

Publication of the agenda and the approximate times are a guide to, and not a limitation on, the activities of Trustees.

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

AGENDA	TIME (approx.)
1. Call to order and introductions	2 min
2. Approve/modify agenda	1 min
3. Public comment This time is set aside for members of the public to make comments or ask questions. We ask that remarks be limited to three minutes.	3 min
4. Consent agenda All matters listed on the consent agenda are considered routine and may be approved in a single motion. A trustee may ask that an item be removed from the consent agenda and considered separately. <ul style="list-style-type: none">• Communications and FYI• Minutes July 16, 2019: Regular board meeting & Special board meeting• Library performance & activity measures July 2019• Financial reports Claims: July 2019 YTD report: July 2019	4 min
5. Reports <ul style="list-style-type: none">• Board Chair• Library Board members• City Council liaison• Friends of Bellingham Public Library• Library Director	10 min
	Time check: 3:50
6. Fines update <ul style="list-style-type: none">• Rebecca Judd, Director	10 min
7. Policy review – Library Accounts Receivable (see packet materials) <ul style="list-style-type: none">• Jennifer Vander Ploeg, Head of Public Services	10 min
8. Strategic Plan update <ul style="list-style-type: none">• Janice Keller, Communications, Community Relations & Programming Manager	10 min
	Time check: 4:20

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| 9. Library usage trends | 10 min |
| • Jennifer Vander Ploeg, Head of Public Services | |
| 10. Facilities Committee update (see packet materials) | 5 min |
| • Rebecca Judd, Director | |
| 11. Summer Reading round-up (see packet materials) | 5 min |
| • Bethany Hoglund, Head of Youth Services | |
| • Janice Keller, Communications, Community Relations & Programming Manager | |
| 12. New business | 5 min |
| 13. Action items for next meeting | 2 min |
| | Time check: 4:47 |
| 14. Adjourn | |

**Next Regular Library Board Meeting: Tuesday, October 15, 2019 – 3:30 p.m.
Location: Lecture Room, Central Library, 210 Central Avenue
Bellingham, Washington**

The library meeting rooms are ADA accessible; however, if you require a sign interpreter or other hearing accommodation, please allow the library 48 hours notice. Order of agenda items may be adjusted.

Adult & SkillShare Programs

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 LIBRARY IS CLOSED	3 Chair Yoga 12:00 - 1:00 p.m. Shibashi Tai Chi 2:00 - 2:30 p.m. Chair Tai Chi 3:00 - 3:45 p.m. Home Item Repair Workshop 5:00 - 7:30 p.m.	4 Tech Basics Coaching* 2:00 - 4:00 p.m. Whatcom Literacy Council Volunteer Recognition and Recruitment Party 5:00 - 6:00 p.m.	5 <i>Board Agenda⁶ Sept. 13, 2019 Communications & FYI</i>	6 <i>Sept. 13, 2019 Communications & FYI</i>	7 Small Looms Clinic for Weavers 12:00 - 3:00 p.m. Street Law/Access ID 1:00 - 4:00 p.m.
8	9 Experience Brain Fitness 1:15 - 2:15 p.m. Out & About Support Group 2:00 - 4:00 p.m. Intermediate English Conversation Class 3:30 - 5:00 p.m. CANCELLED Teen Program: Anime Night 5:30 - 7:30 p.m.	10 Chair Yoga 12:00 - 1:00 p.m. Shibashi Tai Chi 2:00 - 2:30 p.m. Chair Tai Chi 3:00 - 3:45 p.m. Home Item Repair Workshop 5:00 - 7:30 p.m.	11 Tech Basics Coaching* 2:00 - 4:00 p.m. Whatcom Literacy Council Volunteer Recognition and Recruitment Party 5:00 - 6:00 p.m.	12	13	14
15	16 Intermediate English Conversation Class 3:30 - 5:00 p.m. CANCELLED Teen Program: Game Night 5:30 - 7:30 p.m.	17 Chair Yoga 12:00 - 1:00 p.m. Shibashi Tai Chi 2:00 - 2:30 p.m. Chair Tai Chi 3:00 - 3:45 p.m. Library Board Meeting 3:30 - 5:30 p.m. Artist Workshop 6:00 - 7:30 p.m.	18	19 Finding Funders for Your Nonprofit 1:00 - 2:30 p.m.	20 Voter Registration 11:00 a.m. - 1:00 p.m. Fairhaven Family Story Night with the Bellinham Storyteller's Guild 6:00 - 8:30 p.m.	21 Street Law/Access ID 1:00 - 4:00 p.m.
22	23 Experience Brain Fitness 1:15 - 2:15 p.m. Intermediate English Conversation Class 3:30 - 5:00 p.m.	24 Chair Yoga 12:00 - 1:00 p.m. Shibashi Tai Chi 2:00 - 2:30 p.m. Chair Tai Chi 3:00 - 3:45 p.m. Artist Workshop 6:00 - 7:30 p.m. Bellinham Reads Book Discussion Group 6:30 p.m.-7:30 p.m.	25 Friends of the Library Fall Book Sale 10:00 a.m. - 6:00 p.m. Tech Basics Coaching* 2:00 - 4:00 p.m. *Registration required.	26 Friends of the Library Fall Book Sale 10:00 a.m. - 6:00 p.m.	27 Friends of the Library Fall Book Sale 10:00 a.m. - 6:00 p.m.	28 Friends of the Library Fall Book Sale 10:00 a.m. - 1:00 p.m. 2020 Census Employment Opportunities 10:30 a.m. - 3:30 p.m.
29	30 Experience Brain Fitness 1:15 - 2:15 p.m. Intermediate English Conversation Class 3:00 - 4:30 p.m.					

Program Location Color Coding
 SkillShare Space at the Central Library
 Lecture Room at the Central Library
 Board Room at the Central Library
 Dodson Room at the Central Library
 Fairhaven Branch Library

For more information, see descriptions on the back of this calendar and/or visit www.bellinghampubliclibrary.org

2020 Census Employment Opportunities

Learn about opportunities for temporary employment helping the federal government conduct the 2020 U.S. Census.

Artist Workshop

In this low key painting workshop, you can paint with artist Neal Cronin, or visit and watch him paint. Enjoy discussing a variety of painting ideas and techniques. Interested in painting along with Neal as he paints? Feel free to bring water based painting materials of your own and join in!

Bellingham Reads Library Book Discussion Group

Join us as we discuss *Mink River* by Brian Doyle. This group is open to all and new members are very welcome.

Chair Yoga

Anyone can benefit from a daily practice of yoga on a chair in the comfort of your home or office, especially those who find it challenging to get on the floor for any reason. This class will teach postures that can be practiced at home every day.

Experience Brain Fitness

Keeping your brain fit by learning new skills, exercising your memories and challenging your brain to adapt and change can help delay or prevent the onset of memory challenges. No matter what your age, you can change and strengthen your brain! Come and get your brain loose and limber with fun brain training games and exercises led by Certified Brain Fitness Trainer Dawn Anderson. Adults of all ages welcome!

Fairhaven Family Story Night with

Bellingham Storyteller's Guild

Bellingham Storyteller's Guild presents a free hour of Introduction to Storytelling, followed by wonderfully crafted stories for all ages.

Finding Funders for Your Nonprofit

Learn how to use the newly redesigned Foundation Directory Online (FDO) to find grant money for your nonprofit. The FDO is a searchable collection of profiles of 140,000 grantmakers and foundations. You

can create searches to find grantmakers who care about the services your nonprofit provides and the populations you serve. Class includes hands-on practice. Register by emailing or calling Deborah Brewer at dbrewer@cob.org or 360-778-7210.

Friends of the Library Fall Book Sale

Join us for the Friends of the Bellingham Public Library Fall Book Sale! Thousands of used books, DVDs, CDs and more, most items priced \$1 or less. Large selections for all ages, with tables continuously restocked each day of the sale.

Home Item Repair Workshop

Bring your broken household items and work with skilled volunteers from NW Free Repairs to learn how to repair them. Volunteers have experience repairing common household items such as toys, small kitchen appliances, electric tools and many other items that would otherwise end up in a landfill. Please note: broken items may not be dropped off to be repaired. Owners must be willing to participate in making the repairs with the assistance of the volunteers.

Intermediate English Conversation Class

English Conversation Class will focus on reading, writing, listening and speaking English in a casual and comfortable setting.

Library Board of Trustees Meeting

Board of Trustee meetings are open to the public. For more information and meeting materials, visit the Bellingham Public Library website at www.bellinghampubliclibrary.org

Out & About

"Out and About" is a peer support group for people with disabilities who want to participate in their community.

Shibashi Tai Chi

Shibashi is one of the most popular qigong sets in the world and can be performed seated or standing. This session will lead the participants through 18 movements that are gentle and peaceful. With a focus on breathing, the movements may reduce stress; improve concentration, calm emotions, increase ener-

gy and overall flexibility leading to better health and wellbeing.

Small Looms Clinic for Weavers

Join members of the Whatcom Weavers Guild as they work on projects on their small looms.

Street Law/Access ID

Law advocates will provide free legal advice and work with individuals to gain the proper documents needed to get a state ID card.

Tech Basics Coaching

Sign up for a free one-on-one coaching session on: Windows basics, Internet and browser skills, using a tablet or eReader, setting up and using email or social media accounts, and downloading or streaming free library digital material to your device. **Registration is required; please call 778-7323 to sign up.**

Teen Program: Anime Night

Anime Night is the second Monday of each month. Join us to watch anime, eat pizza and for the chance to win fantastic prizes. For ages 12 to 23. No registration required.

Teen Program: Game Night

Join us for pizza and games, games, games! You'll find party games, Wii open play, traditional games and more. For ages 12 to 23. No registration required.

Whatcom Literacy Council Volunteer Recognition and Recruitment Party

The Whatcom Literacy Council would like to invite you to come and celebrate the wonderful volunteers who are a service to the community. Join us as volunteers share their stories and experience with neighbors who are interested in becoming volunteers. This event is open to the public and no registration is required to attend.

For more information about these programs, visit www.bellinghampubliclibrary.org or call 360-778-7323

All programs are held at the Central Library unless otherwise noted. *Board Agenda*

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Libraries Closed	2 Labor Day Libraries CLOSED	3 Builders Club 5:30 - 7:30 p.m.	4	5	6 Sept. 17, 2019 Communications: FY1	
8 Central Library open Sundays 1 - 5 p.m.	9	10	11	12	13	14 Builders Club 1:00 - 3:00 p.m.
15 Central Library open Sundays 1 - 5 p.m.	16 Little Storytime 10:05; 10:35; 11:05 a.m. Preschool Storytime 2:00; 3:00 p.m.	17 Little Storytime 10:05; 10:35; 11:05 a.m. Baby Time 2:00 - 3:00 p.m.	18 Little Storytime 10:05; 10:35; 11:05 a.m. Kaleidoscope Play & Learn 10:05; 11:20 a.m.	19 Preschool Storytime 10:15; 11:00 a.m. Time for Tales 2:00 - 2:45 p.m.	20 Kaleidoscope Play & Learn 10:05; 11:20 a.m.	21
22 Central Library open Sundays 1 - 5 p.m.	23 Little Storytime 10:05; 10:35; 11:05 a.m. Preschool Storytime 2:00; 3:00 p.m.	24 Little Storytime 10:05; 10:35; 11:05 a.m. Baby Time 2:00 - 3:00 p.m.	25 Friends Book Sale 10:00 a.m. - 6:00 p.m. Little Storytime 10:05; 10:35; 11:05 a.m.	26 Friends Book Sale 10:00 a.m. - 6:00 p.m. Preschool Storytime 10:15; 11:00 a.m. Time for Tales 2:00 - 2:45 p.m.	27 Friends Book Sale 10:00 a.m. - 6:00 p.m. Half Price Sale	28 Friends Book Sale 10:00 a.m. - 1:00 p.m. \$4 Bag Sale Fairhaven Builders Club 10:00 a.m. - 12:00 p.m.
29 Central Library open Sundays 1 - 5 p.m.	30 Little Storytime 10:05; 10:35; 11:05 a.m. Preschool Storytime 2:00; 3:00 p.m.	 <p style="text-align: center;">  Are you done with your Summer Reading Yard Sign? Bring it back to the library and we will use them again next year!  </p>				

Regularly Scheduled Storytimes

Little Storytime

Ages birth - 3 with an adult partner.
Simple stories, songs, fingerplays and creative movement. Fun!
Mondays, September 16 - November 4
Central Library, Dodson Room
10:05, 10:35, or 11:05 a.m.
Tuesdays, September 17 - November 12
Central Library, Dodson Room
10:05, 10:35, or 11:05 a.m.
Wednesdays, September 18 - November 13
Central Library, Dodson Room
10:05, 10:35, or 11:05 a.m.

Due to room capacity, please choose the one session that works best for your family.

Baby Time (8 week class)

For non-walking babies with an adult partner.
Songs, rhymes, bounces, movement, and stories! ****Pre-registration is required!****
Tuesdays, September 17 - November 5
Central Library, Dodson Room
2:00 - 3:00 p.m. (includes baby play time)

Preschool Storytime

Ages 3 - 5 with an adult partner.
Stories, songs, fingerplays, movement, and a simple craft.
Mondays, September 16 - November 4
2:00 - 2:30 or 3:00 - 3:30 p.m.
Thursdays, September 19 - November 14
10:15 - 10:45 or 11:00 - 11:30 a.m.
Central Library, Dodson Room
Time for Tales
Ages 4 - 8 with families welcome.
Stories, songs, and a fun craft!
Thursdays, September 19 - November 14
Central Library, Dodson Room
2:00 - 2:45 p.m.

Congratulations to all Summer Reading SUPERSTARS!

Over **1,800** children completed their Summer Reading Challenge - WOW!



Finished with your yard sign?

Bring it back to the library!
We will use them again next year.

Again, thank you to the Friends of the Bellingham Public Library and all of our Community Sponsors for making the Summer Reading Program possible!

The Bagely

Boomer's Drive-In
Colophon Café
CreativTea Pottery Studio
Eddleen Dairy
Friends of the Bellingham Public Library
Great Harvest Bread Co.
Mallard Ice Cream
menchie's
Mindport Exhibits

Mount Bakery

Pizza Time
Pure Bliss Desserts
Robeks
Rocket Donuts
Shirlee Bird Café
Woods Coffee
WTA
Yeager's Toyland

Builders Club

Tuesday, Sept. 3: Drop by 5:30 - 7:30 p.m.
Lecture Room, Central Library
Saturday, Sept. 14: Drop by 1:00 - 3:00 p.m.
Lecture Room, Central Library
Saturday, Sept. 28: Drop by 10 a.m. - 12 p.m.
Fireplace Room, Fairhaven Library

For ages 4 - 12. All supplies are provided, including Legos, Straw Connectors, & more!

Library programs are free of charge.

Kaleidoscope Play & Learn

Wednesday, September 18
Friday, September 20
10:05 - 11:05 a.m. **OR** 11:20 a.m. - 12:20 p.m.
Lecture Room, Central Library

For children ages 3 - 5

who are NOT enrolled in a Preschool program

This is a storytime and facilitated play experience for young children and the adults who take care of them. **FREE!**



Bellingham Public Library
CHILDREN'S LIBRARY

 www.facebook.com/bplchildrens

Stories, songs, play, and activities!

Bellingham Public Library



**Regular Meeting of the Library Board of Trustees
Tuesday, August 20, 2019 – Central Library Lecture Room
3:30 p.m.**

Minutes of Actions and Decisions of the Library Board of Trustees of the Bellingham Public Library as authorized by RCW 27.12.210 and SEC. 7.02 Charter of the City of Bellingham.

Board Members Present: Rick Osen, Rebecca Craven, Jim McCabe and Vernon Damani Johnson

Library Staff: Rebecca Judd, Bethany Hoglund, Janice Keller, Jon McConnel, Jennifer Vander Ploeg, Suzanne Carlson-Prandini and Wendy Jenkins

Others Present: April Barker, City Council Liaison; Faye Hill, Friends of BPL

Call to order and introductions: Regular session was called to order at 3:30 p.m. by Chair, Rick Osen.

Approve/modify agenda: Rebecca Craven moved to approve the agenda. Jim McCabe seconded. Motion carried.

Public comment: No comments.

Consent agenda: Rick provided an update to the article in the packet about Seattle Public Library (SPL) proposing to eliminate overdue fines – SPL's August 6 property tax levy was passed by a resounding 76%. The approved levy is for 7 years, starting in 2020, and it allows SPL to eliminate overdue fines as well as increase services and improve facilities. In early 2017 when we started work on the Sustainable Funding study, we invited Marcellus Turner, SPL Executive Director, and Andrew Chanse, Spokane Public Library Executive Director, to share their information and experience about sustainable funding. Both library systems opted for a levy to supplement city General Funds. Rebecca offered a round-up of other election results – Spokane County passed a new operating levy by just 53%; Pend Oreille County voted to restore an operations levy; College Place was annexed into the Walla Walla system.

Jim noted that, in the performance and activity measures, circulation is up yet holds activity is down. Jennifer Vander Ploeg explained that Horizon and Polaris count some things differently, so we are not able to replicate a straight across measure for holds activity. Jim also clarified that the McKay's Taphouse expense for Teen programming was for pizza and not beverages. Rebecca Craven noted that, in the YTD financial report, Services are at 78%, while we are only 59% of the year. Rebecca Judd explained that certain expenses, in this case Polaris, are invoiced and paid for once a year rather than monthly. Jim McCabe

moved to approve the July 16, 2019 Regular meeting minutes and the July 2019 performance and activity measures and financial reports. Rebecca Craven seconded. Motion carried.

Board Chair report: Rick reported that he will be out of town next month and Rachel will chair the September board meeting. He reminded the Trustees that we have called for a Special Meeting on October 8 for Strategic Planning. Rick and Rebecca have invited Mayor Kelli to the November board meeting.

Board member reports: Damani shared that he is also on the Whatcom Human Rights Task Force and, in response to some malicious harassment incidents occurring in Whatcom County, he wanted to share an Op-Ed article from the August 9th edition of the Bellingham Herald that Damani and WWU colleagues wrote, '*No community is safe from atrocities borne of hatred, racism ... and divisive politics*' (See Attachment #1. All attachments are located at the end of the minutes). Damani also distributed a copy of the WHRTF *Declaration Against Threats of Violence and Hate Speech in Whatcom County* (See Attachment #2). He urged everyone, in light of strategic planning and the language of equity and inclusion from the Community Conversations, to go to the WHRTF website and sign the declaration.

Jim commented that Lynn Sterbenz, the Office of Emergency Management Manager, is going to be facilitating meet & greet meetings between a variety of emergency management organizations and, after participating in one of our Community Conversations, she has decided to use the Community Conversation questions to gather information at the meetings.

Janice reminded everyone that the Regular October board meeting date was changed from October 15 to October 22.

City Council liaison report: April encouraged everyone to watch the afternoon meetings of the Justice Committee and the Planning Committee. They had visitors speak on the potential of an anti-hate campaign. City Council is interested in seeing what it would look like to have programming focused on first learning about whiteness and decentering whiteness in a predominately white community. Our youth are becoming more racially diverse. April suggested there are opportunities for the library to partner with organizations such as the WHRTF.

The Generations Forward work, through the health department, is progressing towards a possible children's levy in 2020 or 2021. April encouraged the library to stay involved in this work. Bethany confirmed that Julie Mauermann, Children's Specialist, is actively involved with this group.

April has repeatedly heard from citizens that they are not getting the information they need. The Council is supportive of the City improving communications with the public. One suggestion April heard was for the Library to be the hub for City communications. Jim added that, along those lines, Seattle Public Library has a course offered on fake news.

Friends of BPL report: Faye announced that the next book sale starts on September 25.

Library Director report: Rebecca reported that procedures are in place for the non-commercial use of the meeting rooms. This project involved many staff members and Rebecca thanked Janice for spearheading the effort. Janice explained that 3 rooms – the Lecture Room, the Fireplace Room, and the Northwest Room – are now available for non-commercial use, free of charge, during library open hours. There is a phone number and an email address that people can use to place reservation requests. Organizations are allowed usage once a month and can place reservations up to 3 months in advance.

Bethany reported that a longstanding patron contacted her to inform her that his wife, Karen Gilda, had passed away and they wanted to direct all memorials to the Children's Library. The Karen Gilda Memorial Fund has been created and we have received over \$1,000 in donations so far.

American Library Association (ALA) Conference report: Suzanne Carlson-Prandini, Public Services Librarian, attended the annual ALA Conference in Washington D.C. this past June. She provided a visual presentation highlighting some of the information she gleaned from the conference (See Attachment #3 at the end of the minutes for *Suzanne's slides on ALA 2019*). Suzanne thanked the Friends of the Library for funding that made this opportunity possible and expressed that "This conference did everything a conference should do: It upheld the values of the profession, underscoring how those are mirrored in the values of our culture; it challenged attendees to consider whether library user experiences across the board live up to those values; and it offered ideas on how to address any identified gaps between our ideals and experience."

Publisher changes in digital purchasing models: Rick pointed out that there are four articles in the packet concerning this topic and he also mentioned that there has always been some tension between libraries and publishers as a publisher's business model is different from a library's service model. Digital items are different in that a copy isn't owned but has access rights. Rick suspects that the general public do not realize that libraries pay more per digital copy than an individual pays. Rebecca reported that Cascadia Weekly will be running the editorial, that is included in the packet, in tomorrow's edition. Rebecca thanked Janice and Mary Vermillion, WCLS Community Relations Manager, for their work on the article. The purpose of the article is three-fold: 1) raise awareness about pricing; 2) inform patrons they will experience delays and provide the reasons why; and 3) a call to action – show support by getting and using a library card. Also included in the packet is a copy of the letter, signed by numerous Washington State library directors, that was sent to Macmillan Publishers concerning the changes the publisher is putting into place on November 1. Jon asked if ALA is considering trying to get Congress to apply first sale doctrine to digital goods. Rebecca does not know if that is part of the national campaign. Patron questions can be directed to Rebecca.

Facilities Committee report: Rick pointed to the timeline included in the packet. There have been two major project meetings. We are currently in the Schematic Design phase which involves fine-tuning the design developed during the space study. Additional money was included in the budget for the purpose of adding two gender-neutral restrooms to the main floor, which requires some space adjustments. Space decisions are being finalized this month and then the more detail-focused Design Development phase will begin and go until October. The Documentation phase, scheduled to begin early in October, takes the design

and turns it into bid specifications. Permitting will begin in December, with bids following in January.

Rick is hopeful that these changes will be improvements for both patrons and staff.

Rebecca Judd added that we will have a series of public meetings in the fall to provide updates about the scope of the project.

Jon reported that the Automated Materials Handling System team visited Coquitlam Public Library City Center Branch to see their MK Solutions materials sorter in action – it is a neat, quiet machine, with robust hardware, and just-adequate service response. They were able to offer contract development advice from their experience.

Strategic Planning update: Janice first outlined the timeline and next steps:

- August & September: finalize the Community Conversations report and curate library trend spotting materials which will inform our strategic plan – build reading 'packets' for trustees (as well as management team and Council liaison).
- September board meeting: trustees will receive a list of possible strategic directions to consider; Jen Vander Ploeg will present on library usage trends; an overview of decision-making process will be provided.
- October 8 Special work session: review and refine a list of possible strategic directions.
- October 22 board meeting: discuss, prioritize and finalize the list of strategic directions.
- Early November: review strategic directions with the Mayor, City Council and some Department Heads.
- November board meeting: consider any final changes to the strategic directions.
- December board meeting: final draft of Strategic Plan.
- January 2020 board meeting: adopt Strategic Plan.

Janice reported that a curated list of relevant reading has been put together including national articles and reports and local/regional reports that describe the demographics and needs of our community. The reading materials have been divided into three groups: top priority (must reads); 2nd tier important and interesting (please read if you have time); and 3rd tier if you have time and you are really interested.

In addition to the above reading materials, Janice will email Trustees a draft of the Community Conversations report which she is hoping to finalize by the end of the month. Comments and suggestions can be directed to Janice or Rebecca Judd.

Janice then introduced a PowerPoint presentation – *Community Conversations Report to the Bellingham Public Library Board of Trustees August 2019* (See Attachment #4 at the end of the minutes) – calling the process a remarkable experience with interesting, rewarding and inspiring conversations that will provide important context for our strategic plan.

Budget updates: Rebecca Judd reported that budget modification requests are due this Friday. We have two proposals: a new Children's Librarian position and the elimination of library fines. The Mayor will prioritize the proposals and share them with City Council in October.

New Business: No new business.

Action items for next meeting:

- Strategic plan
- Facilities update
- Policy to review – Library Accounts Receivable

Executive Session: The Board went into Executive Session at 4:57 p.m. for the Annual Performance Review of the Library Director. The meeting was called back into Regular session at 5:20 p.m.

Meeting adjourned at 5:20 p.m.

Next Regular Library Board Meeting – September 17, 2019 at the Central Library, 210 Central Avenue, Library Lecture Room – at 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

Attachments:

- Attachment #1: *'No community is safe from atrocities borne of hatred, racism ... and divisive politics'*
- Attachment #2: *Whatcom Human Rights Task Force Declaration Against Threats of Violence and Hate Speech in Whatcom County*
- Attachment #3: *Suzanne's slides on ALA 2019*
- Attachment #4: *Community Conversations Report to the Bellingham Public Library Board of Trustees August 2019*

<https://www.bellinghamherald.com/opinion/article233665607.html?fbclid=IwAR2PvwY1kXt-VdNUaScQGPwN5IJBbDm-PeqCXhLwcETMT2zU-iaax9wLuWw>

‘No community is safe from atrocities borne of hatred, racism ... and divisive politics’

BY LARRY ESTRADA, VERNON D. JOHNSON, KAREN DADE AND VICTOR NOLET FOR THE BELLINGHAM HERALD

AUGUST 09, 2019 05:00 AM, UPDATED AUGUST 09, 2019 06:59 PM

The events that transpired during the past week in El Paso, Texas, and Dayton, Ohio, reiterate the fact that no community is safe from atrocities borne of hatred, racism, provocative media and divisive politics that feed off of xenophobic fears.

Over the past few years we have seen a gradual deterioration of moral leadership in this country that has allowed for the vilification of citizens and immigrants, and demonization of political opponents along racial lines, while provoking the flames of racial hatred and fear long embedded in the roots and history of our nation.

Some of us can still remember the days of rampant Ku Klux Klan activity, the John Birch Society and the American Nazi Party, as well as national leaders such as George Wallace, Strom Thurmond and Richard Nixon.

What few of us would have fathomed is that we are now seeing the open return to that same type of leadership gripping the nation in fear and trauma.

This type of hatred has additionally wedded itself to decades of failed efforts at the national level to attain any type of meaningful control of gun ownership by Congress or the Supreme Court. This has set off an era of mass mayhem in a broad spectrum of communities across our country.

What we are now witnessing is a country that has the moral leadership and courage of an ostrich that consistently sticks its head in the sand as the slaughter continues.

We might have assumed that Bellingham and Whatcom County are long past this sort of hatred and ethnic animosity. However, recent events have proven that we are as susceptible as any other community in the country.

Recently, a noted African American educator in our community was threatened and verbally assaulted while eating her dinner at a local marketplace. The assault was predicated upon the fact that she is African American. The store responded quickly, and had a safety protocol in place. In addition, they offered to stand as a protective shield until police arrived to apprehend this person before he could act upon his impulses. This speaks volumes of what a community can do to assure safety for all of its members.

However, awareness, intolerance, and safety mechanisms were not in place for other recent incidents such as when a young Latina woman, a legal resident, was driving to work on a local street, was pulled up to by an elderly white man in a pick-up, given the one-finger salute, and told to "Go back to Mexico, you scum."

And on July 27 in Ferndale we witnessed a float in the "Old Settlers Grand Parade" flying the Confederate flag. Along the street, fliers were posted by the white nationalist "Patriotic Front" calling upon citizens to "Keep America American. Report any and all illegal aliens. They are criminals."

As community members of color we could share more stories that illustrate the many racial assaults as well as micro-aggressions that are commonplace in Bellingham.

Whether predicated by racism, sexism, homophobia, anti-Semitism or xenophobia, we are held hostage.

Community members and local institutions must be vigilant in recognizing the potential for hatred seething in our midst and reporting such evidence to law enforcement and elected officials. Together we must "join hands against hate!"

This commentary was written by recent or current faculty of Western Washington University: Larry Estrada, professor emeritus, Fairhaven College; Vernon D. Johnson, professor of Political Science; Karen Dade, professor of Secondary Education; and Victor Nolet, professor of Secondary Education.



Declaration Against Threats of Violence and Hate Speech in Whatcom County

Whereas, the revised Code of the State of Washington defines a hate crime as a criminal offense against a person or property motivated by an offender's bias against a group or persons due to their "race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical, or sensory handicap" (RCW 9A.36.080);
Whereas, an increasing number of individuals are being targeted by harassment and hate crimes locally, as well as nationally;

Whereas, immigrants are under increasing threat of deportation, including being taken from their work places and communities, separated from their families;

Whereas, white nationalist posters have been placed in Ferndale and confederate flags have been seen in various places throughout the county, causing individuals experiencing these actions to live in fear of leaving their homes;

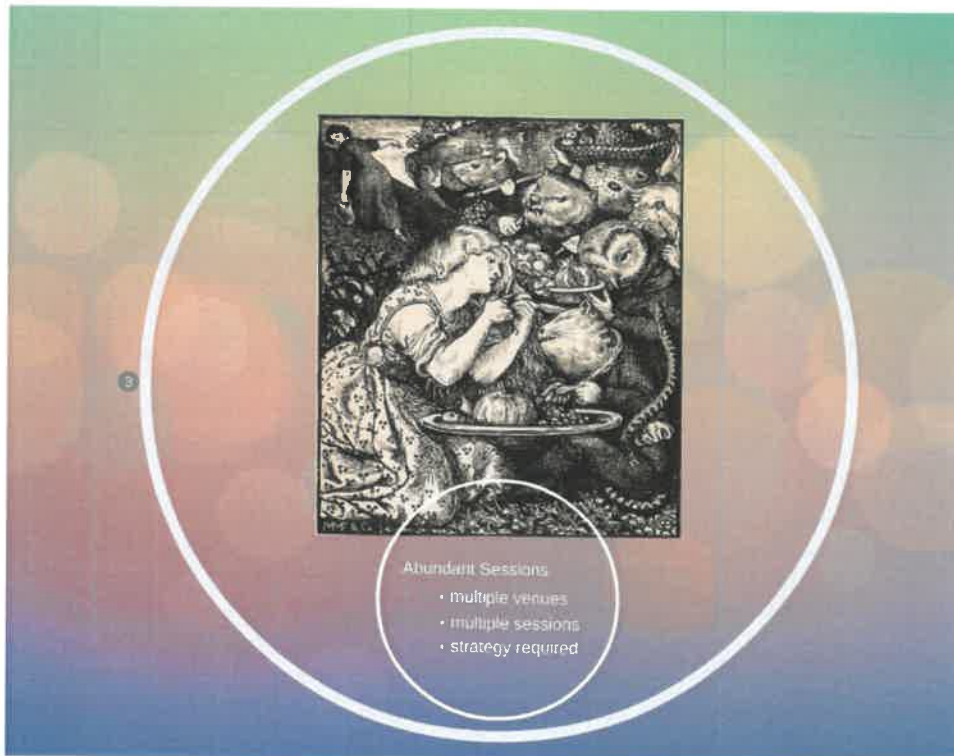
Whereas, there is an escalation of white supremacist activity nationally;

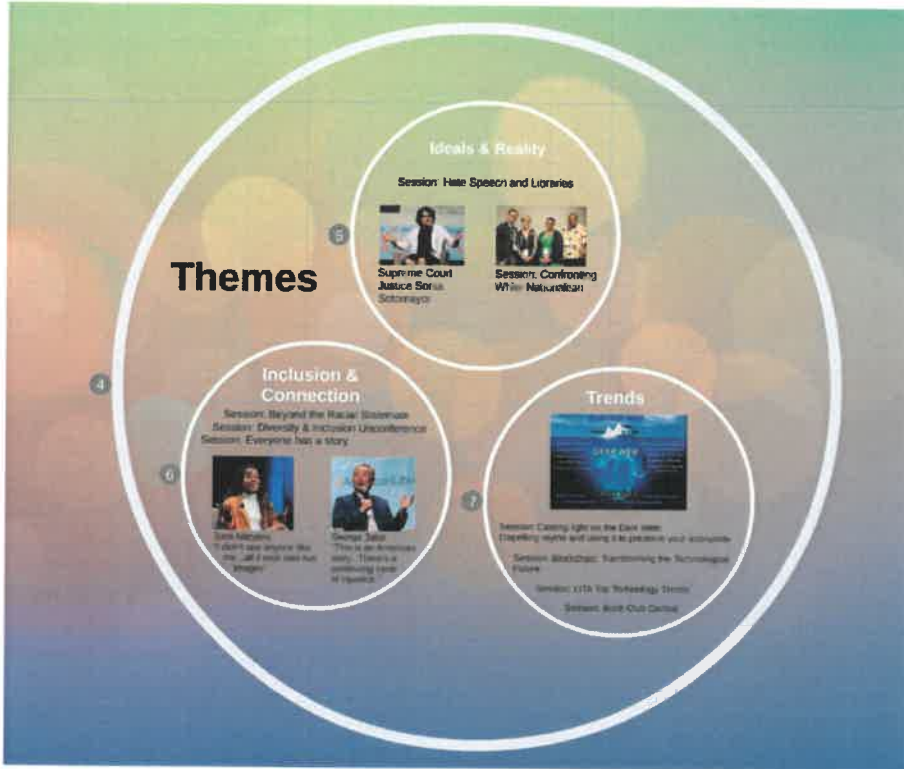
Whereas, every member of the human race has the right to be treated with dignity and to live without fear of violence, intimidation, or discrimination based on group identification or personal characteristics,

The Whatcom Human Rights Task Force calls upon our neighbors, educational institutions, businesses, religious leaders, government officials, and local law enforcement to develop strategies and actions to stop the rise of threats of violence and symbols of hate speech in our community, and to take further steps to ensure that Whatcom County is a place where citizens experience inclusion, acceptance and love.

We invite members of all communities in Whatcom County to sign on to this declaration online at: <https://whrtf.wpcostaging.com/>

Suzanne's slides on ALA 2019





Ideals & Experience

Session: Hate Speech and Libraries

Supreme Court Justice Sonia Sotomayor

Session: Confronting White Nationalism

Inclusion & Connection

Session: Beyond the Racial Stalemate
Session: Diversity & Inclusion Unconference
Session: Everyone has a story



Tomi Adeyemi
"I didn't see anyone like me...all it took was two images"



George Takei
"This is an American story...There's a continuing cycle of injustice."

Trends



Session: Casting light on the Dark Web:
Dispelling myths and using it to preserve your anonymity

Session: Blockchain: Transforming the Technological Future

Session: LITA Top Technology Trends

Session: Book Club Central

Extra Curricular



Professional Tour
of the Library of
Congress'
Jefferson
Building

8

Visit to the
Smithsonian Museum
of African American
History



Favorite Quotes

"Don't assume the worst in people when you
see something you don't understand."
Sonya Sotomayor

"If everything I didn't understand or agree with
were legislated, we would live in a very dark
world."

Chatty Cathy's Grandmother

"The best librarians talk with you and
help you think through what you're
learning"

Sonya Sotomayor

9



COMMUNITY CONVERSATIONS



REPORT TO THE
BELLINGHAM PUBLIC LIBRARY
BOARD OF TRUSTEES
AUGUST 2019

1

PROJECT GOALS

- Incorporate diverse voices
- Offer many opportunities to participate
- Gather quality feedback
- Inspire new partnerships
- Create a positive vibe



Bellingham Public Library 

2

PROJECT OVERVIEW

- Three-month project
- Spoke with 343 people
- Hosted 35 group meetings
- Held 79 individual interviews
- Staff facilitation team of 12
- Toolkit created by the American Library Association and the Harwood Institute



BellinghamPublicLibrary 

3

PROJECT OVERVIEW

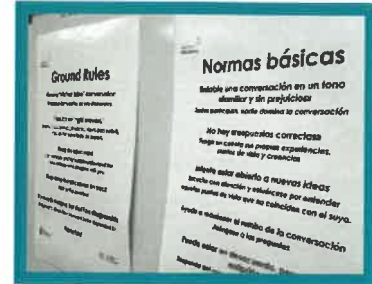
PUBLIC KNOWLEDGE	EXPERT KNOWLEDGE
Comes from authentically engaging with people about their aspirations, their concerns, how they see their community.	Comes from professional analysis and reporting of statistics, trend data, poll data, audience and market studies.
In plain language that everyone can understand.	Often in language only professionals understand.

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4

WHAT WE ASKED

- What kind of community do you want to live in?
- Why is that important to you?
- How is that different from how you see things now?
- What are some of the things that need to happen to create those changes?
- What groups or individuals would you trust to take action on these things?



5

COMMUNITY STORY TEMPLATE

COMMUNITY NARRATIVE STORY TEMPLATE

People want (aspirations), but they are concerned that (main concerns). As people talk more about those concerns, they talk specifically about (specific issues). They believe we need to focus on (actions) and if (groups/individuals) played a part in those actions that folks would be more likely to trust the effort and step forward.

6

WHAT WE HEARD



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7

OUR COMMUNITY STORY



People want to be connected, safe, valued, respected, and accepted by others, with opportunities to be engaged and ever-learning together.

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8

OUR COMMUNITY STORY

But they are concerned that our community could be more inclusive, safe, and sustainable, with resources and opportunities more equitable and prevalent for all.



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9

OUR COMMUNITY STORY



As people talk more about those concerns, they talk about the need for authentic connections that strengthen our understanding of each other's diverse experiences, that bridge inequities in access to community resources and economic opportunity, and that reduce divisions and feelings of exclusion.

BellinghamPublicLibrary 

10

OUR COMMUNITY STORY



They say we need to focus on building a welcoming and safe community with well-funded public spaces, where relationships and connections can flourish, where reliable information is accessible to everyone, and where barriers to opportunity are acknowledged and reduced.

11

OUR COMMUNITY STORY

And if non-profits, faith-based organizations, people in leadership positions, our government, and our good and creative neighbors played a part in those actions, folks would be more likely to trust the effort and step forward.



12

WORDS THAT MATTER

- Safe/safety
- Poverty/inequity/access
- Racism/intolerance/discrimination



13

NEXT STEPS

- Publish and post final report
- Share with participants and others
- Further study what we heard
- Find ways the library can have the greatest impact
- Incorporate into strategic plan



14

QUESTIONS?



BellinghamPublicLibrary 

**Bellingham Public Library
Performance & Activity Measures, 2019**

*Sept. 17, 2019
Consent Agenda*

	August-19	August-18	Year to Date		% of change YTD
			2019	2018	
Holdings - Number of materials in the library's collection					
Physical copies added to collection	1,880	1,633	19,942	15,629	27.60%
Electronic copies added to the collection	73	1,082	7,656	8,879	-13.77%
Physical copies withdrawn from the collection	(424)	(163)	(6,385)	(21,340)	-70.08%
Total physical holdings			191,167	187,044	2.20%
Total electronic holdings			93,288	68,199	36.79%
Total Holdings (Physical and Electronic)			284,455	255,243	11.44%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity					
Central Library					
Adult	61,627	58,781	460,884	467,416	-1.40%
Youth	53,503	48,759	382,082	349,199	9.42%
Sub-Total Central	115,130	107,540	842,966	816,615	3.23%
Fairhaven Branch					
Adult	7,502	7,377	58,452	60,593	-3.53%
Youth	3,207	2,466	21,960	19,671	11.64%
Sub-Total Fairhaven	10,709	9,843	80,412	80,264	0.18%
Barkley Branch					
Adult	6,189	6,200	44,725	46,107	-3.00%
Youth	4,239	4,026	29,667	28,061	5.72%
Sub-Total Barkley	10,428	10,226	74,392	74,168	0.30%
Bellingham Technical College					
Adult	44	51	525	525	0.00%
Youth	3	4	99	91	8.79%
Sub-Total BTC	47	55	624	616	1.30%
Whatcom Community College					
Adult	271	250	2,649	2,633	0.61%
Youth	83	59	834	594	40.40%
Sub-Total WCC	354	309	3,483	3,227	7.93%
Western Washington University					
Adult	437	481	3,990	3,703	7.75%
Youth	218	203	2,118	1,879	12.72%
Sub-Total WWU	655	684	6,108	5,582	9.42%
Online Services					
Kanopy (Soft launched May 2019)	561	0	1,611	0	
NW Anytime Library Overdrive	22,924	19,561	172,760	140,172	23.25%
RBdigital	2,508	1,350	18,644	10,751	73.42%
Sub-Total Online	25,993	20,911	193,015	150,923	27.89%
Total Circulation	163,316	149,568	1,201,000	1,131,395	6.15%
Holds Activity					
Items placed on hold shelf	52,742	51,802	375,703	422,305	-11.04%
Services					
Persons Visiting - Number of persons counted as they enter the libraries or visit remote website					
Central Library					
Adult	43,080	45,214	318,274	333,088	-4.45%
Children's	12,546	13,759	88,017	97,209	-9.46%
Fairhaven Branch	7,511	7,503	54,516	58,389	-6.63%
Barkley Branch	5,356	5,337	37,749	35,322	6.87%
Total Persons Visiting	68,493	71,813	498,556	524,008	-4.86%
Website Visits	39,809	43,302	329,515	336,301	-2.02%
This count reflects number of visits to www.bellinghampubliclibrary.org					
Bibliocommons Visits	13,133	12,370	98,196	98,040	0.16%
This count reflects number of visits to Bibliocommons					
Total Website Visits	52,942	55,672	427,711	434,341	-1.53%
Computer Usage - Number of sessions					
Central Library					
Adult & Teen (30 terminals)	5,638	5,525	41,966	42,197	-0.55%
Childrens (3 terminals)	155	288	1,191	1,536	-22.46%
Fairhaven Branch (6 terminals)	546	745	4,212	4,805	-12.34%
Barkley Branch (4 terminals)	329	332	2,392	2,243	6.64%
Total Computer Usage	6,668	6,890	49,761	50,781	-2.01%
New Borrowers Registered					
Central Library	467	535	3,501	3,526	-0.71%
Fairhaven Branch	70	38	406	304	33.55%
Barkley Branch	56	42	257	294	-12.59%
Total New Borrowers Registered	593	615	4,164	4,124	0.97%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs					
Programs	60	51	862	823	4.74%
Attendees	1,705	2,489	20,834	24,098	-13.54%
Volunteer Hours	456	487	4,231	4,591	-7.85%

Sept. 17, 2019
Consent Agenda

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

AUGUST 2019 CLAIMS

LIST OF CLAIMS AGAINST THE BOARD OF LIBRARY TRUSTEES AND THE CITY OF BELLINGHAM TO BE CONSIDERED AND APPROVED AT THE REGULAR BOARD MEETING OF SEPTEMBER 17, 2019, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
ADMINISTRATION		
Membership dues	American Library Association	405.00
Amazon prime; misc supplies	Amazon.com	377.10
Yearly dues, networking breakfast	Chamber of Commerce	350.00
Email newsletter	Constant Contact	364.15
Printing	Copy Source	1,145.29
Water @ Barkley Branch	Crystal Springs	25.63
Program supplies; bookmarks	Demco	336.77
Lost Interlibrary Loan item	Everett Public Library	16.95
Training webinar	Librarian's Guide to Homelessness	599.00
Name tags	Laserpoint Awards	12.50
Mobile hot spot	Mobile Beacon	120.00
Copier lease and copies (two months)	Oasys Inc.	2,709.52
Office supplies; copier paper; toner	Office Depot	1,392.00
Lost Interlibrary Loan item	Parkland College Library	54.95
Metrics subscription	PLAmetrics	200.00
Truck fuel	Reisner Distributor	218.19
Security software	Secure by Design	21.74
Barkley operating costs	Talbot Services LLC	533.33
Microfische machine lease	Technology Unlimited	339.14
Hotspot for Mobile Beacon	TechSoup	18.00
ILL mailers & labels; mendery supplies	Uline	632.12
Debt collection service	Unique Management Services	196.90
Desk	Uplift	497.85
Membership dues	Washington Library Association	190.00
B & O taxes	WSDR	18.12
	ADMINISTRATION Sub Total	\$10,774.25
PUBLIC SERVICE		
Library materials returned	Library Refunds	121.10
Room reservation cancellations	Library Refunds	12.35
	PUBLIC SERVICE Sub Total	\$133.45
TECHNICAL SERVICES		
Book processing	Baker & Taylor	7,114.33
CD & DVD processing	Midwest Tape	653.02
ILL & tech services	OCLC	2,356.21
	TECHNICAL SERVICES Sub Total	\$10,123.56
LIBRARY ACQUISITIONS		
Books, recorded books, CDs, DVDs	Amazon.com	881.99
Books	Baker & Taylor	23,254.58
Periodicals	Bellingham Herald	764.40
Periodicals	Daily Herald	444.00
Books	High School Yearbooks	50.00

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

AUGUST 2019 CLAIMS

Periodicals	K & L Media Inc	120.00
DVDs, CDs, recorded books	Midwest Tape	6,291.15
Periodicals	Newsbank	5,268.00
eBooks, audiobooks	Overdrive Inc	3,636.68
Periodicals	Panorama of Russia	254.00
Periodicals	Seattle Times	613.60
Books	Village Books	27.68
Books	Weston Woods Studios	390.72

LIBRARY ACQUISITIONS Sub Total \$41,996.80

GIFT FUND

Summer Reading prize books	Amazon.com	158.92
Books	Baker & Taylor	1,268.63
Books	Center Point Large Print	291.80
Books	Gale	197.54
PNBA Tradeshow registration	Pacific Northwest Booksellers Association	385.00

GIFT FUND ACQUISITIONS Sub Total \$2,301.89

TOTAL GENERAL FUND \$63,028.06

TOTAL CLAIMS \$65,329.95

GL787

WKD - MONTHLY REPORT - GF

Report Format 712

Acc.Period 8 ending August 31, 2019

Transaction status 1
Rounding to Whole Dollars

		YTD Actual	Adopted Budget	Revised Budget	Variance From Revised	%% Complete
Dpt 0190	LIBRARY					
Grp 191	LIBRARY ADMINISTRATION					
ExO 010	SALARIES & WAGES	184,077	269,649	269,649	85,572	68.3
ExO 020	PERSONNEL BENEFITS	85,278	130,025	130,025	44,747	65.6
ExO 030	SUPPLIES	33,946	82,785	82,785	48,839	41.0
ExO 040	SERVICES	329,319	359,493	398,324	69,005	82.7

Grp 191	LIBRARY ADMINISTRATION	632,620	841,952	880,782	248,163	71.8
Grp 193	LIBRARY SERVICES					
ExO 010	SALARIES & WAGES	1,379,524	2,188,711	2,188,711	809,187	63.0
ExO 020	PERSONNEL BENEFITS	650,964	1,074,991	1,074,991	424,027	60.6
ExO 030	SUPPLIES	347,640	643,465	643,465	295,825	54.0
ExO 040	SERVICES	17,053	66,035	27,205	10,152	62.7

Grp 193	LIBRARY SERVICES	2,395,181	3,973,203	3,934,372	1,539,191	60.9
Grp 195	LIBRARY FACILITIES					
ExO 040	SERVICES	386,476	578,583	578,583	192,106	66.8

Report Final Totals		3,414,277	5,393,737	5,393,737	1,979,460	63.3
=====						

67%

Bellingham Public Library

Rebecca Judd, Director



Our People



CONGRATULATIONS to Bethany Hoglund, Head of Youth Services, for her selection as a Bellingham Business Journal 2019 Top 7 Under 40 finalist. We are so proud of Bethany for this well-deserved testament to her leadership and positive impact in the community. A celebration of the finalists and the selection of Young Professional of the Year will take place on Friday, October 18 at the Lightcatcher Museum. Tickets are free and available through Eventbrite.

Photo: Bethany Hoglund is selected as a Top 7 under 40 finalist by the Bellingham Business Journal

Other finalists include: Terell Weg, MSNW Group LLC; Shu-Ling Hergenbahn Zhao, Sylvia Center for the Arts; Ariana Lee, BIJA Chocolates; Ian McCurdy, Adelstein, Sharpe & Serka; Gurpreet Dhillon, PeaceHealth; and Suzanne Baker, Western Washington University.

Our Services

From Jon McConnel, Head of Digital Services:

Doug Dickinson and Paul Lesson from ITSD have been evaluating self-checkout system vendors as our current contract ends in early 2020. This is a large project with the potential for efficiencies with our partners at WCLS as well as the new Automated Materials Handling system.

Bellingham Public Library will be renewing our state contract with Lynda.com for another year. Public Libraries across the country have been struggling with the decision to keep or drop this popular online learning platform after changes in access were announced by parent company Linked-In/Microsoft. Patrons will now be required to set up a basic Linked-In profile to access the Lynda.com content (first name, last name, email address), and access will be restricted to those sixteen and older, a disadvantage to, among others, Running Start and home-schooled children. We join a majority of public libraries in the state with this decision – opting to work with patrons on privacy settings and supporting the Washington State Library's search for a product that will serve those under sixteen.

From Jen Vander Ploeg, Head of Public Services and Operations:

Our new Library Assistants have almost finished training in the adult and children's departments. It's lovely to get our staffing levels back up and we've seen positive impacts on our ability to keep up with the flow of materials. We look forward to filling our Public Services Supervisor and Security Attendant vacancies this Fall.

Bellingham Public Library

Rebecca Judd, Director



From Janice Keller, Manager of Communications, Community Relations, and Programming:

We continue to benefit from our Summer Reading collaboration with our partners at Whatcom County Library System. In recent years our collaboration with WCLS has resulted in a consistent experience for adults, teens and kids, no matter where they live or which library they visit. This has been particularly important from a communications and publicity perspective. Creating Summer Reading BINGO cards together and collaborating on publicity to encourage participants of all ages is a win for patrons and our library systems. Bethany describes below the great success of the BPL children's and teens summer programs, and the adult program saw an increase in participation as well with 239 people turning in completed cards to participate in prize drawings. A quote from an adult participant: "Thank you – I really enjoyed my summer of reading. This challenge caused me to read books I would not have thought to pick up. It is fun being creative to fulfill each square's choice. Thanks again."

We are continuing work on priority library projects with significant communications components, including the Central Library interior remodel, the joint Fines-Free project, Whatcom READS, Strategic Plan, and more. By the board meeting day, we will have started to distribute our final report from our Community Conversations.

From Bethany Hoglund, Head of Youth Services:

Youth Services had a banner year for Summer Reading finishers! Teen Services reported 232 bingo cards received, nearly 100 more than 2018, and Children's Services congratulated 1,803 children, ages birth -12 for completing their Summer Reading challenge. A hearty thank you to public services staff for their enthusiasm encouraging youth to keep reading over the summer, heartily congratulating each and every finisher and for tirelessly matching stories and information to readers. Fall is back in full swing with Jennifer Lovchik holding monthly book clubs at all the public middle schools, and Children's conducting a full slate of 19 storytimes weekly, beginning September 16. Children's Specialist Bernice Chang is on leave this fall; a big thank you to staff who are continuing her programming and tasks while she is out.

Our Spaces



Central Library remodel public information sessions have been scheduled for 10 a.m. Saturday, October 26; 6 p.m. Monday, October 28; 11 a.m. Friday, November 8; and 10 a.m. Saturday, November 9. They are included in this board packet, posted on our website, listed on our online calendar and will be announced more widely later this month.

Photo: The update to the main floor of the Central Library will improve the layout of the space and patron seating areas. Photo by Radley Muller

Bellingham Public Library

Rebecca Judd, Director



Darby Cowles from Planning and Community Development will serve as project manager for the next phase of the fountain remodel in Lee Memorial Park/the library lawn. Working with the Parks & Recreation Department and the Library, she is developing an idea for scramble rocks in the space.

Our Community

Two services offered in our Central Library SkillShare space in August and September highlight important topics for which libraries can serve vital, impartial resource and information roles:

- Voter registration and non-partisan voter resources information, hosted by the League of Women Voters
- Temporary employee recruitment sessions, hosted by a U.S. Census recruiter

These SkillShare programs are in addition to long-standing popular programs hosted by community members, including Home Item Repair Workshop, Small Looms Clinic for Weavers, and others. As always, see our online or paper calendars for details!

Friends Book Sale September 25-28 at the Central Library: The sale offers the public thousands of good quality used books and other items, most priced at \$1. Items are restocked continuously during each sale. All proceeds benefit the Bellingham Public Library

Respectfully submitted,
Rebecca Judd

Board Agenda
Sept. 17, 2019
Item # 7

Bellingham Public Library Policy

Title: 5.102 Library Accounts Receivable

Code: 5 Circulation Services
Chapter: 5.100 Circulation records

Type of Policy: Departmental
Date Developed: February 27, 2007
Date Revised: August 20, 2019
Revised by: Jennifer Vander Ploeg
Developed by: Iris Kaneshige
Approved By: Library Board of Trustees

Cancels: 5.102 Retaining Circulation Records, 5.102 Writing off Circulation Accounts Receivable
 See Also: **Library policy**
5.101 Confidentiality Policy

Scope

This policy applies to library accounts with monies owing to Bellingham Public Library.

Definitions

Accounts receivable: money owed to the library on a library account for which payment has not been received
Uncollectible: money owed on accounts unlikely to be collected, according to established criteria
Write-off: removal of the debt from library records and the City of Bellingham accounts receivable balance

Policy/Conditions

The Library expects that library materials are returned on time and are available for use by the public. Several steps are taken to ensure that loaned materials are returned, or that payment is received for lost and damaged materials.

The Library is responsible to determine when library accounts are considered uncollectible and should be written off to ensure a fair representation of accounts receivable.

1. The Library provides due dates for loaned materials

Accountholders are provided with due dates when materials are borrowed.

The Library sends notices at regular intervals when materials are overdue. These notices inform the patron of the need to return the materials and the potential for charges to be incurred.

2. The Library notifies accountholders of monies owed

Accountholders are advised of charges on accounts by staff when using the library, as well as when accessing accounts online.

A billing notice will be sent to the address on the library account when the balance exceeds the established threshold as documented in procedures.

Accountholders are unable to access some library services when the balance exceeds the established threshold as documented in procedures.

3. The Library may utilize a collection service to recover library materials and monies owed

Accounts with unpaid balances that exceed the established threshold, as documented in procedures, are sent to a collection service to continue contact.

The collection service makes every reasonable effort to contact library accountholders by phone and by mail to request materials be returned and outstanding balances be paid.

4. The Library writes-off unpaid charges when they are determined to be uncollectible

A charge is considered uncollectible when any of the following conditions are met:

- It was incurred more than six (6) years ago
- The Library collection service was unsuccessful in resolving the charge, and the charge was incurred more than six (6) years ago
- The Library has received notification that the accountholder has a discharged bankruptcy
- The Library has received notification that the accountholder is deceased



Catalog Site

Keyword

Find books, music, movies & more...



[Homepage](#) » [News](#) » [Design underway, info sessions planned for library interior remodel](#)

Design underway, info sessions planned for library interior remodel

SEPTEMBER 9, 2019 11:09 AM

Design work is now underway for an [interior remodel of the main floor of the Central Library](#), featuring updates that will improve public spaces and incorporate operational efficiencies.

Public information sessions about the project are scheduled for:

Saturday, October 26: 10 – 11:00 a.m.

Monday, October 28: 6 – 7:00 p.m.

Friday, November 8: 11 a.m. – Noon,

Saturday, November 9: 10 – 11:00 a.m.

The information sessions will be held in SkillShare at the [Central Library](#) and will include an overview of project plans completed by that time and a tour of the public areas expected to be affected.

Changes to the main floor interior will include providing additional public spaces and a more open concept, incorporating new, more efficient book-handling technologies, and adding public restrooms.

The design phase is underway through Fall 2019, with construction budgeted and scheduled in 2020. Approximately \$1.6 million is budgeted for the project.

The Central Library downtown is the largest Bellingham library branch as well as the city library's administrative and operations center, all housed in a 1950s-era building that saw its last major renovation in 1985.

More information about the project, including FAQs, available on the [Central Library Interior Remodel project page](#).

Central Library Interior Remodel (2019-2020)



Design work is now underway for an interior remodel of the main floor of the Central Library, featuring updates that will improve public spaces and incorporate operational efficiencies.

Thanks to capital investments supported by Mayor Kelli Linville and the City Council in the [2019-2020 biennial budget](#), the Bellingham Public Library and the Public Works department are teaming up to remodel the main floor of the popular and well-used Central Library.

The design phase is underway through Fall 2019, with construction budgeted and scheduled in 2020. Approximately \$1.6 million is budgeted for the project.

The planned work is in the building's interior, on the nearly 20,000 square-foot main floor where adult and teen collections and services are located. Changes will include providing additional public spaces and a more open concept, incorporating new, more efficient book-handling technologies, and adding public restrooms – all geared to improve patrons' use of this busy facility.

The Central Library downtown is the largest Bellingham library branch as well as the city library's administrative and operations center, all housed in a 1950s-era building that saw its last major renovation in 1985. The downtown branch welcomed about 630,000 visits last year (not including branch library visitors), with Central Library patrons borrowing 1.2 million items and attending more than 1,000 programs.

The interior remodel of the main floor is outlined in an [assessment of the Central Library completed in 2018 by RMC Architects](#). Library leaders expect this project to be the first of several sequential improvements to the existing building and site, including examining options to increase library space.

For more information about the project, please [contact the Library Administration](#).

Frequently Asked Questions

— When will construction take place?

Construction is budgeted for 2020. The design phase is underway during Fall 2019, which will be followed by bidding for the construction phase. We will have a more detailed timeline after a contractor is hired and a scope of work is negotiated for the construction.

— Will the Central Library be closed during construction?

We are making plans carefully so that impacts to Central Library patrons are minimized. We will need to close off portions of the building during construction, and we may need to close entirely for a short period of time, or temporarily relocate services. These decisions will be made once we have a set timeline and scope of work, and will be communicated to patrons well in advance.

— What specific changes are planned?

Plans for the interior remodel of the main floor of the Central Library are being drafted to include the following key additions:

- Installation of two public restrooms;
- Removal of some interior walls to improve traffic flow and sight lines;
- Additional public seating and study rooms;
- Reconfigured spaces to incorporate an automated system that checks in and sorts books and other materials. This new technology will help us handle the more than 1.6 million items that pass through the Central Library each year.

— Will public parking be impacted during construction?

Most of the construction is on the interior of the building. While construction-related staging and deliveries may impact parking, we will preserve as much public parking as possible and expect parking impacts to be minimal.

— What happened to plans to build a new Central Library?

City and library leaders have long recognized Central Library services have outgrown the building's current space and configuration. Plans more than a decade ago envisioned seeking public support to construct a new Central Library downtown. Since then, community economic realities and commitments to making effective use of existing buildings and properties caused city and library leaders to pursue updating rather than replacing the Central Library. Recent studies have determined that the Central Library building is sound and able to be successfully remodeled and/or expanded. A multi-phase approach is outlined in [an assessment completed in 2018 by RMC Architects](#). Library leaders expect to pursue additional building improvements, and possible expansion, over several budget cycles.

Board Agenda
 Sept. 17, 2019
 Item # 11

Summer Reading 2019



Summer Reading 2019

