

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 August 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, August 17, 2021. You may view the meeting from a PC, Mac, iPad, iPhone or Android device from the following link:

[www.cob.org/lbot](http://www.cob.org/lbot)

Meeting ID: 916 8904 4189

Password: 7323

For Technical Assistance please contact Katie @ [knbray@cob.org](mailto: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](mailto:librarytrustees@cob.org).

## **AGENDA**

## **TIME (approx.)**

- |  |       |
|--|-------|
| <b>1. Call to order and introductions</b>  | 2 min |
| <b>2. Approve/modify agenda</b>  | 1 min |
| <b>3. Public comment (from email)</b><br>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 <a href="mailto:librarytrustees@cob.org">librarytrustees@cob.org</a> .   | 2 min |
| <b>4. Consent agenda</b><br>All matters listed on the consent agenda are considered routine and may be approved in a single motion. A trustee may ask that an item be removed from the consent agenda and considered separately. <ul style="list-style-type: none"><li>• <b>Communications and FYI</b></li><li>• <b>Minutes:</b> July 20, 2021: Regular board meeting</li><li>• <b>Library performance &amp; activity measures:</b> July 2021</li><li>• <b>Financial reports</b><br/>Claims: July 2021<br/>YTD report: July 2021</li></ul> | 5 min |

<b>5. Reports</b>	10 min
<ul style="list-style-type: none"> <li>• Board Chair</li> <li>• Library Board members</li> <li>• City Council liaison</li> <li>• Friends of Bellingham Public Library</li> <li>• Library Director</li> </ul>	
	<b>Time check: 3:50</b>
<b>6. 2<sup>nd</sup> Quarter update</b>	15 min
<ul style="list-style-type: none"> <li>• Rebecca Judd, Director</li> </ul>	
<b>7. Reopening update</b>	20 min
<ul style="list-style-type: none"> <li>• Fall hours recommendation – Rebecca Judd, Director</li> </ul>	
	<b>Time check: 4:25</b>
<b>8. Facilities Committee update</b>	10 min
<ul style="list-style-type: none"> <li>• Rick Osen, Board Chair</li> </ul>	
	<b>Time check: 4:35</b>
<b>9. New business</b>	3 min
<b>10. Action items for next meeting</b>	2 min
	<b>Time check: 4:40</b>
<b>11. Adjourn</b>	

**Next Regular Library Board Meeting: Tuesday, September 21, 2021 – 3:30 p.m.  
Location: to be determined – 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.



**Regular Meeting of the Library Board of Trustees  
Tuesday, July 20, 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.

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

**Board Members Absent:** 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; Leigh Ann Giles, Friends of BPL Co-President

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

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

**Public comment:** No comments.

**Consent agenda:** Rebecca Judd pointed out that, in the Persons Visiting category of the Library performance & activity measures, the cell for Central Library Adult is blank because we are in the process of installing a people counter on the main floor. We plan to provide full month statistics starting in August. Rebecca Craven moved to approve the June 15, 2021 Regular meeting minutes and the June 2021 performance and activity measures and financial reports. Jim McCabe seconded. Motion carried.

**Board Chair report:**

- Based on City recommendations, we expect to continue with a virtual meeting for August.
- Rick Larsen, Representative for District 2, toured the library on July 8 with Rick and Rebecca Judd. Representative Larsen was interested in remodel project and asked good questions about Library service.

- The Fundraising Committee held a preliminary meeting on July 17 and considered options to explore.
- Upcoming board meeting guests:
  - September: new Legal library liaison, Senior Assistant City Attorney Sarah Chaplin
  - October: new Human Resources Director, Elizabeth Monahan
  - November: Mayor Seth Fleetwood
- Rick will be attending the Friends of Bellingham Public Library board meetings as a Library Board liaison, beginning with their meeting tomorrow.

#### **Board member reports:**

- Damani participated in the Racial Equity Summit held in May, and now serves on the Stakeholders Committee. The Committee hopes, in the next 6 months, to determine what a Racial Equity Commission will look like. He and Rebecca Judd recently discussed the role long-term stakeholder institutions might play in future Commission plans – Damani thinks the library is one of these possible institutions.
- Rebecca Craven, referring to the CNN article in the packet about libraries providing Wi-Fi and other services during the pandemic, shared that she heard a related interview on Minnesota Public Radio's Marketplace, [It checks out — libraries are an "investment that's well worth it"](#), calling it, "A nice shoutout to libraries."
- Rick thanked the Friends for restarting book donations.

#### **City Council liaison report:**

- Hollie is involved in a work group for the Racial Equity Stakeholders Committee that Damani mentioned, commenting that she is impressed with the word-smithing detail involved in developing a vision statement.
- City Council decided to continue with virtual meetings at least until September.

#### **Friends of BPL report:**

- Leigh Ann reported they have increased the number of volunteers working in the library to handle the higher volume of donations.
- The next book sale and smaller pop-up sales will be discussed at tomorrow's board meeting.
- The Friends' Board of Trustees developed a mask policy – they are asking all backroom volunteers to wear masks regardless of vaccination status.
- Village Books has a Round it Up display in their store with featured book reviews and a collection of old due date slips.
- Leigh Ann called their involvement in the Summer Reading parties, "fun and successful," giving out 70 books at the first party and 140 at the second.

#### **Library Director report:**

- Rebecca Judd and Jen Vander Ploeg attended a community heatwave Hot Wash (debrief). It was determined there is a need to create heat and smoke plans to provide direction and help with coordination. Other agencies involved in the Hot Wash included WTA, Whatcom County Health Department, City of Bellingham Emergency Management, and the Bellingham School District.

- The Police department is offering training related to the recent Washington State policing reform bills. Jen, Michelle and Alison have arranged for staff training early in August.
- New signage will be installed August 9 & 10. Rebecca offered thanks to Annette and consultant, Katrina Lyons, for their work on this big project.
- Rebecca has been working with the Technology Alliance Group Northwest (TAGNW) on the Reconnect project which aims to distribute gently used computers to those in need. TAG received a grant from the Whatcom Community Foundation to fund this project. The first distribution will happen on Thursday. Reconnect is accepting applications for computers through local non-profit organizations.

### **Reopening updates:**

- COVID-19 Temporary Rules of Conduct policy: Rick reminded the Trustees that authority was given to Rebecca to approve changes to the temporary policy supplement. Jen screenshared the policy (included in packet) and provided an overview of changes made to match current state and local guidance:
  - Deleted no-longer-applicable rules such as social distancing and building occupancy limits
  - Defined "fully vaccinated"
  - Adjusted mask requirement guidelines
- Rebecca provided additional updates:
  - Fairhaven and Barkley branches have reopened
  - Self-check is available
  - Public computers are still being upgraded and installed
  - Video relaying and microfilm access will be installed after public computers
  - Troubleshooting is happening on Point of Sale (POS) at the main Help Desk; POS is working in Children's and at branches
- Study Room procedures: Library staff are working with Public Works to get the meeting rooms, study rooms and SkillShare space cleared out for reopening. Rebecca screenshared and talked through the 2 documents included in the packet – *Reserving and Using the Study Room* and *Study Room Guidelines*. The app used for curbside pick-up scheduling, MyLibro, will also work for Study Room scheduling.
- Open Hours: Rebecca explained the management team has been brainstorming options for Fall open hours. We are in the City's hiring queue for our vacant positions, but this will take many months. We will not be able to provide pre-pandemic service hours until we are fully staffed. Because meeting room use is limited to open hours, this service will be limited as well. A final recommendation for Fall open hours will be brought to the Board in August for discussion and a vote.
- Jen shared a PowerPoint presentation outlining considerations, priorities and 2 possible options for Fall Open hours (*see Attachment #1 for Rebuilding capacity and open hours; all attachments are located at the end of the minutes*).

Curbside service use has declined enough that both options include 1 hour a week at Central, from 5 pm – 6 pm (down from 6 hours per week). The management team felt it was important to continue to offer this service into the Fall.

After discussing the two options, it was decided Rebecca would bring a proposal for the Board to vote on at the August meeting.

**Mid-biennium budget requests:**

- Rick explained that 2022 is the second year of a 2-year biennium. The City process allows for mid-biennium budget adjustment proposals. We are not recommending additional FTE requests as part of the mid-biennium adjustment but will instead continue planning for a more robust 2023-24 budget ask.

Rebecca screenshared and the Board discussed the *Draft 2022 Mid-Biennium Modification Proposal Summary* that is included in the packet. Proposals are for:

- \$9,500 MyLibro and Omeka digital platforms
- \$30,000 Level of Service increase for Materials
- \$6,000 Barkley Branch janitorial service
- \$24,000 Wi-Fi lending program

Rebecca Craven moved for approval of the Mid-biennium budget requests as proposed in the draft document. Jim McCabe seconded. Motion carried.

**ARPA funding:**

- Rebecca screenshared and the Board discussed the *American Rescue Plan Act (ARPA) discussion* document that is included in the packet. This summary outlines the options considered for the best use of the \$28,528 that the Washington State Library designated for Bellingham Public Library. The funds must be spent by June 2022.

One of the options, using funds for expanding Wi-Fi hotspot lending, requires that BPL be CIPA (Children's Internet Protection Act) compliant. Rebecca explained we currently are not CIPA compliant, adding this would be a good topic for the Board to discuss next year – this topic is controversial and would restrict some public access.

Bethany provided some background information about the Healthy Whatcom program that was considered as an option:

"Healthy Whatcom is the name of the collaborative workgroup that is gathering and facilitating the Community Health Improvement Plan (CHIP) process. This is an action plan to address health issues identified in the Community Health Assessment. Community members and partner organization representatives from across the county are collaborating to go through a facilitated process to help craft the action plan.

I'm currently serving on the CHIP team that is looking at the outcome of Early Childhood Well-Being, with a focus on kindergarten readiness. We are doing this with a lens to racial equity and the strategies and action items are intended to address the systems and systems within which all children and families can

succeed and thrive. Our work is continuing this summer and into the fall; I look forward to seeing the results of this work and seeing what action items that we, as a library, can prioritize to help “move the needle” if you will towards child and family health, equity and success.”

Rebecca added she wants to see how the library can fold this into our long-range planning, but for the purposes of the ARPA funds, we are limited by the time frame.

The recommended option is to purchase a Mitsubishi Hybrid Outreach vehicle to be used for early-learning and other outreach events, enabling us to provide service outside our walls. Public Works Fleet would coordinate the purchase and a \$5,000-\$6,000 annual maintenance cost would be required with this option.

Rebecca Craven, recalling last month's discussion of City ARPA funds, asked if the HVAC request is still on the table. Rebecca Judd responded that she hasn't received official feedback yet, but the remodel pieces and HVAC are still on the table.

Rick suggested adding the \$5,000-\$6,000 annual cost as a mid-biennium request proposal, as well as the difference between the cost of the Mitsubishi Outreach vehicle and the ARPA grant (approximately \$7,472).

Rebecca Craven moved to approve an additional mid-biennium budget request proposal for \$13,472 to fund:

1. the portion of the cost of the Outreach vehicle that will not be covered by the American Rescue Plan Act (ARPA) grant (approximately \$7,472) and
2. \$6,000 for 2022 vehicle maintenance costs

Jim McCabe seconded. Motion carried.

### **Facilities & Long-range planning:**

- Rick, Rebecca Judd, Jen and two staff members from Public Works met with two people from McKinstry, a company the City has engaged to increase energy efficiency, to discuss an HVAC system. The meeting was set up by PW Superintendent Carol Rofkar.
- Rick stated the renovation of the Central main floor is finished, but work is still needed on the upper and lower levels of the library. We want to continue the momentum for the 2023-2024 budget as well as looking longer range for possible expansion. To be ready for 2023-2024, plans need to be developed by June of 2022. Rick suggested hiring a library-experienced consultant to help with current and long-range planning. The Facilities Committee will be providing recommendations. If we hire a consultant ourselves, Rick suggested using Whatcom Community Foundation Bragg-Muldrow Endowment distributions. More information will be provided at next month's board meeting.
- Jim commented that he heard good feedback from the Hot Wash about the long-range need for an HVAC system for the library (someone other than him brought the topic up).
- Rick mentioned that Rebecca alerted him of the need to also request, in the mid-biennium process, that the Library Gift Fund Council-Approved spending authority be

raised from the budgeted \$50,000 to \$150,000 to allow for possible additional gift fund expenditures in 2022. Rick's recommendation is to submit this request.

- Rebecca Judd and Rick are meeting August 4 with two Cordata Neighborhood Association representatives and Council member Hannah Stone. This will be a preliminary meeting to begin to assess service needs in the northside of the city.

**2<sup>nd</sup> Quarter update:**

- Postponed until August meeting due to time constraints.

**New Business:**

- No new business

**Action items for next meeting:**

- 2<sup>nd</sup> Quarter update
- Fall hours recommendations

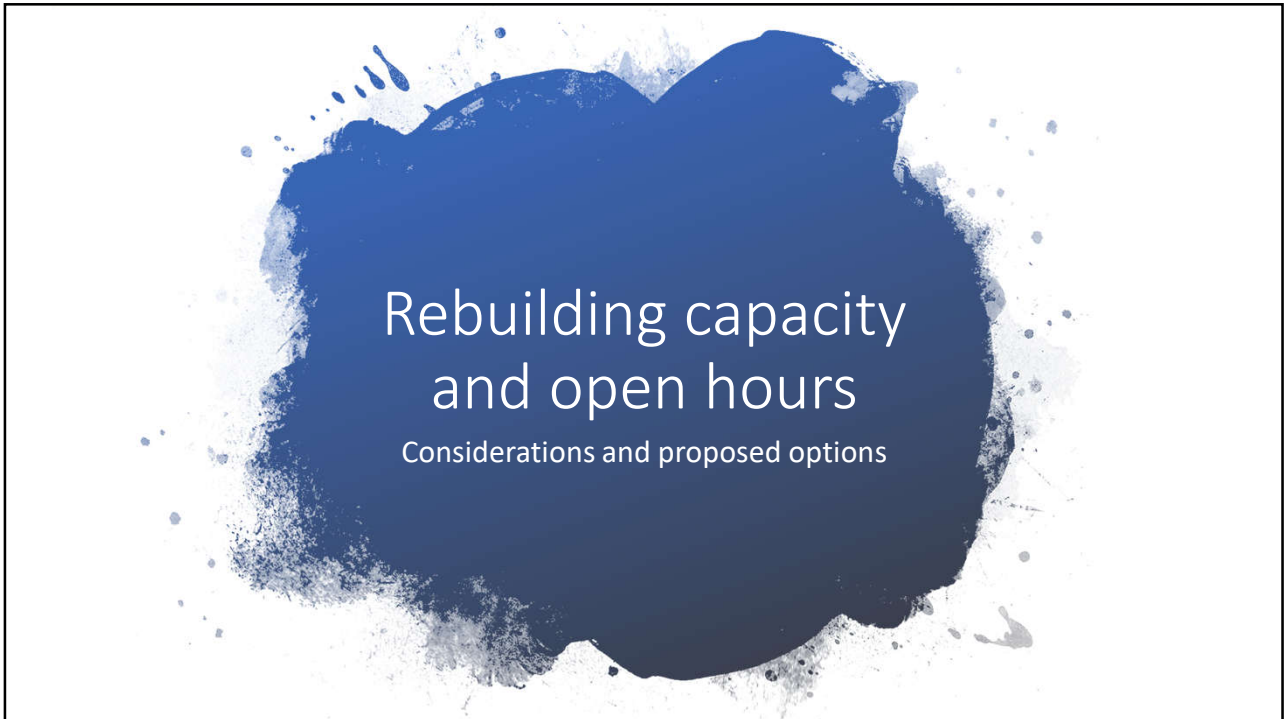
**Meeting adjourned** at 5:00 p.m.

**Next Regular Library Board Meeting – August 17, 2021 – Zoom meeting – 3:30 p.m.**

Chair, Library Board of Trustees

ATTEST  
Secretary, Library Board of Trustees





1

Staff resources  
available

- Staff resources available in September for public service will be around 340 hours per week
- Once vacancies are filled and staff are trained we will have around 420 hours per week available for public service

2

## Factors considered



- Recommend a phased approach to reinstating open hours that considers available personnel
- Time is needed to complete staffing processes to fill a number of vacancies and provide training for these new staff
- Focus on these priorities:
  - Highest use hours and locations
  - Meeting after school/work needs
  - Fewer drastic changes, public communication easier
  - Meeting the continued need for curbside in a limited capacity

3

## What we are doing today

Open 10-3 @ Central							
	Sun	Mon	Tues	Wed	Thur	Fri	Sat
Main Floor		6	6	6	6	6	6
Main Floor		6	6	6	6	6	6
Main Floor		6	6	6	6	6	6
Phones		9	9	9	9	9	9
Children's		6	6	6	6	6	6
Children's		6	6	6	6	6	6
	0	39	39	39	39	39	39
							234
							per week

Open @ Branches							
	Sun	Mon	Tues	Wed	Thur	Fri	Sat
Desk @ FH		5	5	5	5	5	5
Desk @ BA		5	5	5	5	5	5
	0	10	10	10	10	10	10
							60
							per week

Curbside 3 days per week							
	Sun	Mon	Tues	Wed	Thur	Fri	Sat
Door person		2.5		2.5			2.5
2 staff (retrieving)		6		6			6
2 staff (check out)		6		6			6
	0	14.5	0	14.5	0	0	14.5
							43.5
							per week

- Central Monday to Saturday 10am – 3pm
- Branches Monday to Saturday 4 hours/day
- Curbside 3 days per week
- Requires approximately 338 hours per week to offer these hours and services

4

## Next phase - Option 1

**Central**  
Monday – Saturday

- Monday/Tuesday 10-6
- Wednesday – Friday 2-6
- Saturday 10-4 & Curbside 5-6

**Branches**  
Monday - Saturday

- Monday/Tuesday 10-2
- Wednesday – Friday 2-6
- Saturday 10-2

5

## Next phase - Option 2

**Central**  
Tuesday – Saturday

- Tuesday-Friday 10-6
- Saturday 10-4 & Curbside 5-6

**Branches**  
Tuesday - Saturday

- Tuesday 10-2
- Wednesday – Friday 2-6
- Saturday 10-2

6

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

	Year to Date				% of change YTD
	July-21	July-20	2021	2020	
<b>Holdings</b> - Number of materials in the library's collection					
Physical copies added to collection	1,717	2,756	14,854	12,578	18.10%
Electronic copies purchased by BPL	33	49	700	778	-10.03%
Physical copies withdrawn from collection	(201)	(1,149)	(17,892)	(18,376)	-2.63%
Total physical holdings			170,989	169,258	1.02%
Total electronic holdings in Consortium available to BPL			110,004	97,886	12.38%
<b>Total Holdings (Physical and Electronic)</b>			<b>280,993</b>	<b>267,144</b>	<b>5.18%</b>
<b>Circulation</b> - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity					
<b>Central Library</b>					
Adult	46,343	42,914	253,437	208,013	21.84%
Youth	49,130	35,768	215,157	169,397	27.01%
<b>Sub-Total Central</b>	<b>95,473</b>	<b>78,682</b>	<b>468,594</b>	<b>377,410</b>	<b>24.16%</b>
<b>Fairhaven Branch</b>					
Adult	1,616	2,154	1,737	22,752	-92.37%
Youth	714	1,072	758	8,379	-90.95%
<b>Sub-Total Fairhaven</b>	<b>2,330</b>	<b>3,226</b>	<b>2,495</b>	<b>31,131</b>	<b>-91.99%</b>
<b>Barkley Branch</b>					
Adult	1,312	1,385	1,388	18,071	-92.32%
Youth	1,171	1,395	1,227	12,310	-90.03%
<b>Sub-Total Barkley</b>	<b>2,483</b>	<b>2,780</b>	<b>2,615</b>	<b>30,381</b>	<b>-91.39%</b>
<b>Bellingham Technical College</b>					
Adult	0	12	0	219	-100.00%
Youth	0	7	0	67	-100.00%
<b>Sub-Total BTC</b>	<b>0</b>	<b>19</b>	<b>0</b>	<b>286</b>	<b>-100.00%</b>
<b>Whatcom Community College</b>					
Adult	0	71	0	959	-100.00%
Youth	0	44	0	273	-100.00%
<b>Sub-Total WCC</b>	<b>0</b>	<b>115</b>	<b>0</b>	<b>1,232</b>	<b>-100.00%</b>
<b>Western Washington University</b>					
Adult	0	111	0	1,997	-100.00%
Youth	0	37	0	1,282	-100.00%
<b>Sub-Total WWU</b>	<b>0</b>	<b>148</b>	<b>0</b>	<b>3,279</b>	<b>-100.00%</b>
<b>Online Services</b>					
Kanopy	1,672	1,864	12,884	11,101	
WA Anytime Library Overdrive	28,837	31,547	206,856	203,626	1.59%
Overdrive Mags	1,788	3,443	21,082	22,927	-8.05%
<b>Sub-Total Online</b>	<b>32,297</b>	<b>36,854</b>	<b>240,822</b>	<b>237,654</b>	<b>1.33%</b>
<b>Total Circulation</b>	<b>132,583</b>	<b>121,824</b>	<b>714,526</b>	<b>681,373</b>	<b>4.87%</b>
<b>Holds Activity</b>					
Items placed on hold shelf	51,921	46,923	373,488	201,756	85.12%
<b>Services</b>					
<b>Persons Visiting</b> - Number of persons counted as they enter the libraries or visit remote website					
<b>Central Library</b>					
Curbside Service - July count unavailable	*	8,041	37,330	11,473	225.37%
Adult - counter installed mid-July, will provide 1st full month in August	*	0	0	101,447	-100.00%
Children's	6,741	0	12,606	25,134	-49.84%
Fairhaven Branch	3,936	0	3,936	16,695	-76.42%
Barkley Branch	2,507	0	2,507	10,936	-77.08%
<b>Total Persons Visiting</b>	<b>13,184</b>	<b>8,041</b>	<b>19,049</b>	<b>154,212</b>	<b>-87.65%</b>
<b>Website Visits</b>	33,160	40,372	243,426	245,736	-0.94%
This count reflects number of visits to www.bellinghampubliclibrary.org					
<b>Bibliocommons Visits</b>	11,118	10,270	73,552	64,925	13.29%
This count reflects number of visits to Bibliocommons					
<b>Total Website Visits</b>	<b>44,278</b>	<b>50,642</b>	<b>316,978</b>	<b>310,661</b>	<b>2.03%</b>
<b>Computer Usage</b> - Number of sessions					
<b>Central Library</b>					
Adult & Teen (30 terminals)	0	0	0	12,817	-100.00%
Childrens (3 terminals)	0	0	0	363	-100.00%
Fairhaven Branch (6 terminals)	0	0	0	1,193	-100.00%
Barkley Branch (4 terminals)	0	0	0	782	-100.00%
<b>Total Computer Usage</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,155</b>	<b>-100.00%</b>
<b>New Borrowers Registered</b>					
<b>Central Library</b>					
Fairhaven Branch	376	141	2,265	2,077	9.05%
Barkley Branch	60	0	62	130	-52.31%
	42	0	42	93	-54.84%
<b>Total New Borrowers Registered</b>	<b>478</b>	<b>141</b>	<b>2,369</b>	<b>2,300</b>	<b>3.00%</b>
<b>Programs</b> - Library sponsored or co-sponsored educational, recreational, or cultural programs					
Programs	92	78	482	482	0.00%
Attendees	946	1,008	5,413	14,516	-62.71%
<b>Volunteer Hours - Friends of BPL only</b>	<b>245</b>	<b>0</b>	<b>378</b>	<b>3,062</b>	<b>-87.66%</b>

**BELLINGHAM PUBLIC LIBRARY**  
**Board of Library Trustees**

**JULY 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 AUGUST 17, 2021, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	<b>VENDOR</b>	<b>AMOUNT</b>
<b>Supplies</b>		
Interlibrary loan courier bags	A Rifkin Company	2,548.72
Books; DVDs; supplies	Amazon.com	1,157.41
Books	Baker & Taylor	27,683.68
Security clothing logos	Bergen Embroidery	13.91
Desk chairs	Blackburn Office Equipment	909.21
Books	Center Point Large Print	97.79
PPE supplies	City of Bellingham Warehouse	133.56
Periodicals	Ebsco Subscription Services	5,843.88
DVDs, CDs, recorded books	Midwest Tape	7,118.56
Office supplies	Office Depot	109.53
eBooks, audiobooks	Overdrive Inc	1,718.19
Book kit software	Plymouth Rocket	650.00
Culturegrams database	Proquest	172.00
Truck fuel	Reisner Distributor	88.29
Periodicals	Seattle Daily Journal	220.00
Acrylic signs	Staples	117.46
Recycle centers	Trash Cans Warehouse	1,948.21
Indoor book returns	Uline	938.16
Lost Interlibrary loans	Various	21.00
Receipt tape	WCP Solutions	1,325.18
Shelf unit	Webstaurant	73.10
	<b>SUPPLIES Sub Total</b>	<b>\$52,887.84</b>
<b>Other Services and Charges</b>		
Advertisement	Allied Arts	140.00
Prime membership	Amazon	194.75
Printing	Applied Digital Images	284.50
Banking & credit card fees	City of Bellingham Interfund	29.24
Computer replacement allocation	City of Bellingham Interfund	8,310.30
Facilities Services	City of Bellingham Interfund	48,670.53
Fleet Services	City of Bellingham Interfund	520.83
Mailroom allocation	City of Bellingham Interfund	1,992.82
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	1,034.75
Printing	Copy Source	141.34
Translation services	Language Exchange	100.00
Training	Librarian's Guide to Homelessness	599.00
Copier lease and copies	Oasys Inc.	972.00
ILL & tech services	OCLC	2,210.98
Microfische machine lease	Technology Unlimited	339.14
Hotspot service (CARES Act grant)	Verizon	800.20
Orbis Cascade courier service & 2nd Q notices	WCLS	2,657.11
	<b>OTHER SERVICES AND CHARGES Sub Total</b>	<b>\$76,380.93</b>

**Gift Fund**

Summer Reading books	Amazon.com	103.45
Books	Baker & Taylor	1,670.22
Technology replacement allocation	City of Bellingham Interfund	2.17
Wayfinding	Katrina Lyon Design	1,200.00
Transport dolly	KCDA Purchasing Cooperative	1,214.65
CDs	Midwest Tape	60.29
Summer Reading program	Play Lab	200.00

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**GIFT FUND OUTLAYS Sub Total      \$4,450.78**

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**TOTAL GENERAL FUND CLAIMS      \$129,268.77**

**TOTAL CLAIMS      \$133,719.55**

**Library - Budget to Actual - General Fund**

**July - 58.3% YTD**

	YTD Actuals	Budget	Remaining	% Complete
<b>Revenues</b>				
Grants	5,626	0		
Charges for Goods and Services	100	22,100	22,000	0%
Fines and Penalties	291	(0)	(291)	(727,500%)
Miscellaneous Revenue	2,889	45,000	42,111	6%
<b>Total Revenue</b>	<b>8,906</b>	<b>67,100</b>	<b>58,194</b>	<b>13%</b>
<b>Expenses</b>				
Salaries and Wages	1,394,134	2,491,701	1,097,567	56%
Personnel Benefits	630,793	1,129,660	498,867	56%
Supplies	408,928	718,950	310,022	57%
Other Services and Charges	605,594	1,016,146	410,552	60%
Other Machinery & Equipment	0	65,188	65,188	0%
<b>Total Expenditure</b>	<b>3,039,449</b>	<b>5,421,645</b>	<b>2,382,196</b>	<b>56%</b>

**Library - Budget to Actual - Gift Fund**

**July - 58.3% YTD**

	YTD Actuals	Budget	Remaining	% Complete
<b>Revenues</b>				
Donations	51,668	50,000	(1,668)	103%
<b>Total Revenue</b>	<b>51,668</b>	<b>50,000</b>	<b>(1,668)</b>	<b>103%</b>
<b>Expenses</b>				
Gift Fund expenses	188,172	223,302	35,130	84%
<b>Total Expenditure</b>	<b>188,172</b>	<b>223,302</b>	<b>35,130</b>	<b>84%</b>



## DIRECTOR'S REPORT FOR August 17, 2021

We've had a welcome pause on the "change train" this past month. No new hours or service disruptions to report! This has given us a chance to rest, take much needed vacations, and focus on internal improvements to processes and post-renovation clean-up. (Rebecca Judd, Library Director)

## WELCOME & INCLUDE



**Wayfinding signage installed:** On August 9 and 10, new Wayfinding signage was installed on the main floor of the Central Library. Our thanks to Signs Plus, and especially Eric and Jake for a great job of installation. Also thanks to Applied Digital Imaging and Windsor Plywood for supplying key pieces, and to Katrina Lyon for the beautiful design work. It was a team effort to make it all happen! (Annette Bagley, Head of Community Relations)

*Installing new signage at the Central Library*

**Welcoming new staff:** Interviews for Library Assistants wrapped up on August 10, and we met a lot of suitable candidates. There were enough successful applicants to fill our vacancies and create a list that we can staff from for the next 6 months. We are on schedule to start new Library Assistants in early September. (Jen Vander Ploeg, Head of Public Services and Operations)

**Public health and safety:** We have continued to adapt our public services to the changing public health guidance and are now requiring masks in our public spaces again. Staff and patrons have displayed great flexibility in adjusting to these frequent changes. (Jen Vander Ploeg, Head of Public Services and Operations)

**Training on new legislation:** Deputy Chief Almer met with Security Attendants, Supervisors, and Managers on Tuesday Aug 3 to review the new police reform laws. He reaffirmed that Bellingham Police will be responding to all 911 calls for assistance, as before. De-escalation techniques will be front-and center, with any use of force a last resort. After the meeting, we discussed ways to improve internal procedures, signage, and security cameras. (Rebecca Judd, Library Director)

## ACCESS & OPPORTUNITY



**Spark Museum partnership:** As of Aug. 11, Bellingham Library patrons are now able to check out passes for the Spark Museum of Electrical Invention through the Bellingham Public Library website. Similar to our partnership with Whatcom Museum, the program allows one set of 4 passes to Spark Museum to be checked out each day, with a limit of one set per family per 60 days. After registering for the passes online, patrons receive an email with a confirmation code to show at the Spark Museum



front desk. The code can be shown on a mobile device or printed. The Library and Spark Museum hope to grow this partnership with social media posts and recommended book lists. (Annette Bagley, Head of Community Relations)

**Verizon hotspots return:** We are back to circulating hotspots that run on Verizon's 4G network. Our original set of Verizon wifi hotspots were recalled in April due to battery issues. Those have now all been replaced (for free) with a different model of hotspot, and those began circulating the first week in August. (Jon McConnel, Head of Digital Services)

**Northstar Digital Learning:** During the first week in August, Bellingham Public Library made the [Northstar Digital Learning](#) platform available for public access. Northstar offers online, self-paced learning modules for over two dozen foundational digital skills. The Washington State Library subscribed to the platform, and we joined in just as soon as the vendor added patron self-registration to the system. The platform can also be used for instructor-led classes, which the Bellingham Goodwill will be offering this fall. Northstar offers certificates to learners who pass proctored tests; we are referring patrons to the Washington State Library for test proctoring. (Jon McConnel, Head of Digital Services)

**TAG Reconnect launch:** After almost a year of planning, we launched [TAG Reconnect](#) on July 22 in partnership with TAGNW (Technology Alliance Group Northwest) and C4PIN (Computers for People in Need), with funding support from Whatcom Community Foundation. Bill, pictured here with his caseworker Andy, was our first client and received a computer, monitor, keyboard, mouse, webcam, and earbuds. At this time, we are working with social service providers to identify recipients for the computer kits. The next TAG Reconnect distribution day is scheduled for August 19. (Rebecca Judd, Library Director)



**ARPA award grant:** As directed at the July Board of Trustees meeting, Bellingham Public Library has submitted an application to use the Library's ARPA award to purchase a Mitsubishi Hybrid outreach vehicle. (Annette Bagley, Head of Community Relations)

## READ & LEARN



**Youth summer activities:** Youth Services staff continued to successfully connect with children, teens and families this past month at Library Parties in the Park and Teen Space Open Houses at the Central Library, giving out 384 books at these events. Additionally, Children's Specialists Julie Mauermann and Mandee Palmer enjoyed connecting with families while conducting storytimes at the Barkley Market. (Bethany Hoglund, Deputy Library Director)

*Having fun at Squalicum Park Library Party*

**Wall Street Journal:** In response to patron feedback, we have resubscribed to the ProQuest US Newsstream database. ProQuest is one of only two vendors who offer current articles from the *Wall Street Journal*, and it's by far the most reasonably priced option, particularly since they allowed us to continue with the same pricing negotiated through the Washington State Library contract the previous year. (Jon McConnel, Head of Digital Services)

## INFORM & INVOLVE

**Climate Action Week:** Bellingham Public Library will participate in Climate Action Week, Sept. 20 – 26, 2021 in a variety of ways. We are preparing a Climate Action book list for adults, and Climate Action themed Storytimes for children. We will also host a Climate Action mural by Project We Beam in the ground floor Children's Library lobby during the week. The mural is provided by Project We Beam and will include an interactive element for children to participate by sharing their own ideas for Climate Action. (Annette Bagley, Head of Community Relations)

**Digital equity and inclusion:** On August 3, the Library was invited to speak to the [Broadband Advisory Workgroup](#) on the topic of Digital Equity and Inclusion. After the presentation, which highlighted longstanding Library services and new initiatives, Jon McConnel and I participated in a lively discussion with the group on the definition of digital equity. Thank you to Jon for providing content, statistics, and technical expertise during the Q&A. (Rebecca Judd, Library Director)

**Zoom meeting moderation:** Public Services Librarian Katie Bray continues to provide Zoom moderation for regular monthly meetings including the Mayor's Neighborhood Advisory Committee, the Hearing Examiner and the Library Board Meeting. A continued thank you to Katie for providing this "behind the scenes" work critical to maintaining City operations on a virtual platform. (Bethany Hogle, Deputy Library Director)

## THRIVE & GROW

**Main floor remodel:** After-renovation work continues with ongoing adjustments to our elevator, upcoming surplus of old furniture and fixtures, clearing of our meeting spaces, and placement of security mirrors and some storage cabinets on the main floor. (Jen Vander Ploeg, Head of Public Services and Operations)

**MyLibro expanded:** Following a review process, we have decided to use the myLIBRO app. for patron self-registration for the two new study rooms. Staff are working on setup and will make the feature available to patrons when the time comes to safely use small, shared spaces. (Jon McConnel, Head of Digital Services)

Respectfully submitted,  
Rebecca Judd



**Fall 2021 hours proposal** Scope: This is an interim, temporary measure as we fill vacant public service positions, and train new employees.

**Option 1: Recommended**

	S	M	T	W	Th	F	Sa
Central	--	--	10-6	10-6	10-6	10-6	10-4
FH	--	--	10-2	2-6	2-6	2-6	10-2
BA	--	--	10-2	2-6	2-6	2-6	10-2
Call Center/Ask Us!	--	10-6	10-6	10-6	10-6	10-6	10-6
Curbside	--	--	--	--	--	--	5-6

**Total Hours Open**

S	M	T	W	Th	F	Sa
--	--	8	8	8	8	6
--	--	4	4	4	4	4
--	--	4	4	4	4	4
--	8	8	8	8	8	8
--	--	--	--	--	--	1

**Option 2:**

	S	M	T	W	Th	F	Sa
Central	--	10-6	10-6	2-6	2-6	2-6	10-4
FH	--	10-2	10-2	2-6	2-6	2-6	10-2
BA	--	10-2	10-2	2-6	2-6	2-6	10-2
Call Center/Ask Us!	--	10-6	10-6	10-6	10-6	10-6	10-6
Curbside	--	--	--	--	--	--	5-6

S	M	T	W	Th	F	Sa
--	8	8	4	4	4	6
--	4	4	4	4	4	4
--	4	4	4	4	4	4
--	8	8	8	8	8	8
--	--	--	--	--	--	1

**COVID-19 summary of phases:**

- Phase 4: 100% occupancy, branches open, curbside offered at 1 hour/week
- Phase 3: Limited occupancy: Central Library open to the public with staff assigned to monitor occupancy numbers. Branches closed. Curbside expanded
- Phase 2: Library facilities closed to the public. Curbside service only, Phone/AskUs! service available
- Phase 1: Library facilities closed to the public, no curbside. Phone/AskUs! service available

**Phase 3 Hours at Central Library, branches closed: Limited Occupancy**

	S	M	T	W	Th	F	Sa
Central	--	--	10-4	10-4	10-4	10-4	10-2
FH	--	--	--	--	--	--	--
BA	--	--	--	--	--	--	--
Call Center/Ask Us!	--	10-6	10-6	10-6	10-6	10-6	10-6
Curbside	--	--	--	--	--	--	3-6

S	M	T	W	Th	F	Sa
--	--	6	6	6	6	4
--	--	--	--	--	--	--
--	--	--	--	--	--	--
--	8	8	8	8	8	8
--	--	--	--	--	--	3