

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 October 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, October 19, 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> September 21, 2021: Regular board meeting</li><li>• <b>Library performance &amp; activity measures:</b> September 2021</li><li>• <b>Financial reports</b><br/>Claims: September 2021<br/>YTD report: September 2021<br/>3<sup>rd</sup> Quarter Donation Report: July-September 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. National Friends of Libraries Week, October 17-23, 2021</b>	5 min
<ul style="list-style-type: none"> <li>• Library Board Resolution</li> </ul>	
<b>7. Mid-biennium budget &amp; ARPA funding update</b>	5 min
<ul style="list-style-type: none"> <li>• Rebecca Judd, Director</li> </ul>	
	<b>Time check: 4:00</b>
<b>8. Introducing Elizabeth Monahan</b>	15 min
<ul style="list-style-type: none"> <li>• Human Resources Director</li> </ul>	
<b>9. Mayor Seth Fleetwood – topics for November meeting</b>	5 min
<ul style="list-style-type: none"> <li>• Rick Osen, Board Chair</li> </ul>	
	<b>Time check: 4:20</b>
<b>10. Facilities committee update</b>	10 min
<ul style="list-style-type: none"> <li>• Rick Osen, Board Chair</li> </ul>	
<b>11. Fundraising committee update</b>	10 min
<ul style="list-style-type: none"> <li>• Rick Osen, Board Chair</li> </ul>	
<b>12. 3<sup>rd</sup> Quarter update</b>	10 min
<ul style="list-style-type: none"> <li>• Rebecca Judd, Director</li> </ul>	
	<b>Time check: 4:50</b>
<b>13. New business</b>	3 min
<b>14. Action items for next meeting</b>	2 min
	<b>Time check: 4:55</b>
<b>15. Adjourn</b>	

**Next Regular Library Board Meeting: Tuesday, November 16, 2021 – 3:30 p.m.  
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.

WCLS 2022-2025 Strategic Plan



The diagram features a central pink pentagon labeled 'COMMUNITY'. Surrounding it are five other pentagons: a green one labeled 'STEWARDSHIP', an orange one labeled 'ACCESS', a blue one labeled 'RESOURCES', a purple one labeled 'EQUITY, DIVERSITY AND INCLUSION', and a light blue one labeled 'RESOURCES'. Below this is the Whatcom County Library System logo, which consists of a colorful geometric shape made of smaller pentagons, followed by the text 'whatcom county library system' and 'STRATEGIC GOALS 2022-2025'.

**whatcom county  
library system**

**STRATEGIC GOALS 2022-2025**

- **COMMUNITY:** WCLS is at the heart of the community, introducing neighbors, building connections, and creating opportunities to learn from each other and understand one another.
- **ACCESS:** All Whatcom County residents are aware of the full range of WCLS services and can easily access them.
- **RESOURCES:** Community members choose library materials as catalysts for imagination, exploration, learning and growth.
- **EQUITY, DIVERSITY AND INCLUSION:** WCLS is intentional in our commitment to serving everyone in our communities equitably.
- **STEWARDSHIP:** WCLS earns the trust of the residents of Whatcom County through responsible, efficient and sustainable business practices.

**Our bottom line: WCLS CARES.**

[Download the complete Strategic Plan 2022-2025 document, including goals and objectives \(PDF\).](#)



**Regular Meeting of the Library Board of Trustees  
Tuesday, September 21, 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, 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; 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:** Kristy Van Ness moved to approve the agenda. Rebecca Craven seconded. Motion carried.

**Public comment:** No comments

**Consent agenda:** Rebecca Craven, commenting that 2020 was such an anomalous year, requested a 2019 column be added to the performance and activity measures to provide a more accurate comparison. Rebecca Judd confirmed we can do this. Jim McCabe moved to approve the August 17, 2021, Regular meeting minutes and the August 2021 performance and activity measures and financial reports. Rebecca Craven seconded. Motion carried.

**Board Chair report:**

- Rick and Rebecca Judd met with Mayor Fleetwood on September 10 and updated him on our gradual increase of open hours which has been limited due to staff vacancies. As noted in the Director's Report, the recruitment process is underway for all our vacant positions.
- The Mayor has been invited to the November board meeting.
- Rick and Rebecca Judd attended last week's Friends of Bellingham Public Library board meeting. Rick plans to continue attending regularly.

**Board member reports:** No reports

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

- Hollie provided an update on the City Council public comment process. Public comment was halted several months ago due to the YouTube Policy User's Agreement which prohibits disseminating medical misinformation. If YouTube determines a video contains medical misinformation, they pull the video. If they need to pull videos multiple times, the account is deleted. To avoid this possibility, it was decided to halt public comment. To provide an alternate opportunity for public comment, Council decided to use Zoom to hold separate meetings on the Mondays that Council does not typically meet. To avoid a quorum, only 2 councilmembers attend at a time. There were approximately 45 attendees at this week's public comment meeting. The public can also provide comment on the Engage Bellingham website, as well as through email or phone.

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

- Leigh Ann reported they held 4 pop-up sales in August. Plans for a Children's book sale in September have been put on hold. The Friends' are tentatively planning for the next book sale to take place in the spring of 2022. Leigh Ann thanked staff for their help with the pop-up sales.
- Because the Friends are currently not able to hold sales, they need to control the inventory of donations. They are requesting donors only bring in books that are 2010 or newer, children's books, or Pacific Northwest books. A sign has been put up, a mailchimp email has gone out to all members, and Annette will be adding the new donation limits to the website.
- Nearly New in-library book sales are selling well.
- The Friends finished with the Village Book's *Round It Up* program, earning over \$2,000. Leigh Ann added that Village Books is a good partner for the Friends and the Library.

### **Library Director report:**

- Rebecca pointed out the two Communications items in the board packet, one on the 2021 Washington State Book Awards and a news release announcing Dawn Eychaner as the acting director of the Washington State Broadband Office.
- The Mayor is finalizing his 2022 mid-biennium budget to be presented to City Council in October. Rebecca Craven asked for an update on the ARPA (American Rescue Plan Act) funding the City will receive, specifically if the HVAC for the Library is still on the table. Rebecca Judd responded that there will be a presentation to Council on September 27 about the ARPA funding. Currently, priority areas are being determined rather than specific projects.
- Referring to the WHATCOM READS publicity materials in the packet, Rebecca offered to provide copies of the 2022 selection, *Greenwood* by Michael Christie, to the trustees.
- Jim requested more information about the Land Acknowledgement statement mentioned in the Director's Report. Annette responded that this is a written, posted statement acknowledging that the library resides on the ancestral home of the Lummi and Nooksack People. Annette has been looking at a variety of statements (such as from Whatcom Museum and Western Washington University) and developing a recommendation for a library statement. Damani offered to review the draft recommendation.

**Reopening update:** Rebecca Judd reported:

- The public computers and microfilm machine re-opened this month. We are working on a microfilm booking system using MyLibro (the app that was so successful for curbside service). Self-checkout has been updated to allow typing in a barcode rather than scan only. Next IT projects include Teen computers, video relay service and a catalog station in the fiction area. Finance is still working with the vendor to get point-of-sale credit card terminals to work at the Adult Help Desk.
- The Friends' Nearly New book section has been successful – Rebecca thanked Leigh Ann for the Friends work on this.
- Due to the ongoing pandemic, in-person storytimes, community rooms and outreach to assisted living and care facilities are still on hold.
- On September 7, open hours at Central on Monday and Tuesday were extended to 6 p.m. We are looking forward to expanding open hours on other days once staff is hired and trained.
- We are busy reviewing applications and scheduling interviews for our vacant positions. The Children's Librarian posting closes on Friday.
- A staff Welcome Event is in the works so staff will have a chance to get to know our new employees.
- Over the last month, we are back to masks in all areas of the building – public and staff areas.

**Introducing Sarah Chaplin:**

- Rick introduced our new Legal Liaison, Assistant City Attorney Sr. Sarah Chaplin. Sarah explained she grew up in Bellingham and is excited to have Bellingham Public Library as a client – she has a long history of going to the library as a kid, even serving as the first President of the Teen committee and winning a Name that Book contest. She graduated from the University of Washington law school and worked for the State Attorney General's office, for a State Supreme Court judge, and for the Northwest Justice Project. Another area of her work for the city is Public Records Requests.

**Fundraising Committee update:**

- Rick reported the committee met on September 8. He referred to the link on the agenda which will lead the trustees to the Library's Donation Policy (the link is to the Donation webpage; policies can be accessed by scrolling down and clicking on the Policies link). He suggested Trustees review the Donation Policy.
- Rachel Myers, Philanthropic Advisor & Program Manager for Whatcom Community Foundation (WCF) and former Trustee, joined the meeting to provide fundraising advice.
- Rick provided a brief history of Library Giving Day (LGD). This fundraising project was started by Seattle Public Library and has spread across the nation. 2020 was the first year we participated, bringing in approximately \$2,000. In 2021, increased publicity brought in between \$15,000-\$16,000. For each of the campaigns, we identified a project to fund – emergent needs or new programs that are not currently in our budget. We would like to identify a project to fund for 2022 by year end so that publicity materials can be put together.
- Another topic of the meeting was how to involve the Friends in fundraising, perhaps encouraging them to publicize LGD.

- We are working on an internal database to help identify repeat donors.
- One of Rachel's suggestions is to encourage people to think about the library in their planned estate giving, such as the Bragg-Muldrow estate endowment.
- Jim asked if donor matching programs was a topic. Rick responded it was, adding we need to be cognizant of WCLS efforts to avoid confusion.
- Rebecca Craven asked for clarification of the limits of LGD donations – what if a donation comes in during other months? The LGD donation link is removed from the website, but there are links to the other WCF funds for the library. Rick noted that he and Rebecca Judd had a conversation with James Erb, City Attorney, and Andy Asbjornsen, Finance Director. They prefer donations go through WCF as there is a gray area around fundraising within public government. But we do also have a Gift Fund for private donations – when we receive funds, the donor typically specifies how they would like the funds spent. Rebecca Judd added that the LGD funds went into the Bellingham Public Library Unrestricted Fund at WCF. We are working with WCF to better clarify in 2022 whether a donation is intended for LGD or simply a donation to the Unrestricted Fund.

#### **Facilities Committee update:**

- Rick and Rebecca Judd met with Eric Johnston, Public Works Director, about the need for updated HVAC at the Library.
- The last page of the packet is a portion of the draft RFP the committee is working on for Facilities Master Plan consulting services. This portion of the draft includes Project Description and Scope of Work. The draft has been sent to Connie Allen, Purchasing Manager, for review. The cost of the consultant will be paid with distributions from the Bragg-Muldrow endowment. The aim is to find a consultant who specializes in libraries, to help develop a master plan for service and facility needs – a clear vision of where we want to go and how to get there. The hope is to advertise the RFP in October and hire a consultant to start by January or February.
- Rebecca Craven noted the draft is broad in scope – do we have the funding for it? Rick responded this RFP is for consulting, not building design, so should be comparable to the BERK study.
- Jim commented that the facilities plan from Omaha was a good reference document. In comparison, our Level of Service for square footage per capita is in good shape, despite being at the minimum Level of Service.
- The committee meets again on Friday. Rick invited Trustees to email any comments they have on the draft.

#### **New Business:**

- Rebecca commented that she just received a press release that the City is initiating a vaccine mandate for city employees. Board members may see mention of this in the paper.

#### **Action items for next meeting:**

- Guest - Elizabeth Monahan, Human Resources Director
- Decide specific topics for the Mayor's board visit
- Fundraising update
- Facilities update

**Meeting adjourned** at 4:30 p.m.

**Next Regular Library Board Meeting – October 19, 2021 – Zoom meeting – 3:30 p.m.**

Chair, Library Board of Trustees

ATTEST  
Secretary, Library Board of Trustees

DRAFT



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

Library Board  
October 19, 2021  
Consent Agenda

	September			Year to Date		% of change from 2020
	2021	2020	2019	2021	2020	
<b>Holdings</b> - Number of materials in the library's collection						
Physical copies added to the collection	2,082	1,758	2,838	18,781	16,266	15.46%
Electronic copies purchased by BPL	51	263	164	831	1,096	-24.18%
Physical copies withdrawn from the collection	(3,394)	(4,851)	(10,619)	(21,574)	(23,697)	-8.96%
Total physical holdings			183,386	172,429	167,896	2.70%
Total electronic holdings in Consortium available to BPL			85,157	111,403	96,749	15.15%
<b>Total Holdings (Physical and Electronic)</b>				<b>283,832</b>	<b>264,645</b>	<b>7.25%</b>
<b>Circulation</b> - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity						
<b>Central Library</b>						
Adult	47,667	32,950	56,543	348,707	277,317	25.74%
Youth	43,811	26,651	46,853	308,043	223,714	37.70%
<b>Sub-Total Central</b>	<b>91,478</b>	<b>59,601</b>	<b>103,396</b>	<b>656,750</b>	<b>501,031</b>	<b>31.08%</b>
<b>Fairhaven Branch</b>						
Adult	1,544	3	7,078	4,877	23,082	-78.87%
Youth	790	3	3,058	2,368	8,549	-72.30%
<b>Sub-Total Fairhaven</b>	<b>2,334</b>	<b>6</b>	<b>10,136</b>	<b>7,245</b>	<b>31,631</b>	<b>-77.10%</b>
<b>Barkley Branch</b>						
Adult	1,156	4	5,530	3,983	18,242	-78.17%
Youth	1,478	8	4,249	4,077	12,478	-67.33%
<b>Sub-Total Barkley</b>	<b>2,634</b>	<b>12</b>	<b>9,779</b>	<b>8,060</b>	<b>30,720</b>	<b>-73.76%</b>
<b>Bellingham Technical College</b>						
Adult	0	0	12	0	220	-100.00%
Youth	0	0	2	0	69	-100.00%
<b>Sub-Total BTC</b>	<b>0</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>289</b>	<b>-100.00%</b>
<b>Whatcom Community College</b>						
Adult	0	0	99	0	968	-100.00%
Youth	0	0	22	0	281	-100.00%
<b>Sub-Total WCC</b>	<b>0</b>	<b>0</b>	<b>121</b>	<b>0</b>	<b>1,249</b>	<b>-100.00%</b>
<b>Western Washington University</b>						
Adult	0	0	312	0	2,003	-100.00%
Youth	0	0	224	0	1,283	-100.00%
<b>Sub-Total WWU</b>	<b>0</b>	<b>0</b>	<b>536</b>	<b>0</b>	<b>3,286</b>	<b>-100.00%</b>
<b>Online Services</b>						
Kanopy	1,673	1,872	702	16,236	14,762	9.99%
WA Anytime Library Overdrive	28,341	29,356	21,897	264,655	264,206	0.17%
Overdrive Mags	1,872	3,828	2,416	24,861	30,046	-17.26%
<b>Sub-Total Online</b>	<b>31,886</b>	<b>35,056</b>	<b>25,015</b>	<b>305,752</b>	<b>309,014</b>	<b>-1.06%</b>
<b>Total Circulation</b>	<b>128,332</b>	<b>94,675</b>	<b>148,997</b>	<b>977,807</b>	<b>877,220</b>	<b>11.47%</b>
<b>Holds Activity</b>						
Items placed on hold shelf	55,167	50,049	44,089	480,269	305,720	57.09%
<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	292	6,998	0	38,590	27,049	42.67%
Adult	21,386	0	38,705	43,339	101,447	-57.28%
Children's	4,585	0	9,547	23,142	25,134	-7.93%
Fairhaven Branch	4,379	0	6,751	12,665	16,695	-24.14%
Barkley Branch	2,814	0	4,896	7,946	10,936	-27.34%
<b>Total Persons Visiting</b>	<b>33,456</b>	<b>6,998</b>	<b>59,899</b>	<b>87,092</b>	<b>154,212</b>	<b>-43.52%</b>
<b>Website Visits</b>	35,766	38,394	39,901	313,310	321,689	-2.60%
This count reflects number of visits to <a href="http://www.bellinghampubliclibrary.org">www.bellinghampubliclibrary.org</a>						
<b>Bibliocommons visits</b>	11,529	9,445	12,134	96,790	84,159	15.01%
This count reflects number of visits to Bibliocommons						
<b>Total Website Visits</b>	<b>47,295</b>	<b>47,839</b>	<b>52,035</b>	<b>410,100</b>	<b>405,848</b>	<b>1.05%</b>
<b>Computer Usage</b> - Number of sessions						
<b>Central Library</b>						
Adult & Teen (30 terminals)	1,045	0	5,415	1,045	12,817	-91.85%
Childrens (3 terminals)	10	0	123	10	363	-97.25%
Fairhaven Branch (6 terminals)	143	0	519	143	1,193	-88.01%
Barkley Branch (4 terminals)	104	0	301	104	782	-86.70%
<b>Total Computer Usage</b>	<b>1,302</b>	<b>0</b>	<b>6,358</b>	<b>1,302</b>	<b>15,155</b>	<b>-91.41%</b>
<b>New Borrowers Registered</b>						
Central Library	1,964	1,409	2,074	4,617	3,651	26.46%
Fairhaven Branch	53	0	53	161	130	23.85%
Barkley Branch	35	0	50	102	93	9.68%
<b>Total New Borrowers Registered</b>	<b>2,052</b>	<b>1,409</b>	<b>2,177</b>	<b>4,880</b>	<b>3,874</b>	<b>25.97%</b>
<b>Programs</b> - Library sponsored or co-sponsored educational, recreational, or cultural programs						
Programs	72	67	84	634	620	2.26%
Attendees	408	717	1,905	6,324	16,124	-60.78%
<b>Volunteer Hours</b>	<b>257</b>	<b>0</b>	<b>875</b>	<b>1,113</b>	<b>3,062</b>	<b>-63.65%</b>

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

**SEPTEMBER 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 OCTOBER 19, 2021, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	<b>VENDOR</b>	<b>AMOUNT</b>
<b>Supplies</b>		
Books; DVDs; supplies	Amazon.com	1,845.00
Books	Baker & Taylor	27,754.32
Security clothing logo	Bergen Embroidery	55.71
Books	Center Point Large Print	97.79
Network cables	CDW	129.26
PPE supplies	City of Bellingham Warehouse	53.61
Water @ Central	Crystal Springs	85.56
Acrylic sign holders	Displays2Go	143.64
Periodicals	Ebsco Subscription Services	63.72
E-Subscription	Gale Cengage	690.81
Name tags	Laserpoint	20.94
DVDs, CDs, recorded books	Midwest Tape	5,868.09
Office supplies	Office Depot	302.97
Periodicals	Outdoor Journal	75.99
eBooks, audiobooks	Overdrive Inc	3,956.46
Truck fuel	Reisner Distributor	163.08
Books	SAADA	54.94
Periodicals	Seattle Times	253.83
Security software	Secure by Design	20.00
Acrylic sign holders	Staples	144.14
Program supplies	Target	16.32
Copier paper	WCP Solutions	163.20
Books	Weston Woods	71.70

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**SUPPLIES Sub Total    \$42,031.08**

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**Other Services and Charges**

Membership	Bellingham City Club	20.00
Banking & credit card fees	City of Bellingham Interfund	12.34
Computer replacement allocation	City of Bellingham Interfund	8,310.30
Facilities Services	City of Bellingham Interfund	47,290.09
Fleet Services	City of Bellingham Interfund	520.83
Mailroom allocation	City of Bellingham Interfund	2,335.22
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	1,035.23
Playbook ad Spring & Winter	City of Bellingham Parks department	1,640.00
Printing	Copy Source	120.22
Water cooler rental	Crystal Springs	10.87
Playbook ad & email headers	Katrina Lyon Design	400.00
Cassie computer reservation service	Librarica	1,041.00
Copier lease and copies	Oasys Inc.	984.72
ILL & tech services	OCLC	2,210.98
Mileage reimbursement (programming & branch)	Staff	36.96
Microfische machine lease	Technology Unlimited	339.46

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

**SEPTEMBER 2021 CLAIMS**

B&O Taxes  
Driving abstracts

WSDO Revenue 2.73  
WSDO Licensing 26.78

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**OTHER SERVICES AND CHARGES Sub Total \$73,721.17**

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**Gift Fund**

Wayfinding  
Books  
Technology replacement allocation  
Wayfinding  
CDs  
Digital media  
Hotspot service  
Virtual conference

Applied Digital Imaging 100.93  
Baker & Taylor 1,941.68  
City of Bellingham Interfund 2.17  
Katrina Lyon Design 560.00  
Midwest Tape 13.70  
Overdrive Inc 710.28  
Verizon Wireless 800.20  
Washington Library Association 25.00

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**GIFT FUND OUTLAYS Sub Total \$4,153.96**

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**TOTAL GENERAL FUND CLAIMS \$115,752.25**

**TOTAL CLAIMS \$119,906.21**

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

**September 75% YTD**

	YTD Actuals	Budget	Remaining	% Complete
<b>Revenues</b>				
Grants	5,626	0		
Charges for Goods and Services	921	22,100	21,179	4%
Fines and Penalties	362	(0)	(362)	
Miscellaneous Revenue	4,674	45,000	40,326	10%
<b>Total Revenue</b>	<b>11,583</b>	<b>67,100</b>	<b>55,517</b>	<b>17%</b>
<b>Expenses</b>				
Salaries and Wages	1,771,180	2,491,701	720,521	71%
Personnel Benefits	800,564	1,129,660	329,096	71%
Supplies	511,689	718,950	207,261	71%
Other Services and Charges	752,553	1,016,146	263,593	74%
Other Machinery & Equipment	0	65,188	65,188	0%
<b>Total Expenditure</b>	<b>3,835,986</b>	<b>5,421,645</b>	<b>1,585,659</b>	<b>71%</b>

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

**September 75% YTD**

	YTD Actuals	Budget	Remaining	% Complete
<b>Revenues</b>				
Donations	55,475	50,000	(5,475)	111%
<b>Total Revenue</b>	<b>55,475</b>	<b>50,000</b>	<b>(5,475)</b>	<b>111%</b>
<b>Expenses</b>				
Gift Fund expenses	222,701	223,302	601	100%
<b>Total Expenditure</b>	<b>222,701</b>	<b>223,302</b>	<b>601</b>	<b>100%</b>

## QUARTERLY DONATION REPORT for LIBRARY BOARD OF TRUSTEES

### 2021 - 3rd Quarter Donations to Library Gift Fund

Date	Received from:	Amount	Purpose:
7/13/2021	Individual	\$100.00	Unrestricted
7/14/2021	Individual	\$50.00	Unrestricted
7/16/2021	Individual	\$300.00	Unrestricted
7/27/2021	Emma Willard School	\$50.00	Outreach program
7/27/2021	Individual	\$17.50	Unrestricted
7/31/2021	Misc donations July	\$5.01	Unrestricted
8/3/2021	Anonymous	\$100.00	Unrestricted
8/17/2021	Individual	\$50.00	Outreach program
8/31/2021	Willows Book Group	\$410.00	Book Club Kits
8/31/2021	Misc donations August	\$44.00	Unrestricted
9/7/2021	Individual	\$50.00	Unrestricted
9/22/2021	FOBPL	\$3,000.00	Community Voice kits & backpacks
9/23/2021	Birchwood Garden Club	\$75.00	Gardening books
9/28/2021	Individual	\$50.00	Unrestricted
9/30/2021	Misc donations September	\$28.56	Unrestricted
<b>TOTAL</b>		<b>\$4,330.07</b>	

### 2021 - 3rd Quarter Donations to Library Funds at Whatcom Community Foundation

Date	Received from:	Amount	Fund
7/7/2021	Anonymous (monthly)	\$75.00	BPL - Unrestricted
7/14/2021	Individual	\$75.00	BPL - Unrestricted
7/15/2021	Individual (monthly)	\$28.00	BPL - Unrestricted
8/5/2021	Individual	\$500.00	BPL - Unrestricted
8/7/2021	Anonymous (monthly)	\$75.00	BPL - Unrestricted
8/15/2021	Individual (monthly)	\$28.00	BPL - Unrestricted
9/7/2021	Anonymous (monthly)	\$75.00	BPL - Unrestricted
9/15/2021	Individual (monthly)	\$28.00	BPL - Unrestricted
9/20/2021	Anonymous	\$2,000.00	BPL - Unrestricted
9/28/2021	Individual	\$5,000.00	BPL - Fairhaven Branch Materials
<b>TOTAL</b>		<b>\$7,809.00</b>	



## DIRECTOR'S REPORT FOR October 19, 2021

Job postings, interviews, job offers, and training. The Bellingham Public Library is going through an extraordinary period of organizational change. At the time of this writing, we have six vacant 25-hour Public Service Clerk positions, one vacant 32-hour Adult Public Service Librarian 1 position, one vacant Full Time Children's Librarian position, and one vacant ILL specialist position. We have newly hired a Community Relations specialist, who will begin October 18, and training continues for our eight new Library Assistants. Please help us welcome the many new faces at the Library – and congratulations to all who are taking on new roles of service. (Rebecca Judd, Library Director)

## WELCOME & INCLUDE

**We're hiring:** The interview process to fill the vacant Public Service Clerk positions has wrapped up. We had a good selection of internal and external candidates. Next steps include reference checks, making the first set of offers and creating a list of qualified candidates to fill vacancies for the next six months. We hope to start training the first four new Clerks in early November and anticipate that we'll have capacity to begin training a second group in December. New Library Assistant staff who started in September are continuing training in both the Adult and Children's areas. (Jen Vander Ploeg, Head of Public Services and Operations)

**Community Relations specialist:** After a competitive round of interviews with many qualified candidates, Jenni Johnson was hired as our new BPL Community Relations Specialist, beginning Oct. 18. Jenni brings 23 years of experience at BPL to this new position, including previous coordination of meeting spaces, Skillshare, and public events. (Annette Bagley, Head of Community Relations)

## ACCESS & OPPORTUNITY

**ConnectED, student library accounts:** ConnectED is a partnership between the Bellingham School District and the Library that provides each student enrolled in the school district a limited-use student account at the Bellingham Public Library. This important collaboration reduces barriers to public library use and proved crucial to student access to digital reading materials during the pandemic when both schools and the public library were closed. We are thrilled to continue this successful collaboration and celebrate the signing of a three-year MOU which will take us through the 2023-2024 school year. The Whatcom County Library System also has ConnectED partnerships with all of their county public and large private schools. (Bethany Høglund, Deputy Library Director)

**Kanopy:** To-date in 2021 patron use of Kanopy, our streaming video service, is running right at what was projected. Our deposit for this pay-per-use system has just gone below 30% of the initial value, and trends show us finishing the year with around 10% of the deposit remaining. Anything left in the account at the end of the year will roll-over to 2022. (Jon McConnel, Head of Digital Services)

**The Dewey Decimators return!** Thank you to Library Clerk Woody Ciskowski, and Library Assistants Justin Benz and Carl Oekerman, for representing Bellingham Public Library at the October 1 Whatcom Literacy Council Trivia Bee. They did GREAT! All told, the Literacy Council raised \$13,000 to fund free adult literacy services in our community. (Rebecca Judd, Library Director)



## READ & LEARN



**Native American Heritage Month:** On October 11, the Library announced it will present a documentary and program by Althea Wilson via Zoom on November 4 to honor Native American Heritage Month. Althea Wilson, Tli'nuk'dzwidzi, is a Lummi tribal member who earned her bachelor's degree in Native Environmental Science at the Northwest Indian College. Her documentary film, titled "Revitalizing Cultural Knowledge and Honoring Sacred Waters," is based at the old village site of the Lummi people along the Nooksack River. The film is her culminating work and was backed by a grant from the

National Science Foundation. It will soon be added to the Bellingham Public Library collection. (Annette Bagley, Head of Community Relations)

**DVD Circulation:** During the time when we were offering only curbside service, Bellingham's DVD collection was circulating at about ¼ the rate it did in 2019. Since we reopened our doors at Central after the remodel, our DVDs are circulating at about ½ of the 2019 rate. Prior to the pandemic DVD publishers and other libraries were reporting decreases in sales and circulation of physical discs. It may be that our patrons have joined the national trend toward streaming and away from discs. (Jon McConnel, Head of Digital Services)

### Material Type B-DVD CKO -- all branches, all CKO types incl. renewal

	Jan	Feb	Mar	Apr	May	Jun	
2019	21,517	24,702	25,628	25,296	23,898	23,354	
2020	26,981	26,434	14,921	23	4	2,238	
2021	4,118	4,623	7,444	6,466	5,822	8,889	
	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
2019	25,467	24,895	23,881	25,763	24,974	26,274	295,649
2020	10,096	6,350	5,808	6,717	5,800	3,404	108,776
2021	12,424	12,534	12,643				74,963

## INFORM & INVOLVE



**National Awards for Library Videos:** On Sept. 23 BTV Bellingham won three national awards for videos featuring Bellingham Public Library from the National Association of Telecommunications Officers and Advisors (NATOA). The [Sue C. Boynton Poetry Walk](#) video featuring Librarian Suzanne Carlson-Prandini and young poet Haley Van Ness, to highlight National Poetry Month in April, won an Award of Distinction in the Library category. The [Curbside Service Behind the Scenes](#) video produced in February, also featuring the Van Ness family and the sustained

collaboration of Bellingham Public Library staff to keep materials circulating during the COVID-19 pandemic, won two Awards of Honor in the Library and Editing categories. (Annette Bagley, Head of Community Relations) **Photo: BTV staff Ben Skudlarek and Ellie England record Haley Van Ness for National Poetry Month video**

**Award for Unrooted Experience videos:** Monica Koller of Connecting Community will be presented with the Whatcom Dispute Resolution Center's "Empowerment Award" on Oct. 22 for efforts to build community through storytelling and collaboration with the Library and local community members. Monica worked with Bellingham Public Library and six dedicated community members to create the [Unrooted Experience](#) in late 2020 and early 2021. (Annette Bagley, Head of Community Relations)

**YMCA Presentation:** Adult Public Services Librarian Suzanne Carlson-Prandini gave a virtual presentation entitled "Books, Bytes and Belonging at the Bellingham Public Library" for the YMCA's "Let's Talk About" educational speakers series. The presentation is available on the YMCA's website: [Let's Talk About . . . | Whatcom Family YMCA \(whatcomymca.org\)](#) (Bethany Hoglund, Deputy Library Director)

**Indigenous Peoples Day:** Bellingham Public Library participated in Indigenous Peoples Day on Oct. 11 by assisting the City and WWU in publicizing a virtual public program titled "Changing the Way We See Native America," by photographer Matika Wilbur. As part of the partnership, BPL had the honor of displaying a copy of the 1855 Treaty of Point Elliott in the Central Library lobby for public viewing. (Annette Bagley, Head of Community Relations)



**Gardenview Tour:** On Oct. 5 Rebecca Judd and Annette Bagley participated in a tour of the City of Bellingham's new tiny house village known as Gardenview, at 1399 Woburn Street. The village will include up to 36 tiny houses along with a community kitchen, hygiene facilities, a computer room, case management, WiFi access, and 24/7 staffing. Each tiny house is 8 feet by 12 feet, is insulated, and will have heat, electricity, and a locking door. The project is managed by Road2Home, and the Low Income Housing Institute, to provide shelter, safety, and community

for individuals, couples, and families experiencing homelessness in Bellingham, emphasizing medically fragile and 55+ individuals. (Annette Bagley, Head of Community Relations)



## THRIVE & GROW

**Vendor issues:** Baker & Taylor's service challenges continue. Last month we reported that things had been better recently, but immediately afterward we saw a sustained break in shipments. Meanwhile B&T continues to report challenges with getting supplies of books, which impacts the Library's ability to have new books available to patrons on their release date. The book supply chain issues have made national news. (Jon McConnell, Head of Digital Services)

- Supply chain issues are slowing the production of books ahead of the holidays. NPR – All Things Considered. 4 Oct. 2021. <https://www.npr.org/2021/10/04/1043145212/supply-chain-issues-are-slowing-the-production-of-books-ahead-of-the-holidays>
- Supply Issues Are Causing Book Delays. The New York Times, 5 Oct. 2021. <https://link.gale.com/apps/doc/A678236250/STND?u=bell12665&sid=bookmark-STND&xid=cb590034>

**AMH improvements:** Lyngsoe is working on a small software development project for us to allow the Automated Materials Handler to sort Holds by the first letter of the patron last name. Having this option available should decrease the amount of time it takes for Library Assistants to sort holds onto carts for shelving at Central. (Jon McConnell, Head of Digital Services)

**Statewide stats:** The Washington State Library has published its 2020 Public Library Statistics report, available to download from <https://www.sos.wa.gov/library/libraries/libdev/publications.aspx>. (Jon McConnell, Head of Digital Services)

**Main floor remodel:** The main floor renovation is finished; however we are continuing to work through removing and disposing of old furniture and fixtures through the City's surplus process. (Jen Vander Ploeg, Head of Public Services and Operations)

Respectfully submitted,  
Rebecca Judd

**WELCOME & INCLUDE: We offer welcoming, safe places and experiences, where connections and understanding flourish.**

- In response to COVID-19, plan and safely implement public service, materials handling, and meeting room operations at 25%, 50%, and full reopening
- In response to COVID-19, plan and safely implement Library programming at 25% to full reopening
- As part of Central Library main floor remodel, plan and implement wayfinding to orient Library patrons to collections, services, and spaces

**ACCESS & OPPORTUNITY: We connect people with opportunities and resources to solve problems and help them achieve their aspirations.**

- Identify funding opportunities to maintain wi-fi hot spot lending program at 2020 level; explore ways to expand service

**READ & LEARN: We inspire a lifetime of reading, learning, curiosity, and discovery.**

- Hosting and publicizing events for **Whatcom READS 2021**, our area's premier literary series; planning for Whatcom READS 2022
- Inviting thousands of people of all ages to participate in **Summer Reading** and celebrate their reading achievements
- As part of Central Library main floor remodel, develop and implement guidelines for displaying and marketing Library collections

**INFORM & INVOLVE: We provide information and activities to stay abreast of community issues and events, fostering informed, active participation in civic life.**

- As part of Central Library main floor remodel, plan and implement procedures for displaying Library information, community information, and creating welcoming and community-focused glass case displays

**THRIVE & GROW: We are a valued community partner and trusted city service, playing a central role in Bellingham life.**

- Pivoting schedules and services to meet priority needs in COVID-19 environment
- Reviewing Library's organizational structure and identifying opportunities and gaps
- Evaluating services, programs, and operations to align with 2020-2024 Strategic Directions
- Begin planning for Library services in north area of City as part of mid and long-range planning process; bring recommendations to Library Board
- Evaluate options for updating Library account information online and implement improvements