BELLINGHAM PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

NOTICE OF MEETING
REGULAR MEETING
of TUESDAY, JUNE 16, 2026, 3:30 p.m.

Publication of the agenda and the approximate times are a guide to, and not a limitation on, the activities of Trustees. Order of agenda items may be adjusted.

Central Library, 210 Central Avenue, Bellingham, Washington
Lecture Room – 3:30 p.m.

AGENDA	**TIME (approx.)**

We acknowledge that we gather on territory that has been the traditional and ancestral homeland to the Lhaq'temish (the Lummi People), the Nooksack People, and other Coast Salish tribes of this region Since Time Immemorial.

We honor our shared responsibility to this land and these waters, we commit to learning from Indigenous wisdom, and we strive to repair and deepen our relationships as neighbors and friends.

1. **Call to order and introductions** — 1 min

2. **Approve/modify agenda** — 1 min

3. **Public comment** — 3 min
   This time is set aside for members of the public to make comments.
   Remarks will be limited to three minutes.

4. **Consent agenda (see packet materials)** — 5 min
   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.

   - **Communications and FYI**
   - **Minutes:** May 19, 2026: Regular Board Meeting; June 01, 2026: Special Board Meeting
   - **Library performance & activity measures:** May 2026
   - **Financial reports**
     Claims: May 2026
     YTD report: May 2026

5. **Reports** — 5 min
   - Board Chair
   - Library Board members
   - City Council liaison
   - Friends of Bellingham Public Library
   - Library Director (see packet materials)

Time check: 3:45

6. **Central Library Renovation update** 15 min
    - Rebecca Judd, Director; Jen Vander Ploeg, Head of Operations; Caleb Savage, Public Works Project Manager; Carol Rofkar, Public Works Assistant Director – Internal Services

7. **2027 Budget development update** 10 min
    - Rebecca Judd, Director; Rebecca Craven, Board Chair

Time check: 4:10

8. **Level of Service, Gap Analysis – Discussion and Action Item (see packet materials)** 20 min
    - Rebecca Judd, Director

9. **Fundraising Committee update** 5 min
    - Fundraising - Kristy Van Ness, Vice Chair

Time check: 4:35

10. **Day Center update** 5 min
    - Rebecca Judd, Director

11. **Director Review update** 5 min
    - Rebecca Craven, Board Chair

Time check: 4:45

12. **New business** 3 min

13. **Agenda items for next meeting** 2 min

Time check: 4:50

14. **Adjourn**

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, July 21, 2026 – 3:30 p.m.
Location: Lecture Room, Central Library, 210 Central Avenue
Bellingham, Washington

Bellingham Public Library

Communications & FYI

- *Bellingham Herald* **May 26, 2026** Bellingham seeks to open day shelter for unhoused people. Not everyone is happy*
- *The Front Online* **June 4, 2026** A fix for neglected clothes
- *Salish Current* **June 5, 2026** Local malls transform through economic concerns
- *Cascadia Daily News* **June 9, 2026** From commissary kitchens to robot kittens, local libraries offer more than just books*

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

Bellingham Public Library

Regular Meeting of the Library Board of Trustees
Tuesday, May 19, 2026 – Fairhaven Library Branch
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, Kristy Van Ness, Kendra Bradford, and Shirin Deylami
City Council Library Liaison:	Not present
Library Management Staff:	Rebecca Judd, Annette Bagley, Jon McConnel, Jennifer Vander Ploeg and Madeline Rosenvinge
FOBPL Representative:	Carol Comeau, Friends of BPL Board Liaison
Guest Presenter:	David Pethik, Assistant Chief, Bellingham Fire Department

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

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

Public comment: None.

Consent agenda: Kristy Van Ness moved to approve the April 21, 2026 Regular Meeting minutes and the April 2026 Performance and Activity measures and financial reports. Shirin Deylami seconded. Motion carried. In reviewing the monthly reports, it was noted that all grants awarded since 2020 were IMLS (Institute of Museum and Library Services) grants, that physical holds continued to increase (we don’t report on digital holds), and that Friends of the Library volunteer hours were notably strong and appreciated.

Board Chair report:

- None.

Board member reports: Kristy Van Ness recognized the Friends for their significant effort preparing for the upcoming sale.

City Council liaison report: Not present.

Friends of BPL report: Carol Comeau reported that the four-day book sale begins tomorrow at 10 a.m. She noted ongoing interest in the cost of digital materials and asked about state-level support for digital book purchasing. Library Director Rebecca Judd shared that advocacy efforts are underway, here and nationwide, but no WA state funding mechanism exists yet.

Mayor's Office: Deputy Administrator Forrest Longman provided an overview of the City's upcoming budget process. Budget development begins June 1, with departments submitting requests over the following 4–6 weeks. Revenues remain flat while expenses continue to rise due to inflation, COLA, and healthcare costs. Public safety accounts for approximately 70 percent of the City's budget, prompting evaluation of a Regional Fire Authority (RFA). If pursued, an RFA could be approved in February 2027 and established in June 2027, though next year's budget would remain largely unchanged. Discussion included the potential redirection of general fund capacity, long-term financial impacts, and anticipated costs associated with the proposed community day center.

Library Director report: Rebecca Judd reported that the recruitment for the Administrative Assistant position is underway, with a planned July hire allowing for transition time. Budget will return to the agenda as a standing item beginning next month. A work session on the gap analysis is scheduled for June 1 from 3–5 p.m.

Regional Fire Authority Presentation: Assistant Chief David Pethik presented information on the proposed RFA (*see attachments 1 and 2 at the end of the minutes*). He reviewed the funding model, including the fire tax levy and fire benefit charge, and described current cost structures and long-term financial sustainability. He outlined potential impacts on the City's general fund, capital planning, and service capacity. Transition details, asset transfers, and EMS levy interactions were also discussed.

Open Hours Level of Service draft revision – Action Item (see packet materials): Kristy Van Ness moved to approve the Open Hours Levels of Service revision. Kendra Bradford seconded. Motion carried.

Central Library Renovation Update: Rebecca Judd and Jennifer Vander Ploeg reported continued progress on casework planning and staff feedback sessions. Architectural reviews of kitchen areas, lockers, hardware, and restrooms are underway. The Bellis Fair temporary space is nearing readiness, with new carpet, paint, plumbing repairs, and keycard access. Photos of the space were shared (*see attachment 3 at the end of the minutes*). Federal appropriations totaling $850,000 have been awarded for Central exterior renovations and planning work for this will begin soon. Staff continue evaluating collection placement, service relocation, and operational needs during renovation. Trustees discussed community outreach, including opportunities to communicate changes related to holds and services to patrons.

Fundraising Committee Update: Kristy Van Ness reported that the first donor engagement event will be held on May 26. Additional events are planned for June, July, and August. A new fundraising handout has been developed (*see attachment 4 at the end of minutes*). The campaign has raised over $2.5 million, with less than $1 million remaining to reach goal.

Director Review Process: Shirin Deylami presented two options for the Director review process assessment questions. Trustees decided to include both scaled responses and required comment fields to provide quantitative and qualitative feedback.

Day Center Update: The Board discussed the recent article included in the packet. Forrest Longman clarified that individuals will be free to come and go, and that the space will include offices for service providers. The City is coordinating with WTA on transportation considerations. Trustees noted the need for clear public communication, an FAQ, and a broader outreach strategy.

New Business:

- None

Agenda items for next meeting:

- Budget added as a standing item.

Meeting adjourned at 5:09 p.m.

Next Regular Library Board Meeting – **Tuesday, June 16, 2026 – Central Library Lecture Room – 3:30 p.m.**

Chair, Library Board of Trustees

ATTEST
Secretary, Library Board of Trustees

May 19, 2026
Meeting Minutes
Attachment #1

Regional Fire Authority 101
Bellingham Public Library Board of Trustees

May 22, 2026

1

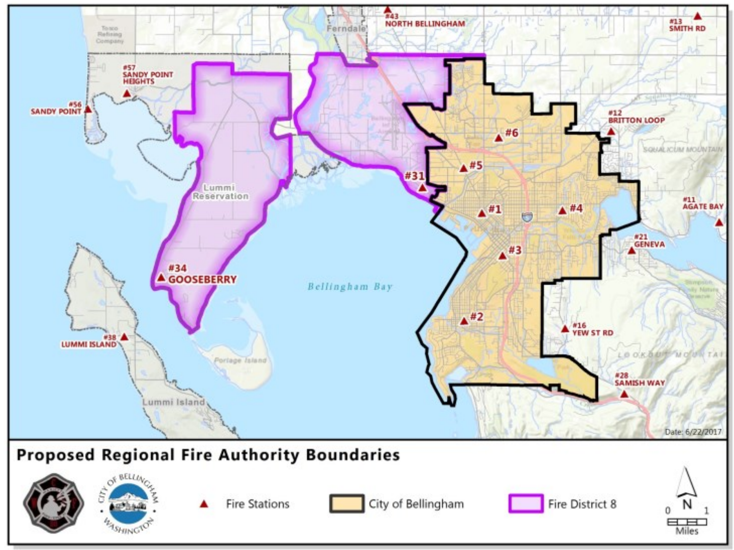
What is a Regional Fire Authority

- A voter approved, independent fire/EMS district
- Authorized by RCW 52.26
- 18 RFA's in Washington State
  - Renton RFA (Renton and FD 25)
  - West Pierce (Lakewood/FD 2, University Place, FD/3)
- We would be the second in Whatcom County

2

2

Proposed RFA Service Area



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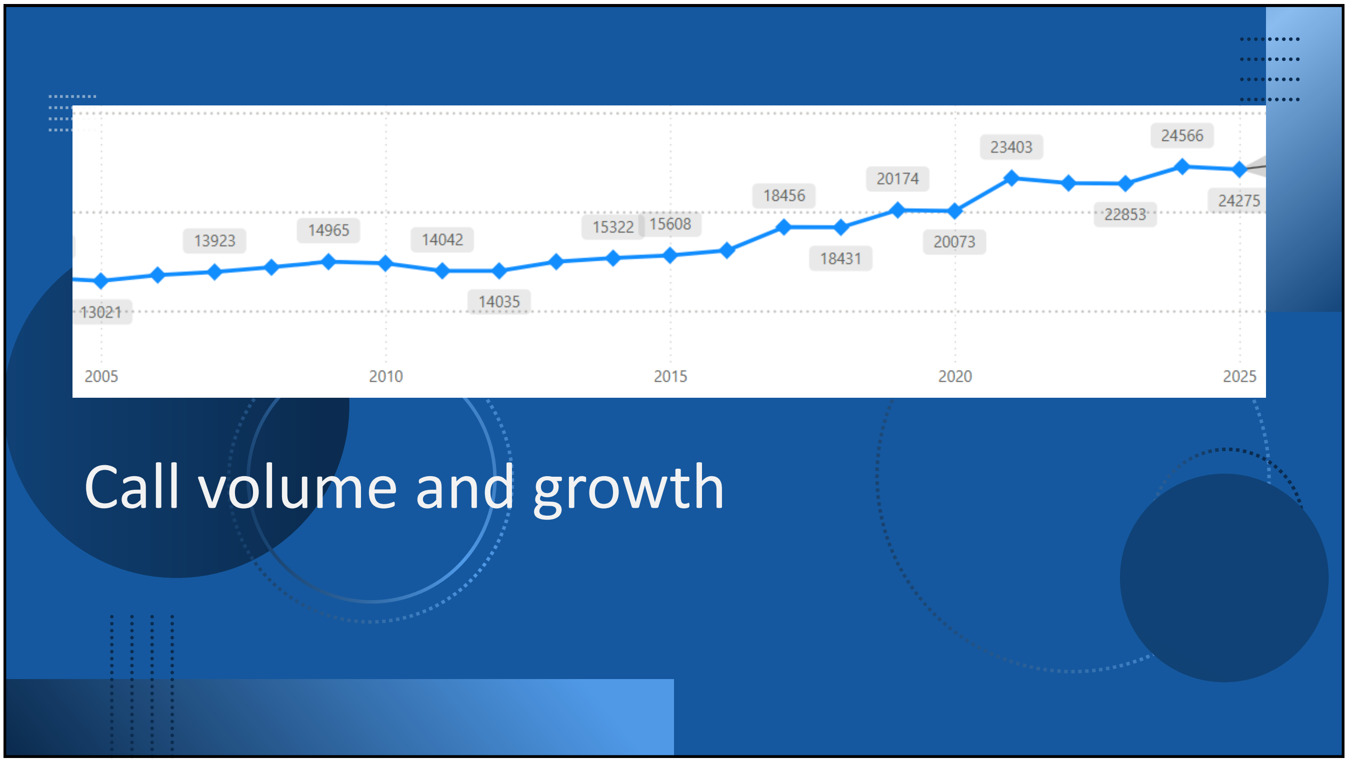
Why a Regional Fire Authority

- General fund revenue shortfalls
- Call volume increases
- Provides long term sustainability

4

4


13021
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23403
22853
24566
24275
2005
2010
2015
2020
2025
Call volume and growth

5


When a Regional Fire Authority
April-September
October-November
February 9, 2027
July 2027
• Planning and building
• City and Fire District process
• Public Vote
• RFA Formation
6

6

Where to find more information

- Website: bellinghamrfa.org
- E-mail: fire@cob.org
- QR Code:

7

7

Regional Fire Authority 101
Bellingham Public Library Board of Trustees

Presented by: Dave Pethick
Assistant Fire Chief
360.778.8466 dpethick@cob.org

8

Bellingham Library Board
Regional Fire Authority Presentation
May 19, 2026

May 19, 2026
Meeting Minutes
Attachment #2

Why This Matters to the Library and Other City Services

The Library depends on stable, reliable fire and EMS response for the safety of patrons, staff, and facilities. Just as importantly, the Library relies on the City's general fund. If Fire/EMS move to an RFA, the City frees up general-fund capacity—relieving budget pressure that affects hours, staffing, and services across all departments.

This is not a proposal about the Library, but it directly intersects with the City's ability to sustain Library services in the future.

Service demand has surged, but fire/EMS resources have not kept pace.

• Calls for service increased 35% from 2015–2025—about 9,000 more calls per year, or 25 additional calls each day. The previous decade saw only 17% growth.
• Despite this demand, the Fire Department has operated with the same number of core fire response units since 1976.

Why this matters to the Library:
Strained fire/EMS systems create longer response times for medical emergencies or fire alarms at public facilities, including library branches.

The long-standing engine–ambulance cross-staffing model is no longer sustainable.

• When a cross-staffed ambulance transports a patient, the engine it is paired with becomes unavailable.
• Nearly 8 out of 10 calls today are medical calls—meaning engines are going out of service more often.
• Ideal fire company availability is 90–92%. Some of Bellingham's cross-staffed units have now dropped to 86% availability.
• The current model cannot meet Bellingham's future needs.

Why this matters to the Library:
Reduced engine availability leads to slower responses from farther stations—directly affecting public-safety coverage for all city facilities.

Bellingham Library Board
Regional Fire Authority Presentation
May 19, 2026

The City's general fund cannot absorb the cost of expanding fire/EMS services.

• The general fund pays for libraries, parks, police, fire, EMS, and many essential services.
• Public safety already makes up 64% of the City's general-fund budget (Fire 32%, Police 32%).
• Even with no expansion, Fire and Police costs are projected to grow $20 million in five years.
• The general fund cannot keep pace with these rising costs across all departments.

Why this matters to the Library:
Without relief, continued general-fund pressure could mean further reductions to other services—including Library hours, staffing, programming, and facility maintenance.

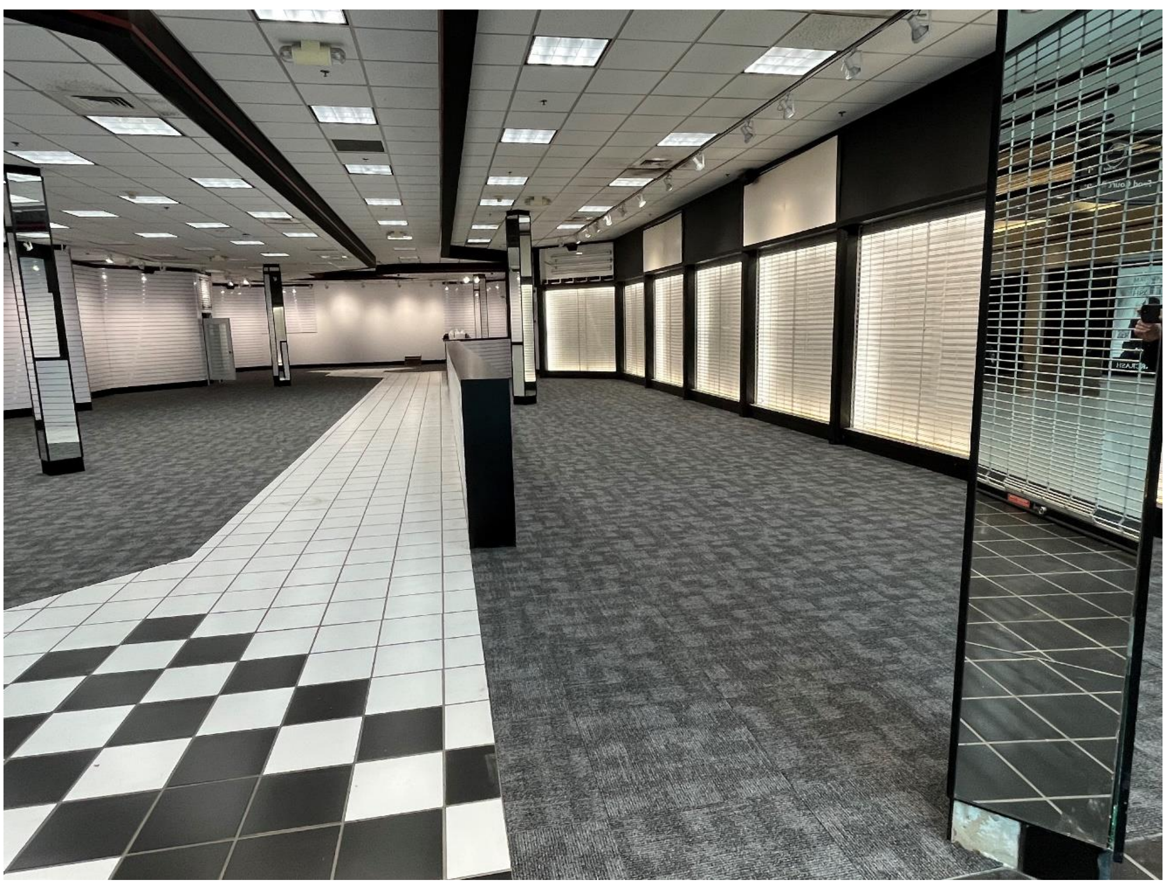
A Regional Fire Authority provides a more stable, flexible funding structure.

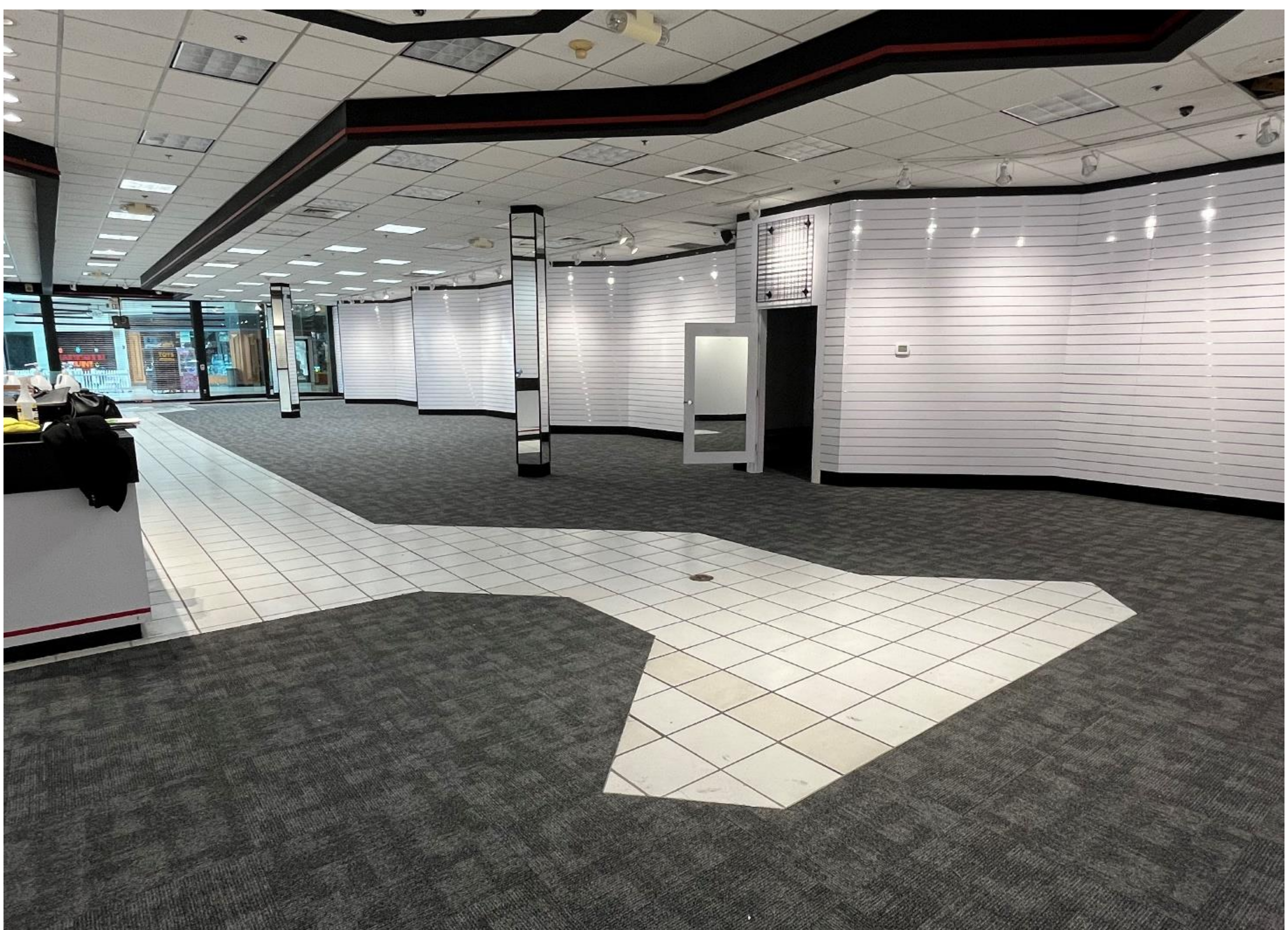
• An RFA is a separate taxing district dedicated solely to fire/EMS.
• Moving Fire/EMS into an RFA frees up general-fund capacity for:
– Other public safety needs
– A potential community recreation center
– City facility maintenance
– Stabilizing Library services and other core programs
– Strengthening reserves or reducing taxes
• It provides long-term financial stability for both the Fire Department and the City.

RFA Planning Timeline

• May 22: First Planning Committee meeting
• May–September: Service plan and financial modeling; community outreach
• Fall: City Council and District 8 Board review the plan
• If approved: Potential February ballot
• If passed: RFA formation July 1, 2027
• General-fund relief for the City beginning in 2028

Bellis Fair – Suite 614






EXIT


AUTHORIZED
ENTRY
ONLY

Together, We Can **Inspire Young Minds!**

AN INVESTMENT IN KIDS AND OUR COMMUNITY

Bellingham **Public Library**

CITY OF BELLINGHAM WASHINGTON

Every day, the Bellingham Public Library nurtures joy, curiosity and connection.

Join us in moving our children's library from worn to wonderful, transforming tired rooms into a vibrant hub for every age and stage: playful spaces for early learners, inspiring hangouts for tweens and teens, and safe gathering places for families. With your help, we can support Bellingham's youth and families from storytime to study time.

THE CHALLENGE

The City of Bellingham constructed the Central Library in 1951 to serve a population of 34,000. While the building was renovated in 1985 to meet the needs of a population of 46,000, the now 75-year-old building is expected to serve a population of nearly 100,000 and receives 400,000 visits per year.

The Central Library infrastructure has not kept pace with population growth and demand for ever-evolving methods of delivering library service. Additionally, heating systems have failed in parts of the building. In 2020-2021, the library went through a significant remodel of the main floor that modernized the space dedicated to adult services. It is now time for spaces serving children and their families to be updated and improved.

THE SOLUTION

The **Bellingham Central Library Renovation Phase 2** focuses efforts on the ground floor, where the children's library is located, and upper mezzanine staff spaces. Some additional work will be completed on the main floor to increase safety, access and HVAC systems. Future plans involve a Phase 3, that focuses on an exterior renovation.

Phase 2 will bring Teen Services and spaces to the ground floor so youth have a more natural and welcoming transition from Children's Services to Teen Services. Renovations will include a refreshed space that sparks inspiration for all who enter, ADA accessible book stacks and welcoming, age-appropriate areas for youth. Bellingham youth deserve to have a floor devoted to them and their family, caregivers and teachers. Now is the moment to uplift a beloved space that encourages the youngest to read, play and learn and older youth to explore their curiosities through stories, information and community.

INSPIRE YOUNG MINDS!

WHY IT MATTERS

Youth in Bellingham matter. The lifelong learning and joy sparked by a library card matters. There is no better investment for youth in a community than the public library. Bellingham families rely on the public library for no-cost, in-person access to books, movies and audiobooks. Storytimes for babies and toddlers are often a child and caregiver's first group learning experience, leading to friendships, support and enrichment for children and adults alike.

The Children's Space isn't just for tiny tots though, each progressive age group deserves both a welcoming space and developmentally-appropriate opportunities to access stories and information. Moving the Teen Space to the same floor as the Children's Space inspires a sense of belonging and connection for tweens and teens, helps to preserve established relationships with library staff, and reaffirms that that the library is, and always will be for them. **The library is for all.**

> "Raising brand new babies is the hardest thing to do. Many people can't afford to take parenting classes, but at the Library parents can learn for free about how they can interact with their children at home." – Local parent

TOTAL PROJECT BUDGET ESTIMATE: **$8.53 million**

FUNDS RAISED **$3.03 million**
State grants

FUNDS RAISED **$2 million**
City of Bellingham REET Funds

$3.5 million
Capital Campaign

Source Amount: Washington State Department of Commerce; Library Capital Improvement Program grant: $2,000,000; Local & Community Projects grant: $1,030,000; City of Bellingham REET Funds: $2,000,000.

Children's and Teen Library Impact

51.3%
of all materials checked out through Central Library are children's and teen materials, in multiple languages.

20
on-site programs/week for children and teens (2 bilingual).

500k
children's and teen items are checked out annually from Bellingham Public Library.

Let's create a vibrant, inspired and compelling library for our youth.

BELLINGHAM CENTRAL LIBRARY RENOVATION
CAPITAL CAMPAIGN FUNDRAISING COMMITTEE

Kristy Van Ness (trustee)

Bethany Hoglund (Deputy Library Director)

Annette Bagley (Head of Communications and Community Relations)

Bernice Chang (Children's Librarian)

Rachel Myers (volunteer)

Carol Comeau (volunteer)

Jessica Ferreras-Stone (volunteer)

Mikaela Rickards (volunteer)

Please reach out to learn how you can contribute to this project and inspire young minds.

Jenn Daly
Director of Engagement & Philanthropy
Whatcom Community Foundation
jenn@WhatcomCF.org
360-685-9283

Rebecca Judd
Library Director
Bellingham Public Library
rejudd@cob.org
360-778-7221

City of Bellingham Washington

Bellingham Public Library

Central Library, 210 Central Avenue, Bellingham | **bellinghampubliclibrary.org/library-giving**

Special Meeting of the Library Board of Trustees
Monday, June 01, 2026 – Library Board Room
3 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, Kristy Van Ness, Kendra Bradford, Deborra Garrett, and Shirin Deylami
City Council Library Liaison:	Not present
Library Management Staff:	Rebecca Judd, Annette Bagley, Bethany Hoglund, Jon McConnel and Jennifer Vander Ploeg
FOBPL Representative:	Carol Comeau
BPL Staff:	Michelle Becker, Alison Kuiken

Call to order and introductions: Special session was called to order at 3:04 p.m. by Chair Rebecca Craven.

Level of Service (LOS) Gap Analysis:
The Bellingham Public Library Board of Trustees held a special work session on June 1, 2026, to conduct a Level of Service (LOS) Gap Analysis, aiming to move beyond a decade of low-standard funding toward medium or high service benchmarks for 2028–2037. The session highlighted that the library has remained, with few exceptions, at or below low service standards since a 2017 Council vote directed an increase to the Medium or High level across all benchmarks.

As part of the work session, the board gauged preliminary preferences. Trustees strongly leaned toward a High standard for materials to counter the soaring costs of digital media. For open hours, opinions favored a "Medium Plus" or High model to ensure adequate access to Library services. Regarding facilities, the consensus leaned toward a Medium standard. This target would address immediate space deficits and renovations within an achievable timeframe of 10 years. Moving forward, the Trustees will consult with City leadership to discuss the gap analysis and final Trustee recommendations.

Rebecca Craven adjourned the meeting at 5:00 p.m.

Chair, Library Board of Trustees

ATTEST
Secretary, Library Board of Trustees

Attachments: Attachment #1: Level of Service Standards, Gap Analysis presentation

Bellingham Public Library

Level of Service Standards, Gap Analysis

June 1, 2026

Purpose of Gap Analysis

- Quantify how much funding and FTE are needed to move the Bellingham Public Library to the **Low level** on four level of service standards
- Quantify how much funding and FTE are needed to move the Bellingham Public Library to the **Medium level** on four level of service standards
- Quantify how much funding and FTE are needed to move the Bellingham Public Library to the **High level** on four level of service standards

Review of 2016-18 Standards

BPL Level of Service Standards 2018

Standard	Date of Adoption	Low/ Minimal	Medium/ Operational	High/ Optimal
Library Facilities-- square ft./capita	1/19/2016	0.6 sf/cap	0.8 sf/cap	1.0 sf/cap
Open hours per week-- Central Library	6/21/2016	56 hr/wk	64 hr/wk	68 hr/wk
Open hours per week-- Branch Libraries	6/21/2016	28 hr/wk	36 hr/wk	40 hr/wk
Library Materials-- Expenditures per capita	3/21/2017	$5.00/cap	$7.50/cap	$10.00/cap
Library Staff FTE	3/13/2018	50 FTE	58 FTE	64 FTE

City Council Commitment

In 2017, BPL and the City of Bellingham initiated a sustainability funding study for the library's future. The consulting firm BERK was hired to conduct the study and produce a report—"Bellingham Public Library Services and Funding Models Study", published December 2017.

On November 13, 2017, BERK presented findings from the report to the Bellingham City Council. At that meeting the City Council voted unanimously on the motion **"…moved to direct the Administration to give recommendations to the Library Board of Trustees to move forward to Goal 2 *{i.e., medium/operational}* or 3 *{i.e., high/optimal}* as a priority."**

Level of Service 2018-2026

Standard	2018	2019	2020	2021	2022	2023	2024	2025	2026
Library Facilities sf/cap	0.63	0.62	0.61	0.62	**0.59**	0.60	**0.59**	**0.58**	**0.58**
Open hours Central	56	56	57	56	56	56	56	**52**	48** **24 FH** **24 BA** **23 BF**
Open hours Branches	28 FH 28 BA	28 FH 28 BA	28 FH 28 BA	28 FH 28 BA	**24 FH** **24 BA**	**24 FH** **24 BA**	**24 FH** **24 BA** **23 BF**	**24 FH** **24 BA** **27 BF**	
Library Materials exp/cap	$6.25	$6.96	$6.81	$7.02	$9.23	$7.40	$7.54*	$5.88*	$6.24*
Library total FTE	**48.7**	**45.4**	**42.8**	50.6	**47.6**	**47.6**	57	53.5	50.3

Key: Level of Service standards:

* Materials standard revised 8/24

**Open hours standard revised 5/26

Dark red: Below low LOS
Red: Low LOS
Green: Medium LOS

Level of Service 2026 Standard

Bellingham Public Library Level of Service Summary – April 2026 update

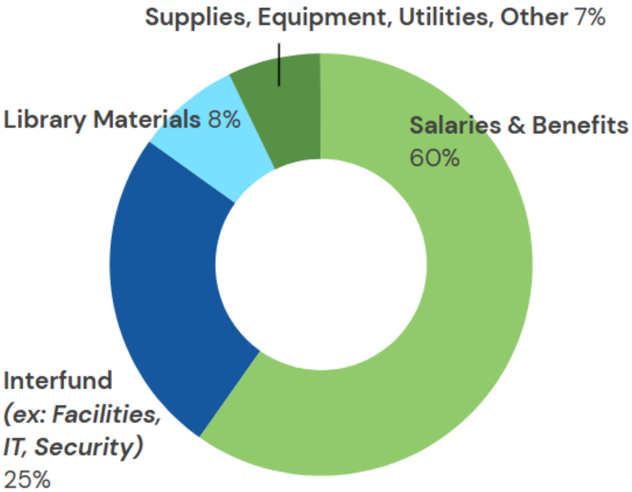
Standard	Date of Adoption	Low/ Minimal 1	Medium/ Operational 2	High/ Optimal 3	Current Levels 2026 (pop 98,340)
Library Facilities-- Square ft/capita	01/19/2016, Renewed 9/2022	0.6	0.8	1.0	.58
Open hours per week-- Total number per location	06/21/2016 Revised 5/2026	45	56	67	Central: 48 Fairhaven: 24 Barkley: 24 Bellis Fair: 23
Access hours per location:	06/21/2016 Revised 5/2026	Evening after 6 pm: 2 hours/week	Evening after 6 pm: 4 hours/week	Evening after 6 pm: 6 hours/week	Central: 0 Fairhaven: 0 Barkley: 0 Bellis Fair: 0
		Weekend: 8 hours	Weekend: 12 hours	Weekend: 16 hours	Central: 8 Fairhaven: 4 Barkley: 4 Bellis Fair: 7
		Weekday before 6 pm: 7 hours/day	Weekday before 6 pm: 8 hours/day	Weekday before 6 pm: 9 hours/day	Central: 8 Fairhaven: 4 Barkley: 4 Bellis Fair: 4 (Tues-Friday)
Library Materials-- Expenditures/capita	03/21/2017, Revised 8/2024	$5.87	$8.81	$11.74	$6.24
Library Staff Total FTE	03/13/2018	50	58	64	50.3

Budget Picture, Library

2026 Budget: $10.4 million*

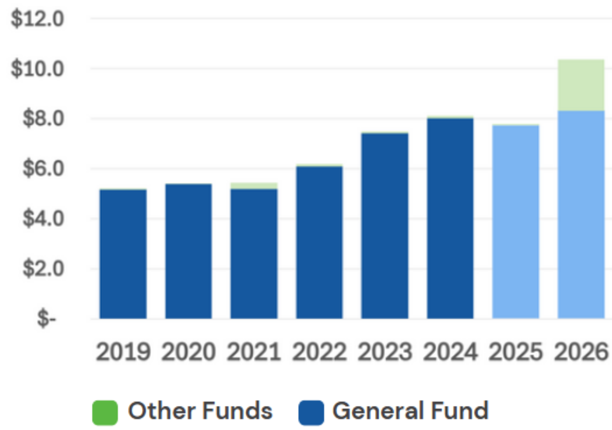
**Includes $2M for capital improvements*

Total FTE: 50



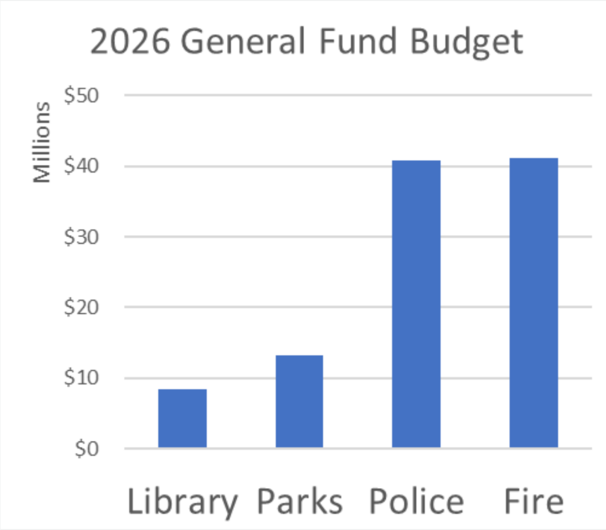
Expenditures, 2019-2026

In millions of dollars



Actual expenditures for 2019-24. Data for 2025 & 2026 represent budgeted expenditures.

Public-Facing Departments



	General Fund Budget (Expenditures)	Revenue (all funds) – not graphed
Library	$8,454,000	$176,000
Parks	$13,269,000	$16,002,000
Police	$40,705,000	$12,166,000
Fire	$41,078,000	$25,260,000

Assumptions

- 10-year planning horizon: 2028-2037
- Population increase projection: 1377 / year (source: COB Planning Dept.)
- Library Materials Expenditure/Capita, adjusted for inflation (1.6% annually) and population growth
- Salary figures are based on bargained 2026 salary charts. For Additional FTE, salary estimate based on Specialist II position
- Facility growth: Estimated total project cost, including construction, soft costs, FF&E, technology, and contingency:
  - Library: Leased space, tenant improvements — $500 / sf
  - Library: Owned building, renovation — $600 / sf
  - Library: New Construction — $850 / sf

Materials Standard

CITY OF BELLINGHAM WASHINGTON

Bellingham Public Library

Materials Standard – Low LOS

Cost to reach Low LOS for Materials Expenditure/Capita

Year	Population, estimate	Low Standard, estimate	Total Expenditure
2028	102,471	$6.06	$621,775
2029	103,848	$6.16	$639,704
2030	105,225	$6.26	$658,709
2031	106,602	$6.36	$678,789
2032	107,979	$6.46	$697,544
2033	109,356	$6.56	$717,380
2034	110,733	$6.66	$737,482
2035	112,110	$6.77	$758,385
2036	113,487	$6.88	$780,791
2037	114,864	$6.99	$802,899

2028 Low Standard estimate: $6.06 Materials Expenditure/Capita

2028 increase needed to reach Low LOS Materials Standard: **$8,310**

$8,310 = $621,775 (2028 estimate) - $613,465 (2026 budgeted)

Materials Standard – Medium LOS

Cost to reach Medium LOS for Materials Expenditure/Capita

Year	Population, estimate	Medium Standard, estimate	Total Expenditure
2028	102,471	$9.09	$931,461
2029	103,848	$9.24	$959,555
2030	105,225	$9.38	$987,010
2031	106,602	$9.53	$1,015,917
2032	107,979	$9.68	$1,045,237
2033	109,356	$9.83	$1,074,969
2034	110,733	$9.99	$1,106,223
2035	112,110	$10.15	$1,137,917
2036	113,487	$10.31	$1,170,051
2037	114,864	$10.47	$1,202,626

2028 Medium Standard estimate:
$9.09 Materials Expenditure/Capita

2028 increase needed to reach Medium LOS Materials Standard:
$317,996

$317,996 = $931,461 (2028 estimate) - $613,465 (2026 budgeted)

Materials Standard – High LOS

Cost to reach High LOS for Materials Expenditure/Capita

Year	Population, estimate	High Standard, estimate	Total Expenditure
2028	102,471	$12.12	$1,242,351
2029	103,848	$12.31	$1,278,069
2030	105,225	$12.51	$1,316,365
2031	106,602	$12.71	$1,354,710
2032	107,979	$12.91	$1,394,609
2033	109,356	$13.11	$1,433,657
2034	110,733	$13.32	$1,474,964
2035	112,110	$13.53	$1,516,848
2036	113,487	$13.75	$1,560,446
2037	114,864	$13.96	$1,603,501

2028 High Standard estimate: $12.12 Materials Expenditure/Capita

2028 increase needed to reach High LOS Materials Standard: **$628,886**

$628,886 = $1,242,351 (2028 est.) - $613,465 (2026 budgeted)

Open Hours Standard

Open Hours – Low LOS

Sample Hours Low LOS	Central	Fairhaven / South	Barkley / East	Bellis Fair / North
Monday	11-6	11-6	11-6	11-6
Tuesday	11-7	11-7	11-7	11-7
Wednesday	11-7	11-7	11-7	11-7
Thursday	11-6	11-6	11-6	11-6
Friday	11-6	11-6	11-6	11-6
Saturday	11-6	11-6	11-6	11-6
Sunday	Closed	Closed	Closed	Closed

Additional FTE needed for Low Open Hours standard from 2026 staffing levels:

Library Clerks: +3.8 FTE ($295,000)
Library Assistants: +4.2 FTE ($258,000)
Person In Charge: +0.5 FTE ($52,000)
Total Additional: **+8.5 FTE ($605,000)**

Facilities assumption:

Facility sf total does not necessitate additional staffing

Open Hours – Medium LOS

Sample Hours Medium LOS	Central	Fairhaven / South	Barkley / East	Bellis Fair / North
Monday	10-6	10-6	10-6	10-6
Tuesday	10-8	10-8	10-8	10-8
Wednesday	10-8	10-8	10-8	10-8
Thursday	10-6	10-6	10-6	10-6
Friday	10-6	10-6	10-6	10-6
Saturday	10-6	10-6	10-6	10-6
Sunday	1-5	1-5	1-5	1-5

Additional FTE needed for Medium Open Hours standard from 2026 staffing levels:

Library Clerks: +7.5 FTE ($581,000)
Library Assistants: +9.5 FTE ($583,000)
Library Assistant Lead: +1 FTE ($69,000)
Person In Charge: +1 FTE ($105,000)
Total Additional: +19 FTE ($1,338,000)

Facilities assumption:

Facility sf total necessitates additional staffing (+2.5 FTE Clerk, +2.5 FTE Library Assistant, included in +19 FTE total)

Open Hours – High LOS

Bellingham Public Library

Sample Hours High LOS	Central	Fairhaven / South	Barkley / East	Bellis Fair / North
Monday	9-6	9-6	9-6	9-6
Tuesday	9-8	9-8	9-8	9-8
Wednesday	9-8	9-8	9-8	9-8
Thursday	9-8	9-8	9-8	9-8
Friday	9-6	9-6	9-6	9-6
Saturday	10-6	10-6	10-6	10-6
Sunday	10-6	10-6	10-6	10-6

Additional FTE needed for High Open Hours standard from 2026 staffing levels:

Library Clerks: 13.5 FTE ($1,046,000)
Library Assistants: 16.5 FTE ($1,013,000)
Library Assistant Lead: 1 FTE ($69,000)
Person In Charge: 1.5 FTE ($157,000)
Total Additional: 32.5 FTE ($2,285,000)

Facilities assumption:

Facility sf total necessitates additional staffing (+5 FTE Clerk, +5 FTE Library Assistant, included in +32.5 FTE total)

FTE Standard

Additional FTE

These are additional FTE needed to support library services and functions, not tied to Open Hours:

1.5 Additional FTE ($125,000) for Low Standard

5 Additional FTE ($415,000) for Medium Standard

8.5 Additional FTE ($700,000) for High Standard

What you might see:

- Outreach specialist (reinstate)
- Collection maintenance / Book Club kits / collection support / WiFi Hotspot support (reinstate)
- Operational facilities support / contract specialist / project management (new)
- Social media / graphic design / marketing / public website (new)
- Digital Equity position (new)
- Adult Services librarian / programming (new)
- Children's librarian (new)

FTE Standard

FTE LOS	Low (50 FTE)	Medium (58 FTE)	High (64 FTE)
Additional FTE, Open Hours	8.5 FTE $605,000	19 FTE $1,338,000	32.5 FTE $2,285,000
Additional FTE, not open hours	1.5 FTE $125,000	5 FTE $415,000	8.5 FTE $700,000
Additional Total FTE needed	**+10 FTE $730,000**	**+24 FTE $1,753,000**	**+41 FTE $2,985,000**
Current FTE, 2026 Budgeted	50.3 FTE	50.3 FTE	50.3 FTE
Additional FTE needed, TOTAL	10 FTE	24 FTE	41 FTE
Current FTE + Additional TOTAL	**60.3 FTE**	**74.3 FTE**	**91.3 FTE**

Current Standard for Total FTE:
- Low (50 FTE)
- Medium (58 FTE)
- High (64 FTE)

*Needs to be updated to reflect expanded Open Hours standard at branches

A revised Standard for Total FTE might be:
- Low (60 FTE)
- Medium (74 FTE)
- High (90 FTE)

Facilities Standard

A 75-Year-Old Building Serving a Growing City

- 1951: Central Library opened. Bellingham population ~34,000
- 1985: Last major remodel. Bellingham population ~50,000
- 2021: Phase 1 renovation completed
- Today: Serving 97,000 residents with nearly 400,000 annual visits to the Central Library
- 2026-2027: Phase 2 renovation underway

Facilities Needs

Year	Population, estimate	Low Standard, est (.6 x pop est) sf/cap	Medium Standard, est (.8 x pop est) sf/cap	High Standard, est (1 x pop est) sf/cap
2028	**102,471**	61,483	81,977	102,471
2029	**103,848**	62,309	83,078	103,848
2030	**105,225**	63,135	84,180	105,225
2031	**106,602**	63,961	85,282	106,602
2032	**107,979**	64,787	86,383	107,979
2033	**109,356**	65,614	87,485	109,356
2034	**110,733**	66,440	88,586	110,733
2035	**112,110**	67,266	89,688	112,110
2036	**113,487**	68,092	90,790	113,487
2037	**114,864**	**68,918 sf/cap**	**91,891 sf/cap**	**114,864 sf/cap**

Current Facilities: 57,223 sf

- Central Library: 44,000 sf
- Fairhaven Library, excluding auditorium: 7,250 sf
- Barkley Library: 1,420 sf
- Bellis Fair Library: 4,553 sf

Facilities – Low LOS

Year	Population, est	Low Standard, est (.6 x pop est) sf/cap
2028	**102,471**	61,483
2029	**103,848**	62,309
2030	**105,225**	63,135
2031	**106,602**	63,961
2032	**107,979**	64,787
2033	**109,356**	65,614
2034	**110,733**	66,440
2035	**112,110**	67,266
2036	**113,487**	68,092
2037	**114,864**	**68,918 sf/cap**

Current Facilities: 57,223 sf

Additional sf needed for Low Facilities standard by 2037: **11,695 sf**

What you might see:

- +5,500 sf at Bellis Fair/North side (leased) $2.75M +$144,000 operating/yr
- +6,000 sf at Barkley/East side (leased) $3M + $156,000 operating/yr
- Central Library exterior renovation (owned) $4.25M

2028-2037 Capital investment: $10M or **$1M/year**
2028-2037 Additional operating : **$300,000/year**

Facilities – Medium LOS

Year	Population, est	Medium Standard, est (.8 x pop est) sf/cap
2028	**102,471**	81,977
2029	**103,848**	83,078
2030	**105,225**	84,180
2031	**106,602**	85,282
2032	**107,979**	86,383
2033	**109,356**	87,485
2034	**110,733**	88,586
2035	**112,110**	89,688
2036	**113,487**	90,790
2037	**114,864**	**91,891 sf/cap**

Current Facilities: 57,223 sf

Additional sf needed for Medium Facilities standard by 2037: **34,668 sf**

What you might see:

- +5,500 sf at Bellis Fair/North side (leased) $2.75M +$144,000 operating/yr
- +25,000 sf at Barkley/East side (leased) $12.5M + $600,000 operating/yr
- +3,000 sf, Fairhaven auditorium renovation, library interior renovation, seismic retrofit (owned) $7.5M
- Central Library exterior renovation (owned) $4.25M

2028-2037 Capital investment: $27M or **$2.7/year**
2028-2037 Additional operating : **$744,000/year**

Facilities – High LOS

Year	Population, est	High Standard, est (1 x pop est) sf/cap
2028	**102,471**	102,471
2029	**103,848**	103,848
2030	**105,225**	105,225
2031	**106,602**	106,602
2032	**107,979**	107,979
2033	**109,356**	109,356
2034	**110,733**	110,733
2035	**112,110**	112,110
2036	**113,487**	113,487
2037	**114,864**	**114,864 sf/cap**

Current Facilities: 57,223 sf

Additional sf needed for High Facilities standard by 2037: **57,641 sf**

What you might see:

- +15,000 sf at Bellis Fair/North side (leased) $7.5M +$400,000 operating/yr
- +25,000 sf at Barkley/East side (leased) $12.5M + $600,000 operating/yr
- +3,000 sf, Fairhaven auditorium renovation, library interior renovation, seismic retrofit (owned) $7.5M
- +10,000 sf : Central Library exterior renovation $4.25; after-hours meeting space addition (owned, new) $8.5M and HVAC upgrade (renovated): $3.5M
- +5,000 sf : Consider New Community Recreation Center Branch (owned, new) $4.25M

2028-2037 Capital investment: $48M or **$4.8M/year**
2028-2037 Additional operating : **$1M/year**

Supplies, Equipment, Other

Bellingham Public Library

Additional Costs: Low Standard: $150,000
Additional Costs: Medium Standard: $500,000
Additional Costs: High Standard: $850,000

What you might see:

- Inflationary adjustment for supplies, contracts
- Increased training and conference budget
- Marketing budget
- Increased collection of WiFi hotspots
- Additional public technology offerings and digital platforms
- After-hours book lockers
- Additional delivery vehicle
- Additional Community Book return location(s)
- Additional small sorter at second location

LOS Total increase: 2028-2037

LOS Total Increase, est.	Low Standard	Medium Standard	High Standard
Open Hours	+$605,000 (8.5 FTE)	+1,338,000 (19 FTE)	+$2,285,000 (32.5 FTE)
Additional FTE	+$125,000 (1.5 FTE)	+$415,000 (5 FTE)	+$700,000 (8.5 FTE)
Materials	+$8,310 (2028)	+$317,996 (2028)	+$628,886 (2028)
Facilities – operating	+$300,000	+$744,000	+$1,000,000
Supplies/Equipment	+$150,000	+$500,000	+$850,000
Facilities – capital	+$1,000,000 /yr	+$2,700,000 /yr	+$4,800,000 /yr

LOS Summary Total $ Increase, est.	Low Standard	Medium Standard	High Standard
Total FTE	+$730,000 (10 FTE)	+$1,753,000 (24 FTE)	+$2,985,000 (41 FTE)
Total Materials/Other	+$458,000 (2028)	+$1,562,000 (2028)	+$2,479,000 (2028)
Total Operating, rounded	**+$1,200,000**	**+$3,300,000**	**+$5,500,000**
Total Capital	+$1,000,000/year	+$2,700,000/year	+$4,800,000 /yr
Grand Total in 2028	**+$2,200,000**	**+$6,000,000**	**+$10,300,000**

Next Steps

- Identify recommended Level of Service goal
- Identify funding avenue(s) to achieve recommended Level of Service goal
- Discuss strategies for funding success

Bellingham Public Library

Performance & Activity Measures - May 2026

Holdings - Number of materials in the library's collection

Holding Type	May-25	May-26	YTD 2025	YTD 2026	YTD % Change
Physical copies added to the collection	1,667	1,073	8,209	6,271	**-23.6%**
Electronic copies purchased by BPL	128	100	607	387	**-36.2%**
Physical copies withdrawn from collection	-6907	-2648	-12,938	-16,716	**29.2%**
Total physical holdings	-	-	182,320	177,173	**-2.8%**
Total electronic holdings available to BPL	-	-	168,906	181,385	**7.4%**
Total Holdings (Physical and Electronic)	-	-	**351,226**	**358,558**	**2.1%**

Circulation - Number of items checked out or renewed; includes Interlibrary Loan

Physical Materials Circulation	May-25	May-26	YTD 2025	YTD 2026	YTD % Change
Central Library Adult	39,198	34,735	195,924	177,153	-9.6%
Central Library Youth	37,918	34,444	200,207	177,718	-11.2%
Sub-Total Central	**77,116**	**69,179**	**396,131**	**354,871**	**-10.4%**
Fairhaven Branch Adult	4,866	4,833	24,597	24,489	-0.4%
Fairhaven Branch Youth	2,961	2,774	13,767	14,095	2.4%
Sub-Total Fairhaven	**7,827**	**7,607**	**38,364**	**38,584**	**0.6%**
Barkley Branch Adult	4,391	4,831	22,856	23,070	0.9%
Barkley Branch Youth	4,682	4,260	24,271	24,265	0.0%
Sub-Total Barkley	**9,073**	**9,091**	**47,127**	**47,335**	**0.4%**
Bellis Fair Branch Adult	1,208	1,537	6,378	6,698	5.0%
Bellis Fair Branch Youth	1,807	1,527	10,145	8,930	-12.0%
Sub-Total Bellis Fair	**3,015**	**3,064**	**16,523**	**15,628**	**-5.4%**
Bellingham Technical College Adult	38	42	225	181	-19.6%
Bellingham Technical College Youth	5	1	36	3	-91.7%
Sub-Total BTC	**43**	**43**	**261**	**184**	**-29.5%**
Whatcom Community College Adult	194	134	940	690	-26.6%
Whatcom Community College Youth	32	6	122	61	-50.0%
Sub-Total WCC	**226**	**140**	**1,062**	**751**	**-29.3%**
Western Washington University Adult	304	265	1,498	1,292	-13.8%
Western Washington University Youth	77	162	348	621	78.4%
Sub-Total WWU	**381**	**427**	**1,846**	**1,913**	**3.6%**
Total Physical Circulation	**97,681**	**89,551**	**501,314**	**459,266**	**-8.4%**

Digital Materials Circulation	May-25	May-26	YTD 2025	YTD 2026	YTD % Change
Kanopy - Video Streaming	2,156	2,147	10,247	9,986	**-2.5%**
WA Anytime Library Overdrive - eBooks and eAudiobooks	41,344	42,212	205,274	207,602	**1.1%**
Overdrive- eMagazines	7,802	8,926	38,627	45,874	**18.8%**
Total Online Circulation	**51,302**	**53,285**	**254,148**	**263,462**	**3.7%**
Total Digital and Physical Circulation	**148,983**	**142,836**	**755,462**	**722,728**	**-4.3%**

Holds Activity	May-25	May-26	YTD 2025	YTD 2026	YTD % Change
Items placed on hold shelf	49,495	63,358	257,601	323,765	**25.7%**

Services

Visitors (Door Counts)	May-25	May-26	YTD 2025	YTD 2026	YTD % Change
Central Library	33,819	28,394	165,971	142,835	-13.9%
Fairhaven Branch	3,326	3,521	16,793	17,692	5.4%
Barkley Branch	2,544	2,489	12,820	13,211	3.0%
Bellis Fair Branch	1,839	1,782	10,268	10,128	-1.4%
Total Persons Visiting	**41,528**	**36,186**	**205,852**	**183,866**	**-10.7%**

New Borrowers Registered	May-25	May-26	YTD 2025	YTD 2026	YTD % Change
Central Library	531	460	2,935	2,872	-2.1%
Fairhaven Branch	27	25	176	156	-11.4%
Barkley Branch	18	22	132	109	-17.4%
Bellis Fair Branch	32	26	212	206	-2.8%
Total New Borrowers Registered	**608**	**533**	**3,455**	**3,343**	**-3.2%**

Programs - Library sponsored or co-sponsored	May-25	May-26	YTD 2025	YTD 2026	YTD % Change
Programs	108	93	584	592	1.4%
Attendees	2,536	3,149	12,288	17,214	40.1%

Electronic Resources

Website Visits	May-25	May-26	YTD 2025	YTD 2026	YTD % Change
Website Visits - Number of visits to www.bellinghampubliclibrary.org	42,167	41,015	211,170	226,894	7.4%
Bibliocommons Visits - Number of visits to online catalog	26,802	28,957	129,117	140,270	8.6%
Total Website Visits	**68,969**	**69,972**	**340,287**	**367,164**	7.9%

Computer Usage - Number of sessions	May-25	May-26	YTD 2025	YTD 2026	YTD % Change
Central Library - Adult & Teen(30 terminals)	3,083	2,844	17,439	14,939	-14.3%
Central Library - Children (3 terminals)	105	80	429	381	-11.2%
Fairhaven Branch (7 terminals)	179	276	1,164	1,465	25.9%
Barkley Branch (4 terminals)	122	116	645	695	7.8%
Bellis Fair Branch (4 terminals)	139	180	655	740	13.0%
Total Computer Usage	**3,628**	**3,496**	**20,332**	**18,220**	-10.4%

Community Partnerships

Friends of BPL	May-25	May-26	YTD 2025	YTD 2026	YTD % Change
Volunteer Hours	861	814	2,564	2,693	5.0%

Bellingham Public Library

Board Claims, May 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 JUNE 16, 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	1,770.00
Radio Communications Allocation	City of Bellingham Interfund	609.41
Risk Management	City of Bellingham Interfund	9,740.95
Technology Replacement Allocation	City of Bellingham Interfund	8,954.51
Total Interfund Claims		**$61,167.67**

Physical and Digital Collection Materials Claims

Description	Vendor	Amount
Books	Amazon	169.74
Periodicals	Bellingham Herald	2,241.27
Books and preprocessing	Ingram	15,999.64
Lost ILL Book	Lane Community College Library	30.00
DVDs, CDs, Audiobooks, and Preprocessing	Midwest Tape	776.47
Periodicals	Seattle Times	899.60
Periodicals	Sound Publishing	250.29
Ebooks and Eaudiobooks	Overdrive	1,006.64
Books	Village Books	284.03
Total Physical and Digital Collection Materials Claims		**$21,657.68**

Equipment, Supplies, and Services Claims

Description	Vendor	Amount
Barkley Janitorial	Action Cleaning Service	812.00
Supplies; Minor Equipment; First Aid	Amazon	366.94
Hotspot Service	AT&T	18.74
Bellis Fair Branch lease	Bellis Fair Mall Territories	5,357.00
Pest management	BioBug	147.29
Natural gas service	Cascade Natural Gas	1,282.11
Water/Sewer/SSW service (Central)	City of Bellingham	2,543.61
Water/Sewer/SSW service (Fairhaven)	City of Bellingham	420.37
Barkley & Bellis Fair branch water/cooler rentals	Clearwater Systems	48.42
Software Subscription	ConnectWise	5,760.48
Copies	Copiers Northwest	33.97

WLA conference expense reimbursement	Elizabeth Stayton	72.00
Paint supplies	Home Depot	77.73
WLA conference expense reimbursement	Jenni Johnson	155.79
Copier leases and copies	Kelley Create	1,192.05
Elevator repair	Kone Inc.	2,775.72
Bellis Fair Branch waste service	L&L Mall Facilities	112.82
WLA conference expense reimbursement	Lorena Lytle	72.00
Fuel	Nelson-Reisner	364.88
Paper and tissues	ODP Business Solutions	285.69
Bellis Fair internet service	Pogozone Wireless	367.49
Electricity service	Puget Sound Energy	5,334.26
Postage	Quadient	876.77
WLA conference lodging	Red Lion Inn	757.92
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	239.30
Hotspot Service	Verizon Wireless	1,600.40
Receipt Paper	WCP Solutions	389.11
When2Work Subscription	WhenToWork	1,361.57
Registration Refund	WLA	-412.30
Elevator repair permit fees	WSDO - L&I	772.80
Driving Abstracts	WSDO - Licensing	165.00
Total Equipment, Supplies, and Services Claims		**$35,520.91**
TOTAL GENERAL FUND CLAIMS		**$118,346.26**

Gift Fund Claims

Description	Vendor	Amount
Books, Supplies	Amazon.com	77.95
Bellis Fair temp space lease	Bellis Fair Mall Territories	1,500.00
Fundraising Supplies	Bellingham Promotional	397.07
Books	Center Point Large Print Books	99.48
Books	Ingram	1,165.31
Books	Library Ideas	371.94
Audiobooks	Midwest Tape	463.57
Family program supplies	Oriental Trading Co.	49.07
EAudiobooks	Overdrive	313.96
TOTAL GIFT FUND CLAIMS		**$4,438.35**

Total General Fund & Gift Fund claims	**122,784.61**

Bellingham Public Library

Budget to Actual, May 2026

41.67% YTD

GENERAL FUND BUDGET TO ACTUAL				
GENERAL FUND REVENUES				
Description	**YTD Actuals**	**Budget**	**Remaining**	**% Complete**
Grants	3,163	0		
Print and Copy Fees	8,563	15,000	6,437	57%
Lost, Damage & Non-resident Borrower Fees	4,072	11,100	7,028	37%
Miscellaneous Revenues	557	0	(557)	
Total General Fund Revenues	**16,355**	**26,100**	**9,745**	**63%**
GENERAL FUND EXPENSES				
Description	**YTD Actuals**	**Budget**	**Remaining**	**% Complete**
Salaries, Wages, and Benefits	2,138,236	5,115,262	2,977,026	42%
Interfund	710,189	2,103,588	1,393,399	34%
Physical and Digital Collection Materials	318,056	613,465	295,409	52%
Equipment, Supplies, and Services	239,877	594,164	354,287	40%
Total General Fund Expenses	**3,406,359**	**8,426,479**	**5,020,121**	**40%**

GIFT FUND BUDGET TO ACTUAL				
GENERAL FUND REVENUES				
Description	**YTD Actuals**	**Budget**	**Remaining**	**% Complete**
Donations	101,510	400,000	298,490	25%
Total Gift Fund Revenues	**101,510**	**400,000**	**298,490**	**25%**
GENERAL FUND EXPENSES				
Description	**YTD Actuals**	**Budget**	**Remaining**	**% Complete**
Gift Fund Expenses	35,591	400,000	364,409	9%
Total Gift Fund Expenses	**35,591**	**400,000**	**364,409**	**9%**

Bellingham Public Library

DIRECTOR'S REPORT FOR June 16, 2026

I am incredibly proud of the energy and teamwork filling our library right now. We are currently partnering with Public Works facilities and architects Miller Hull on final design layouts and finishes for the Central Library interior renovation, with that work expected to wrap up by mid-July. At the same time, our team continues important work on the capital campaign with a successful May engagement event, while also spending hours meticulously reviewing technical plans. We are excited to share some new drawings with the Board during our renovation agenda item at this meeting. (Rebecca Judd, Library Director)

WELCOME & INCLUDE

Lake Whatcom Center HEART Program: Since February 2024 Lake Whatcom Center has been providing behavioral health support directly to library patrons through the Library-Embedded HEART program. We have had the privilege and honor of working with amazing mental health professionals including Kell McDaniels and Gwen Evans. Their work in the Library has been invaluable. They have helped over three thousand individuals by providing referrals, facilitating entry to drug rehabilitation, inpatient settings, medical facilities, and incarceration diversion programs, and offering support with daily necessities like phone use, bus passes, and emergency needs. The program provided vital support to our most vulnerable patrons at a critical time when our staff was overwhelmed with unprecedented need. The Library HEART staff provided an immediate relief, and the program has been a clear success for over two years, making it possible for Library staff to focus on our mission and role in the community. As the City prepares for the renovation to Central Library and the opening of a new day center for unhoused community members, our City and County officials have had to make some difficult budget decisions. Unfortunately, our contract with Lake Whatcom Center to administer the Library-Embedded HEART program will not be renewed. However, we are confident that the funding will continue to support our most vulnerable patrons and our staff by contributing to another space for community members experiencing homelessness to find daytime shelter, support, and belonging. (Katrina Buckman, Head of Public Services)

Security Cameras: Security Solutions Northwest installed a new 360-degree camera outside the Library's front entry on May 29, 2026. The camera provides views of the full entrance and steps, up and down Central Avenue, and across the street. The Pole Camera, on the southwest corner of Central Library, providing views of the loading dock and staff entrance, was fixed on June 1, 2026, after connectivity issues cause it to go down in early April. The footage from these cameras will aid the security team in identifying excluded and trespassed individuals, monitoring inappropriate activity after hours, and ultimately keeping staff and patrons safe. Big thanks goes to Security Supervisor Cam Birman for requesting and coordinating this work. (Katrina Buckman, Head of Public Services)

Library Administrative Assistant: We received 342 applications for the Library Administrative Assistant position. Thank you to Jon McConnel and Kate Dunphy for serving on the rating team and reviewing the applications that passed minimum qualifications. 8 candidates will be interviewed on June 17. (Rebecca Judd, Library Director)

Staffing updates: The Library Assistant team has two vacant 19-hour positions that are likely to remain unstaffed while the City continues budget discussions. The team will operate at a reduced capacity until the question of filling the vacancies is resolved. (Jen Vander Ploeg, Head of Operations)

ACCESS & OPPORTUNITY

Bellis Fair Multipurpose Space update: Now that the carpet is installed and we have keycard access to the space, we're working on a bunch of small projects to make the space ready for use. There are a few residual repairs to be done; Jen and Public Works are working on these. Annette has begun assessing signage needs for the space. Jen and Bethany are shopping for appropriate room dividers to help define the areas that will be "staff only". Jen has requested quotes from a number of janitorial companies in order to set up a contract for weekly custodial service. The Friends will be providing a list of access cards so that we can add access to the space for their group as well. (Jen Vander Ploeg, Head of Operations)

Online Forms: The multi-year project to convert all public online signup forms from ad-hoc systems to ITSD-approved platforms is now finished. The final forms converted were for the Children's Craft Fairs, completed in time for this year's June 1st launch. The new forms were highly successful, with the first craft fair hitting maximum sign-ups in less than 24 hours. (Jon McConnel, Head of Digital Services)

READ & LEARN

Summer Reading has begun! Summer Reading began June 1. Children's and Teen Services staff have largely been conducting class visits off-site this year. Collectively, staff promoted Summer Reading and suggested titles to read to all Bellingham School District 6th graders and the entire student bodies at Alderwood, Columbia, Cordata, Happy Valley, Lowell and Wade King Elementaries. Staff also visited Parkview Elementary and a handful of preschools and daycares. Thank you Ali Kubeny, Bernice Chang, Jennifer Lovchik, Lesley Norman and Mandee Palmer for inspiring Bellingham students to read this summer! (Bethany Hoglund, Deputy Library Director)

Upcoming Library Events: The Library's Adult Programming Committee is working on several activities this month. The Art of Typing Snail Mail will be held in the Lecture Room on Saturday, June 20, combining manual typewriters and correspondence club into one all ages activity. To commemorate America 250, BPL will feature an early American history theme for the Bellingham Reads book group on June 23, as well as collecting wishes for the future at the Whatcom Museum Free First Friday on July 3. This summer the team will also engage in planning our next Book Club Social, which is set for Saturday, Feb. 6, 2027 at Hotel Bellwether. (Annette Bagley, Head of Community Relations)

INFORM & INVOLVE

Library Night with the Bellingham Bells: Bring your library card for free entry to the Bellingham Bells game on Thursday, June 25! Gates open at 5:30pm with a 6:30pm first pitch. This is our third year of collaborating with the Bellingham Bells for a Summer Reading/Library night and we look forward to another very successful evening. Thank you to the Bellingham Bells! (Bethany Hoglund, Deputy Library Director)

Business Support for Summer Reading: This year we asked our Summer Reading Prize Partners to also provide us with a quote about why they support Summer Reading so we could share it through our library e-newsletter and social media channels. Here are some of their sentiments:

- "Supporting the library and young learners is especially important to me because I am the grandson, son & nephew of librarians. Books have taken me to many faraway places and taught me countless lessons. I hope one day my one-year-old son will be able to participate in the summer reading program!" – Peter Allen, co-owner, Pizza Time

- "The Summer Reading program is a wonderful way to enrich students' summers and a great way to connect with the larger Bellingham community." – Renea Molyneaux, co-owner, Great Harvest Bread Co. Bellingham

- "One of our core values at Insomnia Cookies is to Dream Big. People can find so much information about our world, escape to entire other worlds, and draw inspiration through reading. We love to support our local community in their endeavors to dream big and use their imagination to drive forward." - Elizabeth Stayton, manager, Insomnia Cookies Bellingham

- "I was such a bookworm as a kid, and I believe that it is so important, now more than ever with the prominence of screens in our society at such a young age, that our future generations continue to read and have an imagination. I believe your summer reading goal program supports that very thing and I will always want to continue to do anything we can to make it fun for the kids." – Jennifer Worthley, owner, It's The Sweet Things Bakery and Next Chapter Café

- "The Colophon started off in 1985 as a cafe within Village Books, so we have always enjoyed supporting young readers. We continue to reward them with my favorite dessert, one of our giant cookies!" - David Killian, dishwasher/owner, Colophon Café

(Annette Bagley, Head of Community Relations)

THRIVE & GROW

Delivery truck repaired: The delivery truck was out of service for several days when the lift gate motor quit working on a Saturday, which created some minor disruptions last week in materials moving between locations. Thankfully we were able to borrow a truck from Public Works for a few days. We appreciate that Fleet Services was able to get a replacement motor ordered and installed quickly for us; we had our truck back in service by Thursday. (Jen Vander Ploeg, Head of Operations)

Fairhaven Fireplace replacement: The Library is working with Public Works to replace the main floor fireplace at the Fairhaven Branch. The old natural gas fireplace has been out of service for a few years and will be replaced by a new electric fireplace. The Library selected a new fireplace, and will pay for this update/repair using gift funds specified for Fairhaven improvements. The new fireplace will be a welcome addition in the winter months! (Jen Vander Ploeg, Head of Operations)

Central Library renovation update: Recent design work has included seeing the first drawings of the new children's desk and ideas for where the salmon aquarium could be placed, staff workstation layouts and reviewing of some of the casework from shared spaces. We're still reviewing the first draft of shelving layouts, drafts of low voltage wiring plans for power and data, as well as the demolition drawings. We hope to see the first draft of the main floor help desk and security desk designs soon. It's neat to see the design for the children's desk reflect some of the building's original style. (Jen Vander Ploeg, Head of Operations)

Materials Purchasing and Processing: The contract with Ingram for materials purchasing and processing is signed and posted on the City's contracts portal. Coordination is now underway to get an onboarding meeting scheduled. There is currently a queue to get set up for processing, and confirmation is pending regarding the library's placement in line. (Jon McConnel, Head of Digital Services)

Payments System: In May, Finance and ITSD initiated a process to replace the City's current payments system, CLASS, with a new platform. They have selected a finalist candidate and are evaluating how the new system will integrate with other City systems, including Polaris. All requested information has been provided, and lead departments are still establishing a definitive timeline for implementation. (Jon McConnel, Head of Digital Services)

Phones Migration: The project to convert the City from a MiTel phone system to Microsoft Teams for phones is continuing. The rollout within ITSD is complete. The implementation team is applying lessons learned from that deployment to plan for the next group, which includes volunteer early adopters in other departments. The goal remains to complete the project by the end of this year. (Jon McConnel, Head of Digital Services)

Respectfully submitted,
Rebecca Judd

Recommended Level of Service Goals for 2028-2037

Materials: Level of Service recommendation – **HIGH - PLUS**

6 votes for High, 1 vote for Medium

- Based on 10-year average with 1.6% inflation and projected population growth
- Reflects high cost of digital materials
- Shorter wait times for holds
- Greater collection depth for children, teens, and adults

Option 1: Open Hours: Level of Service recommendation – **MEDIUM - PLUS (22.5 FTE)**

4 votes for Medium, 3 votes for High

(LA +11 FTE, Clerk +9 FTE, Lead Library Assistant +1 FTE, PIC +1.5 FTE)

- Consistent weekday hours at all locations (10 am – 6 pm)
- Full-day Saturday & Sunday at all locations (10 am – 6 pm)
- 4 evening hours per week at all locations (Central & Barkley 8 pm M,W; Fairhaven and Bellis Fair 8 pm T,Th)

Option 1 Example	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Central	10-8	10-6	10-8	10-6	10-6	10-6	10-6
Fairhaven	10-6	10-8	10-6	10-8	10-6	10-6	10-6
Barkley	10-8	10-6	10-8	10-6	10-6	10-6	10-6
Bellis Fair	10-6	10-8	10-6	10-8	10-6	10-6	10-6

Option 2: Open Hours: Level of Service recommendation – **HIGH (32.5 FTE)**

4 votes for Medium, 3 votes for High

(LA +16.5 FTE, Clerk +13.5 FTE, Lead Library Assistant +1 FTE, PIC +1.5 FTE)

- Consistent weekday hours at all locations (9 am – 6 pm)
- Full-day Saturday & Sunday at all locations (10 am – 6 pm)
- 6 evening hours per week at all locations

Option 1 Example	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Central	9-6	9-8	9-8	9-8	9-6	10-6	10-6
Fairhaven	9-6	9-8	9-8	9-8	9-6	10-6	10-6
Barkley	9-6	9-8	9-8	9-8	9-6	10-6	10-6
Bellis Fair	9-6	9-8	9-8	9-8	9-6	10-6	10-6

Facilities: Level of Service recommendation – **MEDIUM**

4 votes for medium, 1 vote for high, 1 vote for low

- Facilities growth aligns with 10-year planning horizon
- Community meeting room space expanded
- Spaces for youth and youth collections expanded
- Aligns with collection growth at HIGH level

FTE: Standard to be revised

Additional FTE recommendation – **MEDIUM – PLUS (7 FTE)**

3 votes for medium, 3 votes for medium plus

What you might see:

- Outreach specialist (reinstate)
- Collection maintenance / Book Club kits / collection support / WiFi Hotspot support (reinstate)
- Operational facilities support / contract specialist / project management (new)
- Social media / graphic design / marketing / public website (new)
- Digital Equity position (new)
- Adult Services librarian / programming (new)
- Children's librarian (new)

Supplies/Equipment/Other

Additional Supplies/Equipment/Other - **HIGH**

What you might see:

- Inflationary adjustment for supplies, contracts
- Ability to address new community needs over 10-year period
- Increased training and conference budget
- Additional public technology offerings and digital platforms
- Increased number of WiFi hotspots
- Library of Things
- Marketing budget
- After-hours book lockers
- Additional delivery vehicle
- Additional Community Book return location(s)
- Additional small sorter at second location

LOS Total increase: 2028-2037

Bellingham Public Library

LOS Increase, annual estimate	Low Standard	Medium Standard	High Standard	Draft Recommendation (Option 1)
Open Hours FTE	+8.5 FTE ($605,000)	+19 FTE ($1,338,000)	+32.5 FTE ($2,285,000)	+22.5 FTE ($1,598,000): Medium-Plus
Additional FTE	+1.5 FTE ($125,000)	+5 FTE ($415,000)	+8.5 FTE ($700,000)	+7 FTE ($581,000): Medium-Plus
Materials	+$8,310 (2028)	+$317,996 (2028)	+$628,886 (2028)	+$665,000: High-Plus
Facilities – operating	+$300,000	+$744,000	+$1,000,000	+$744,000: Medium
Supplies/Equipment	+$150,000	+$500,000	+$850,000	+$850,000: High
Total Operating, est.	**+$1,200,000**	**+$3,300,000**	**+$5,500,000**	**+$4,400,000**
Facilities – capital	+$1,000,000	+$2,700,000	+$4,800,000	+$2,700,000: Medium
Total Capital, est.	**+$1,000,000**	**+$2,700,000**	**+$4,800,000**	**+$2,700,000**
Total increase in FTE	**+10 FTE**	**+24 FTE**	**+41 FTE**	**+29.5 FTE**
Total addition to outyear baseline budgets beginning 2028	**+$2,200,000**	**+$6,000,000**	**+$10,300,000**	**+$7,100,000 [amount needed in 2028 in addition to 2027 baseline budget. For reference, the 2026 the baseline budget was $8,426,479]**

LOS Total increase: 2028-2037

LOS Increase, annual estimate	Low Standard	Medium Standard	High Standard	Draft Recommendation (Option 2)
Open Hours FTE	+8.5 FTE ($605,000)	+19 FTE ($1,338,000)	+32.5 FTE ($2,285,000)	+32.5 FTE ($2,285,000): High
Additional FTE	+1.5 FTE ($125,000)	+5 FTE ($415,000)	+8.5 FTE ($700,000)	+7 FTE ($581,000): Medium-Plus
Materials	+$8,310 (2028)	+$317,996 (2028)	+$628,886 (2028)	+$665,000: High-Plus
Facilities – operating	+$300,000	+$744,000	+$1,000,000	+$744,000: Medium
Supplies/Equipment	+$150,000	+$500,000	+$850,000	+$850,000: High
Total Operating, est.	**+$1,200,000**	**+$3,300,000**	**+$5,500,000**	**+$5,100,000**
Facilities – capital	+$1,000,000	+$2,700,000	+$4,800,000	+$2,700,000: Medium
Total Capital, est.	**+$1,000,000**	**+$2,700,000**	**+$4,800,000**	**+$2,700,000**
Total increase in FTE	**+10 FTE**	**+24 FTE**	**+41 FTE**	**+39.5 FTE**
Total addition to outyear baseline budgets beginning 2028	**+$2,200,000**	**+$6,000,000**	**+$10,300,000**	**+$7,800,000 [amount needed in 2028 in addition to 2027 baseline budget. For reference, the 2026 the baseline budget was $8,426,479]**