	27,706	19.6%
<b>Total Online Circulation</b>	<b>52,418</b>	<b>54,673</b>	<b>153,528</b>	<b>158,821</b>	<b>3.4%</b>
<b>Total Digital and Physical Circulation</b>	<b>159,538</b>	<b>151,415</b>	<b>457,846</b>	<b>438,098</b>	<b>-4.3%</b>
Holds Activity	Mar-25	Mar-26	YTD 2025	YTD 2026	YTD % Change
Items placed on hold shelf	54,450	69,730	158,739	193,830	22.1%

Services					
Visitors (Door Counts)	Mar-25	Mar-26	YTD 2025	YTD 2026	YTD % Change
Central Library	34,633	29,971	99,554	87,282	-12.3%
Fairhaven Branch	3,610	3,545	10,101	10,651	5.4%
Barkley Branch	2,597	2,690	7,757	8,068	4.0%
Bellis Fair Branch	2,462	2,125	6,953	6,509	-6.4%
<b>Total Persons Visiting</b>	<b>43,302</b>	<b>38,331</b>	<b>124,365</b>	<b>112,510</b>	<b>-9.5%</b>
New Borrowers Registered	Mar-25	Mar-26	YTD 2025	YTD 2026	YTD % Change
Central Library	520	522	1,832	1,899	3.7%
Fairhaven Branch	44	30	124	103	-16.9%
Barkley Branch	25	20	89	66	-25.8%
Bellis Fair Branch	35	38	143	143	0.0%
<b>Total New Borrowers Registered</b>	<b>624</b>	<b>610</b>	<b>2,188</b>	<b>2,211</b>	<b>1.1%</b>
Programs - Library sponsored or co-sponsored	Mar-25	Mar-26	YTD 2025	YTD 2026	YTD % Change
Programs	145	137	363	391	7.7%
Attendees	3,396	5,396	7,660	11,799	54.0%

Electronic Resources					
Website Visits	Mar-25	Mar-26	YTD 2025	YTD 2026	YTD % Change
Website Visits - Number of visits to www.bellinghampubliclibrary.org	44,490	46,929	128,760	143,983	11.8%
Bibliocommons Visits - Number of visits to online catalog	27,604	25,329	77,330	75,224	-2.7%
<b>Total Website Visits</b>	<b>72,094</b>	<b>72,258</b>	<b>206,090</b>	<b>219,207</b>	<b>6.4%</b>
Computer Usage - Number of sessions	Mar-25	Mar-26	YTD 2025	YTD 2026	YTD % Change
Central Library - Adult & Teen(30 terminals)	3,721	3,279	10,847	8,949	-17.5%
Central Library - Children (3 terminals)	102	93	274	241	-12.0%
Fairhaven Branch (7 terminals)	276	324	711	885	24.5%
Barkley Branch (4 terminals)	129	172	384	456	18.8%
Bellis Fair Branch (4 terminals)	174	140	414	407	-1.7%
<b>Total Computer Usage</b>	<b>4,402</b>	<b>4,008</b>	<b>12,630</b>	<b>10,938</b>	<b>-13.4%</b>

Community Partnerships					
Friends of BPL	Mar-25	Mar-26	YTD 2025	YTD 2026	YTD % Change
Volunteer Hours	337	277	1,333	1,489	11.6%



## Board Claims, March 2026

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 APRIL 21, 2026, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

General Fund Claims		
Interfund Claims		
Description	Vendor	Amount
Computer replacement allocation	City of Bellingham Interfund	20,125.58
Facilities allocation (Central)	City of Bellingham Interfund	12,906.82
Facilities allocation (Fairhaven)	City of Bellingham Interfund	7,060.40
Fleet Rent Allocation and Services	City of Bellingham Interfund	1,590.29
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
Telecom Charges	City of Bellingham Interfund	3,143.43
<b>Total Interfund Claims</b>		<b>\$64,131.39</b>
Physical and Digital Collection Materials Claims		
Description	Vendor	Amount
Books	Amazon	273.12
Periodicals	EBSCO	914.19
Books	Ingram	13,356.79
Video Streaming Service	Kanopy	67,500.00
CDs, DVDs, and preprocessing	Midwest Tape	3,239.22
Ebooks and Eaudiobooks	Overdrive	5,170.32
Lost ILL Book	University of Montana	39.98
<b>Total Physical and Digital Collection Materials Claims</b>		<b>\$90,493.62</b>
Equipment, Supplies, and Services Claims		
Description	Vendor	Amount
Barkley Janitorial	Action Cleaning Service	812.00
Supplies; Minor Equipment; First Aid	Amazon	388.40
Memberships; PLA Stats; webinar; PLA registrations	American Library Association	230.00
Hotspot Service	AT&T	18.74
Annual Membership Fee	Bellingham Chamber of Commerce	356.00
Bellis Fair Branch lease	Bellis Fair Mall Territories	5,357.00
Pest management	BioBug	229.12
Natural gas service	Cascade Natural Gas	3,248.03
Library Deposit Slips	City of Bellingham	391.27
Water/Sewer/SSW service (Central & Fairhaven)	City of Bellingham	2,760.29
Barkley & Bellis Fair branch water/cooler rentals	Clearwater Systems	70.05
Copies	Copiers Northwest	89.69
Alarm system monitoring	Guardian Security	177.79

Copier leases and copies	Kelley Create	1,251.55
Bellis Fair Branch waste service	L&L Mall Facilities	112.82
Fuel	Nelson-Reisner	241.93
Ninite Software	Ninite	240.00
Paper and tissues	ODP Business Solutions	205.61
Bellis Fair internet service	Pogozone Wireless	367.49
Electricity service	Puget Sound Energy	5,101.10
Postage	Quadient	857.02
Elevator Service	Schindler	8,815.92
Bellis Fair Janitorial	Sealx	1,275.30
Digital subscription	Seattle Times	19.96
Barkley Branch Lease	Talbot Services	533.33
Viewscan	Technology Unlimited	340.39
Borrower notices	Unique Management	239.60
Hotspot Service	Verizon Wireless	1,600.40
Registration Fee	WLA	824.60
<b>Total Equipment, Supplies, and Services Claims</b>		<b>\$36,155.40</b>
<b>TOTAL GENERAL FUND CLAIMS</b>		<b>\$190,780.41</b>

<b>Gift Fund Claims</b>		
<b>Description</b>	<b>Vendor</b>	<b>Amount</b>
Books, Supplies	Amazon.com	509.52
Bellis Fair temp space lease	Bellis Fair Mall Territories	1,500.00
Books	Center Point Large Print Books	99.48
Books	Ingram	1,136.32
Hat Reimbursement	Kate Dunphy	21.25
Books	Library Ideas	103.76
Audiobooks	Midwest Tape	622.79
EAudiobooks	Overdrive	319.34
Books	Playaway Products	2,070.76
Books	Target	37.08
<b>TOTAL GIFT FUND CLAIMS</b>		<b>\$6,420.30</b>

<b>Total General Fund &amp; Gift Fund claims</b>	<b>197,200.71</b>
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## Budget to Actual, March 2026

25% YTD

GENERAL FUND BUDGET TO ACTUAL				
GENERAL FUND REVENUES				
Description	YTD Actuals	Budget	Remaining	% Complete
Grants		0		
Print and Copy Fees	5,525	15,000	9,475	37%
Lost, Damage & Non-resident Borrower Fees	2,538	11,100	8,562	23%
Miscellaneous Revenues	379	0	(379)	
<b>Total General Fund Revenues</b>	<b>8,441</b>	<b>26,100</b>	<b>17,659</b>	<b>32%</b>
GENERAL FUND EXPENSES				
Description	YTD Actuals	Budget	Remaining	% Complete
Salaries, Wages, and Benefits	1,269,717	4,993,177	3,723,460	25%
Interfund	380,782	2,103,588	1,722,806	18%
Physical and Digital Collection Materials	271,017	527,965	256,948	51%
Equipment, Supplies, and Services	172,849	679,664	506,816	25%
<b>Total General Fund Expenses</b>	<b>2,094,364</b>	<b>8,304,394</b>	<b>6,210,030</b>	<b>25%</b>
GIFT FUND BUDGET TO ACTUAL				
GENERAL FUND REVENUES				
Description	YTD Actuals	Budget	Remaining	% Complete
Donations	78,269	150,000	71,731	52%
<b>Total Gift Fund Revenues</b>	<b>78,269</b>	<b>150,000</b>	<b>71,731</b>	<b>52%</b>
GENERAL FUND EXPENSES				
Description	YTD Actuals	Budget	Remaining	% Complete
Gift Fund Expenses	21,331	150,000	128,669	14%
<b>Total Gift Fund Expenses</b>	<b>21,331</b>	<b>150,000</b>	<b>128,669</b>	<b>14%</b>

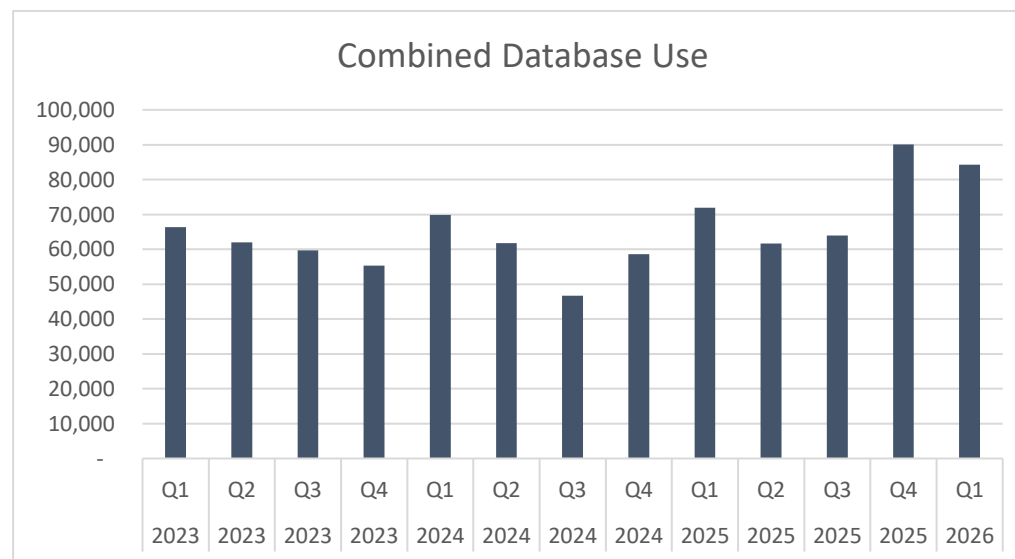
**Patron Use of Databases and Learning Resources**

Vendor	Database	Metric	2025	2026	Year-to- Year %
			Q1 TOTAL	Q1 TOTAL	
Candid	<b>Foundation Directory Online#</b>	Profile Views	241	433	79.7%
Data Axle	<b>Reference Solutions*</b>	Detail Records Viewed, Downloaded, and Printed	-	1	100.0%
EBSCO	<b>Consumer Reports</b>	Page Views	10,183	8,120	-20.3%
EBSCO	<b>Ethnic Diversity Source</b>	Requests	-	2	100.0%
EBSCO	<b>NoveList Plus</b>	Requests	87	153	75.9%
EBSCO	<b>NoveList K-8 Plus</b>	Requests	-	16	100.0%
Gale	<b>Gale databases</b>	Item Requests	444	5,434	1123.9%
Gale	<b>ChiltonLibrary.com</b>	Retrievals	238	191	-19.7%
Grey House	<b>Weiss Financial Ratings</b>	Page Views	481	384	-20.2%
Library Ideas	<b>Freegal</b>	Songs Streamed or Downloaded	27,676	37,859	36.8%
LinkedIn	<b>LinkedIn Learning</b>	Video Views	2,915	3,621	24.2%
Mango	<b>Mango</b>	Sessions	1,555	2,314	48.8%
NewsBank	<b>NewsBank^</b>	Documents Viewed	11,293	14,341	27.0%
ProQuest	<b>Ancestry Library Edition#</b>	Document Views	2,383	1,593	-33.2%
ProQuest	<b>CultureGrams</b>	Pages Viewed	9,693	2,143	-77.9%
ProQuest	<b>HeritageQuest</b>	Records Viewed	476	704	47.9%
ProQuest	<b>US Newsstream &amp; US Dailies</b>	Retrievals	930	4,971	434.5%
ProQuest	<b>Newspapers.com - West</b>	Retrievals	3,335	2,016	-39.6%
<b>TOTAL</b>			<b>71,930</b>	<b>84,296</b>	<b>17.2%</b>

# No remote access

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

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





## QUARTERLY DONATION REPORT FOR LIBRARY BOARD OF TRUSTEES

<b>DONATIONS</b>			
<b>2026 - 1st Quarter Donations to Library Gift Fund</b>			
<b>Date</b>	<b>Donor</b>	<b>Amount</b>	<b>Purpose</b>
1/28/2026	WCF Gonsalves Spanish/Travel	\$ 2,632.98	Travel/Spanish materials
1/28/2026	WCF Gonsalves FH	\$ 658.24	Fairhaven materials
1/28/2026	WCF Designated Endowment	\$ 3,593.19	Renovation
1/28/2026	WCF Bayview Fund	\$ 3,044.47	Renovation
1/15/2026	WCF Kinder Fund - Jon & Laurie Egbert	\$ 500.00	Unrestricted
2/9/2026	Everett Aison	\$ 50.00	Unrestricted
2/18/2026	Carnegie Corporation	\$ 20,000.00	Central/Fairhaven Branches
2/23/2026	Sheila Johansen	\$ 300.00	Unrestricted
3/3/2026	Misc Donations 1/1/2026-2/28/2026	\$ 163.82	Unrestricted
3/6/2026	Patricia Marks	\$ 50.00	Unrestricted
3/31/2026	Misc Donations 3/1/2026-3/31/2026	\$ 26.20	Unrestricted
3/31/2026	Friends of Bellingham Public Library	\$ 26,500.00	Collection Support
3/31/2026	Friends of Bellingham Public Library	\$ 13,000.00	Community Events
3/31/2026	Friends of Bellingham Public Library	\$ 7,750.00	Summer Reading
<b>Total 1st Quarter Donations to Library Gift Fund</b>		<b>\$ 78,268.90</b>	
<b>2026 - 1st Quarter Donations to Whatcom Community Foundation (WCF)</b>			
<b>Date</b>	<b>Donor</b>	<b>Amount</b>	<b>Fund</b>
3/31/2026	Over 20 Individuals	\$ 8,480.00	Central Library Renovation
3/31/2026	3 Individuals	\$ 725.00	Materials
3/31/2026	10 Individuals	\$ 26,728.56	Unrestricted
3/31/2026	Individual - \$50 Monthly	\$ 150.00	Unrestricted
3/31/2026	Individual - \$25 Monthly	\$ 75.00	Unrestricted
3/31/2026	Individual - \$100 Monthly	\$ 300.00	Unrestricted
3/31/2026	Individual - \$50 Monthly	\$ 150.00	Unrestricted
3/31/2026	Individual - \$15 Monthly	\$ 45.00	Central Library Renovation
3/31/2026	Individual - \$50 Monthly	\$ 150.00	Central Library Renovation
<b>Total 1st Quarter Donations to WCF</b>		<b>\$ 36,803.56</b>	
<b>Total 1st Quarter Donations</b>		<b>\$ 115,072.46</b>	

<b>FUND BALANCES</b>			
<b>2026 - 1st Quarter Library Gift Fund balances (as of 4/15/26)</b>			
<b>Date</b>	<b>Fund</b>	<b>Balance</b>	<b>Funding Source</b>
4/15/2026	Library Gift Fund	\$ 155,401.06	Variety of Designated Funds
<b>Total 1st Quarter Library Gift Fund balances</b>		<b>\$ 155,401.06</b>	
<b>2026 - 1st Quarter Central Branch Renovation Project Fund Contributions (as of 4/15/26)</b>			
<b>Date</b>	<b>Fund</b>	<b>Balance</b>	<b>Notes</b>
4/15/2026	Central Branch Renovation Project Fund	\$ 1,237,330.00	
<b>Total 1st Quarter Renovation Project Fund Contributions</b>		<b>\$ 1,237,330.00</b>	
<b>2026 - 1st Quarter WCF Gift Fund balances (as of 4/15/26)</b>			
<b>Date</b>	<b>Fund</b>	<b>Balance</b>	<b>Purpose</b>
4/15/2026	Designated Endowment	\$ 76,334.16	
4/15/2026	Capital	\$ 124,336.42	\$121,627 Designated to Fairhaven Branch
4/15/2026	Fairhaven Branch Materials	\$ 5,746.90	
4/15/2026	Materials	\$ 17,266.05	
4/15/2026	Unrestricted	\$ 29,791.78	
4/15/2026	Library Giving Day 2024	\$ 279.40	
4/15/2026	Central Library Renovation	\$ 856,009.91	
<b>Total 1st Quarter WCF Gift Fund balances</b>		<b>\$ 1,109,764.62</b>	
<b>TOTAL FUND BALANCE</b>		<b>\$ 2,502,495.68</b>	



## DIRECTOR'S REPORT FOR APRIL 21, 2026

April's Board meeting falls in the middle of National Library Week, April 19-25, and we're so glad to be celebrating together. This year's theme is "Find Your Joy," and we have many joyful things planned! Of note, today is National Library Workers Day, and we are grateful to our Board of Trustees for drafting the resolution included in this month's packet recognizing our Library staff. The Friends of the Bellingham Public Library are also marking the occasion by bringing treats to our team. Thank you, Friends! And finally, we have our own homegrown Library Snapshot Week tradition during National Library Week with photos of programs, library staff (public facing and behind-the-scenes) and library spaces. We'll round out the April Board meeting with a Trustee group photo, another meaningful way to mark this special week. (Rebecca Judd, Library Director)

## WELCOME & INCLUDE

**Bilingual Storytime: Beyond the Basics Virtual Course:** Congratulations to Children's Librarian Ali Kubeny who applied for and received grant tuition for "Library Juice Academy Bilingual Storytime: Beyond the Basics" through the Washington State Library. This 6-week online course begins in June and will teach how to create and market high-quality bilingual storytime programs. Ali currently hosts a weekly bilingual storytime entitled "Cuentos y Cantos" and she looks forward to learning new and innovative ways to enhance her current storytime and draw new audiences. (Bethany Hoglund, Deputy Library Director)

**Skillshare Update:** Skillshare programs at the Central Library had 274 attendees in March 2026, including 55 for Street Law. Highlights for April include the return of Smart Trips Bike Maintenance workshops, Typewriters 101, and Ragfinery Mending sessions. (Annette Bagley, Head of Community Relations)

## ACCESS & OPPORTUNITY

**Website Accessibility:** Over the past two years, the Library has been working with the City of Bellingham to comply with the federal government's final rule under Title II of the Americans with Disabilities Act (ADA) to ensure that public website content and mobile applications are accessible to people with disabilities. We have met the compliance deadline of April 24, 2026 to fulfill the technical standards of the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA. This includes ensuring that PDF forms, PDF documents, and written, video and audio content, as well as third party vendor links and apps provide equitable access. (Annette Bagley, Head of Community Relations)

**Digital Services Changes:** One outcome of the accessibility deadline, mentioned above, is the end of the Library Elf service. The developers decided not to re-architect their service to bring it into conformance and will be shutting it down. Another outcome is the vendor Candid merging two products, Foundation Directory and GuideStar, into a single service accessed through a new interface with a new brand, 'Candid Search'. Part of the explanation Candid provided was the need to provide an accessible interface, and they

only want to maintain one. Candid Search debuts just before the April deadline. (Jon McConnel, Head of Digital Services)

**Outreach Update:** The quarterly collection of Outreach items was delivered to nursing and assisted-living facilities on April 14 and 21. This quarter we were able to add DVDs to each of the collections. The modified Outreach Services model, now in place one full year, has successfully continued support for most of our partner facilities. While service is not as frequent or individualized as it was when we had a full-time staff member assigned, it is a working model that can be expanded to meet other community needs once staff capacity increases. (Katrina Buckman, Head of Public Services)

## READ & LEARN

**Whatcom READS:** The author events with Javier Zamora were overwhelmingly successful on March 12 and 13, 2026, including a joyous evening at Mount Baker Theatre on Friday evening. Our thanks to the author, as well as to interviewer Claudia Castro Luna, emcee professor Rodolfo Mata, Ph.D, all the Bushwick Book Club performers, and the staff at Mount Baker Theatre. We also thank the Friends of the Bellingham Public Library for their ongoing support of the program. Total Whatcom READS attendance for this year's lead-up events and author events combined was 3,313. These numbers include:



- 650 students, faculty and staff at Bellingham High School
- 250 community members at Ferndale Pioneer Pavilion
- 1,092 in-person at Mount Baker Theatre
- 773 night-of livestreams of the Mount Baker Theatre event

(Annette Bagley, Head of Community Relations)



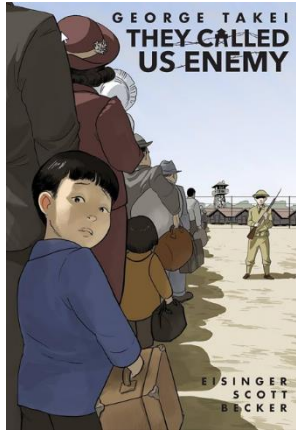
**Salmon Release:** On March 26, 450 community members helped release our chum salmon fry into Whatcom Creek. The program at Maritime Heritage Park began with a ceremonial blessing by Lummi Nation musicians Antone and Patlis George. Families then took turns visiting interactive stations in the park and releasing a salmon into the creek. Children's Librarian Ali Kubeny followed up the event with an evening storytime at the Maritime Heritage Park Pavilion. Special thanks to all staff who participated in the caring of the salmon this winter and to the Nooksack Salmon Enhancement Agency for their continued partnership that allows the community to have a salmon tank at the library. (Bethany Hoglund, Deputy Library Director)

**Winter Reading Challenge:** In our inaugural year, 75 adults redeemed their Winter Reading Challenge cards for a fun prize sticker. We also received many comments from happy patrons, including the following:

- "I wanted to tell you how much I enjoyed the winter reading challenge for adults. This is my first challenge with this library. It brought back lovely memories of filling in summer reading sheets as a child. I am delighted with my prize sticker. Thank you. We love our library."

- "When are you guys going to do this again?!"
- "I'm so excited to turn in my card. I encourage my children to participate in Summer Reading every year, and I'm so glad to have a Winter Reading Challenge just for me!"

(Annette Bagley, Head of Community Relations)



**One Book, One Coast:** In April and May BPL joins libraries across California, Oregon and Washington to present a new shared community reading program called One Book, One Coast. Together with 190 library systems, we will read and discuss *They Called Us Enemy* by George Takei, Steven Scott, and Justin Eisinger and illustrated by Harmony Becker. *They Called Us Enemy* is a graphic memoir recounting actor/author/activist George Takei's childhood imprisoned within American concentration camps during World War II. Confronting questions of patriotism, family, loyalty, and community, Takei's work is a stunning examination of what it means to be an American, both long ago, and today. Unlimited digital copies of the eBook are available on the Libby app from April 1 through June 6. Bellingham Public Library also has physical copies of the book available to check out. Bellingham Public Library will present a Book Discussion on *They Called Us Enemy* on May 30, 11:00 am – noon, at

Bellingham Central Library. One Book, One Coast will feature a special author talk with George Takei on Sunday, May 31 at 2:00 pm at the East Los Angeles Library. A livestream link will be available on the Bellingham Public Library website. (Annette Bagley, Head of Community Relations)

## INFORM & INVOLVE

**Youth Philanthropy Grant from Whatcom Community Foundation:** The Whatcom Community Foundation awarded a \$5,000 Youth Philanthropy Grant to the Youth Renovation Advisory group that has been informing the Library's remodel. The group met January - March with the goal of infusing the remodel project with voices and preferences of local youth. As we continue in the remodel design process, this group now has funds to spend on design elements and features they desire and choose. We are excited to be able to empower these students in such a tangible and meaningful way. (Bethany Høglund, Deputy Library Director)



**Community Outreach:** The Library joined with multiple City of Bellingham departments to participate in the Vamos Outdoors Fiesta de Conexión Comunitaria event on Saturday, April 4 at Bakerview Estate (Eliza Court). Miranda LeonJones reported interacting with 173 attendees, gave away 45 books, and signed three people up for Library cards. She said, "This was an incredibly positive, well-organized event filled with joy and community." The Library will also participate in Bellingham's

Asian, Pacific Islander, Desi American (APIDA) Heritage Month Festival on Tuesday, May 12, 5:30 – 8:00 pm at Whatcom Community College. The public is invited to participate in this free event. APIDA heritage spans more than 20 countries, each with its unique traditions, languages, and customs. (Annette Bagley, Head of Community Relations)

**Whatcom County Coalition to End Homelessness:** The Whatcom County Coalition to End Homelessness (WCCEH) provides community education and advocacy for people experiencing homeless. I

have been attending WCCEH meetings for the last two years and have recently joined their steering committee. I'm excited to work with the individuals and agencies that form this group to help decrease obstacles to housing in Whatcom County. (Katrina Buckman, Head of Public Services)

## THRIVE & GROW

**Renovation Update, Temporary Spaces:** We are making progress on a few fronts in the Bellis Fair temporary space. Public Works facilities staff have begun work to patch and paint the end wall and will tackle some minor plumbing issues while they are there. Contracts for Great Floors and Gateway Controls are moving forward (for carpet and entry system). A few of us have been doing minor repairs and cleanup in the space, as time allows, while we wait for the contracts. The staff renovation workgroup committee recently toured the Bellis Fair temporary space, as well as the future temporary work area for staff in the basement of City Hall. (Jen Vander Ploeg, Head of Operations)

**Renovation Update, Central Library:** Miller Hull is working with us to get the next level of detailed cost estimates, while continuing to draft ideas for interior finishes, furniture layout, and shelving plans. These drafts should be made available to us at the end of April. The Youth Renovation Advisory group is finalizing videos and summaries of their preferences to ensure that the 1% Arts project will enhance the Youth spaces on the ground floor. The information will be shared with the Arts Commission to inform the 1% Arts process, as well as the architects. (Jen Vander Ploeg, Head of Operations)

**Materials Purchasing and Processing:** The new contract with MidWest Tape for purchasing and pre-processing media is currently working its way through the City's internal signature process. The new contract with Ingram for purchasing and pre-processing books is currently with Ingram for a signature before starting the City's internal signature process. Also, we are now receiving Ingram items with limited pre-processing – book jackets and laminated paperbacks – based on a request we made last fall. Test orders were finally allowed to be placed in late February, and we've since moved almost all Ingram ordering to that setup. This means our backlog of unprocessed items upstairs in Collection Services is now shrinking! (Jon McConnel, Head of Digital Services)

**2025 Statistics Reporting:** The Washington State Library kicked off this year's 6-week reporting period on Mar. 31, and our deadline is May 15. Madeline and I have been working on getting all our numbers processed and collected. (Jon McConnel, Head of Digital Services)

**Patron Interaction Tally Week:** The first of this year's two tally weeks, where we ask all staff in our buildings to count their interactions with the public, is April 20 – 25. We use the results to calculate a response to one of the questions in the annual stats report, and also to inform supervisors about workloads. (Jon McConnel, Head of Digital Services)

Respectfully submitted,  
Rebecca Judd

# Bellingham Public Library



## RESOLUTION OF THE BELLINGHAM PUBLIC LIBRARY BOARD OF TRUSTEES

In Honor of National Library Week and National Library Workers Day  
April 21, 2026

WHEREAS, National Library Week is celebrated April 19–25, 2026, under the theme “Find Your Joy,” a national observance sponsored by the American Library Association recognizing the vital role libraries and library workers play in transforming lives and strengthening communities; and

WHEREAS, April 21, 2026 is National Library Workers Day, a day set aside to recognize the valuable contributions made by all library workers, whose collective effort makes libraries work; and

WHEREAS, the Bellingham Public Library serves all residents of Bellingham - providing access to collections, programs, technology, and community gathering spaces that are essential to the life of this community; and

WHEREAS, the staff of the Bellingham Public Library demonstrate daily commitment to equitable access, intellectual freedom, and the dignity of every person who walks through our doors - and do so with consistency, professionalism, and care; and

WHEREAS, BPL staff continue to serve with skill, creativity, and compassion through an extraordinary period that includes planning for the Central Library renovation and the relocation of services during that transition; and

WHEREAS, the Board of Trustees recognizes that the library’s reputation for excellence - reflected in circulation rates and visit counts that rank among the highest in Washington State - is inseparable from the people who show up every day to make it possible;

NOW, THEREFORE, BE IT RESOLVED that the Bellingham Public Library Board of Trustees hereby expresses its deep appreciation and gratitude to every member of the Bellingham Public Library staff for their expertise, dedication, and service to this community; and

BE IT FURTHER RESOLVED that the Board of Trustees encourages the residents of Bellingham to find their joy at the library this week - and to thank a library worker for helping make that possible.

Adopted by the Bellingham Public Library Board of Trustees on April 21, 2026.

\_\_\_\_\_  
Chair, Rebecca Craven

\_\_\_\_\_  
Trustee, Deborra Garrett

\_\_\_\_\_  
Vice Chair, Kristy Van Ness

\_\_\_\_\_  
Trustee, Shirin Deylami

\_\_\_\_\_  
Trustee, Kendra Bradford



## 2026 Annual Action Plan DRAFT

The **2026 Annual Action Plan — Renovation Edition** charts Bellingham Public Library's path as we modernize the Central Library, with careful oversight of timelines, budget, stakeholder coordination, and quality. Renovation-specific initiatives ensure staff support and uninterrupted service, while non-renovation priorities such as strategic planning, 2027 budget development, and citywide projects are gathered under Thrive & Grow, highlighting our ongoing commitment to a resilient and vibrant library for the community.

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

- Support staff through the Central Library renovation with regular updates, collaborative planning, and opportunities for input to maintain connection across locations.
- Prepare branches for increased patron traffic by coordinating staffing, security, and safety procedures.
- Provide wellness resources, flexible scheduling, and team-building opportunities to manage workload and disruption.

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

- Design, plan, and implement a temporary service model ensuring continued access to holds pickup, research & referral help, meeting spaces, public computing, and browsing.
- Expand branch hours, adjust workflows, and allocate staff to manage increased usage at Barkley, Fairhaven, and Bellis Fair.
- Explore off-site programming, pop-up services, and downtown engagement opportunities.

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

- Provide programming for all ages with staff support in temporary spaces.
- Maintain patron access to collections through temporary storage and adjusted workflows.
- Support staff with training, equipment, and guidance for programming and collections in temporary spaces.

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

- Design, plan, and implement a comprehensive communication plan for patrons, media, community organizations, and City departments covering renovation milestones, service changes, and reopening timelines.
- Lead a major donor campaign to raise the final \$1.5M of the \$3.5M capital goal for the renovation, engaging partners and the community to support enhancements to the Central Library.
- Center youth voices by creating intentional opportunities for youth input to inform Central Library renovation design priorities.

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

- Collaborate with City and County stakeholders to advance planning for a long-term day shelter space, ensuring BPL is welcoming to all while advocating for a broader, compassionate community response.
- Advance sustainable funding strategies for operations and capital needs, including review and update of Level of Service standard for open hours.
- Develop 2027 operational and capital budget requests.
- Implement staff learning hours to support ongoing professional development, skill-building, and knowledge sharing across all roles and work groups.
- Select new materials vendor and set-up preprocessing workflows
- Implement Citywide initiatives including Workday software, Teams phone migration, website accessibility compliance improvements, and updated City document retention procedures.

# Bellingham **Public Library**

## **Level of Service Standards Open Hours**

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Proposed Update  
April 2026

## RECOMMENDATION

The Board is asked to adopt a revised Level of Service framework for open hours that:

- removes a separate standard for Central and branches
- adds three access dimensions: evening access, weekend access, and uniform weekday access
- establishes open hour ranges of 48–56 hours (Low), 57–64 hours (Medium), and 65–72 hours (High) per location per week
- supersedes the standard adopted June 21, 2016, effective upon adoption

## 1. Introduction

The Bellingham Public Library connects our community with each other and the world. How well we fulfill that mission depends in significant part on when our libraries are open - and on whether those hours work for the people we serve.

This proposal updates the Level of Service standard for open hours. It fulfills Priority 3 of the Board-adopted 2026–2027 Bridge Strategic Plan and responds to the City’s 2025 Comprehensive Plan, which identifies addressing open hours as a vital planning priority.

Three changes are proposed. First, a systemwide open hours standard is applied equitably to all library locations, replacing the separate Central Library and branch library standards adopted in 2016. Second, open hours standards are expressed as ranges rather than a single number at each level, more accurately reflecting how library open hours are staffed.

A third change adds access dimensions the 2016 standard did not measure: evening access, weekend access, and uniform weekday access. These come directly from what Bellingham residents communicated to us.

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## 2. The Planning Record

**2016: LOS standards adopted.** The Board established open hour benchmarks based on state standards, national data, and regional practice: 56, 64, and 68 hours per week for the Central Library, and 28, 36, and 40 for branches.

**2017: City Council directed progress toward Medium or High service.** Following the BERK Services and Funding Models Study, the Council voted unanimously to direct the administration to prioritize Medium or High service levels. That direction has guided BPL’s planning work ever since.

**2019: Community Conversations and Strategic Plan.** Conversations with 343 Bellingham residents identified equity, access, and connection as core community values. The 2020–2025 Strategic Plan committed to improving access across all parts of the city, including plans for library service in the north area of Bellingham.

**2022: Facilities Master Plan documented the access gap.** The Godfrey’s Associates Facilities Master Plan found that a north side library was not only warranted but required. It also proposed that limited hours at Barkley and Fairhaven had a significant effect in dampening use.

**2023: Bellis Fair Branch opened.** The City’s 2025 Comprehensive Plan describes this as a significant step in improving geographic equity in library access across the city.

**2025: City of Bellingham Capital Facilities Plan and Comprehensive Plan adopted.** The City’s long-range plan references, through the Capital Facilities Plan, a gap in providing uniform open hours across all library locations and identifies standardizing hours as a priority. Each branch location lists expanded hours as a long-term service goal.

**2026: Bridge Strategic Plan adopted.** The Board adopted updating the LOS standards for open hours as Priority 3 of the 2026–2027 Bridge Strategic Plan.

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### 3. Community Need

**What residents said:** The 2022 Facilities Master Plan survey asked 980 residents to identify their most desired library improvements. Open more hours came first - named by 475 people, ahead of more digital content, more books, and expanded programming. Their written comments were specific about what kind of hours matter:

*"Because I work 8 AM – 5 PM... it is very difficult for me to utilize print resources... I would love to see evening hours expanded at the Central Library at least a couple days a week."*

*"Open until 8pm would work!"*

*"I THINK THE LIBRARY SHOULD BE OPEN ON SUNDAYS."*

*"Would really prefer it be open at consistent hours on weekdays (e.g., 10–2 every day instead of some days 10–2 and some days 2–6)."*

*"More hours at the Barkley location... it would mean we could borrow physical books more often."*

**What the data showed:** The Godfrey’s Associates consultants, reviewing service area mapping and usage data, proposed that limited hours at Barkley and Fairhaven had a significant effect in dampening use of those locations. Hours are not simply an operational metric. They determine whether residents use the library at all.

**Three access dimensions:** Across all of BPL’s community engagement, three themes appear consistently. These are the dimensions the proposed framework adds to the 2016 standard:

- Evening access: open hours for working residents and students outside standard daytime schedules.

- Weekend access: open hours for families, students, and working adults whose weekday availability is limited.
- Uniform weekday access: maintains identical weekday hours across all locations, providing a predictable and equitable experience where all sites are open or closed at the same times.

## 4. The Current Standard and Its Limitations

The 2016 standard was built on sound research, and the proposed framework retains its benchmarks. However, it no longer fully reflects current conditions. Since 2016, population growth - especially in the north and east areas of the city - has increased demand for access, alongside an evolving understanding of what residents need from library services.

Building size and configuration are already addressed by the separate square footage LOS standard. Hours measure when a library is accessible. A smaller library can be open the same number of hours as a larger one.

### Adopted 2016 Standard

Service Level	Central Library (hrs/week)	Branch Libraries (hrs/week)
Low / Minimal	56	28
Medium / Operational	64	36
High / Optimal	68	40

## 5. Proposed Level of Service Framework

The proposed framework makes the 2016 benchmarks the anchor points of service ranges, applies them to all locations equally, and adds the access dimensions that community engagement identified as most important.

LOS Level	Hrs / week per location	Access Expectations — Per Location
<b>Low / Minimal</b>	<b>48 – 56</b>	<ul style="list-style-type: none"> <li>• At least 2 hours after 6:00 PM weekly</li> <li>• Half day Saturday hours</li> <li>• Uniform weekday schedule</li> </ul>
<b>Medium / Operational</b>	<b>57 – 64</b>	<ul style="list-style-type: none"> <li>• At least 4 hours after 6:00 PM weekly</li> <li>• Full day Saturday and Sunday</li> <li>• Uniform weekday schedule</li> </ul>

<b>High / Optimal</b>	<b>65 – 72</b>	<ul style="list-style-type: none"> <li>• At least 6 hours after 6:00 PM weekly</li> <li>• Full day Saturday and Sunday</li> <li>• Expanded, uniform weekday schedule</li> </ul>
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Open hour ranges reflect how library hours work in practice. A library operating at 60 hours provides meaningfully similar access to one operating at 64 hours - both are delivering at the Medium level. Ranges also allow schedules to be built around actual community use patterns and operational realities.

The access expectations scale with level of service standard: 2 evening hours at Low, 4 at Medium, 6 at High. Each applies per location.

**Where Bellingham Stands Today**

BRANCH	2026 Weekly Hours	2026 Hours Standard	Evening Access after 6pm	Weekend Access	Uniform Weekday Hours
Central	48	Low	✗	✓	✓
Fairhaven	24	Below Low	✗	✓	✗
Barkley	24	Below Low	✗	✓	✗
Bellis Fair	23	Below Low	✗	✓	✗

**6. National Context**

The American Library Association does not set prescriptive open hours standards for public libraries in the United States. ALA’s position is that each library serves a different community with different needs, and that hours should be determined through local planning rather than national mandates. The IFLA/UNESCO Public Library Manifesto (2022) reflects the same principle internationally, stating that library services require “sufficient opening hours convenient to the users” - leaving the definition of sufficient to local determination.

Washington State does not publish open hours standards for local public libraries. Standards from peer states confirm that BPL’s benchmarks remain well-grounded:

- Indiana (590 IAC 6-1-5, reaffirmed 2023) requires Class A libraries to provide 55 hours per week including four evenings and one weekend day.
- New York State requires 55 hours for libraries serving 25,000–99,999 residents and specifies that hours should include morning, afternoon, evening, and weekend access based on community needs.

- Georgia’s 2024 standards set benchmarks of 40 hours per week (minimal), 55 hours per week (essential), and 72 hours per week (optimal).

**Uniform hours across locations:** Several systems have recently moved toward standardized hours as an explicit equity and access strategy.

**Spokane Public Library (Washington, 2025).** Beginning June 2025, Spokane moved all seven locations to a single uniform schedule, citing three reasons: patrons can plan visits more easily, differing schedules create confusion, and consistent hours simplify staffing.

**Toronto Public Library (Ontario, 2024–2025).** Toronto extended Sunday hours to all 100 branches by October 2025. A 2024 expansion at participating branches produced a 44% increase in visits at those locations.

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## 7. Conclusion

The distance from where the system stands today to higher levels of service for open hours is significant. Currently, three of four library locations operate below the Low service level. No location offers evening hours, and none are open on Sundays. The City Council’s 2017 direction to prioritize Medium or High service levels remains an important guiding commitment that has yet to be fully realized.

Reaching Medium service levels will require increased and sustained investment. The Board’s Bridge Strategic Plan identifies the development of a sustainable funding model as Priority 4 - the logical next step following adoption of this framework. The community has clearly expressed what it wants from its libraries, and this framework establishes a shared standard against which progress can be measured.

Advancing toward these higher service levels for open hours will require ongoing partnership between the Board, the City, and the community.

### **BOARD ACTION**

The Board is asked to approve the proposed Level of Service framework for Open Hours, superseding the standard adopted June 21, 2016, effective upon adoption.

## Appendix A: Example Schedules by Service Level

The following schedules illustrate what each service level might look like in practice. They are not prescriptive - specific weekly schedules are set operationally based on staffing, use patterns, budget, and program needs. Two options are shown for each level, reflecting different approaches to evening access. All schedules assume system-wide consistency with locations observing the same hours weekdays, evenings and weekends.

### Low / Minimal — 48 to 56 hours per week

Example	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total hrs	LOS
<b>A1: 2 evenings to 7 PM</b>	10-6	10-6	10-7	10-7	10-6	10-6	—	50 hrs	Low
<b>A2: 1 evening to 8 PM</b>	10-6	10-6	10-6	10-8	10-6	10-6	—	50 hrs	Low

- Green = evening access after 6:00 PM. Both examples provide 2 evening hours per week.
- Gold = weekend access. Saturday meets the Low access expectation.

### Medium / Operational — 57 to 64 hours per week

Example	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total hrs	LOS
<b>B1: 4 evenings to 7 PM</b>	10-7	10-7	10-7	10-7	10-6	10-6	10-6	60 hrs	Med
<b>B2: 2 evenings to 8 PM</b>	10-6	10-8	10-6	10-8	10-6	10-6	10-6	60 hrs	Med

- Both Examples: 7 days open, full weekend access - meets Medium access expectations.
- B1 distributes evening access across four nights. B2 concentrates it on two nights.

**High / Optimal — 65 to 72 hours per week**

Example	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total hrs	LOS
<b>C1: 7 days to 7 PM</b>	9-7	9-7	9-7	9-7	9-7	9-7	9-7	70 hrs	High
<b>C2: 3 evenings to 8 PM</b>	9-6	9-8	9-8	9-8	9-6	9-6	9-6	69 hrs	High

- C1: 9 AM to 7 PM all seven days - 70 hours, 7 evening hours. Maximum breadth and consistency; every day of the week is the same experience for patrons.
- C2: 9 AM to 6 PM daily, three evenings to 8 PM - 69 hours, 6 evening hours. Serves the patron who cannot arrive before 7 PM on designated late nights.
- Both examples: full weekend access, 9 AM opening, meets High access expectations on all three dimensions.

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## Appendix B: Planning Documents and Sources

Bellingham Public Library Level of Service Standard - Open Hours, adopted June 21, 2016.  
Bellingham Public Library Board of Trustees.

Bellingham Public Library Services and Funding Models Study. BERK Consulting, December 2017.

Community Conversations Report to the Bellingham Public Library Board of Trustees. August 2019.

Bellingham Public Library 2020–2025 Strategic Plan. Adopted January 2020.

Bellingham Public Library Facilities Master Plan. Godfrey's Associates, Inc., September 2022.

The Bellingham Plan: Bellingham's Comprehensive Plan for Growth. Adopted December 15, 2025 (Ordinance 2025-12-039). City of Bellingham.

Bellingham Public Library Bridge Strategic Plan 2026–2027. Adopted January 2026.

Indiana Public Library Standards, 590 IAC 6-1-5 (reaffirmed October 2023). Indiana Library and Historical Board.

New York State Minimum Standards for Public Libraries, Standard 7: Hours. New York State Library.

Georgia Public Library Standards 2024. Georgia Public Library Service.

American Library Association. ALA Standards and Guidelines. American Library Association.  
[Ala.org/tools/guidelines/standardsguidelines](https://ala.org/tools/guidelines/standardsguidelines)

International Federation of Library Associations and Institutions (IFLA). IFLA/UNESCO Public Library Manifesto 2022. The Hague: IFLA, 2022.

"New Library Hours Starting June 8." Spokane Public Library, May 2025. [spokanelibrary.org](https://spokanelibrary.org)

"All 100 Toronto Public Library Branches Now Open Sundays." Toronto Public Library, October 17, 2025. [tpl.ca](https://tpl.ca)