

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

The Library Board of Trustees will participate in the April Board Meeting remotely through an online web-based meeting platform. Per Washington State Proclamation 20-28, in-person attendance at meetings is prohibited at this time.

The Board meeting will be streamed live via Zoom at 3:30 p.m. on Tuesday, April 20, 2021. You may view the meeting from a PC, Mac, iPad, iPhone or Android device from the following link:

www.cob.org/lbot

Meeting ID: 916 8904 4189

Password: 7323

For Technical Assistance please contact Katie @ knbray@cob.org

Or join by phone:

Dial (for higher quality, dial a number based on your current location):

US: +1 253 215 8782 OR +1 669 900 6833 OR +1 312 626 6799 OR +1 929 205 6099

OR +1 346 248 7799 OR +1 301 715 8592

Webinar ID: 916 8904 4189 Password: 7323

Please note there will be no public comment taken at the meeting. Instead, community members are respectfully asked and encouraged to submit comments by e-mail to librarytrustees@cob.org.

AGENDA	TIME (approx.)
1. Call to order and introductions	2 min
2. Approve/modify agenda	1 min
3. Public comment (from email) Per Washington State Proclamation 20-28, in-person attendance at meetings is prohibited at this time. Please note there will be no public comment taken at the meeting. Instead, community members are respectfully asked and encouraged to submit comments by e-mail to librarytrustees@cob.org .	2 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: March 16, 2021: Regular board meeting• Library performance & activity measures: March 2021• Financial reports Claims: March 2021 YTD report: March 2021	5 min

- | | |
|--|-------------------------|
| 5. Reports | 10 min |
| <ul style="list-style-type: none"> • Board Chair • Library Board members • City Council liaison • Friends of Bellingham Public Library • Library Director | |
| | Time check: 3:50 |
| 6. Facilities update | 10 min |
| <ul style="list-style-type: none"> • Rebecca Judd, Director and staff | |
| 7. COVID-19 supplemental Rules of Conduct, draft (See packet materials) | 10 min |
| <ul style="list-style-type: none"> • Jennifer Vander Ploeg, Head of Public Services • Action Requested | |
| 8. 2021 Action Plan – First quarter update | 10 min |
| <ul style="list-style-type: none"> • Rebecca Judd, Director | |
| | Time check: 4:20 |
| 9. National Library Week – April 4-10, 2021 | 10 min |
| <ul style="list-style-type: none"> • Library Snapshot Day – April 5, Annette Bagley, Community Relations • Library Giving Day – April 7, Annette Bagley, Community Relations | |
| 10. Whatcom Community Foundation allocation (See packet materials) | 10 min |
| <ul style="list-style-type: none"> • Rick Osen, Board Chair | |
| 11. New business | 3 min |
| 12. Action items for next meeting | 2 min |
| | Time check: 4:45 |
| 13. Adjourn | |

**Next Regular Library Board Meeting: Tuesday, May 18, 2021 – 3:30 p.m.
Location: Zoom meeting – Bellingham, Washington**

If you require a sign interpreter or other hearing accommodation, please allow the library 48 hours notice. Order of agenda items may be adjusted.

CONNECT with Bellingham Public Library

Library Board
April 20, 2021
Consent Agenda
Communications & FYI

CENTRAL LIBRARY REMODEL

Bellingham Public Library is excited to re-open the Central Library in late spring with a completely remodeled and refreshed main floor. Revisions include improved electrical capacity to support personal digital devices, improved public seating area, new public computer area, new teen area, new study rooms and Skill Share area, new staff work space, new LED lighting, updated public elevator and two public restrooms added on the main floor.

"In addition to improved efficiency for our staff, the impact of the physical remodel with new paint, carpet, furnishings and layout will be an emotional boost to our community, demonstrating the high value we place on reading and learning. This boost is especially important as we come out of this difficult pandemic," said Library Director Rebecca Judd.

Bellingham Public Library ranks extremely high in use per capita compared to the state average. The Central Library was originally built in 1950 and was last remodeled in 1985. In 2019, the Central Library welcomed 630,000 visits with patrons borrowing 1.2 million items and attending more than 1,000 programs.

We wish to especially thank Bellingham Public Works, Tiger Construction and RMC Architects for all their work on this project.



LISTEN TO A STORY Virtual Storytime Continues

This spring and summer, Bellingham Children's Library will continue its virtual storytimes for children ages birth to 5.



Each highlights the fun and importance of the Five Early Literacy Practices of talking, singing, reading, writing and playing. Visit our website to complete a quick registration form for the Storytime links.

BellinghamPublicLibrary.org/storytimes

Storytimes will include an Earth Day theme (April 19-23) for kids ages birth to 5 years. Enjoy stories, songs and craft ideas that inspire a connection with and wonder of nature.

SUMMER READING

Begins June 1

Reading takes us on boundless journeys. Summer Reading 2021 kicks off June 1 and this year we invite you to "chart a path" where you want to go, however you want to get there. Bellingham Public Library and Whatcom County Library System will distribute summer reading cards with a stepping stone design to allow readers to record their experiences. The card provides reading ideas and recommendations, but the choices are up to the reader. Anything goes!



Check Out a Discover Pass Get Outside!

Enjoy free access to Washington State public lands by borrowing a Discover Pass and backpack through Bellingham Public Library.



Check Out Washington is a collaboration between the Washington State Parks and Recreation Commission and the Washington State Library to allow individuals to "check out a state park" without paying the parking fee.

A limited-edition Discover Pass and backpack is available for library card holders to check out, on a first-come, first-served basis. The backpack includes a set of binoculars, three field guides and a map of all Washington State Parks.

State parks in Whatcom County include Larrabee, Birch Bay, and Peace Arch State Park.

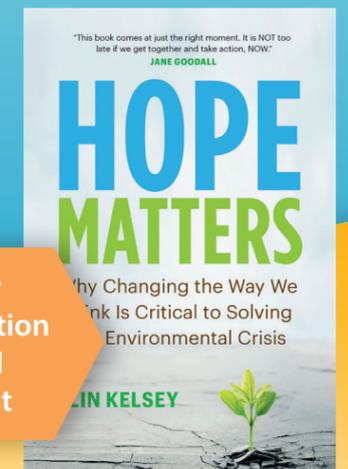
To place a hold, search "Check Out Washington Discover Pass" at BellinghamPublicLibrary.org.

Celebrate Earth Day

For adults, Bellingham Public Library has created a Climate Action-themed book list in honor of Earth Day, titled, "This World We Call Home," and includes a variety of helpful print and ebook titles, as well as website links.

It can be found on our website. On the homepage click View **Staff Picks**, then select the list under the heading **Notable Picks**.

See our
Climate Action
themed
Book List



From INSIDE Bellingham Spring 2021 issue, Page 4:

Library Remodel Project

Beginning in July 2020, and continuing through late Spring 2021, the Bellingham Public Library Central Branch has undergone a Main Floor Remodel project encompassing 20,000-square-feet under the guidance of Bellingham Public Works, Tiger Construction and RMC Architects. The revisions include improved electrical capacity to support personal digital devices, improved public seating area, new public computer area, new teen area, new study rooms and Skill Share area, new staff work space, new LED lighting, updated public elevator and two public restrooms added on the main floor.



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"In addition to improved efficiency for our staff, the impact of the physical remodel with new paint, carpet, furnishings and layout will be an emotional boost to our community, demonstrating the high value we place on reading and learning. This boost is especially important as we come out of this difficult pandemic," said Library Director Rebecca Judd.



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MORE INFO: bellingshampubliclibrary.org

Bellingham Public Library



For Immediate Release

April 2, 2021

ROAD TO REOPENING Bellingham Public Library

Bellingham Public Library has received a “Certificate of Substantial Completion” for the Central Branch main floor remodel project. This designation allows Library staff to complete several additional tasks required in order for reopening the Central Library in late spring 2021. At the same time, the Library will also continue to provide Curbside Holds Pickup Service, remote Help Desk, and online content.

“Completion of the remodel work is a huge accomplishment, and we wish to again thank the entire Public Works team, Tiger Construction and RMC Architects,” said Library Director, Rebecca Judd. “Our staff is eager to occupy the new space, and prepare for the day we can welcome the public inside once again.”

WHEN WILL BELLINGHAM CENTRAL LIBRARY REOPEN?

Bellingham Public Library plans to reopen the Central Library in late spring for limited in-person services.

Over the next several weeks, continuing work to prepare for reopening at the Central Library will include: finishing the public elevator replacement, moving Library collections and staff work spaces back into appropriate locations, and installing new technology for staff and public computers. It is a sequential process, requiring each step to take place before the next.

Public Elevator project

The public elevator, which provides access between the main floor adult collections and the lower-level Children’s Library is being replaced as a separate project. Anticipated elevator completion is currently scheduled for early April.

Collections work

While continuing to observe social distancing and safety protocols, Library staff is methodically moving books and collections back into their permanent homes on the Library’s main floor.

“Moving our collections work is a bit like a sliding puzzle with only one empty hole – one piece has to move before the next can take its place,” explained Jen Vander Ploeg, Head of Public Services and Operations.

Staff workspace

During our remodel project, the Children's Library on the lower level was cleared to allow room for staff to operate our Curbside Holds Pickup Service. The completion of new work spaces on the main floor allow staff to move desks and chairs up one level, and will also allow IT Service Department to install the staff computers, phones and printers. A new sorting room will be set up and begin operating with an Automated Materials Handler to sort books and materials more efficiently. And the Children's Library will be put back together, including moving returning books and materials to their permanent locations.

Technology installation

Installation of new technology systems will be the next priority for IT Service Department after the staff equipment is set up and running. This includes the public computer workstations, self-checkout stations, public printer/copiers, catalog and database stations.

WHY ARE FAIRHAVEN AND BARKLEY BRANCHES CLOSED?

The Curbside Holds Pickup Service at the Bellingham Central Library is continuing to function at full capacity, with 2,000 appointments per week. This service requires all available library staff to operate it, including those who normally work at the Fairhaven and Barkley branches.

For more details, see BellinghamPublicLibrary.org.

Media Contacts:

Rebecca Judd, Director, Bellingham Public Library, 360-778-7220 or rejudd@cob.org

Annette Bagley, Head of Community Relations, Bellingham Public Library, 360-778-7206, ambagley@cob.org



**Regular Meeting of the Library Board of Trustees
Tuesday, March 16, 2021 – Zoom meeting
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, Jim McCabe, Rebecca Craven, Vernon (Damani) Johnson and Kristy Van Ness

Library Staff: Rebecca Judd, Annette Bagley, Bethany Hoglund, Jon McConnel, Jennifer Vander Ploeg, Katie Bray and Wendy Jenkins

Others Present: Hollie Huthman, City Council Liaison; Faye Hill, Friends of BPL; Carol Rofkar, Interim Superintendent of Traffic, Communications, Facilities and Fleet

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: Jim provided a correction to the February minutes: under Friends of BPL report, the last sentence should read, "They are starting with a SWOT analysis" rather than "They are starting with a SWAT analysis." Rebecca Craven moved to approve the February 16, 2021 Regular meeting minutes as amended and the February 2021 performance and activity measures and financial reports. Kristy Van Ness seconded. Motion carried.

Board Chair report:

- Rick commented that, with the COVID-19 vaccinations, he is looking forward to when the board can meet in person.
- Rick reiterated Rebecca's Director's Report comment, "I'm not sure how to adequately express my admiration for our resilient, dedicated, hard-working, and service-focused staff," adding that he is pleased the furloughs are cancelled for the remainder of the year.

Board member reports:

- Jim asked Rebecca if she would be mentioning City Council President Hannah Stone's communication with the Cordata Neighborhood Association in her report. Rebecca confirmed she would.

City Council liaison report:

- Hollie reported that the State authorized cities to approve a 1/10 of 1% (a penny on ten dollars) tax to be used for affordable housing and related services. City Council approved this increase yesterday to go into effect July 1st. This increase is expected to bring in approximately \$3 million a year and will be used alongside the current Home Fund to support housing and related services. The County is considering a similar increase.

Friends of BPL report:

- Faye reported the Friends are continuing work on a strategic plan, including updating their by-laws. Changes to the by-laws will be voted on at the Annual Meeting scheduled for April 24. They will also be electing all new officers, except for one position. Faye mentioned that Katie Bray was working with them to prepare for the Zoom meeting. Faye extended an invitation to all Trustees (the meeting link will be emailed to all current members).

Library Director report:

- Rebecca announced today is the 1-year anniversary of closing the Library for COVID-19. She commented that we only anticipated the closure would be for a few weeks or months, so a year anniversary is extraordinary. She added that she is grateful for the vaccine, so the closure won't extend for 2 or 3 years.
- Council President Hannah Stone reached out to Rebecca, and other Department Heads, to respond to questions Hannah had received from the Cordata Neighborhood Association Board. The Board had questions about roads, City planning, and a northside library. Rebecca responded to the northside library question, explaining that this was identified as an important issue in our strategic plan. Rebecca will be reaching out to Julie Guy and the Cordata Board President after we reopen to begin the process of identifying needed services. Rick added that he and Rebecca have talked with the Mayor about this, who approved reaching out to the northside.
- Rebecca reported that the recently passed American Rescue Plan Act of 2021 provides \$200 million in funding to IMLS (Institute of Museum and Library Services) for pandemic response funding, which is four times more than the Cares Act \$50 million. Many of the funds will be directed through the State Library. Rebecca anticipates we will see grant opportunities soon. This will be another piece of the WCF funds allocation conversation, for instance we might be able to continue the wi-fi hotspot funding with a grant.
- Rebecca thanked Annette, Katie, and Suzanne for their good work on Whatcom READS, adding the author events were terrific in a challenging Zoom environment.
- Annette and Katie presented a sneak peak at the recently released [BTV Curbside Service](#) video. Annette commented that she hopes it will help patrons understand what goes on behind the scenes and she invited everyone to view and share.

COVID-19 Library services update: Rebecca provided a status update in two parts – steps to reopen and guiding principles:

- Steps to reopen:
 - The public elevator is being completely rebuilt with an anticipated completion date of April 8. We are currently relying on the freight elevator.
 - We are close to substantial completion of the remodel. Once this is signed off, we will have full access to the main floor and can begin to move the materials handling operations.
 - Collection work has been ongoing on the main floor. Rebecca thanked Public Works, especially Constance, for critical help with shelving installation.
 - Once the public elevator is back online and the Help Desk computers installed, Public Services staff can be relocated, holds can be moved upstairs, and Children's can be put back together.
 - Wayfinding – directional and end panel signage – is underway. Graphic Designer Katrina Lyons is helping with this project.
 - The communications piece of reopening will involve eNewsletters, eBlasts, website posts and social media – patrons are anxious to get back into the Library, so we want to keep everyone informed.
 - ITSD, in particular Doug and Paul, are working on getting a new server for the public computer area and setting up staff computers as well as phones
- Guiding principles:
 - Our 3 guiding principles are safety, equity and sustainability.
 - Safety: staff were invited to submit concerns surrounding reopening; primary concerns were enforcing mask usage and social distancing, as well as keeping everyone informed about service priorities.
 - Sustainability: we currently have 3 frozen positions.
 - Reopening target date is late spring. Information will be available on our website and we will be proactive about communication in our eNewsletter.

Rebecca turned the report over to Jennifer Vander Ploeg, who identified service priorities. Rebecca noted that we are in another period of fast-moving changes; we move to Phase 3 next week and anticipate more changes soon.

Jen screenshared Services during reopening at up to 50% (See Attachment #1– all Attachments are located at the end of the minutes) which outlines 5 areas of service:

- Self-serve indoor services
- Information Services/Assisted check-out
- Public computing/printing
- Curbside holds pickup
- Services to be deferred until later phases of reopening

Rebecca invited questions or comments:

- Rick commented that he feels this is a good way to explain the sequential process.
- Kristy asked if we would have curbside hours available while health issues continue. Rebecca responded that the curbside hours would continue until the public health emergency has lifted.

Facilities update: Carol Rofkar provided a nearly-end-of-project Remodel debrief. Highlights included:

- Substantial completion is anticipated for next Monday.
- There were many challenges: James Simpson passing away; sub-contractor issues; COVID-19; and the homelessness protests.
- The public elevator rebuild is still a couple of weeks out; this rebuild will provide significant control and fire upgrades.
- The Mayor recently toured the building to see the remodel and automated materials handler.
- \$1.8 million has been spent to date of the \$2.3 million allocated for the project. We also have additional funding for a \$450,000 upgrade to the freight elevator.
- A lesson learned is to address furniture early in the project. This was not possible for this project because furniture was not in the budget, so use of donated funds needed to be arranged.
- Carol commented that she appreciated working with Jen and Rebecca.
- Rick thanked Carol, adding she was good to work with.
- Rebecca complimented Carol on her weekly updates to Public Works.

Whatcom Community Foundation (WCF) and fundraising:

- WCF distribution: Rick recapped that we have 4 endowment funds that we receive yearly distributions from – Bragg-Muldraw and 3 smaller funds. Typically, we receive a 4% distribution. The WCF Board voted this year to allow up to 6% distribution. Our Board voted to take 6% on the Bragg-Muldraw distribution and 4% on the others. We recently received distributions totaling \$213,494, of which over \$197,000 is from the Bragg-Muldraw Endowment. At the last board meeting, Trustees discussed putting the large portion of the distribution into a fund for possible future building projects. After communicating with the Foundation, it was determined that the best path is to put it back into a new 'spendable' account attached to the Bragg-Muldraw Endowment. This will provide a good investment return while remaining accessible. Rick continued that at the April board meeting we can determine how much of the proceeds will be needed for projects and how much can be returned to the Endowment.
- Library Giving Day: Annette announced that Library Giving Day is April 7, 2021 which falls in the middle of National Library Week. She walked the Board through the website navigation from the Library's home page to the [Library Giving Day](#) page, and discussed the email script she would be sending to Trustees. Kristy suggested sharing this information with neighborhood associations. Annette confirmed she has contact information for all the members of the Mayor's Neighborhood Advisory Committee. Rebecca Craven suggested including information about what the 2020 Library Giving Day proceeds were used for (circulating Wi-Fi hotspots). Rick suggested mentioning that the donations are intended for things the City does not typically fund. Rebecca Craven said that, if Village Books still has a book club shelf, a blurb could be posted there.

New Business:

- No new business.

Action items for next meeting:

- Allocation of WCF distribution

Meeting adjourned at 4:44 p.m.

Next Regular Library Board Meeting – April 20, 2021 – Zoom meeting – 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

Attachments:

- Attachment #1: Services during reopening at up to 50%

DRAFT

Services during reopening at up to 50%

Overarching principles:

- Masks, 6' distancing, limited occupancy, extra cleaning and other COVID safety practices required
- In-person assistance limited, no extended contact
- Encourage short duration & low-touch visits
- Transitional services will be phased out gradually based on public health guidance and operational needs

Self-serve indoor services

- Browsing
- Pickup of holds
- Self check out encouraged
- Return of materials (indoor & outdoor)
- Videophone
- Single occupant restrooms
- **Branch library** browsing and holds pick up will be phased in as staff resources become available

Information Services / Assisted check out

- Short information & account requests
- Assisted check out (when needed)
- New card registrations
- Referral to remote assistance for tech help, in-depth information, holds requests, reader's advisory and other time-intensive transactions

Public computing / Printing

- Limited time sessions, one session per day
- Cleaning between users
- At-computer assistance not available

Curbside holds pickup

- Transitional service
- Limit hours available for curbside to allow for indoor services

Deferred until later phases of reopening

- In-person research activities, including microfilm
- Multi-user restrooms
- Public seating
- Meeting/study rooms
- Early learning centers
- Donations/free/for sale items
- In-building programs
- Extended visits
- Branch public computers

**Bellingham Public Library
Performance & Activity Measures, 2021**

Library Board
April 20, 2021
Consent Agenda

			Year to Date		% of change YTD
	March-21	March-20	2021	2020	
Holdings - Number of materials in the library's collection					
Physical copies added to the collection	2,686	1,304	6,623	7,441	-10.99%
Electronic copies purchased by BPL	235	297	370	427	-13.35%
Physical copies withdrawn from collection	(3,181)	(840)	(9,410)	(8,035)	17.11%
Total physical holdings			167,328	180,597	-7.35%
Total electronic holdings in Consortium available to BPL			109,578	89,652	22.23%
Total Holdings (Physical and Electronic)			276,906	270,249	2.46%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity					
Central Library					
Adult	40,657	34,114	97,062	152,774	-36.47%
Youth	30,194	30,265	73,220	126,248	-42.00%
Sub-Total Central	70,851	64,379	170,282	279,022	-38.97%
Fairhaven Branch					
Adult	20	4,440	68	20,342	-99.67%
Youth	11	1,752	34	7,267	-99.53%
Sub-Total Fairhaven	31	6,192	102	27,609	-99.63%
Barkley Branch					
Adult	5	3,348	7	16,548	-99.96%
Youth	0	2,564	2	10,836	-99.98%
Sub-Total Barkley	5	5,912	9	27,384	-99.97%
Bellingham Technical College					
Adult	0	18	0	123	-100.00%
Youth	0	5	0	42	-100.00%
Sub-Total BTC	0	23	0	165	-100.00%
Whatcom Community College					
Adult	0	176	0	864	-100.00%
Youth	0	68	0	222	-100.00%
Sub-Total WCC	0	244	0	1,086	-100.00%
Western Washington University					
Adult	0	262	0	1,309	-100.00%
Youth	0	183	0	910	-100.00%
Sub-Total WWU	0	445	0	2,219	-100.00%
Online Services					
Kanopy	1,893	1,403	6,183	3,250	90.25%
NW Anytime Library Overdrive	31,533	26,486	91,225	75,849	20.27%
eMagazines	5,585	3,225	13,702	9,128	50.11%
Sub-Total Online	39,011	31,114	111,110	88,227	25.94%
Total Circulation	109,898	108,309	281,503	425,712	-33.87%
Holds Activity					
Items pulled to fill holds	61,415	23,619	156,776	125,375	25.05%
Services					
Persons Visiting - Number of persons counted as they enter the libraries or visit remote website					
Central Library					
Curbside Service	8,718	0	19,841	0	
Adult	0	21,007	0	101,447	-100.00%
Childrens	0	4,964	0	25,134	-100.00%
Fairhaven Branch	0	2,616	0	16,695	-100.00%
Barkley Branch	0	1,715	0	10,936	-100.00%
Total Persons Visiting	0	30,302	0	154,212	-100.00%
Website Visits	37,940	38,618	109,221	130,041	-16.01%
This count reflects number of visits to www.bellinghampubliclibrary.org					
Bibliocommons Visits	11,317	9,758	30,407	37,749	-19.45%
This count reflects number of visits to Bibliocommons					
Total Website Visits	49,257	48,376	139,628	167,790	-16.78%
Computer Usage - Number of sessions					
Central Library					
Adult & Teen (30 terminals)	0	2,484	0	12,817	-100.00%
Childrens (3 terminals)	0	65	0	363	-100.00%
Fairhaven Branch (7 terminals)	0	222	0	1,193	-100.00%
Barkley Branch (4 terminals)	0	151	0	782	-100.00%
Total Computer Usage	0	2,922	0	15,155	-100.00%
New Borrowers Registered					
Central Library	316	308	973	1,451	-32.94%
Fairhaven Branch	0	48	2	130	-98.46%
Barkley Branch	0	6	0	93	-100.00%
Total New Borrowers Registered	316	362	975	1,674	-41.76%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs					
Programs	64	35	170	260	-34.62%
Attendees	1,226	482	3,088	5,488	-43.73%
Volunteer Hours	0	372	0	1,803	-100.00%

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

MARCH 2021 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 April 20, 2021, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
Supplies		
Creative Cloud	Adobe Inc	833.83
Books; DVDs; supplies; toner	Amazon.com	2,307.23
Books	Baker & Taylor	11,917.61
Books	Center Point Large Print	145.90
PPE supplies	City of Bellingham Warehouse	314.86
Water @ Central	Crystal Springs	62.96
Supplies	Fred Meyer	6.51
Books	Gale	(0.57)
Computer room supplies	Home Depot	27.14
Lost Interlibrary Loans	Various	22.95
Supplies	Lowe's	25.09
DVDs, CDs, recorded books	Midwest Tape	3,183.66
Address stampers	Minuteman Press	46.74
Office supplies	Office Depot	151.41
eBooks, audiobooks	Overdrive Inc	13,477.20
Truck fuel	Reisner Distributor	77.04
Security software	Secure by Design	20.00
Labels	Sticky Business	1,418.29
Curbside bags	Webstaurant	1,928.55
	SUPPLIES Sub Total	\$35,966.40
Other Services and Charges		
Book processing	Baker & Taylor	3,332.47
Banking & credit card fees	City of Bellingham Interfund	2.37
Facilities Services	City of Bellingham Interfund	47,290.09
Fleet Services	City of Bellingham Interfund	520.83
Mailroom allocation	City of Bellingham Interfund	2,239.06
Purchasing Services	City of Bellingham Interfund	121.78
Risk Management	City of Bellingham Interfund	5,812.33
Technology replacement allocation	City of Bellingham Interfund	1,449.33
Telecom Services	City of Bellingham Interfund	1,029.81
Water/Sewer Services	City of Bellingham Interfund	1,295.48
Printing	Copy Source	107.61
Water cooler rental & cleaning	Crystal Springs	74.98
CD & DVD processing	Midwest Tape	455.77
Mobile hotspot	Mobilebeacon	120.00
Copier lease and copies	Oasys Inc	793.29
ILL & tech services	OCLC	2,167.63
Barkley operating costs	Talbot Services LLC	533.33
Microfische machine lease	Technology Unlimited	339.14
Security software	Trebron Company	3,980.59
Mobile hotspots	Verizon Wireless	800.20
Whatcom READS 2021	Whatcom Reads Foundation	2,500.00
	OTHER SERVICES AND CHARGES Sub Total	\$74,966.09

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

MARCH 2021 CLAIMS

Gift Fund

Discover Pass backpacks; webcam	Amazon.com	349.32
Books	Baker & Taylor	309.35
Technology replacement allocation	City of Bellingham Interfund	2.17
Furniture	Trico Office	47,337.19

GIFT FUND OUTLAYS Sub Total \$47,998.03

TOTAL GENERAL FUND CLAIMS \$110,932.49

TOTAL CLAIMS \$158,930.52

Library - Budget to Actual - General Fund

March 2021 - 25% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Grants	5,626	0		
Charges for Goods and Services	0	22,100	22,100	0%
Fines and Penalties	721	(0)	(721)	(1,802,500%)
Miscellaneous Revenue	427	45,000	44,573	1%
Total Revenue	6,774	67,100	60,326	10%
Expenses				
Salaries and Wages	597,421	2,372,916	1,775,495	25%
Personnel Benefits	265,538	1,103,344	837,806	24%
Supplies	203,634	718,950	515,316	28%
Other Services and Charges	290,320	1,010,520	720,200	29%
Total Expenditure	1,356,913	5,205,730	3,848,817	26%

Library - Budget to Actual - Gift Fund

March 2021 - 25% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Donations	3,485	50,000	46,515	7%
Total Revenue	3,485	50,000	46,515	7%
Expenses				
Gift Fund expenses	48,155	50,026	1,871	96%
Total Expenditure	48,155	50,026	1,871	96%



DIRECTOR'S REPORT FOR April 20, 2021

National Library Week is a time to celebrate the unique role that libraries play in our educational landscape, in the social fabric of our communities, and in our democracy. This year, Bellingham Public Library marked the week (April 4 – April 10) with Library Snapshot Day on April 5, Library Workers Day on April 6, and Library Giving Day on April 7. Thank you to the Board and to the Friends of the Library for your words and gifts of appreciation. (Rebecca Judd, Library Director)

WELCOME & INCLUDE



Asian American and Pacific Islander (AAPI) solidarity altar: On Saturday, April 3, the Bellingham Unity Committee held a solidarity vigil in Maritime Heritage Park for the recent victims of violence against Asian Americans in Atlanta. The beautiful Solidarity Altar was then transported to the Sister Cities Japanese Garden outside Bellingham Public Library. The Library and Bellingham Parks were honored to support this special project. (Annette Bagley, Head of Community Relations)

Asian American and Pacific Islander solidarity altar in Sister Cities garden

Staff training: Serving hard of hearing and deaf community members: Many staff members attended a virtual training presented by Joel Bergsbaken from the Hearing, Speech and Deafness Center. Joel's presentation focused on communicating with residents who are deaf or hard of hearing, and provided education, instruction, and tips for creating welcoming and accommodating service environments. Thank you to Kim Brown, the City of Bellingham's ADA Coordinator, for organizing this fantastic and important training for City staff. (Bethany Hoglund, Deputy Library Director)

ACCESS & OPPORTUNITY

Washington Discover Pass backpack: Thanks to *Check Out Washington*, a collaboration between Washington State Parks and Recreation Commission and the Washington State Library, backpacks with a limited edition Discover Pass are now available for checkout. Public Services Librarian Suzanne Carlson-Prandini worked with the Whatcom County Library System to create these backpacks, which also contain a set of binoculars, three field guides, and a map of Washington State Parks. KGMI radio and the *Western Front* expressed interest in the story and interviewed Suzanne. The Library's Facebook post about the new offering has had a reach of 1,000+ and 26 shares. (Bethany Hoglund, Deputy Library Director; Annette Bagley, Head of Community Relations)





Northstar Digital Literacy platform: The Washington State Library is in contract negotiations with Literacy Minnesota for statewide access to the Northstar Digital Literacy platform. Northstar provides online classes in basic technology skills that can be taken either independently or in teacher-led classes. The classes lead toward assessments that provide credentials attesting digital skills such as 'Basic Computer Skills', 'Information Literacy', and 'Microsoft Excel'. The State's public libraries will be able to make these tools available to patrons soon, as will other organizations in our communities that provide basic computer skills training. (Jon McConnel, Head of Digital Services)

Museum Pass program restarted: The Library's collaboration with Whatcom Museum to offer free access to the Museum has resumed in a limited capacity. Beginning April 15, there will be one set of four museum admission passes available for reservation Thursdays through Sundays. Community members may reserve one set of passes every 60 days through the [online calendar](#) on the Library's website. Of note, these passes are not currently valid for the Family Interactive Gallery (FIG). (Bethany Hoglund, Deputy Library Director)

READ & LEARN

Collection moves continue: It has been fun to unbox collections and put materials in their "new homes." This process has involved more than a straight relocation of materials from one place to another; it has been an opportunity for selectors to do routine collection maintenance, called weeding, which has not happened for a year. Weeding is a critical element in keeping library collections fresh and relevant. Selectors use a rubric to determine which items to weed from a collection based on total number of checkouts, the last time an item checked out, number of copies, and physical condition. (Bethany Hoglund, Deputy Library Director)

Newsbank contract: Newsbank recently presented the Library with a contract to continue access to our subscription newspaper databases. After some back and forth with the City's Legal department, language was jointly agreed-upon, and the contract was signed earlier this month. (Jon McConnel, Head of Digital Services)

INFORM & INVOLVE

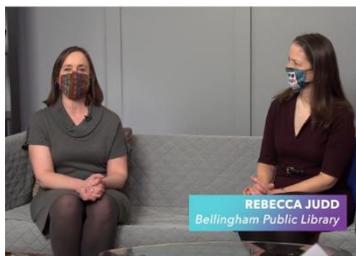
Library Giving Day: Multiple communications were released for Library Giving Day on April 7 including emails and social media posts on Facebook, Instagram and Twitter. The campaign raised more than \$15,000 from over 150 donors to support racial equity projects. (Annette Bagley, Head of Community Relations)



Digital archive: The Library signed a contract for hosting an instance of Omeka S, an online archiving tool, which will be used to share the submissions for all of the county's [People's Perspectives: COVID-19 in Whatcom County](#) projects. Set-up of the system will begin soon. (Jon McConnel, Head of Digital Services)

Healthy Whatcom's "Getting to Results" workshop series: For the next several months, I will be participating in a community process to develop a racial-equity focused action plan for early childhood. Topics to be addressed include affordable childcare, investments in youth mental and behavioral health, and stable housing for children and families. The resulting action plans will become part of Whatcom County's next *Community Health Improvement Plan*. (Bethany Hoglund, Deputy Library Director)

City-wide Communications: Bellingham Public Library participated in two city-wide communications pieces in April. The *Inside Bellingham* newsletter produced by the Mayor's office includes a feature about the Central Library Main Floor Remodel Project. The spring 2021 [Playbook](#) produced by the Bellingham Parks & Recreation Department features a center spread with current Bellingham Public Library activities. (Annette Bagley, Head of Community Relations)



Bellingham Chamber Video: Bellingham Public Library and Whatcom County Library System were featured together in a Toast of the Town video by the Bellingham Regional Chamber of Commerce. The video series was created to honor Outstanding Organizations of 2020 who went above and beyond in responding to the pandemic crisis. The video interview of Rebecca Judd and Christine Perkins can be viewed on YouTube: [bellingham chamber toast of the town Bellingham Library - YouTube](#) (Annette Bagley, Head of Community Relations)

BTV: Our behind-the-scenes Curbside Video was released on March 16 and has more than 1,000 views. ([Library Curbside Service Behind-the-Scenes - YouTube](#)) In April, BTV has returned to the Library to honor National Poetry Month with a piece about the Susan Boynton Poetry Walk, located in the flowerbed outside the Central Library main entrance on Central Ave. (Annette Bagley, Head of Community Relations)

THRIVE & GROW

Polaris upgrade: The Library will be upgrading our Polaris system from version 6.5 to 6.7 early on Tuesday, April 27. The new version marks further progress on the vendor promise to move (nearly) all the functions of the client software over to the browser-based interface. Many of the changes will give Collection Services staff a second option for how to accomplish tasks. All staff will benefit from the browser-based client now meeting the recommendations of the Web Content Accessibility Guidelines (WCAG) 2.1. (Jon McConnel, Head of Digital Services)

BibPage redesign: Our catalog vendor BiblioCommons will end the trial period of version 2 of their BibPage redesign on May 4 and convert us to full-time use of it. Patrons could opt-in to BibPage V2 since last fall. Changes include a larger cover image, and there is more whitespace on the page. (Jon McConnel, Head of Digital Services)



Crates laid out in new staging area

Main Floor renovations: We are working hard to identify and wrap up the last of the construction odds & ends and have the remnants of construction moved out of our space. IT has begun the process of reinstalling our computers and equipment on the main floor. We will be moving operations back to the main floor in phases, as the equipment is installed and materials are moved for each work function. The Children's Library fixtures and collections will be moved back once operations have moved out of the space. Work is underway to create the policies, procedures and workspace adjustments needed to reopen to the public safely later in the spring. (Jen Vander Ploeg, Head of Public Services and Operations)

Respectfully submitted,
Rebecca Judd

Bellingham Public Library Policy

Title: 4.101 ADDITIONAL RULES OF CONDUCT DURING COVID-19 PANDEMIC

Code: 4 Public Services

Chapter: 4.100 Conduct

Type of Policy: Departmental

Date Developed: 14 April 2021

Date Revised:

Revised by:

Developed by: Jennifer Vander Ploeg, Rebecca Judd

Approved By:

Scope

This policy is supplemental to the [Library Rules of Conduct Policy \(4.101\)](#) and applies to all visitors to all facilities and properties of the Bellingham Public Library (BPL) during the COVID-19 pandemic. Parents or caregivers are responsible for the behavior of minor children in their charge. We are reopening our facilities with Additional Rules of Conduct to protect the health and safety of our visitors and staff. While we are taking reasonable precautions to promote and protect health and safety, we cannot guarantee an environment free from the risk of exposure or illness. Therefore, please note that every person who enters our facilities voluntarily assumes all risks related to exposure to COVID-19.

Policy/Conditions

Bellingham Public Library has expanded its list of expected behavior to comply with directives, mandates, orders or other guidance from federal, state or local public health authorities.

The directives, mandates, orders and guidance for responding to COVID-19 will evolve as we move through this public health emergency. Therefore, our Rules of Conduct will be updated regularly to reflect current public health guidance.

Bellingham Public Library will clearly post behavior expectations, specific to the pandemic, at the entrance of every location as well as on our website. Visitors unable to comply with posted COVID-19 safety requirements may access services through remote or outdoor options.

1. Face coverings are required

Face coverings are required in public spaces. Therefore, everyone over the age of 2 must wear a mask covering their nose and mouth at all times. This rule applies to all BPL locations and includes people who have received the COVID-19 vaccination.

- Adult and child-sized masks are available for those who forget to bring them.
- Food and drink are not allowed in our facilities to support masks being worn properly

- If you are unable to wear a mask for any reason, the following accommodations are available to allow you to continue to access Library services:
 - Curbside pickup of holds
 - Online or virtual resources and services

2. Public access to the library is limited

Building occupancy is currently reduced based on guidance from public health or government authorities.

- Visitors that are sick, or have a fever, or are actively coughing or sneezing shall not enter library buildings, even if they are wearing a face covering
- Staff will monitor the number of occupants in the building to ensure that we do not exceed the maximum number of visitors and staff at any given time
- Visitors may need to wait for others to exit before being allowed to enter
- Visitors may be required to limit their time in the library to allow others access
- Visitors will need to maintain appropriate distance from other users and staff
- Some areas of the facility, seating and equipment may be unavailable
- Visitors must keep their personal belongings with them all times, unattended items will be removed

3. Services may be limited

Some Library services may be available only by phone or email until further notice. These services may include, but are not limited to

- Assistance with technology
- Assistance with public computers
- Information, resources or research requests
- In-depth account questions
- Materials recommendations or requests

4. Library staff and management are empowered to stop any activity which they consider harmful to the safety, well-being and security of patrons, staff or library operations.

- A visitor who does not comply with these rules will be notified that their behavior is inappropriate and unacceptable.
- If their behavior continues, they will be asked to leave the facility immediately.
- If the visitor does not leave when requested, law enforcement officials will be called and the visitor will be trespassed from the Library.
- A visitor's library privileges may be limited or revoked for non-compliance with posted expectations.
- These rules will be enforced in a fair and reasonable manner.

These Additional Rules of Conduct will remain in effect until the Board, based on the guidance of federal, state, and local public health officials, revises or rescinds them.



QUARTERLY DONATION REPORT for LIBRARY BOARD OF TRUSTEES

2021 - 1st Quarter Donations to Library Gift Fund

Date	Received from:	Amount	Purpose:
1/21/2021	Individual	\$1,500.00	Children's materials
2/11/2021	Individual	\$500.00	Unrestricted
2/25/2021	Individual	\$100.00	Unrestricted
3/4/2021	Individuals in memory of Karen Wayerski	\$385.00	Children's materials
3/4/2021	Individual	\$1,000.00	Music
TOTAL		\$3,485.00	

2021 - 1st Quarter Donations to Library Funds at Whatcom Community Foundation

Date	Received from:	Amount	Fund
1/12/2021	Individual	\$97.50	BPL Endowment (Agency)
1/26/2021	Individual	\$500.00	BPL Unrestricted
2/23/2021	Individual	\$200.00	BPL Unrestricted
3/16/2021	Individual	\$50.00	BPL Unrestricted
3/18/2021	Individual	\$200.00	BPL Unrestricted
3/24/2021	Individual	\$100.00	BPL Unrestricted
TOTAL		\$1,147.50	



BPL Gift Fund & Whatcom Community Foundation Revenue Summary

Library Gift Fund Balance as of 4/13/2021 = Total \$64,825

Amount	Fund
\$1,404	Unrestricted
\$13,305	Materials
\$5,333	Children's materials
\$1,603	Children's spaces
\$3,088	Children's Programming
\$1,095	Teen programming
\$444	Adult programming
\$3,677	Summer Reading
\$1,109	Fairhaven Branch
\$33,442	Remodel
\$325	Staff development

WCF Non-Endowed Funds Balance as of 4/13/2021 = Total \$165,662

Amount	Fund
\$34,013	Unrestricted (Includes \$14,105 for Library Giving Day 2021)
\$9,607	Materials
\$352	FH Materials
\$121,690	Capital (Includes \$121,627 for Fairhaven Library support)

Whatcom Community Foundation 2021 Distributions = Total \$214,494

Amount	Fund	Purpose
\$1,000	Materials Fund	Music CDs
\$3,134	Bayview fund	
\$197,707	Bragg-Muldrow Endowment	
\$2,350	BPL Designated Endowment	
\$10,303	BPL Endowment (Agency)	

Anticipated 2021 Revenue = Total \$33,000

Amount	Source	Purpose
\$4,500	FOBPL	Omeka S digital archive
\$500	FOBPL	WA Parks backpacks
\$3000	FOBPL	Special projects
\$4,000	FOBPL	Staff Development
\$5,500	FOBPL	Summer Reading
\$5,000	FOBPL	Books for Babies
\$7,500	FOBPL	Whatcom READS
\$3,000	FOBPL	Book Club Kits

Potential Revenue

Amount	Source	Purpose
\$x	American Rescue Plan: State Library	Digital Equity
\$x	American Rescue Plan: COB	Economic Recovery, other

Projects/initiatives for 2021 Funding Consideration

Amount	Purpose	Potential Source
\$5,000	Anti-Racist Reading List	Library Giving Day
\$3,000	Spanish Language refresh	Library Giving Day
\$7,000	Digital Storytelling	Library Giving Day
\$3,000	Backpacks, city/county/state	FOBPL Spec. Proj.
\$13,797	WiFi hotspots, maintain	WCF Distribution
\$x	WiFi hotspots, grow	Amer. Rescue Plan
\$x	In-Library laptop lending	WCF Distribution
\$x	Reconnect	WCF Resiliency fund