

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 November 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, November 16, 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: October 19, 2021: Regular board meeting• Library performance & activity measures: October 2021• Financial reports
Claims: October 2021
YTD report: October 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. 2022 Holidays & closures	5 min
<ul style="list-style-type: none"> • Rebecca Judd, Director 	
7. 2022 Board of Trustees meeting dates	5 min
<ul style="list-style-type: none"> • Rebecca Judd, Director 	
	Time check: 4:00
8. Welcoming Mayor Seth Fleetwood	15 min
<ul style="list-style-type: none"> • Rick Osen, Chair 	
9. Planning for 2022: "Books, Bytes, and Belonging"	15 min
<ul style="list-style-type: none"> • Rebecca Judd, Director 	
	Time check: 4:30
10. Native American Heritage Month: Library Land Acknowledgement	10 min
<ul style="list-style-type: none"> • Rebecca Judd, Director 	
11. Facilities committee update	5 min
<ul style="list-style-type: none"> • Rick Osen, Board Chair 	
12. Fundraising committee update	10 min
<ul style="list-style-type: none"> • Rick Osen, Board Chair 	
	Time check: 4:55
13. New business	3 min
14. Action items for next meeting	2 min
	Time check: 5:00
15. Adjourn	

**Next Regular Library Board Meeting: Tuesday, December 21, 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.



Nov. 1, 2021 – FOR IMMEDIATE RELEASE

Read the book. Join the conversation.

Whatcom READS announces community programs and conversations that explore 2022 book selection, *Greenwood* by Michael Christie

BELLINGHAM/WHATCOM COUNTY, WA – The 2022 Whatcom READS selection is the generational saga *Greenwood* by Canadian author Michael Christie. With trees as a guiding metaphor, *Greenwood* charts a family’s rise and fall and the “hopeful, impossible task of growing toward the light.”

“We think local readers will enjoy not only author Michael Christie’s writing and the book’s inventive structure but also the themes found in *Greenwood*,” says Whatcom READS committee chairwoman Ann McAllen. “Whatcom READS invites our community to read and discuss the same book. With *Greenwood*, we can explore together questions of climate change, family, Pacific Northwest botany, intersectional environmentalism and so much more. The list of community programs is rich and varied, but it all starts with the book.”

Borrow *Greenwood* as a book, eBook, or audiobook from [the library](#) or purchase it from [Village Books](#), which donates 10 percent of each sale to Whatcom READS.

Visit whatcomreads.org to learn more about *Greenwood*, author Michael Christie and the free community programs that enrich the reading experience.

Community events inspired by the 2022 Whatcom READS selection, *Greenwood*

Most programs are online. On-site events have limited participation. Pre-registration is required. Find more information and register at whatcom.reads.org.

Mushrooms of the PNW – Sustaining People and Soils

All fungi have an important role in the ecosystem. Mycelia of mushroom store incredible amounts of carbon underground. In this richly illustrated presentation, author and researcher Daniel Winkler will help you identify mushrooms while steering you clear of dangerous look-a-likes.

ONLINE

7-8 p.m., Wednesday, Dec. 8

Botany of the Pacific Northwest

There are over 3,000 native plant species in Washington state yet many people can't tell a fir from a hemlock or a calyx from a corolla. By putting names to these plants, we can begin to understand the important role each one plays in keeping our planet healthy and well fed.

ONLINE

11 a.m.-noon, Saturday, Dec. 11

Climate Fiction and Climate Change Literature

Professor Stephen Siperstein will explore how climate change literature, and particularly climate change fiction (also known as cli-fi), can be a source of radical hope in our burning world.

ONLINE

11 a.m.-noon, Saturday, Jan. 22

Wood Songs

Local luthier Devin Champlin discusses musical instrument making and the treasured woods that are used in the craft.

ONLINE

7-8 p.m., Thursday, Jan. 27

Tapping Bigleaf Maples for Syrup: How the Impossible Became Possible

Some of the rarest and tastiest maple syrup is tapped right here in Whatcom County — sustainably! Hear this Acme farm's history — and future plans — from owner Neil McLeod and others during an intriguing on-site tour. Space is limited; pre-registration is required.

11 a.m.-noon, Saturday, Jan. 29

Directions will be sent to registered participants.

Poetry reading with Washington State Poet Laureate Rena Priest

Join Washington State Poet Laureate Rena Priest for a poetry reading focused on the themes in this year's Whatcom Reads selection, *Greenwood*.

ONLINE

7-8 p.m., Thursday, Feb. 3

Intersectional Environmentalism: The Key to Fighting Racism and Climate Change

Communities of color and low-income communities have carried the heaviest burden of environmental injustice, but these communities have been excluded from the conversations, including science policy and outdoor recreation. Scientist Emily Pinkney shares how to combat the racism embedded within the environmental movement, resulting in more impactful solutions for the planet.

ONLINE

7-8 p.m., Thursday, Feb. 10

Introduction to Forest Bathing

Join April Claxton, Among the Trees PNW, for an introduction to Forest Bathing. This is a slow walk with guided exercises using our senses to connect to the forest. Most of our time together will be spent in silence at a local park. Space is limited. Pre-registration is required.

10 a.m.-noon Saturday, Feb. 12 and Saturday, Feb. 19
Event details will be sent to registered participants.

A Million More Trees for Whatcom County? YES!

In this interactive Q&A webinar with Executive Director Michael Feerer, you'll learn the why, who, what, and where and how of Whatcom Million Trees Project's exciting initiatives to plant one million trees in Whatcom County over the next five years.

ONLINE

6:30-7:30 p.m., Thursday, Feb. 17

The Woodstock Farm Story – and its Fruitful Future

Discover the storied history of this wonderful 16-acre City of Bellingham waterfront park along Chuckanut Drive, and its orchard planting in-progress that will enhance local food resiliency while keeping the character of this special site.

ONLINE

6:30-7:30 p.m., Thursday, Feb. 24

Don't miss!

Author events with Michael Christie

The author visits Whatcom County to discuss the book and his creative process. Event details and locations will be announced.

March 3-5

Allied Arts Whatcom READS Challenge

Submit your original artwork inspired by Greenwood for display at the Allied Arts Gallery in Bellingham. Submission deadline is March 1-2. Exhibition is March 3-31. Learn more at alliedarts.org/whatcom-reads-art-challenge.

Whatcom WRITES

Attend a reading by local writers whose work was selected for the 2022 Whatcom WRITES anthology. Pre-registration is required for both events.

In-person at Village Books in Fairhaven

2 p.m. Sunday, Feb. 20

Online

2 p.m. Sunday, Feb. 27

About Whatcom READS: Northwest Washington's premier annual literary event, Whatcom READS celebrates reading, readers and strong communities through the shared experience of one book.

Entering its 14th year, Whatcom READS is presented by all the public and academic libraries in

Bellingham and Whatcom County – [Bellingham Public Library](#), [Bellingham Technical College](#), [Northwest](#)

[Indian College](#), [Western Washington University](#), [Whatcom Community College](#) and [Whatcom County Library System](#). [Village Books](#) is Whatcom READS' community partner. Learn more at whatcomreads.org.

About Michael Christie and *Greenwood*: Michael Christie is also the author of the highly regarded novel *If I Fall, If I Die* and the linked collection of stories, *The Beggar's Garden*. His work has been nominated for the Scotiabank Giller Prize and Rogers Writers' Trust Fiction Prize. His essays and book reviews appear in *The New York Times*, *The Washington Post*, and *The Globe and Mail*. A former carpenter and homeless-shelter worker, the author divides his time between Victoria and Galiano Island, British Columbia, where he lives with his wife and two sons in a timber-frame house that he built.

Here's how the Whatcom READS selection committee describes the book: "Set in the Pacific Northwest, Michael Christie's *GREENWOOD* opens in the near future in one of the last surviving old growth forests. The narrative skillfully navigates a cross section of generations, themes and times. As Christie peels back those layers, he exposes the heartwood of what it means to struggle, survive and thrive; in essence, what it means to be human. This rich, well-paced tale delivers poignant writing with interesting characters."

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Media contact:

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mary.vermillion@wcls.org



**Regular Meeting of the Library Board of Trustees
Tuesday, October 19, 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, Bethany Hoglund, Jon McConnel, Jennifer Vander Ploeg, Katie Bray and Wendy Jenkins

Others Present: Elizabeth Monahan, Human Resources Director; Leigh Ann Giles and Jennie Tuckerman, Friends of BPL Co-Presidents

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: Jim suggested rewording his comment in the September Board Minutes, under Facilities committee update, to better reflect his intent: rather than, *"In comparison, our Level of Service for square footage per capita is in good shape, despite being at the minimum Level of Service,"* it would be more accurate to say, *"Our Level of Service for square footage per capita, despite being at our minimum Level of Service, is comparable with many major library systems."*

Jon commented that the high borrower registration statistic for September is due to the influx of new student accounts through our ConnectED program with Bellingham School District.

Rebecca Judd thanked Rebecca Craven for the suggestion to include a 2019 column in the Performance & Activity measures and asked if it would be helpful to keep the 2019 column for next year's measures as well. There was consensus.

Rebecca Craven moved to approve the September 21, 2021 Regular meeting minutes as amended and the September 2021 performance and activity measures and financial reports. Kristy Van Ness seconded. Motion carried.

Board Chair report:

- Rick and Rebecca met with Mayor Fleetwood for their standing first Thursday meeting. They discussed the RFP for a Facilities Master Plan consultant, which the mayor supported.
- Rick and Rebecca Craven, representing the Policy Committee, reviewed two outdated policies that Rebecca Judd brought to their attention – Satellite Use Policy (from 1999 – we have not had a satellite for many years) and Outreach Services Policy (from 2008 – procedural rather than policy). Neither policy has been published on our website and the committee approved retiring the two policies.
- In reference to the Quarterly Donation Report, Rick noted that the \$5,000 donation to the Fairhaven Branch materials fund at Whatcom Community Foundation was from someone who grew up in Bellingham.

Board member reports:

- Rebecca Craven commented on the beautiful fish sculpture in the main floor lobby. Rebecca Judd explained the artwork is the result of a wonderful collaboration with Whatcom Museum.

City Council liaison report:

- No report.

Friends of BPL report: From Leigh Ann Giles

- Following the request to restrict book donations from the community to books published in or after 2010, children's books and Pacific Northwest books, donations tapered off dramatically.
- The Friends will begin contributing to the library eNewletter, beginning with a "Friends – Who We Are" article for the November issue. Doing research for the article, they learned that the Friends organization began around 1951, and the first book sale was held in 1972 (coming up on 50 years).
- Kate Frazee, Friends' volunteer and former library staff member, has agreed to work as the new bookkeeper for the organization.
- For National Friends of Libraries Week, membership coordinator Myra Harmer and Jennie hosted a membership and information table in front of the SkillShare space. Myra has also been tabling at the Farmer's Market. As a conversation started, they asked "What do you like best about the remodel?" Many features were mentioned, such as lighting, carpet, upstairs bathrooms, comfortable chairs in the computer area, as well as the library staff. Jennie will gather all comments and send to Rebecca.
- The Friends next board meeting is November 17.
- Rick praised the Friends organization; through their good stewardship of funds, they have been able to support the library despite the pandemic.

Library Director report:

- The city requires all employees to be vaccinated for COVID-19; this requirement extends to volunteers and city contractors. Rebecca will send a link to the Trustees and Friends that will allow them to upload proof of vaccination.

- The Public Library Association (PLA) biannual conference will be held March 23-25 in Portland Oregon. The conference will also have a virtual attendance option. Rebecca invited Trustees to let her know if they would like to attend.
- Whatcom Literacy Council (WLC) will be virtually hosting the 2021 Annual Literacy Breakfast with Nancy Pearl on Friday, November 5, 2021 from 8-9 a.m. Rebecca will send a registration link to the Trustees.
- Rebecca referred to the 1-page WCLS Strategic Goals 2022-2025 document in the packet. Within the document is a link to the full strategic plan. Rebecca offered congratulations to WCLS for synthesizing a lot of information and coming up with great strategic directions despite it being a challenging time to plan ahead.
- Reopening more hours is dependent on staffing – the new Assistants are continuing their training; the hiring process for Clerks (7 positions resulting from vacancies, retirements, and internal movement) is underway; interviews for the part-time Librarian and Children's Librarian are scheduled. The target is to be able to expand hours early in 2022, as well as open meeting rooms, tech coaching, and programming, as COVID safety allows.
- Jim asked if Jon's comments in the Director's Report about the decline in DVD usage following curbside service means we are moving towards retiring that collection. Rebecca responded that we have made no plans to sunset the DVD collection.
- Damani mentioned that a time was not listed for the Althea Wilson event on November 4. *Revitalizing Cultural Knowledge and Honoring Sacred Waters* will be at 6 p.m. Rebecca will send Trustees a link to the event. Kristy noted that a link to the event is on the library website calendar as well.

National Friends of Libraries Week, October 17-23, 2021:

- In honor of the Friends of Bellingham Public Library, Rick read aloud *A Resolution Commending the Friends of the Bellingham Public Library* (see Attachment #1 – all Attachments are located at the end of the minutes).

Introducing Elizabeth Monahan, Human Resources Director:

- Rick welcomed Elizabeth Monahan, Human Resources Director, and invited Trustees to introduce themselves. Elizabeth then provided a brief history of her work before beginning with the city six months ago. She worked at Western Washington University as the Labor Relations Manager followed by 11 years as the HR Manager, then HR Director for the Port of Bellingham. Her vision for HR includes hiring more staff, including a Diversity, Equity & Inclusion position. She has ties to the library, knowing past Library Director Pam Kiesner and past Trustee J. Gordon. She is also a proponent for Ryan Dowd's homelessness training, thinking this fantastic training has a broad range of applicability.

Mid-biennium budget & ARPA funding update:

- Rebecca reported that Forrest Longman, Deputy Director of Finance, presented the Mid-Biennium adjustment proposal to City Council on October 11. Library requests that were incorporated into the proposal are:
 - \$30,000 in additional materials
 - \$24,000 annual cost for Wi-Fi hotspots, allowing for expansion from 55 to 75 devices

- \$9,500 annual cost for digital programs MyLibro (used for curbside service and soon, meeting room reservations) and Omeka S (software for the COVID-19 digital archive)
- \$6,000 for Barkley Branch custodial service
- 2.5 FTE dedicated to restructure 4 Assistant positions to 25-hr rather than 16-hr
- 0.25 FTE increase for 10 extra Clerk hours a week
- 1 FTE ITSD Library Analyst position

One Library request that did not get included was the \$4,500 yearly Fleet cost for the anticipated Hybrid Outreach vehicle. We were invited to resubmit this request for the new 2023-2024 budget cycle.

If City Council approves the \$24,000 in annual cost for Wi-Fi hotspots, this will free up approximately \$7,000 in gift funds that can be used for another purpose.

- On Friday, we received approval for an ARPA grant from the Washington State Library, for \$28,528 dedicated to the Hybrid Outreach vehicle. We are in the process of executing the contract.
- For City ARPA funds, on September 27, City Council approved a number of buckets for the funding. One bucket, focused on climate resiliency, includes plan to invest \$5 million in heating and cooling systems in municipal buildings to provide 'respite facilities' during smoke and heat events. The library is being considered as one of the municipal buildings. This could include HVAC upgrades to the Central Library. Rebecca Craven mentioned that the mayor called out the library as a highly likely candidate in a press release today. *(see Attachment #2 for Bellingham's mayor proposes these climate measures, including \$5 million investment).*

Mayor Seth Fleetwood – topics for November meeting:

- Rick requested topic ideas for the mayor's guest visit in November to make the most efficient use of his time. Jim suggested HVAC as it relates to disaster preparedness and an update on the Broadband Advisory Workgroup actions. Rick requested any other ideas be emailed to himself and Rebecca by November 1.

Facilities committee update:

- The Committee has been meeting regularly to work on the RFP for a Facilities Master Plan consultant. The background and scope of the draft RFP was shared at last month's board meeting and Purchasing Manager Connie Allen has reviewed the draft. The document will post on Thursday, October 21. Submittals are due November 23. We hope to select a consultant before year end, with an early January start date. The Board, and other stakeholders, will be involved in the process. Ideally, the work will be complete by May 2022.

Fundraising committee update:

- The Committee reviewed the Donations Policy at last week's meeting. There are a few details to work out with Whatcom Community Foundation before a draft update is presented to the Board.
- Planned giving was briefly discussed.

- Plans were made to meet with a core groups of Friends early next year to develop ways to work more closely together.
- Rick would like the Trustees to discuss ideas for 2022 Library Giving Day (LGD) proceeds at the November meeting and make a decision at the December meeting. Rebecca reviewed that the \$15,183 in 2021 LGD proceeds were used for digital storytelling (\$7,000), Anti-racist reading materials (\$5,000) and Spanish language materials (\$3,183).

3rd Quarter update:

- Rebecca screen-shared and talked through the 1-page document from the packet, *2021 Action Plan: Quarter 3 update*, highlighting the accomplishments from July-September 2021.

New Business:

- No new business

Action items for next meeting:

- Guest Mayor Fleetwood
- 2022 Library Giving Day proceeds discussion
- RFP update

Meeting adjourned at 4:43 p.m.

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

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

Attachments:

- Attachment #1: A Resolution Commending the Friends of the Bellingham Public Library
- Attachment #2: Bellingham's mayor proposes these climate measures, including \$5 million investment



**A Resolution Commending the Friends of the Bellingham Public Library
October 2021**

Whereas, the Friends of the Bellingham Public Library is an all-volunteer non-profit organization, dedicated to their mission of supporting and advocating for our library; and

Whereas, the Friends raise money for library needs, sponsor programs for all ages, encourage community support for the library, and support literacy by making free reading materials available and offering inexpensive materials at regular book sales; and,

Whereas, our Friends' long-time support of the Bellingham Public Library is an example of the vital role volunteers play in our community; and

Whereas, our Friends' dedication is a demonstration of their commitment to the library and the library's mission to connect our community with each other and the world; and,

Whereas, throughout the COVID-19 pandemic, our Friends continued to fully support the Library's summer reading program, Whatcom READS, and other programs, as well as new initiatives such as WA state park backpacks, digital storytelling, and WiFi hotspot lending; and

Whereas, many improvements and enhancements in our library, such as the recent remodel of the Central Library main floor, have only been possible because of the support provided by our Friends; and

Whereas, we join libraries across the nation in celebrating their strongest and most dedicated supporters – their Friends organizations -- during National Friends of Libraries Week October 17-23, 2021 and throughout the year.

Now, therefore, be it resolved that the Bellingham Public Library Board of Trustees joins the library staff and the Bellingham community to commend our Friends of the Bellingham Public Library and urges everyone to join us thanking the Friends for all they do.

Passed by Library Board action this 19th day of October, 2021.


Rick Osen, Chair

Jim McCabe, Vice-Chair
Rebecca Craven
Damani Johnson
Kristy Van Ness

Bellingham's mayor proposes these climate measures, including \$5 million investment

BY YSABELLE KEMPE UPDATED OCTOBER 19, 2021

Two proposed investments by Bellingham Mayor Seth Fleetwood would tackle climate change from both sides of the problem. One proposal would reduce the community's greenhouse gas emissions by requiring all new housing projects using federal pandemic relief funds to be fully electric and not rely on natural gas, a fossil fuel. This proposal is an example of climate change mitigation, which are actions taken to reduce emissions and avoid further warming of the atmosphere. Electrification is viewed by many climate and energy experts as a crucial step in preventing further climate change, since electricity can be generated with clean sources such as wind, solar and hydropower.

The mayor's second proposal would invest \$5 million in electric cooling and ventilation systems in municipal buildings, which could then serve as locations where community members can escape wildfire smoke and high temperatures. The region has firsthand experience with both of these health threats in recent months, with a record-breaking heat wave in June followed by a smoky August. City staff are still evaluating which buildings would be best-suited to become respite facilities, but Bellingham Public Library is being considered in early discussions, said city Communications Director Janice Keller in an email to The Bellingham Herald. As opposed to mitigation, this second proposal is a climate change adaptation measure, which is taken to adjust to the consequences of a warming planet. It is intended to "protect our most vulnerable community members," according to the City of Bellingham. The proposed investments will primarily rely on funding from the American Rescue Plan, Keller said. This federal act allocates billions of dollars to local governments to manage and recover from the pandemic.

The proposals will be discussed by City Council in the coming months, during the 2022 biennial budget adjustment process and in discussions about individual projects being considered for American Rescue Plan funding, Keller said. Some local housing and environmental advocates welcomed the proposals. "It's a step in the right direction," said Simon Vickery, climate and energy policy manager at RE Sources. "I'm pleased the City is moving forward with some of its climate action plan goals relatively quickly." The city created a Climate Protection Action Plan in 2007 and updated it in 2018. Vickery commended the proposal for all-electric cooling centers in municipal buildings, saying it wisely integrates climate action into necessary public safety measures. "That's a great way of thinking about climate and local government. They aren't separate," Vickery said. "Climate can be part of everything local government does. We just need to acknowledge and plan for it."

The mayor's proposal to require some new housing to be all-electric is in line with the work already being done by the Opportunity Council, a local nonprofit that develops affordable housing, said the organization's Executive Director Greg Winter. Two of the Opportunity Council's newest projects — affordable housing for seniors and a residential addiction recovery program — do not use fossil fuels for space and water heating. There are currently 140 nonprofit-developed housing units in the design phase in Bellingham and Whatcom County, city Communications Director Keller said. These projects get funding through a variety of sources, including American Rescue Plan dollars. "Those housing partners have been notified that our expectation is that those housing units are fully electric," Keller told The Herald. "At the City of Bellingham, we are all in on climate action to help slow climate change that is damaging our health and environment," said Mayor Fleetwood in a YouTube video posted by the city in September as part of this year's ALL IN for Climate Action week. "Our committed goal in Bellingham is to become a fully carbon-free city," Fleetwood said. "Toward this end, we believe it's imperative to take continuous action." Bellingham Mayor Seth Fleetwood has proposed requiring all new housing projects using federal pandemic relief funds to be fully electric and invest \$5 million in electric cooling and ventilation systems in municipal buildings.

Bellingham Public Library Performance & Activity Measures, 2021

	October			Year to Date		% of change from 2020
	2021	2020	2019	2021	2020	
Holdings - Number of materials in the library's collection						
Physical copies added to the collection	1,724	2,914	3,109	20,505	19,180	6.91%
Electronic copies purchased by BPL	82	45	75	913	1,141	-19.98%
Physical copies withdrawn from the collection	(647)	(96)	(811)	(22,221)	(23,793)	-6.61%
Total physical holdings			185,684	172,845	170,714	1.25%
Total electronic holdings in Consortium available to BPL			85,559	111,976	98,192	14.04%
Total Holdings (Physical and Electronic)			271,243	284,821	268,906	5.92%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity						
Central Library						
Adult	48,217	36,465	60,034	396,924	313,782	26.50%
Youth	46,135	30,280	50,195	354,178	253,994	39.44%
Sub-Total Central	94,352	66,745	110,229	751,102	567,776	32.29%
Fairhaven Branch						
Adult	2,267	6	7,898	7,144	23,088	-69.06%
Youth	1,285	3	3,053	3,653	8,552	-57.28%
Sub-Total Fairhaven	3,552	9	10,951	10,797	31,640	-65.88%
Barkley Branch						
Adult	1,230	8	5,945	5,213	18,250	-71.44%
Youth	1,609	4	4,228	5,686	12,482	-54.45%
Sub-Total Barkley	2,839	12	10,173	10,899	30,732	-64.54%
Bellingham Technical College						
Adult	0	0	74	0	220	-100.00%
Youth	0	0	8	0	69	-100.00%
Sub-Total BTC	0	0	82	0	289	-100.00%
Whatcom Community College						
Adult	0	0	408	0	968	-100.00%
Youth	0	0	68	0	281	-100.00%
Sub-Total WCC	0	0	476	0	1,249	-100.00%
Western Washington University						
Adult	0	0	444	0	2,003	-100.00%
Youth	0	0	392	0	1,283	-100.00%
Sub-Total WWU	0	0	836	0	3,286	-100.00%
Online Services						
Kanopy	1,921	1,697	770	18,157	16,459	10.32%
WA Anytime Library Overdrive	29,045	29,082	23,012	293,700	293,288	0.14%
Overdrive Mags	2,144	4,161	2,488	27,005	34,207	-21.05%
Sub-Total Online	33,110	34,940	26,270	338,862	343,954	-1.48%
Total Circulation	133,853	101,706	159,017	1,111,660	978,926	13.56%
Holds Activity						
Items placed on hold shelf	51,677	62,908	51,475	531,946	368,628	44.30%
Services						
Persons Visiting - Number of persons counted as they enter the libraries or visit remote website						
Central Library						
Curbside Service	146	8,707	0	38,736	35,756	8.33%
Adult	22,766	0	40,849	66,105	101,447	-34.84%
Children's	4,826	0	10,093	27,968	25,134	11.28%
Fairhaven Branch	4,686	0	7,214	17,351	16,695	3.93%
Barkley Branch	2,831	0	5,010	10,777	10,936	-1.45%
Total Persons Visiting	35,109	0	63,166	122,201	154,212	-20.76%
Website Visits	35,424	35,890	40,065	348,734	357,579	-2.47%
This count reflects number of visits to www.bellinghampubliclibrary.org						
Bibliocommons visits	12,187	10,256	13,135	108,977	94,415	15.42%
This count reflects number of visits to Bibliocommons						
Total Website Visits	47,611	46,146	53,200	457,711	451,994	1.26%
Computer Usage - Number of sessions						
Central Library						
Adult & Teen (30 terminals)	1,423	0	5,622	2,468	12,817	-80.74%
Childrens (3 terminals)	12	0	112	22	363	-93.94%
Fairhaven Branch (6 terminals)	159	0	585	302	1,193	-74.69%
Barkley Branch (4 terminals)	125	0	334	229	782	-70.72%
Total Computer Usage	1,719	0	6,653	3,029	15,155	-80.07%
New Borrowers Registered						
Central Library	439	271	524	5,056	3,922	28.91%
Fairhaven Branch	50	0	49	211	130	62.31%
Barkley Branch	32	0	40	134	93	44.09%
Total New Borrowers Registered	521	271	613	5,401	4,145	30.30%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs						
Programs	84	19	158	721	639	12.83%
Attendees	334	215	3,376	6,677	16,339	-59.13%
Volunteer Hours	209	0	31	1,323	3,062	-56.81%

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

OCTOBER 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 NOVEMBER 16, 2021, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
Supplies		
Books; DVDs; supplies; keyboards	Amazon.com	797.74
Books	Baker & Taylor	23,346.63
Books	Book Depository	53.30
Books	Center Point Large Print	100.40
PPE supplies	City of Bellingham Warehouse	525.62
Water @ Central	Crystal Springs	32.95
Display cases	Global Industrial	1,132.49
Name tags	Laserpoint	20.67
DVDs, CDs, recorded books	Midwest Tape	6,177.03
Office supplies; toner	Office Depot	635.05
Periodicals	Outdoor Journal	(75.99)
eBooks, audiobooks	Overdrive Inc	3,268.82
Truck fuel	Reisner Distributor	112.30
Clear masks	Safe'N'Clear	69.99
Security software	Secure by Design	20.00
Books	Thomson West	466.75
Receipt tape	WCP Solutions	1,457.92
Desktop licenses	Zones Inc	520.93
	SUPPLIES Sub Total	\$38,662.60
Other Services and Charges		
Memberships	American Library Association	228.00
Banking & credit card fees	City of Bellingham Interfund	13.64
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	1,984.85
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	1,027.76
Printing	Copy Source	728.03
Water cooler rental	Crystal Springs	10.87
Copier lease and copies	Oasys Inc.	865.22
ILL & tech services	OCLC	2,210.98
Membership	Pacific Northwest Library Association	150.00
Driving abstract	State of California	2.04
Barkley operating costs	Talbot Services LLC	533.33
Microfiche machine lease	Technology Unlimited	339.46
Membership	TechSoup	5.00
Membership	Washington Library Association	75.00
Driving abstract	WSDO Licensing	13.39
	OTHER SERVICES AND CHARGES Sub Total	\$71,692.23

Gift Fund

Discover Pass backpacks	Amazon.com	18.49
Books	Baker & Taylor	1,122.43
Technology replacement allocation	City of Bellingham Interfund	2.17
Anti-Racist programming	Fred Meyer	141.80
Anti-Racist digital media	Overdrive Inc	1,628.35
Hotspot service	Verizon Wireless	800.20

GIFT FUND OUTLAYS Sub Total \$3,713.44

TOTAL GENERAL FUND CLAIMS \$110,354.83

TOTAL CLAIMS \$114,068.27

Library - Budget to Actual - General Fund

October 83% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Grants	5,626	0		
Charges for Goods and Services	1,550	22,100	20,550	7%
Fines and Penalties	411	(0)	(411)	
Miscellaneous Revenue	5,558	45,000	39,442	12%
Total Revenue	13,145	67,100	53,955	20%
Expenses				
Salaries and Wages	1,965,801	2,491,701	525,900	79%
Personnel Benefits	881,972	1,129,660	247,688	78%
Supplies	550,352	718,950	168,598	77%
Other Services and Charges	822,260	1,016,146	193,886	81%
Other Machinery & Equipment	0	65,188	65,188	0%
Total Expenditure	4,220,385	5,421,645	1,201,260	78%

Library - Budget to Actual - Gift Fund

October 83% YTD

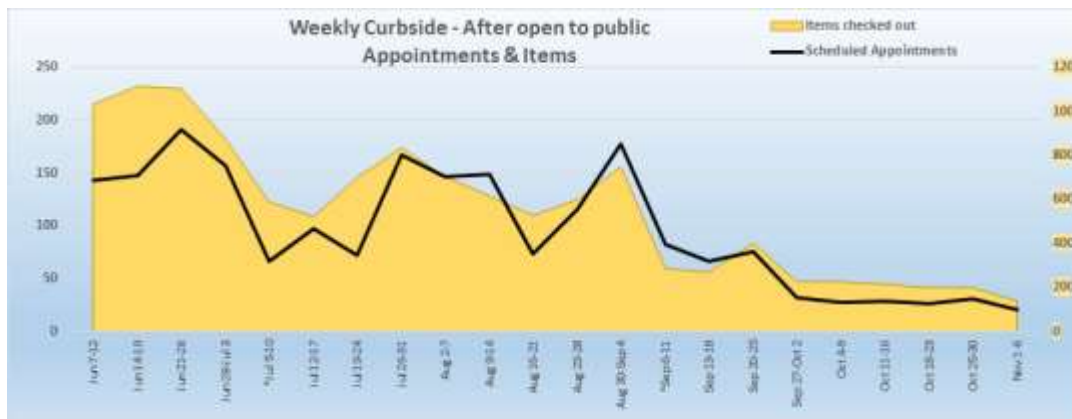
	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Donations	55,687	50,000	(5,687)	111%
Total Revenue	55,687	50,000	(5,687)	111%
Expenses				
Gift Fund expenses	226,414	223,302	(3,112)	101%
Total Expenditure	226,414	223,302	(3,112)	101%

DIRECTOR'S REPORT FOR November 16, 2021

On November 4, as part of Native American Heritage Month, we were honored to host a film screening and panel discussion with Tli'nuk'dzwidzi, Althea Wilson, Lummi tribal member, documentary film maker, and Northwest Indian College educator, and esteemed members of the Lummi Nation. I was privileged to spend the evening at the home of Dana Wilson, where the program was held, and to have the opportunity to talk for many hours around the kitchen table. Thank you to Althea, for creating such an important film, to Dana Wilson, for opening his home to us, and to panelists Wilma Olsen, Cynthia Wilson, Laurie Wilson, Dana Wilson, Troy Olsen, and Steven Solomon for sharing their stories and songs. A special thank you to Julie Mauermann, children's specialist, who connected us and guided us through this program, to Dr. Emma Norman, Northwest Indian College professor, and to Bethany Hoglund, Annette Bagley, Katie Bray, and Suzanne Carlson-Prandini for their many contributions. It was a special evening of learning, connection, and community. (Rebecca Judd, Library Director)

WELCOME & INCLUDE

Curbside service: Public use of our curbside service has slowly declined as more patrons return to in-person library services. Our first day of Saturday-only curbside on September 11 saw 82 curbside appointments, with November 6 showing 21 appointments booked. The number of items checked out through our curbside service has decreased proportionally with the number of appointments. (Jen Vander Ploeg, Head of Public Services and Operations)



Congratulations to the new part time Adult Public Services Librarian, Rob Werner! A hearty congratulations to Public Services Clerk Rob Werner who accepted the position of part time Adult Public Services Librarian 1, effective December 1, 2021. Rob has worked for the library for seven years, consistently providing excellent customer service and assistance to the public on the Help Desk and at Branch Libraries. While working at BPL, Rob earned his Masters of Library and Information Science from the University of Washington in 2019. We are thrilled for Rob to join the librarian team and continue serving our community with the exceptional level of care, professionalism and expertise he brings. (Bethany Hoglund, Deputy Library Director)

Our staff: We are thrilled to welcome four new Public Service Clerks to our ranks. On November 1, Patrick Bourgo, Karen Kupka, Jewel Leuba and Maggie Allen-Young joined our team, and jumped right into an intensive two-month training program. The Library Assistant team will miss Patrick and Karen, but we are excited to see them take on this new role providing public service. On December 1, we plan to fill the remaining four vacant Public Service Clerk positions, with training through December and January. (Jen Vander Ploeg, Head of Public Services and Operations)

ACCESS & OPPORTUNITY

Kudos for Katie from the Hearing Examiner: Katie Bray continues to moderate important City meetings over Zoom, including the Hearing Examiner sessions. In the annual report to City Council, Hearing Examiner Sharon Rice wrote, "Katie Bray has provided excellent IT support during Zoom hearings, ensuring those who desire to participate have all appropriate opportunities to do so." Thank you again to Katie for her professionalism and expertise that has allowed many City functions and meetings to continue during the pandemic. (Bethany Hoglund, Deputy Library Director)

Children's virtual storytimes: Children's staff continue to record and post new storytimes weekly for children ages birth – 5 years. Children's Public Services Librarian Bernice Chang began the fall session of "live" virtual Baby Time over Zoom for infants and their parents. Bernice reports Zoom being a very effective and meaningful way to engage with families, and to provide a space for new parents and caregivers to connect with each other. (Bethany Hoglund, Deputy Library Director)

READ & LEARN

November Native American Heritage Month: In honor of Native American Heritage month, the Library is featuring book displays at the Central Library, staff-curated book lists on our website, and virtual storytimes highlighting favorite titles. Additionally, two copies of the documentary film *Revitalizing Cultural Knowledge and Honoring Sacred Waters: Documenting the Oral history of the life on the Nooksack River* were added to the Library's collection as part of the November 4 program. (Bethany Hoglund, Deputy Director)



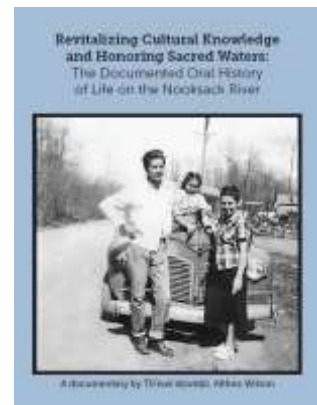
2022 Whatcom READS: Greenwood programming begins on Wednesday, Dec. 8 with "Mushrooms of the PNW" at 7 pm, followed by "Botany of the Pacific Northwest" at 11 am on Sat., Dec. 11. Registration is required for both online programs, and spaces are filling quickly. The program calendar and announcement in the November BPL e-newsletter resulted in 492 clicks on the event links for registration. To view the program line-up and register for events, visit whatcomreads.org/events. (Annette Bagley, Head of Community Relations)

INFORM & INVOLVE

City Council: November 2 City Council election votes have been counted. Hollie Huthman will be representing Ward 2, and Michael Lilliquist Ward 6. Newcomers to Council include Skip Williams, Ward 4, and Kristina Michele Martens, Council At-large. Congratulations and *thank you*

for your service to our community. We'll be reaching out to Councilmembers Williams and Martens in the coming months for an orientation to the Library and a tour. (Rebecca Judd, Library Director)

November Native American Heritage Month: Publicity for the Library's Native American Heritage Month Film Screening with Althea Wilson on Nov. 4 resulted in 209 participants on the Zoom program. Media stories for the event ran in [Whatcom Talk](#) and in an [A&E Spotlight with Margaret Bikman on KMRE Radio](#). The news release for the event on the [BPL website](#) had 675 views. The event's direct Zoom link in the BPL e-newsletter had 194 clicks. The Facebook post for the event had a reach of 2,341 with 175 engagements and 101 reactions. The Bellingham community is clearly interested in this topic. The full event is now posted to YouTube and can be viewed at: [Film Screening with Althea Wilson: Revitalizing Cultural Knowledge and Honoring Sacred Waters - YouTube](#). (Annette Bagley, Head of Community Relations)



Friends of the Library: The BPL Facebook post announcing the Board's resolution honoring FOBPL on Oct 19 for Friends of the Library Week had a reach of 779 with 76 engagements and 41 comments. On Nov. 1 the Friends article in the BPL e-newsletter earned 107 clicks to the [Friends page](#) and membership form, and the Friends reported at least 11 new members. (Annette Bagley, Head of Community Relations)

Photo (L to R): Myra Harmer, Susan Shuhler, Leigh Ann Giles, Jennie Tuckerman, Vicki Nulle, Kathie Wilson, Scout Mitchell

THRIVE & GROW

AMH (Automated Material Handler) improvements: The small software development project was completed and successfully installed by Lyngsoe. Alison Kuiken has used the added functionality to create a new process for holds that come into Central from other branches. A team of four Library Assistants can now sort and shelve 600 in-coming holds in an hour, which used to take a 4-person team most of the day. (Jon McConnel, Head of Digital Services)

Reopening: Doug Dickinson and Paul Leeson in ITSD are continuing to work on the last few bits of the return-to-service post-renovation. The Video Relay Service is available to patrons again, as of the last week in October. Other pieces currently underway include deploying an additional computer in the Teen area; deploying a catalog computer in the Fiction area; installing a new catalog-only configuration for three existing machines; and enabling the emailing function on the microfilm machine, which requires coordination from others in ITSD. (Jon McConnel, Head of Digital Services)

Staffing shortages: In a recent meeting with Public Works, we learned that they, like us, are experiencing reduced available staff to provide service. We discussed ways to work together to mitigate the short-term impacts of these staffing shortages. (Jen Vander Ploeg, Head of Public Services and Operations)

Process improvements: We are updating procedures for waiving charges on patron accounts, including staff review of these transactions. Our recent change to fines-free operations allows us to streamline our documentation and review process. (Jen Vander Ploeg, Head of Public Services and Operations)

Polaris upgrade: On December 9, we are scheduled to upgrade our production instance of Polaris to the latest version, released this past June. New features are largely focused on the cataloging module, in particular the ability to work in the browser-based client in addition to the legacy desktop client. We expect this will be helpful for some workflows. (Jon McConnel, Head of Digital Services)

Polaris patron self-update: The feature we're most looking forward to in the new version of Polaris is a seemingly small one: the ability for Library patrons to update their registration information without staff intervention. The default catalog system that comes with Polaris, called PowerPAC, allows patrons to log in and update their address, phone number and other registration data, but it requires staff to visit each edited patron account and approve the changes. The latest version of Polaris allows us to set an option that skips the staff review. This makes sense for our workflow, because we do not validate patron address information at other times. We are expecting to implement this feature before the end of the year. As part of this, we are considering switching our existing patron online registration option from a homegrown form on our website, to the Polaris PowerPAC. Doing so would save staff from having to copy registration data from an email into Polaris, thereby reducing the opportunity for error. (Jon McConnel, Head of Digital Services)

Respectfully submitted,
Rebecca Judd



TO: Library Board of Trustees
FROM: Rebecca Judd, Library Director
DATE: November 16, 2021
SUBJECT: 2022 City-observed holidays

City-observed holidays for 2022:

Holiday	Day	Date
New Year's Day holiday observed	Friday	December 31, 2021*
Martin Luther King, Jr. Day	Monday	January 17
President's Day	Monday	February 21
Memorial Day	Monday	May 30
Independence Day	Monday	July 4
Labor Day	Monday	September 5
Veterans Day	Friday	November 11
Thanksgiving Day	Thursday	November 24
Day after Thanksgiving	Friday	November 25
Christmas Eve observed	Friday	December 23
Christmas Day observed	Monday	December 26

Additional Library closure days:

January 1, Saturday, for New Year's Day
December 24, Saturday, for Christmas Eve
December 25, Sunday, for Christmas Day

Pending approval of 2022 City of Bellingham budget:

June 20, 2022 (Monday) for Juneteenth observed
June 19, 2022 (Sunday) for Juneteenth

Additional closure days may be added pending further analysis of available Library resources



Library Board
November 16, 2021
Item #7 2022 Board of Trustees
meeting dates

TO: Library Board of Trustees
FROM: Rebecca Judd, Library Director
DATE: November 16, 2021
SUBJECT: 2022 Regular Library Board Meeting Schedule

Each year the Board reviews the day of week, time of day, and location for its meetings in the upcoming year. Assuming that meetings will be back in-person in January, a draft schedule is listed below for your consideration.

Regular Board Meetings are held on the third Tuesday of each month **in the Lecture Room at the Bellingham Public Central Library, 210 Central Avenue****. Meetings begin at 3:30 p.m. The public is welcome to attend and is encouraged to check the library's website for the meeting agenda and packet.

2022

- Tuesday, January 18
- Tuesday, February 15
- Tuesday, March 15
- Tuesday, April 19
- Tuesday, May 17
- Tuesday, June 21
- Tuesday, July 19
- Tuesday, August 16
- Tuesday, September 20
- Tuesday, October 18
- Tuesday, November 15
- Tuesday, December 20

**** subject to change upon recommendation by the City of Bellingham during COVID-19 state of emergency**



Library Board
November 16, 2021
Item #10 Native American Heritage Month
Library Land Acknowledgement

November 16, 2021

Draft Indigenous Land Acknowledgement:

The Bellingham Public Library acknowledges that we gather on the traditional, ancestral and unceded territory of the Lhaq'temish – Lummi people – and the Nuxwsá7aq – Nooksack people – who have lived in the Coast Salish region Since Time Immemorial.

The Library honors our shared responsibilities to their homeland. We are grateful for the opportunity to learn from indigenous wisdom and ways of creating relationships that will sustain us all on this land for future generations.

DRAFT