

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 October 22, 2019: Regular board meeting• Library performance & activity measures October 2019• Financial reports Claims: October 2019 YTD report: October 2019	4 min
5. Mayor Kelli Linville, appreciation & farewell <ul style="list-style-type: none">• Rick Osen, Board Chair	15 min
Time check: 3:55	
6. Reports <ul style="list-style-type: none">• Board Chair• Library Board members• City Council liaison• Friends of Bellingham Public Library• Library Director	10 min
7. Policy approvals (see packet materials) <ul style="list-style-type: none">• Eligibility for Library Service Policy• Confidentiality Policy	5 min
8. Resolution and Rates & Fees approval (see packet materials) <ul style="list-style-type: none">• BPL Overdue Fine Elimination Resolution• 2020 Rates & Fees schedule	5 min

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| 9. Strategic Plan discussion | 15 min |
| • Rachel Myers, Board Vice-Chair | |
| | Time check: 4:30 |
| 10. Facilities Committee update | 15 min |
| • Rick Osen, Board Chair | |
| • Rebecca Judd, Director | |
| 11. New business | 5 min |
| 12. Action items for next meeting | 2 min |
| | Time check: 4:52 |
| 13. Adjourn | |

**Next Regular Library Board Meeting: Tuesday, December 17, 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.

Library Board
November 19, 2019
Communications: FY1

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Libraries say farewell to overdue fines

NOVEMBER 14, 2019 6:26 PM

Public libraries in Bellingham and throughout Whatcom County are saying farewell to overdue fines.

On January 2, Bellingham Public Library (BPL) and Whatcom County Library System (WCLS) will join libraries across the country that have eliminated the practice of charging people for returning library materials after the due date.

This change is designed to help make sure everyone has access to library books and services – after all, that’s what public libraries are all about.

“Our goal is to improve access to libraries,” Rebecca Judd, Bellingham Public Library director, said. “We want to ensure that all Bellingham and Whatcom County residents – regardless of their circumstances – have easy and equitable access to their libraries.”

“We believe our community is stronger when everyone has easy access to the public library and the information and services they need to pursue their goals,” Rick Osen, chair of the Bellingham Public Library Board of Trustees, said.

Marvin Waschke, chair of WCLS Board of Trustees, added, “We want to welcome people back to the library, people who may have been avoiding the library or are blocked from using the library because they have overdue fines or because they are concerned about accruing fines.”

Beginning January 2, area libraries will stop charging overdue fines for late returns. They also will eliminate people’s existing overdue account balances, so everyone can start fresh.

“We understand that it’s sometimes hard to return materials to the library,” WCLS Executive Director Christine Perkins said. “Weather, family demands, schedule changes; life has a way of confounding our best plans. Some community members are also challenged by uncertain housing or transportation.”

While overdue fines may be an inconvenience for some, for others – who have limited incomes and tight budgets – fines are a financial barrier to using the library.

This is a barrier that libraries across the country are removing. The list of libraries that have eliminated fines is growing, and includes Seattle Public Library and Chicago Public Library, the

latter of which in October became the largest public library system in the U.S. to stop charging overdue fines.

The work of eliminating fines locally began in 2013, when BPL and WCLS eliminated fines from youth materials.

The Bellingham Public Library Board of Trustees is expected to take final action on policies to accomplish this change for all materials at its November 19 meeting. This change also is incorporated into the library's proposed 2020 budget, now under consideration by the Bellingham City Council as part of the overall city budget and scheduled for final approval on November 18. The Whatcom County Library System Board of Trustees approved the change and associated policies and procedures in September.

###

Frequently Asked Questions

How many cardholders cannot check out materials because they have too many overdue fines?

Bellingham Public Library: 9,307 (11.6% of total) BPL cardholders owing \$10 or more, currently blocked, as of November 2019.

Whatcom County Library System: 8,422 (8.6% of total) WCLS cardholders owing \$10 or more, currently blocked, as of November 2019.

How often do people return materials late?

The majority of library borrowers return their materials on time. Across our two library systems this year, our patrons returned 93.1% of items on time. We will continue tracking these numbers to compare in the future. Based on the experiences of other libraries, we don't expect to see a significant change in this number after we stop charging overdue fines.

What would stop someone from keeping books or other library materials if there are no fines?

Patrons will still be charged a replacement cost for unreturned or damaged items and will still have their borrowing privileges suspended after a certain balance is reached.

Don't overdue fines reinforce responsibility?

Research shows that eliminating fines on overdue material has little significant impact on return rates. We do not believe that overdue fines teach responsibility, nor do we think that is part of the library's mission. It is our job to provide equitable access to information. By imposing fines and prohibiting people from borrowing books when the fines add up, we are negatively impacting the people who may need us the most.

Will the library systems waive overdue fines currently owed?

On January 2, 2020, we will waive all currently owed overdue fine balances. Patrons will start with a clean slate. We hope this encourages people to return to the library.

How do overdue fines affect the library budget?

Fines make up just a small share of our operating budgets, and fines collected has decreased steadily for both libraries for the past few years. At BPL, fines collected represented 1.2% of BPL's total revenue in 2018. At WCLS, fines collected represent .6% of the total system budget. Removing fines will save money and staff time by reducing the number of financial transactions we handle and eliminate other costs of collecting overdue fines.

What other Washington libraries have eliminated overdue fines?

In Washington state, the Seattle Public Library recently eliminated fines as part of its 2019 levy vote. Other Washington systems that have removed fines are Fort Vancouver Regional Library (Vancouver), Kitsap Regional Library (Bremerton), Port Townsend Public Library, San Juan Island Public Library, Sno-Isle Libraries (Marysville), Jefferson County Library (Port Hadlock/Olympic Peninsula), and Spokane Public Libraries.

Media contacts

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Whatcom Community Foundation > Home > Blog > Library love lives on

Library love lives on

Published October 22, 2019 | By Heidi Lehman

GEORGE & BOB



George Muldrow and Bob Bragg met in college in the 50's and spent the next 63 years teaching, creating art and building their lives together until they passed away within three months of each other in 2017.

Throughout their lives they gave major gifts, including many scholarship funds, in honor of various family members. But they also

wanted to leave something for their community. They loved the Bellingham Library: its books, services and programs. They loved that libraries provided refuge and resources to people of all walks of life. They felt the library needed to be part of our community fabric forever.

Their gift: \$3 million to establish the Robert Bragg & George Muldrow Endowment for the Bellingham Public Library.

Their legacy: This powerful endowment will benefit the Library year after year as it grows and responds to community needs and wishes.

FACT

Did you know that the Bellingham Public library welcomed nearly 800,000 visitors in 2018? Nearly 70% of Bellingham citizens are active library borrowers— 1.6 million items last year!

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GIVING HERE MATTERS

How Helsinki Built 'Book Heaven'

DAVID DUDLEY

NOV 1, 2019

Finland's most ambitious library has a lofty mission, says Helsinki's Tommi Laitio: It's a kind of monument to the Nordic model of civic engagement.

You might say, "Yes, of course I love the library." We do, too. But I'm not sure anyone loves libraries quite like the Finns do.



In a country that boasts one of the world's highest literacy rates, the arrival of the new central library in Helsinki last year was a kind of moon-landing-like moment of national bonding. The €98 million facility, whose opening in December 2018 marked the centenary of Finnish independence, has since been widely celebrated internationally as a model reimagining of these critical pieces of social infrastructure. At the CityLab DC conference this week, Tommi Laitio, Helsinki's executive director for culture and leisure, offered his own, more personal take on exactly why this building is so important to Finland's future.

Designed by Finnish architecture firm ALA and dubbed Oodi ("ode" in Finnish), the three-level structure is a kind of spruce-clad monument to the principles of Nordic society-building. Still, Laitio opened his talk not with shots of the building's sleek interiors but with a sobering image from Finland's brutal civil war of 1918, which killed 36,000 people, many of whom perished in prison camps.



“This progress from one of the poorest countries of Europe to one of the most prosperous has not been an accident. It’s based on this idea that when there are so few of us—only 5.5 million people—everyone has to live up to their full potential,” he said. “Our society is fundamentally dependent on people being able to trust the kindness of strangers.”



That conviction has helped support modern Finland’s emphasis on education and literacy—each Finn takes out more than 15 books a year from the library (10 more than the average American). But Nordic-style social services have not shielded the residents of Finland’s largest city from 21st-century anxieties about climate change, migrants, disruptive technology, and the other forces fueling right-leaning populist movements across Europe. Oodi, which was the product of a 10-year-long public consultation and design process, was conceived in part to

resist these fears. “When people are afraid, they focus on short-term selfish solutions,” Laitio said. “They also start looking for scapegoats.”

The central library is built to serve as a kind of citizenship factory, a space for old and new residents to learn about the world, the city, and each other. It’s pointedly sited across from (and at the same level as) the Finnish Parliament House that it shares a public square with.



Its design reflects that lofty mission. The ground floor is an extension of the public square outside—a space for meetings, free events, and informal gatherings, with a cafe, theater, and various public amenities. On the second level, a series of flexible rooms provide a host of *au courant* attractions and borrowables—3-D printers and power tools, sewing machines and music rooms and makerspaces. Language classes are offered for migrants; gamers get VR-equipped computer rooms. Patrons can even borrow season tickets for

the Helsinki’s popular professional basketball games. Only on the topmost level—in a soaring, light-filled space Laitio calls “book heaven”—will one find actual volumes for readers, a 100,000-book collection that’s in very high demand.

Inside and out, the facility is as handsome as Finnish Modernism fans might expect, and it has proved to be absurdly popular: About 10,000 patrons stop by every day, on average (it’s open until 10 p.m.), and Oodi just hit 3 million visitors this year—“a lot for a city of 650,000,” Laitio

said. In its very first month, 420,000 Helsinki residents—almost two-thirds of the population—went to the library. Some may only have been skateboarders coming in to use the bathroom, but that’s fine: The library has a “commitment to openness and welcoming without judgement,” he said. “It’s probably the most diverse place in our city, in many ways.”



The crush of Finnish biblio-enthusiasm also runs counter to trends in nations like the U.S. and U.K., where budget cuts and defunding threats have strained library systems. In too many places, libraries are “places that many people value in principle but few use in practice,” Laitio said. “We’re losing out on their democratic potential. ... Libraries have this incredible promise—that you can build your future in here. You can be your best person inside this building.”

David Dudley is the executive editor of *CityLab*. He is the former editor in chief of *Urbanite* magazine and a former features editor for *AARP: The Magazine*.

Library Board
November 19, 2019
Communications ; FY1

FIVE THINGS WE LEARNED FROM KNIGHT'S INAUGURAL PUBLIC SPACES FORUM

OCTOBER 29, 2019 BY [LILLY WEINBERG AND LYNN ROSS](#)

Public spaces are essential in any community because they provide the space for residents to gather, play, learn, dream and connect. Knight [invests in public spaces](#) and the public life of cities to foster engagement and attachment to place. We believe great public spaces don't just happen—they require creative leadership and engaged neighbors to plan, design, program and operate. This was a key topic of discussion at the inaugural [Knight Public Spaces Forum](#) held in Philadelphia this summer.

Forum attendees—275 in all—came from across North America to share their experiences and learn from peers. These artists, planners and designers, librarians, neighborhood champions, local government leaders, recreation and parks representatives, and technologists represent the expanding and inclusive field of practice that is driving public spaces today. Through community workshops, sessions and informal discussions, participants spent two days exploring how they can engage others to advance the role of public spaces in fostering more informed and engaged communities.



Sabina Ali, Chair, Thorncliffe Park Women's Committee, at Knight Public Spaces Forum 2019

The forum also provided a platform for Knight to expand its commitment to public space leadership. During the program kick-off, seven proven, innovative public space leaders were named [Knight Public Space Fellows](#). Each fellow received \$150,000 in flexible funding that will provide them with the space and freedom to unleash their creativity. They will also have access to opportunities to work with and learn from each other and to elevate their work to a wider audience. We believe by giving these individuals resources, flexibility and a network—powerful innovation can occur.

Here are our top five insights from the forum:

1. **Develop community engagement as an ongoing strategy for your public space work.** Several speakers discussed the need to rethink engagement strategies. Engagement with residents and other stakeholders should be an ongoing strategy,

not simply a one-time goal to meet. This is best achieved when the focus is on building trust and sustaining authentic relationships with your community.

2. **Make equity the foundation.** Ensuring that public spaces live up to their full potential as places for all means that principles of equity must be embedded from the start. Setting equity as the foundation means reconsidering every aspect of planning, designing, programming and managing public spaces to achieve fairness in process and outcomes.
3. **Take time to look up and out.** It's easy to get caught up in the day-to-day aspects of managing public spaces, but it's also important to look ahead at the trends and forces that will impact public spaces in the future. In Philadelphia, we were able to look up and out – in person— at various world class projects including Bartram's Garden, Centennial Commons and Cherry Street Pier. Moreover, attendees identified several areas that intersect with public spaces—climate change, slow growth cities and smart cities—for further exploration.
4. **Prioritize opportunities for peer exchange.** While attendees and speakers used the forum to share research, toolkits and other resources driving their work, they also noted how important it is for this field to come together for in-person learning. As this field continues to grow and develop, sharing resources — policy frameworks, messaging guides, outreach tools — for what works and identifying knowledge and resource gaps is that much more essential.
5. **Leverage both data and storytelling for reporting.** Engaging storytelling is a necessary, but sometimes overlooked, element in building community support public spaces. One way to tell more meaningful stories is to bolster the narrative with data points that resonate with community members as well as local officials. It's not enough to measure and report on outputs. Instead, the focus should be on measuring what matters to the community in an effort to demonstrate how a public space can further those goals.

Interested in learning more? View [presentations and resources](#) from the Knight Public Spaces Forum and watch [Instagram Story updates](#) live from the event. Learn more about Knight's public spaces work [here](#).

[Lilly Weinberg](#) is director of community foundations at Knight Foundation.

[Lynn Ross](#) is the founder and principal of Spirit for Change Consulting, LLC; she is Knight Foundation's lead consultant for its work supporting Reimagining the Civic Commons and the Knight Public Spaces Forum.

Bellingham Public Library



**Regular Meeting of the Library Board of Trustees
Tuesday, October 22, 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, Rachel Myers, Rebecca Craven, and Jim McCabe
Board Members Absent:	Vernon Johnson
Library Staff:	Rebecca Judd, Bethany Hoglund, Janice Keller, Jon McConnel, Jennifer Vander Ploeg and Wendy Jenkins
Others Present:	Faye Hill, Friends of BPL President

Call to order and introductions: Regular session was called to order at 3:32 p.m. by Chair, Rick Osen.

Approve/modify agenda: Rachel Myers moved to approve the agenda. Rebecca Craven seconded. Motion carried.

Public comment: No comments.

Consent agenda: Rick pointed out the article from the packet called *The Week in Libraries: October 4, 2019* which discussed net neutrality and the Macmillan ebook issue. Jim pointed out that, on the monthly YTD financial report, the column titled "Variance From Revised" only makes sense at year end and suggested it be retitled, "Variance from YTD Revised." Wendy commented that the City will soon be moving to a new financial platform and this particular Cayenta report will be eliminated. Rebecca Craven moved to approve the September 17, 2019 Regular meeting minutes, the October 8, 2019 Special meeting minutes and the September 2019 performance and activity measures and financial reports. Jim McCabe seconded. Motion carried.

Board Chair report: Rick clarified that he worked with Rebecca Judd to have WCLS begin sending their board packets to our trustees (they briefly lapsed).

Two weeks ago, Rick and Rebecca Judd attended a City Council mid-biennium budget work-session. Rick reported that both of our budget modification requests – for a Youth Services Librarian and for the elimination of library fines – were forwarded from the Mayor to Council. Council is expected to approve the 2020 budget by the end of November.

Board member reports: Jim offered a few comments on SCORE (Counselors to America's Small Business) support: the Library has been providing support to this organization, but is now suspending or stopping that service. Jim feels this service fits in with many of the strategic directions that have been mentioned. Rebecca responded that the struggle is around trying to resource Saturday programming and keep the Help Desk fully staffed as well. Rebecca invited Jim to meet with her to discuss other options for hosting the events.

City Council liaison report: April wasn't able to attend the October board meeting, but did request that Rebecca Judd let the Board know that the WTA Board is holding a public hearing on small fare changes which includes a free fare for youth 18 and younger.

Friends of BPL report: Faye reported that the Friends are actively working to increase their membership; currently they are tabling in the SkillShare space. The September sale brought in over \$13,000.

Library Director report: Rebecca reported that, concerning the Macmillan controversy, King County Library System is the first large system that is boycotting the embargoed titles. Our eBook distributor, OverDrive, has sent out a newsletter explaining how this complicated, time-sensitive, limited copies, process will work. The embargo goes into effect November 1.

Rebecca mentioned in her Board report that Colleen Morse celebrated 40 years as our Outreach Specialist. Colleen visits 14 facilities (health care and assisted living) once a month and works with about 165 homebound individuals, arranging for family or a caretaker to pick up holds. She also provides information about the Washington Talking Book & Braille library as well as how to navigate digital devices.

Rebecca also wanted to extend a big thank you to the management team for the enormous amount of work they are doing on our big projects – the elimination of fines, the strategic plan and the building remodel.

National Friends of Libraries Week, October 20-26, 2019: Rick presented two resolutions to the Friends' President, Faye Hill – one from Mayor Linville and one from the Board of Trustees. He thanked the Friends for the good work they do.

Policy approval – Library Accounts Receivable: This policy change aligns with state and city record retention schedules, aligns with WCLS policy, and removes old, uncollectible fines from the books. Rebecca Craven moved to approve the policy as written. Jim McCabe seconded. Motion carried.

Elimination of Overdue Fines documents review – 1st reading: Rick mentioned that the two policy drafts included in the packet, Eligibility for Library Service Policy and Confidentiality Policy, will be reviewed in more detail next year, but updates were currently needed to remove language concerning the collection of fines.

Jen Vander Ploeg significantly updated the 2020 Rates & Fees schedule. She removed Overdue fines, Max fines, Card Replacement fee, and Community Room use fees, except for the one specialized charge for the Fairhaven Branch Auditorium for groups with a pre-

existing agreement. Jen added the Collections fee. Rebecca Craven suggested expanding the Collections fee description to read "Collections fee for lost and damaged items."

Rick pointed out that Rebecca Judd worked closely with the City's Legal department on the BPL Overdue Fine Elimination Resolution. This document is also authorization to write off current outstanding overdue fines. WCLS passed a similar resolution in September.

Strategic Plan discussion: In reference to the Strategic Plan documents in the packet, the Board discussed the merits of including *Values/Guiding Principles* in the Strategic Plan and provided feedback on the *Strategic Directions*. Rebecca Judd will be gathering staff feedback on these two documents at the upcoming All Staff meeting. Feedback will be incorporated into a draft presented to the Board at the November meeting.

Strategic Plan Anticipated Process *(See Attachment #1 located at the end of the minutes):*

Janice outlined the remaining steps in this process:

- October 22 to November 15: Incorporate feedback from Board members, management team and staff
- November 19 Board Meeting: review drafts of Values, Strategic Directions, layout
- December 17 Board Meeting: Review Strategic Plan draft
- January 21 Board Meeting: Consider final plan for adoption

Quarterly goals report: Rebecca Judd updated the Board on the Organizational Goals progress. *(see Attachments #2 for Organizational Goals 2019 Quarter 3 Presentation. All attachments are located at the end of the minutes.)*

Facilities Committee update: Rick reviewed the budget for the remodel – the initial construction budget was \$1 million, plus \$200,000 for a materials sorter. At the recent 2020 budget work-session, Eric Johnston, Assistant Public Works Director, presented a modification proposal for an additional \$750,000 for construction. Rebecca Judd pointed out that the additional funds will pay for the main floor rest rooms, elevator upgrade, paint and carpet for the main floor, fire alarm upgrade, and ceiling replacement with LED lighting.

The Committee is working on finalizing the design. They met with an interior designer to get an idea of colors and furniture (though furniture is not part of this funding). There are four public information sessions scheduled for the end of October/start of November to give people the opportunity to ask questions. Rick added that once the design is finalized, work will begin on the bid specification documents.

Whatcom READS 2020 – *To the Bright Edge of the World* by Eowyn Ivey: Janice distributed read-and-release copies of Ivey's book to the Board. She asked the Trustees to do two things: 1) take a selfie with the book and send it to her and 2) read and "release" the book to someone else. The author will be in town March 5-7, 2020 and there will be a variety of programs and activities in Bellingham and throughout the county.

2020 regular Library Board of Trustees meeting schedule: Rick commented that this schedule maintains the 3rd Tuesday tradition, two of which will be held at Fairhaven Branch Library due to Friends of the Library book sale preparations. Rebecca Craven moved that the meeting schedule be approved as presented. Jim McCabe seconded. Motion carried.

2020 City of Bellingham holidays & other library closures: Rebecca provided this list of holidays and other library closures for the Board's information.

New Business:

- Mayor Kelli has been invited to the November meeting

Action items for next meeting:

- Eligibility for Library Service Policy – request for approval
- Confidentiality Policy – request for approval

Meeting adjourned at 5:13 p.m.

Next Regular Library Board Meeting – November 19, 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: Strategic Plan Anticipated Process
- Attachment #2: Organizational Goals 2019 Quarter 3 Presentation

Strategic Planning 2019

**Update to Bellingham Public Library
Board of Trustees, October 2019**

Strategic Plan Anticipated Process

October 22 Board Meeting	October 22 to November 15	November 19 Board Meeting	December 17 Board Meeting	January 21 Board Meeting
Documents: Draft Values Draft Strategic Directions	<i>Incorporate feedback from Board members, management team, staff</i>	Documents: Values Draft Strategic Directions Draft layout	Documents: Draft plan	Documents: Final plan
Focus: Draft Values		Focus: Draft Strategic Directions	Focus: Draft plan	Focus: Consider final plan for adoption

Organizational Goals 2019

**Quarter 3 Presentation to Bellingham Public Library
Board of Trustees, October 2019**

Organizational Goals 2019

1. Working closely with community groups and City of Bellingham stakeholders, update Library's strategic plan to reflect a shared vision of service for the next three to five years.

- In collaboration with Bellingham Public Library Board of Trustees, design process, timeline, and production of library strategic plan update that charts library direction for the next 3-5 years
- ✓ Review regional and national trends in library services, collection services, communications, community relations, programming, digital services, public services, and youth services to inform strategic planning process



Organizational Goals 2019

2. In partnership with City of Bellingham Public Works and ITSD, redesign main floor of the Central Library to improve patron access to collections, increase collaborative meeting spaces, and streamline workflow.

- With project team, design Central Library main floor remodel
- Develop communications plan as part of remodel
- Evaluate and prepare space for main floor collections as part of remodel
- Evaluate materials handling workflow as part of remodel
- Design new teen space as part of remodel
- With ITSD, plan for data/power design of Central Library main floor remodel
- Research and purchase new automated materials handling sorter



Organizational Goals 2019

3. Implement 2019-20 Level of Service increases in the areas of Staffing, Materials, and Facilities. Develop proposal for mid-term adjustment.

- Public Services Supervisor position, plan for hiring and onboarding
- ✓ Midterm: Present budget adjustment proposal to City Council
 - Elimination of Overdue Library Fines
 - Children's Librarian
 - Central Library main floor remodel (750K), administered by Public Works

Organizational Goals 2019

4. In partnership with Whatcom County Library System, fully implement the new Integrated Library System (ILS) to improve efficiency, security, and access to materials.

✓ Complete

Organizational Goals 2019

5. In partnership with Whatcom County Library System, update fines and fees schedule and confidentiality policy to best meet patron and Library needs.

- ✓ Develop resolution for eliminating the collection of overdue fines and write-off of existing fines
- ✓ Update relevant policies and fee schedule
- ✓ Develop fact sheet with relevant numbers and data
- Develop and implement communications plan
- Board approval of relevant policies and fee schedule

Organizational Goals 2019

6. Evaluate current safety and security procedures and implement recommended improvements.

- ✓ Partnering with Bellingham Police Department, train staff in de-escalation techniques

Organizational Goals 2019

7. Improve operational infrastructure and workflow to increase efficiency and public experience.

- ✓ Complete meeting room project and coordinate roles with operations
- Develop minimum staffing requirements for Central and branches
- Develop conference and training goals/budget for 2020



November 19, 2019
Consent Agenda

Bellingham Public Library
Performance & Activity Measures, 2019

			Year to Date		% of change YTD
	October-19	October-18	2019	2018	
Holdings - Number of materials in the library's collection					
Physical copies added to the collection	3,109	1,197	25,889	18,502	39.93%
Electronic copies added to the collection	75	1,443	7,895	11,738	-32.74%
Physical copies withdrawn from the collection	(811)	(6,162)	(17,815)	(27,703)	-35.69%
Total physical holdings			185,684	183,554	1.16%
Total electronic holdings			85,559	71,058	20.41%
Total Holdings (Physical and Electronic)			271,243	254,612	6.53%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity					
Central Library					
Adult	60,034	57,471	577,461	578,812	-0.23%
Youth	50,195	43,801	479,130	434,014	10.40%
Sub-Total Central	110,229	101,272	1,056,591	1,012,826	4.32%
Fairhaven Branch					
Adult	7,898	7,052	73,428	74,232	-1.08%
Youth	3,053	2,376	28,071	24,333	15.36%
Sub-Total Fairhaven	10,951	9,428	101,499	98,565	2.98%
Barkley Branch					
Adult	5,945	5,608	56,200	57,173	-1.70%
Youth	4,228	3,757	38,144	35,264	8.17%
Sub-Total Barkley	10,173	9,365	94,344	92,437	2.06%
Bellingham Technical College					
Adult	74	120	611	688	-11.19%
Youth	8	19	109	114	-4.39%
Sub-Total BTC	82	139	720	802	-10.22%
Whatcom Community College					
Adult	408	393	3,156	3,127	0.93%
Youth	68	93	924	705	31.06%
Sub-Total WCC	476	486	4,080	3,832	6.47%
Western Washington University					
Adult	444	530	4,746	4,684	1.32%
Youth	392	258	2,734	2,273	20.28%
Sub-Total WWU	836	788	7,480	6,957	7.52%
Online Services					
Kanopy (Soft launched May 2019)	770	0	3,083	0	
NW Anytime Library Overdrive	23,012	19,038	217,669	177,720	22.48%
RBdigital	2,488	2,026	23,548	14,075	67.30%
Sub-Total Online	26,270	21,064	244,300	191,795	27.38%
Total Circulation	159,017	142,542	1,509,014	1,407,214	7.23%
Holds Activity					
Items placed on hold shelf	51,475	54,287	471,267	518,459	-9.10%
Services					
Persons Visiting - Number of persons counted as they enter the libraries or visit remote website					
Central Library					
Adult	39,664	41,619	396,643	413,534	-4.08%
Children's	10,093	12,021	107,657	119,430	-9.86%
Fairhaven Branch	7,214	7,097	68,481	72,313	-5.30%
Barkley Branch	5,010	4,783	47,655	44,758	6.47%
Total Persons Visiting	61,981	65,520	620,436	650,035	-4.55%
Website Visits	40,065	40,787	409,481	417,539	-1.93%
This count reflects number of visits to www.bellinghampubliclibrary.org					
Bibliocommons visits	13,135	11,976	123,465	121,065	1.98%
This count reflects number of visits to Bibliocommons					
Total Website Visits	53,200	52,763	532,946	538,604	-1.05%
Computer Usage - Number of sessions					
Central Library					
Adult & Teen (30 terminals)	5,622	5,423	53,003	53,026	-0.04%
Childrens (3 terminals)	112	211	1,426	1,890	-24.55%
Fairhaven Branch (6 terminals)	585	606	5,316	6,072	-12.45%
Barkley Branch (4 terminals)	334	327	3,027	2,887	4.85%
Total Computer Usage	6,653	6,567	62,772	63,875	-1.73%
New Borrowers Registered					
Central Library	524	533	6,099	4,682	30.26%
Fairhaven Branch	49	55	508	419	21.24%
Barkley Branch	40	25	347	363	-4.41%
Total New Borrowers Registered	613	613	6,954	5,464	27.27%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs					
Programs	157	148	1,105	1,065	3.76%
Attendees	3,363	3,944	26,125	30,383	-14.01%
Volunteer Hours	405	531	5,511	6,011	-8.33%

November 19, 2019
Consent Agenda

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

OCTOBER 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 NOVEMBER 19, 2019, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
ADMINISTRATION		
Key copies	Accurate Lock & Security	48.92
Programming & network supplies	Amazon.com	101.82
PNBA Tradeshow reimbursement	Katie Bray	837.92
Yearly dues, networking breakfast	Chamber of Commerce	55.00
Networking breakfasts	City Club	26.00
Email newsletter	Constant Contact	364.15
Printing	Copy Source	135.58
Water @ Barkley Branch	Crystal Springs	48.66
Beyond our Doors Symposium reimbursement	Rebecca Judd	84.00
AMH site visit reimbursement	Allison Kuiken	148.02
Security attendant shirts	Land's End	85.75
Translation services	Language Exchange	207.00
Name tags	Laserpoint Awards	12.50
Beyond our Doors & AMH site visits reimbursement	Jon McConnel	415.27
Copier lease and copies (two months)	Oasys Inc.	2,787.37
Office supplies; copier paper; toner	Office Depot	296.75
Program supplies	Petty Cash	107.01
Location photography	Radley Muller Photography	489.15
Truck fuel	Reisner Distributor	168.72
Security software	Secure by Design	21.74
Barkley operating costs	Talbot Services LLC	533.33
Microfische machine lease	Technology Unlimited	339.14
Debt collection service	Unique Management Services	268.50
Campaign Kick-off luncheon	United Way	40.00
Membership dues	Washington Library Association	90.00
B & O taxes	WSDR	11.12
	ADMINISTRATION Sub Total	\$7,723.42
PUBLIC SERVICE		
Library materials returned	Library Refunds	212.72
	PUBLIC SERVICE Sub Total	\$212.72
TECHNICAL SERVICES		
Book processing	Baker & Taylor	5,417.74
CD & DVD processing	Midwest Tape	1,408.75
ILL & tech services	OCLC	2,356.21
	TECHNICAL SERVICES Sub Total	\$9,182.70
LIBRARY ACQUISITIONS		
Books, recorded books, CDs, DVDs	Amazon.com	984.52
Books	Baker & Taylor	20,910.15
Books	Gale	162.60
Lost Interlibrary Loan items	Lost Items from other Institutions	25.00
DVDs, CDs, recorded books	Midwest Tape	12,146.67

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

OCTOBER 2019 CLAIMS

eBooks, audiobooks	Overdrive Inc	8,949.44
Periodicals	Seattle Times	1,570.40

LIBRARY ACQUISITIONS Sub Total \$44,748.78

GIFT FUND

Summer Reading prize books	All About Books	225.28
Summer Reading prize books	Amazon.com	184.38
Books	Baker & Taylor	828.37
Summer Reading prizes	Barkley Cinema	50.00
Teen programming	Fred Meyer	9.78
Books	Gale	34.94
Teen programming	Little Caesars'	38.05
Summer Reading prizes	MOD Pizza	50.00
Summer Reading prizes	Village Books	125.00
Teen programming	Walmart	28.52

GIFT FUND ACQUISITIONS Sub Total \$1,574.32

TOTAL GENERAL FUND \$61,867.62

TOTAL CLAIMS \$63,441.94

November 19, 2019
Consent Agenda

GL787

WKD - MONTHLY REPORT - GF

Report Format 712

Acc.Period 10 ending October 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	229,263	269,649	269,649	40,386	85.0
ExO 020	PERSONNEL BENEFITS	106,589	130,025	130,025	23,436	82.0
ExO 030	SUPPLIES	43,082	82,785	82,785	39,703	52.0
ExO 040	SERVICES	388,306	359,493	398,324	10,017	97.5

Grp 191	LIBRARY ADMINISTRATION	767,240	841,952	880,782	113,542	87.1
Grp 193	LIBRARY SERVICES					
ExO 010	SALARIES & WAGES	1,723,199	2,188,711	2,188,711	465,512	78.7
ExO 020	PERSONNEL BENEFITS	809,917	1,074,991	1,074,991	265,074	75.3
ExO 030	SUPPLIES	432,787	643,465	643,465	210,678	67.3
ExO 040	SERVICES	21,766	66,035	27,205	5,439	80.0

Grp 193	LIBRARY SERVICES	2,987,669	3,973,203	3,934,372	946,703	75.9
Grp 195	LIBRARY FACILITIES					
ExO 040	SERVICES	483,390	578,583	578,583	95,193	83.6

	Report Final Totals	4,238,299	5,393,737	5,393,737	1,155,438	78.6
		=====				

84%

Bellingham Public Library

Rebecca Judd, Director

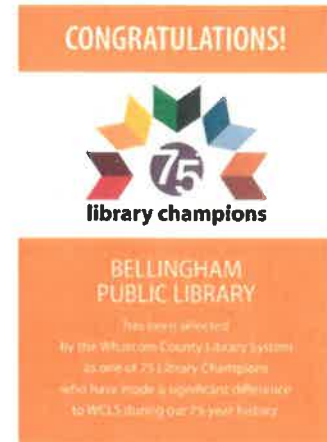


Our People

Congratulations to Library clerk Lesley Norman for completing the Library Support Staff Certification program from the American Library Association. She notes that it's "a great way to build confidence and gain knowledge about all different parts of library work." Great job, Lesley!

Our Partners

Congratulations to the Whatcom County Library System on 75 years of library service! Bellingham Public Library was honored to be one of 75 WCLS Library Champions recognized at a festive event on November 9. It was great fun to be among so many people who have informed and inspired our County Library partners.



Our Services

From Jon McConnel, Head of Digital Services:

Digital Services this past month has been about lots of little things for lots of different projects. Most noteworthy is that the upgrade of Polaris to 6.3 on October 29 was entirely painless. We've also made progress toward implementing the planned transition to eliminating overdue fines. For the space planning project, I crunched a lot of data in an effort to better understand use of the public computers.

In Collection services, planning is underway on several projects related to the main floor remodel.

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

We are in the final stages of hiring a Public Services Supervisor and expect to make an announcement soon. In addition, the Library received a good number of applicants for the Security and Information Attendant vacancy, and we hope to conduct interviews in early December. Mark Weathers, a Public Services Clerk, is leaving to pursue an exciting opportunity at WWU. We're in the City's staffing queue to fill this vacancy.

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

As the Board of Trustees considers final action to eliminate fines on overdue materials, and our teams complete behind-the-scenes tasks, public communications about this project are beginning. We recently responded to several media inquiries about this change, so you will begin to see media coverage. A news release prepared jointly with Whatcom County Library System is posted on our website. Looking ahead, we are excited to launch our "Farewell to Overdue Fines" campaign on January 2, also a joint effort with our partners at WCLS.

Bellingham Public Library

Rebecca Judd, Director



From Bethany Hoglund, Head of Youth Services:

This week I overheard a girl tell Library clerk Jeff Stamey she just finished reading an amazing book and "thinks she might die" as she doesn't have another fantastic book. Jeff rose to the challenge and displayed his stellar skills in matching books to readers, ensuring this reader left with books she was excited to read.

Children's and Teen Services staff continue to remain engaged (and busy!) with class visits, storytimes and other programming both on-site at the library and at off-site school and preschool locations, in addition to the stellar work they do matching books and information to readers.

Library-wide, the 2019 spending year for library materials is coming to a close. Selectors are right on target for spending their collection money and will wrap up selection for the year in the first week of December. Thank you to Acquisitions Specialist Nate Dalgas for helping me coordinate the end of year spending and ensuring products and invoices are received by the end of the year.

Our Community

Robert Bragg and George Muldrow left an incredible legacy to the Bellingham Public Library: a \$3 million dollar endowment. Their estates have now closed and the final distribution of funds went into the endowment this summer. Recently, the Whatcom Community Foundation sent out a newsletter article about the endowment, which is included in your packet this month.



Photo: Robert Bragg and George Muldrow

BECAUSE EBOOKS
LET YOU FIT
A WORLD OF
LITERATURE IN
YOUR POCKET.

LIBRARIES
TRANSFORM

November 1 marked the first day of Macmillan's eBook purchasing embargo for public libraries. In response to the embargo, which restricts libraries to one copy of popular eBook titles for the first 8-weeks of publication (regardless of the size of the library or library system), the Washington Digital Libraries Cooperative, of which we are a member, voted to boycott all Macmillan eBook and eAudio purchasing through the end of 2020. Print copies of all Macmillan titles will still be purchased. When patrons request a copy of a Macmillan eBook or eAudio title, they will be sent an explanation of the boycott and the reasons behind it.

Respectfully submitted,
Rebecca Judd

Library Board
November 19, 2019
Item # 7

Bellingham Public Library Policy

Title: 5.201 ELIGIBILITY FOR LIBRARY SERVICE

Code: 5 Circulation Services
Chapter: 5.200 Eligibility for services

Type of Policy: Departmental
Date Developed: 22 August 1997
Date Revised: October 22, 2019
Revised by: Jennifer Vander Ploeg, Rebecca Judd
Developed by: Pam Kiesner
Approved By: Library Board of Trustees

Cancel: Section VIII Subsection Circulation Policies and Procedures, Registration Rules and Routines

Scope

The Bellingham Public Library provides circulating materials for public use. This policy defines who is eligible for a Bellingham Public Library card and any limitations to borrowing privileges of physical or digital materials. The Library Board of Trustees authorizes the Library Director to develop and implement effective procedures and guidelines in accordance with the policy.

Policy/Conditions

Definition(s)

Resident: A person who lives, works, owns property or attends school in Bellingham.

1. The library offers services to the public without requiring a library card.

Anyone may visit the library to:

- Browse and consult the library's print and online collections
- Attend free programs open to the public
- Reserve community spaces
- Use library computers to access the Internet and/or other in-library online resources
- Sign on to free wifi
- Request assistance with answering informational or research questions.

2. Library card holders have access to additional services.

These services include:

- Borrowing and reserving library items
- Accessing online e-titles and subscription services

3. Library cards are available at no charge to residents of Bellingham with verification of identity and eligibility.

The following individuals and groups are eligible for borrowing privileges:

- Individuals who live in Bellingham, their spouses and underage dependents.
- Individuals who work, own property or attend school in Bellingham, their spouses and underage dependents.

- Residents under age 18 with a parent or guardian signature. Residents under age 18 without a parent or guardian signature may apply for a limited use card. Residents under age 18 who are demonstrably free of parental control can apply for a full use card without a parent or guardian signature.
- Individuals taking responsibility for the borrowing activity of schools, day care, and non-profit organizations located in Bellingham.

Applicants can obtain more specific information on verification of identity and eligibility on the Library's public website and/or by asking a Library staff member.

Appropriate arrangements will be made for those who are unable to sign for themselves or who are physically unable to come to the library.

Library card holders of the Whatcom County Library System may use their cards to access materials and services at Bellingham Public Library locations and vice versa.

4. Library cards are available at no charge to card holders of other public libraries within Washington State with verification of identity and eligibility.

Applicants must provide a public library card from their local jurisdiction and photo ID.

Borrowing privileges for interlibrary loans, electronic materials and/or access to online services may be limited.

5. Library cards may be purchased by those who do not meet the criteria in sections 3 and 4 above.

Visitors to the area may choose to either

- Pay a monthly fee that allows for short-term, limited borrowing privileges.
- Pay a renewable, annual fee to borrow physical materials. Access to electronic materials is limited.

6. Access to library services may be suspended.

Library services may be suspended if card holder has: unpaid charges that exceed the established threshold.

- ~~unpaid charges that exceed the established threshold.~~
- ~~unpaid charges that exceed the established threshold.~~

~~unpaid charges that exceed the established threshold.~~

Access to other library services may be suspended to those who are excluded or trespassed from the library.

7. Borrowers are normally expected to present their card for checkout.

Borrowers are normally expected to present their library card each time they wish to borrow materials from the library. In lieu of the library card, a borrower may check out on their account in person with ID. However, if the computer system is down, borrowers are required to present their cards to borrow materials.

8. Library Board reviews this policy.

This policy is periodically reviewed, revised, or reaffirmed by the Library Board of Trustees.

Library Board
November 19, 2019
Item # 7

Bellingham Public Library Policy

Title: 5.101 CONFIDENTIALITY

Code: 5 Circulation Services
Chapter: 5.100 Circulation Records

Type of Policy: Departmental
Date Developed: 21 November 2006
Date Revised: ~~21 April 2015~~ October 22, 2019
Revised by: ~~Pam Kiesner~~ Rebecca Judd, Jennifer Vander Ploeg
Developed by: Pam Kiesner
Approved By: Library Board of Trustees

Cancels: Section IV, Personnel Policies and Procedures, Confidentiality of Patron Records; Section IV, Personnel Policies and Procedures, Privacy of Circulation Records; Section VIII Circulation Policies and Procedures, Confidentiality of Circulation Records; 5.102 Retaining Circulation Records

See Also: **Codes and Laws:** [RCW 40.14 Preservation and destruction of public records](#)
[RCW 42.17.310 Duty to disclose or withhold information -- Otherwise provided](#)
Other resources: [Privacy: an Interpretation of the Library Bill of Rights \(ALA\)](#)
[Policy on Confidentiality of Library Records \(ALA\)](#)
[Whatcom County Library System Policy on Confidentiality of Patron Records](#)
Internal Documents: [Library Staff Code of Ethics, Confidentiality and Patron Account guidelines](#)

Scope

This policy applies to all staff and patrons of the Bellingham public libraries.

Definitions

Inactive library account: a patron's account is considered inactive when ~~there has been no check-out activity~~ it has been unused for three (3) years.

Minor: persons under the age of eighteen (18).

Personally identifiable information: information that is directly and indirectly associated with a specific person, such as a person's name, home address, telephone number, e-mail address, birth date.

Records: Information maintained in order to conduct operations of the library. Records include, but are not limited to: registration records, circulation-library account records, materials request lists, financial information and computer booking records.

Policy/Conditions

1. Library protects the privacy of its patrons.

Privacy is essential to the free and unrestricted use of library resources. Patrons have the right to search for information without fear of scrutiny. Protecting patron privacy is in accordance with the Constitution of the United States, the laws of the State of Washington and American Library Association policies and interpretations.

2. **Library guards the identity of library patrons by not creating or retaining records such as:**

- information sought or received in reference interviews
- materials consulted, online sites visited or databases used
- frequency of visits

3. **Library ensures the confidentiality of records with personally identifiable information and deletes them as soon as possible.**

Records are deleted when their original purpose has been satisfied. These include records such as:

- ~~exhibit applications, program~~ Program proposals and signups
- ~~holds requested~~
- items requested for purchase

4. **Library ensures the confidentiality of ~~circulation account~~ records with personally identifiable information but retains these records as set forth below:**

~~To satisfy library recordkeeping requirements, these records are retained and then deleted:~~

- ~~backups are retained for one (1) week for the purpose of database integrity~~
- ~~'last patron use' information is retained for up to two (2) months for purposes of damage assessment~~
- ~~inactive patron accounts with no fees or fines unresolved balances are deleted after three (3) years.~~

~~These records are retained for up to ten (10) years and are then deleted:~~

- ~~patron records accounts with unresolved fees or fines balances are deleted after six (6) years.~~
- ~~meeting room invoices~~

5. **Library encourages patrons to become familiar with the privacy policies of library partners and external websites.**

Library may enter into agreements with third-party partners in order to provide certain services to library patrons. Information that a patron submits voluntarily to a third party is not subject to library control, and therefore the library cannot guarantee the same level of confidentiality and privacy. Patrons are encouraged to read and become familiar with the privacy policies of these third-party partners.

The library website contains links to external websites not maintained by the Bellingham Public Library. The library is not responsible for user privacy when visiting other websites. Once patrons link to another website, they are no longer subject to the library's

Confidentiality Policy, but to the privacy policy or statement of the website to which they have linked.

6. Patrons have access to their records.

Patrons can access their own records:

- online using their library card and (define)personal identification number (PIN)
- over the phone with proper identification after confirming their identity
- in person using their library card or by providing photo identification

Patrons can allow others to access their records by:

- providing their physical card to the person they wish to have access

Parents or guardians who hold financial responsibility for the account can access their minor child's records:

- online using their child's library card and PIN
- over the phone with proper identification after confirming their identity
- in person using their child's library card or by providing photo identification

7. Library respects the privacy of young adult patrons.

In accordance with the laws of Washington State, a young adult is considered a minor until age 18. While a young adult is a minor, a parent or guardian has the right to determine the level of confidentiality that young adult retains over their circulation account records. The library encourages discussion between parent or guardian and young adult to mutually determine this level of confidentiality.

8. Library guards the privacy of hold items on self pickup shelves.

- safeguards are used, but privacy is not guaranteed
- patrons can choose an additional privacy safeguard of directing the library to place materials in a privacy envelope
- patrons can authorize others to pick up holds on their behalf by having staff note this permission on their library account

9. Library staff respect the privacy of records with personally identifiable information.

Records with personally identifiable information will only be accessed by library staff when it is essential for library business.

10. Library releases private records to others only under this condition:

When the library receives a court order from a court of competent jurisdiction showing good cause, library staff will notify the Library Director or designee who will then consult with the City Attorney before replying to the order.

11. **Library Board reviews this policy.**

This policy is periodically reviewed, revised, or reaffirmed by the Library Board of Trustees.

DRAFT

Library Board
November 19, 2019
Item # 8

Bellingham Public Library

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BELLINGHAM PUBLIC LIBRARY ELIMINATING OVERDUE FINES AND AUTHORIZING THE WRITE-OFF OF OUTSTANDING OVERDUE FINES

Whereas, Bellingham Public Library strives to be a diligent steward of public assets and resources for the roughly 250,000 items available for public use in its collection; and

Whereas, current Bellingham Public Library practice is to assess overdue fines for items in the adult collections not returned when due, and to assess replacement fees equal to the cost of replacement for materials that are not returned or are damaged by borrowers; and

Whereas, Bellingham Public Library does not rely on revenue generated from overdue fines; and

Whereas, Bellingham Public Library is committed to equity in providing access to its collections for the entire community; and

Whereas, overdue fines can create barriers to using the library for library cardholders, especially children and families, reducing access to learning opportunities during phases of critical learning and development; and

Whereas, public libraries nation-wide are moving to eliminate fines for overdue materials as a best practice to serve communities in an effective, efficient, and equitable manner; and

Whereas, maintaining overdue fine debt and the efforts to collect such debt are contrary to the public benefit purposes of the Library mission because of the barrier to Library use by those who most need it; and

Whereas, Bellingham Public Library leaders believe that the cost to the Library of collecting outstanding overdue fines is excessive for the amount of revenue that could reasonably be expected to be received, and -- in view of the practice's detrimental effects on the Library's mission -- has therefore recommended that the Board of Trustees authorize writing such fines off as uncollectable debt;

THEREFORE, BE IT HEREBY RESOLVED

1. The Board of Trustees hereby finds that ongoing collection of existing overdue fines is contrary to the public interest due to the cost of collection and detrimental effects on the Library's mission as set forth above.
2. Bellingham Public Library will no longer assess fines for overdue materials effective January 1, 2020. The Library shall, however, continue to recover the replacement costs of materials that are not returned or that are damaged by borrowers.

3. Staff are authorized to write off overdue fines and all outstanding charges not related to replacement or damage that are outstanding as of January 1, 2020.

Approved by the Bellingham Public Library Board of Trustees, November 19, 2019

Rick Osen, Chair

DRAFT

BELLINGHAM PUBLIC LIBRARY RATES and FEES
 Effective January 1, 2020

PROPOSED

Library Rates and Fees are set by the Library Board of Trustees	
Description	Fee
Fees	
Non-Resident borrower fee	\$52/year
Senior Non-Resident borrower fee	\$26/year
Visitor fee	\$5/month
Photocopies/Print copies	
Black and White	.15/page
Color	.50/page
Lost and Damaged Library Materials	replacement cost
Collections fee	\$10
Facility use rates	
Fairhaven Branch Auditorium	
Specialty uses by non-commercial groups with pre-existing agreements	\$25/hour

*Library Board
 November 19, 2019
 Item # 8*