

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 July 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, July 19, 2022. 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 Bernice @ bchang@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.

<u>AGENDA</u>	<u>TIME (approx.)</u>
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 (see packet materials) 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: June 21, 2022: Regular board meeting• Library performance & activity measures: June 2022• Financial reports Claims: June 2022 YTD report: June 2022 2nd Quarter Donation Report: April-June 2022	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 (see packet materials) 	
	Time check: 3:50
6. Facilities committee update	15 min
<ul style="list-style-type: none"> • Rick Osen, Board Chair 	
7. 2023-2024 Capital Budget proposal – Action item (see packet materials)	20 min
<ul style="list-style-type: none"> • Rebecca Judd, Director 	
8. 2nd Quarter Action Plan update: April-June 2022 (see packet materials)	10 min
<ul style="list-style-type: none"> • Rebecca Judd, Director 	
	Time check: 4:35
9. New business	3 min
10. Action items for next meeting	2 min
	Time check: 4:40
11. Adjourn	

**Next Regular Library Board Meeting: Tuesday, August 16, 2022 – 3:30 p.m.
Zoom meeting or in-person to be determined – Bellingham, Washington**

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

PRESS RELEASE

Library Board
July 19, 2022
Consent Agenda
Communications & FYI

Monday, June 27, 2022

Media contact:

WCLS Executive Director Christine Perkins
(360) 594-2142

This email originates from a gmail account because WCLS's email server is offline.

WCLS responds to suspected cyberattack on email and phone servers

Whatcom County, WA – Whatcom County Library System (WCLS) administrators are investigating a suspected data breach that has compromised the library system's email and phone servers. Library officials suspect malware, but the investigation is ongoing. Library services are available. However, community members are not currently able to call county library branches, to email staff or to access some digital resources. New appointments for curbside pickup of library materials are also not currently available because email is required to schedule appointments.

WCLS and Bellingham Public Library (BPL) are separate library systems. The data breach does not impact phone or email service at Bellingham's three branches: Central, Fairhaven and Barkley Village. WCLS and BPL do share online access to some digital resources. That authentication server has been temporarily shut down as part of WCLS's security review. A list of impacted resources is available at wcls.org and BellinghamPublicLibrary.org. Patrons can access other digital assets as well as the library's website and social media.

"The security of patron information is of utmost concern to us – always," WCLS Executive Director Christine Perkins says. "Patron data is secure. The products we use for library transactions are not hosted on our servers. This issue is confined to internal communication systems. I am grateful to the IT professionals on our team who moved quickly to uncover issues, to assess the scope and to immediately begin addressing this situation."

Library officials are assessing if the data breach impacted staff information and files.

Library patrons will be able to browse and check out books online and in-person at all 10 county branches, the bookmobile and the Library Express location on Northwest Drive. Curbside pickup is not available because it is scheduled via email. Library events will continue as planned. Because email and phone services are offline, community members who need to talk with library staff should visit a branch location. Find the nearest WCLS branch at wcls.org.

"We are working as quickly as possible to return full communication, but security is our top priority," Perkins says. "Thank you to community members for your patience and support." Updates will be posted at the library system's website, wcls.org.

About WCLS: The Whatcom County Library System serves communities outside the city limits of Bellingham with 10 branches in Blaine, Deming, Everson, Ferndale, Lummi Island, Lynden, Kendall, Point Roberts, Sudden Valley and Sumas (currently closed due to flood damage). WCLS also operates a Library Express location on Northwest Drive and serves patrons with a bookmobile that visits Glenhaven, Birch Bay, Wickersham, Lake Samish and Sumas. To learn more, visit wcls.org.

**Regular Meeting of the Library Board of Trustees
Tuesday, June 21, 2022 – 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 and Kristy Van Ness

Library Staff: Rebecca Judd, Annette Bagley, Bethany Hoglund, Bernice Chang and Wendy Jenkins

Others Present: 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: Rebecca Craven moved to approve the agenda. Jim McCabe seconded. Motion carried.

Public comment: No comments.

Consent agenda: Jim McCabe moved to approve the May 17, 2022, Regular meeting minutes and the May 2022 performance and activity measures and financial reports. Kristy Van Ness seconded. Motion carried.

Board Chair report:

- Rick reported letters were sent to the nearly 100 Library Giving Day donors.
- Rick and Rebecca had a meeting with two representatives from Whatcom Community Foundation (WCF), three City Attorneys, and the City Finance Director. At question is one of the funds held at WCF for Bellingham Public Library – the Agency Endowment Fund. Donations to the Agency Fund, including the initial donation to establish an Endowment at WCF, are funds that the library received and then deposited (via a City of Bellingham check) into the Foundation. For accounting reasons, City funds (including these Agency donations) have limits regarding how they can be invested (low-risk investments). Rick and Rebecca will meet again with Finance, Legal and WCF to determine how best to handle the Agency Fund. All other funds held at WCF are donations given directly to the Foundation with the express wish that they benefit Bellingham Public Library.

Board member reports:

- Jim attended the last Cordata Neighborhood Association meeting and noted that this meeting did not include a discussion of a northside library location. Rick added that the Association is aware that we are working with the Master Facilities Plan consultants.

City Council liaison report:

- Out of town.

Friends of BPL report:

- Jennie reported the June pop-up sale was successful. Over \$3,000 was earned. Jennie thanked Rick and Rebecca Craven for attending. The next sale will be July 9 with an emphasis on science-fiction.
- Jennie thanked Kristy for the referral to the Franklin Academy; the Friends picked up 25 boxes of books from them.

Library Director report:

- Rebecca referred to the article in the packet on 1st Amendment audits, *Rights and Limits on Filming in Public Facilities*, by Aidan Mathis for MRSC (Municipal Research and Services Center). Rebecca reported that the Police department has had frequent audits, Planning and Parks have had audits, and possibly here at the library. Supervisors have been talking with staff, advising staying calm, asking if help is needed (as we would with any patron), and alerting a supervisor. In the event of an audit, we will follow up with Legal for support.
- Rebecca met with Skip Williams, City Councilmember for the 4th Ward, sharing information about our Strategic Plan and providing a tour of Central.
- Rebecca announced that Deborah Brewer, Public Services Librarian for over 30 years, retired June 1.
- Expanded hours began June 6. The Central library is now open until 7 p.m. Monday-Thursday. We will be open on Sunday afternoons following the Labor Day weekend.
- Rebecca invited everyone to march with the library in the Pride Parade.

Jim, referring to the information in the Director's Report about the 2021 Statistical Report being submitted to the Washington State Library, noted that RCW 27.12.260 states that the board of trustees of every library shall make a report to the State Library. Jim asked if Rick signs off on this report. Rebecca responded that no, Rick does not sign. By submitting this information, the Library satisfies the RCW requirement. Rebecca said she would send a copy of the raw data report to the trustees.

Rebecca Craven, referring to the Central Library walk-through with the City ADA Coordinator mentioned in the Director's Report, asked what improvements were suggested. Rebecca responded that there is uneven pavement due to stone lift and the lower-level entrance does not have a motorized door opening option.

Return to in-person Board meetings:

- Rick asked Wendy to read aloud his updated motion: "I move that the Bellingham Public Library Board of Trustees continue to hold monthly Board meetings virtually

because it cannot hold in-person meetings with reasonable safety. This determination is based on the following findings:

- The Proclamation of Local Emergency for COVID-19 issued on 3-12-2020 is still in effect for the City of Bellingham; and
- The Proclamation of State Emergency for COVID-19 (20-05) issued on 2-29-2020 is still in effect for the State of Washington; and
- The most recent Whatcom County COVID-19 Data Report, issued 5-13-22, shows an increase in COVID-19 case counts and hospitalizations.

The Board shall revisit this decision when COVID-19 conditions substantially change."

Rebecca Craven seconded. Motion carried.

2023-2024 Budget proposal discussion & decision – Action item (see packet materials):

- Rebecca screenshared the budget documents included in the packet, noting that the draft 2023-2024 Budget Requests document is the culmination of a long process. The center piece is improving level of service.
 - The first document is Deputy Finance Director Forrest Longman's memo outlining the Mayor's overarching budget priorities and the budget process and timeline.
 - The second document outlines the 2023-2024 Budget Requests for Operations that Rebecca suggests be put forth.
 - The third document discusses the library's established Level of Service (LOS) standards in four areas: Library facilities, Open hours, Library materials, and Library staffing FTE.

Rebecca provided background detail for the Staffing FTE budget request:

- The first three listed, 1 FTE Head of Public Services, 0.5 FTE increase to Staff Training & Volunteer Specialist, and 0.5 FTE increase to Adult Programming Specialist, are necessary for functioning at our current level of service. The Head of Public Services would restore the management team to previous level and would right-size the position Jen Vander Ploeg currently holds. When Deborah Brewer retired, Rebecca received permission to split the vacated position into two 0.5 FTE positions (the two specialist positions mentioned above). This request will be to increase each of the 0.5 FTE specialist positions to 1 FTE to have the number of hours needed.
- 2.7 FTE Staff are needed for the Bellis Fair Mall pilot.
- The last need is converting 4 Regular Non-Benefitted (RNB) 16-hour Library Assistant positions to 25-hour, benefitted positions in each year of the biennium. The library currently has retention issues with the 16-hour Library Assistant positions. Being able to offer additional hours and health benefits to more Library Assistants will benefit staff, the library, and the City.

Page 2 of the 2023-2024 Budget Request draft provides details for the Mall location pilot. If the pilot ends after two years, Rebecca is confident the staff can be utilized in other areas.

The Level of Service (LOS) outline concludes the budget documents. Rebecca pointed out that the June 2022 snapshot included in the LOS chart shows that we are currently at or below the Low/Minimal level for all categories. Rebecca is working closely with Forrest Longman to determine an accurate calculation for FTE, so this number could change with a different analysis. The LOS chart on the second page shows the growth with the proposed 2023-2024 funding increases.

Kristy asked how many RNB Library Assistants we have. Rebecca responded she would find out the exact number and get the information to the trustees [28].

Rebecca Craven asked if the Fairhaven auditorium and lower floor are included in the Library Facilities square footage calculation. Rebecca answered they are. In addition, closed stacks is included in the square footage calculation for Central.

Rick pointed out three things about the LOS standards:

1. The library materials calculation is based on a 2017 number and does not take inflation into account, so the 'growth' is overinflated.
2. We need to consider changing how we define open hours. For instance, with this budget proposal we do not increase hours at current locations but add a 'branch' – the proposed Mall location pilot.
3. An accurate FTE calculation has been hard to determine – there are many RNB positions listed, but not funded. As mentioned earlier, these unbenefited, 16-hour positions have a large turnover, so the FTE fluctuates. The training required for these positions is substantial.

Rick added that the LOS standards need to be updated next year to account for inflation.

Rick made a motion that the Library Director go forward with these 2023-2024 Budget Requests. Jim McCabe seconded. Motion carried.

Rebecca Craven asked if the City has given direction concerning the financial outlook for 2023-2024. Rebecca Judd answered that there is awareness and concern, but departments have been given the green light to submit requests. Rick pointed out that Forrest touches on this in his memo, calling the current financial situation strong, but the future is uncertain.

Facilities committee update:

- Rick reported that the committee has been working with Godfrey's Associates. An early draft of the Master Facilities Plan is expected in July. At last week's meeting with Godfreys, long range priority plans were discussed. Rick summarized the committee's first priority: in the next biennium, continue with the Central upgrade that was started last year, focusing on the upper mezzanine, the lower level, and an HVAC system. The HVAC system is on a short-list to receive ARPA funding support, but no decisions have been finalized at the Council level. The library also submitted a capital grant proposal to the State for Central Library renovation work, Grant decisions will be announced in October. Rick feels there is momentum in the City to move these projects along.

A second priority is to focus on branch libraries. The Bellis Fair location is a pilot project for a northside location, a potentially interim space while we consider where a branch should be located and what it should look like. Population growth continues on the northside. Rick also noted that Barkley is not big enough. We will consider what the options are with the City and Barkley Company. Only half of Fairhaven is used, and we'd like to explore how to better utilize the space. The committee plans a coordinated approach to the branches, first looking at northside opportunities because of the development going on there. And finally, we will come back to Central in the future to determine an addition or a replacement. This is all dependent on funding but outlines the general plan.

Jim added that this is a 10-year look ahead. Godfrey's proposed including the urban growth areas because at some point they will be added to the city. Looking at the LOS standards, they would be even lower than they are today. The approach has been to work from the statistics that Chris Behee and Jon provided to identify gaps in service.

Rick said that Godfrey's will give a presentation at the August board meeting, and they will present to City Council at the end of August.

Rebecca Judd stated that Capital budget requests are due on August 5, so she will be providing a draft request at the July board meeting.

New Business:

- No new business

Action items for next meeting:

- Capital budget request draft approval

Executive Session: The Board went into Executive Session at 4:30 p.m. to determine a recommendation to the Mayor for the Trustee vacancy. The group decided on a candidate to recommend. They returned to Regular session at 5:00 p.m.

Meeting adjourned at 5:00 p.m.

Next Regular Library Board Meeting – July 19, 2022 – Zoom meeting – 3:30 p.m.

Chair, Library Board of Trustees

ATTEST
Secretary, Library Board of Trustees

**Bellingham Public Library
Performance & Activity Measures, 2022**

	June			Year to Date		% of change YTD
	2022	2021	2019	2022	2021	
Holdings - Number of materials in the library's collection						
Physical copies added to the collection	2,211	2,592	2,254	12,740	13,137	-3.02%
Electronic copies purchased by BPL	224	113	973	846	667	26.84%
Physical copies withdrawn from collection	(489)	(5,884)	(714)	(9,559)	(17,691)	-45.97%
Total physical holdings			188,881	175,906	169,258	3.93%
Total electronic holdings in Consortium available to BPL			93,064	121,963	109,367	11.52%
Total Holdings (Physical and Electronic)				297,869	278,625	6.91%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity						
Central Library						
Adult	49,362	41,711	54,365	283,035	207,094	36.67%
Youth	46,046	40,172	47,707	250,588	166,027	50.93%
Sub-Total Central	95,408	81,883	102,072	533,623	373,121	43.02%
Fairhaven Branch						
Adult	1,126	13	7,206	6,047	121	
Youth	782	6	2,871	4,393	44	
Sub-Total Fairhaven	1,908	19	10,077	10,440	165	
Barkley Branch						
Adult	1,475	6	6,002	7,645	76	
Youth	1,306	5	4,200	6,919	56	
Sub-Total Barkley	2,781	11	10,202	14,564	132	
Bellingham Technical College						
Adult	0	0	64	0	0	
Youth	0	0	10	0	0	
Sub-Total BTC	0	0	74	0	0	
Whatcom Community College						
Adult	0	0	293	0	0	
Youth	0	0	115	0	0	
Sub-Total WCC	0	0	408	0	0	
Western Washington University						
Adult	0	0	477	0	0	
Youth	0	0	278	0	0	
Sub-Total WWU	0	0	755	0	0	
Online Services						
Freegal ***Service went live Feb 2, 2022	2,020	0	0	17,862	0	
Kanopy	1,630	1,644	303	10,707	11,212	-4.50%
WA Anytime Library Overdrive	31,094	28,314	21,902	183,304	178,019	2.97%
Overdrive Mags	1,934	1,906	2,052	13,529	19,294	-29.88%
Sub-Total Online	36,678	31,864	24,257	225,402	208,525	8.09%
Total Circulation	136,775	113,777	147,845	784,029	581,943	34.73%
Holds Activity						
Items placed on hold shelf	47,398	29,458	45,083	303,798	295,522	2.80%
Services						
Persons Visiting - Number of persons counted as they enter the libraries						
Central Library						
Curbside Service	60	2,070	0	7,477	37,330	-79.97%
Adult	27,445	0	37,589	125,560	0	
Youth	6,841	5,865	10,815	26,738	5,865	355.89%
Fairhaven Branch	4,706	0	6,767	23,041	0	
Barkley Branch	2,972	0	4,732	14,992	0	
Total Persons Visiting	42,024	7,935	59,903	190,331	5,865	
Website Visits	35,025	34,413	38,430	219,590	210,266	4.43%
This count reflects number of visits to www.bellinghampubliclibrary.org						
Bibliocommons Visits	14,921	10,884	12,145	79,449	62,434	27.25%
This count reflects number of visits to Bibliocommons						
Total Website Visits	49,946	45,297	50,575	299,039	272,700	9.66%
Computer Usage - Number of sessions						
Central Library						
Adult & Teen (30 terminals)	2,059	0	4,910	9,118	0	
Childrens (3 terminals)	41	0	144	113	0	
Fairhaven Branch (6 terminals)	158	0	539	723	0	
Barkley Branch (4 terminals)	117	0	328	536	0	
Total Computer Usage	2,375	0	5,921	10,490	0	
New Borrowers Registered						
Central Library	498	167	540	2,698	1,689	59.74%
Fairhaven Branch	35	0	52	150	2	
Barkley Branch	37	0	30	114	0	
Total New Borrowers Registered	570	167	622	2,962	1,691	75.16%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs						
Programs	47	75	100	291	390	-25.38%
Attendees	2,034	488	2,845	5,621	4,467	25.83%
Volunteer Hours	1,176	133	385	2,432	133	

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

JUNE 2022 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 JULY 29, 2022, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
Materials, Equipment and Supplies		
Books; DVDs; supplies; child masks; meeting Owl	Amazon.com	1,980.59
Books	Baker & Taylor	15,746.62
Periodicals	Bellingham Herald	731.14
Security clothing logos	Bergen Embroidery	92.48
Books	Center Point Large Print	100.40
PPE supplies	City of Bellingham Warehouse	1,146.81
Board Room projection monitor	Costco	1,740.79
Book easels & viewscan cart	Demco	1,098.21
Acrylic displays	Displays2Go	1,439.76
Lost Interlibrary loan	East Bonner County Library District	44.95
Books	Financial Ratings	462.05
Lost Interlibrary loan	Lake County Public Library	13.96
Security clothing	Lands' End	479.45
Name tags	Laserpoint	15.23
DVDs, CDs, recorded books	Midwest Tape	6,950.87
Domain renewal	Network Solutions	13.02
Whatcom property tax on leased copiers	Oasys Inc.	45.97
Office supplies	Office Depot	96.42
Periodicals	Panorama of Russia	273.00
Truck fuel	Reisner Distributor	238.95
Periodicals	Seattle Daily Journal	220.00
Periodicals	Seattle Times	1,531.66
Periodicals	Sound Publishing	435.00
Staff team-building meeting reimbursement	Staff	93.89
Security high-visibility jackets	Tingley	262.44
Outreach carts	West Marine	65.26
Receipt tape	WCP Solutions	1,795.20
Materials, Equipment & Supplies Sub Total		\$37,114.12

Services and Interfund Charges

Barkley branch cleaning	Action Cleaning	702.23
Signage	Applied Digital Imaging	190.94
Preprocessing	Baker & Taylor	4,182.10
Database overlay	Bibliocommons	11,568.53
Banking & credit card fees	City of Bellingham Interfund	10.54
Computer replacement allocation	City of Bellingham Interfund	9,228.20
Facilities Services	City of Bellingham Interfund	50,196.30
Fleet Services	City of Bellingham Interfund	861.74
Mailroom allocation	City of Bellingham Interfund	3,089.44
Purchasing Services	City of Bellingham Interfund	121.78
Risk Management	City of Bellingham Interfund	9,718.58
Technology replacement allocation	City of Bellingham Interfund	1,449.33
Telecom Services	City of Bellingham Interfund	2,258.93
Printing	Copy Source	241.93
Water cooler rental	Crystal Springs	12.50

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

JUNE 2022 CLAIMS

Graphic Design	Katrina Lyon	880.00
Translation services	Language Exchange	487.50
Preprocessing	Midwest Tape	924.11
Ryan Dowd training	Mount Baker Theatre	1,503.35
Copier lease and copies	Oasys Inc.	1,361.13
ILL & tech services	OCLC	2,210.98
eBooks, audiobooks	Overdrive Inc	11,231.96
Security software subscription	Secure by Design	20.00
Truck & Outreach vehicle wraps	Signs by Tomorrow	4,286.65
ASKWA membership	State of WA Secretary of State	500.00
Hotspot service	Verizon Wireless	1,640.41

Services and Interfund Charges Sub Total \$118,879.16

Gift Fund

Books, Summer Reading prizes	Amazon.com	2,433.75
Books	Baker & Taylor	449.70
Technology replacement allocation	City of Bellingham Interfund	2.17
Facilities Master Plan consultants	Godfrey's Associates	8,583.00
Anti-Racist digital media	Overdrive Inc	320.91

GIFT FUND OUTLAYS Sub Total \$11,789.53

TOTAL GENERAL FUND CLAIMS \$155,993.28

TOTAL CLAIMS \$167,782.81



City of Bellingham

Library - Budget to Actual - General Fund

June 2022 50% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Grants	0	0		
Print and Copy Fees	3,347	15,000	11,653	22%
Lost, Damage & Non-resident Borrower Fees	1,656	16,100	14,444	10%
Fairhaven Auditorium Rental Fees	1,450	30,000	28,550	5%
Miscellaneous Revenues	508	6,000	5,492	8%
Total Revenue	6,961	67,100	60,139	10%
Expenses				
Salaries and Wages	1,201,782	2,866,803	1,665,021	42%
Personnel Benefits	539,846	1,368,343	828,497	39%
Materials, Equipment and Supplies	160,386	554,407	394,021	29%
Services and Interfund Charges	838,059	1,436,620	598,561	58%
Total Expenditure	2,740,073	6,226,173	3,486,100	44%

Library - Budget to Actual - Gift Fund

June 2022 50% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Donations	106,280	150,000	43,720	71%
Total Revenue	106,280	150,000	43,720	71%
Expenses				
Gift Fund expenses	46,972	136,320	89,348	34%
Total Expenditure	46,972	136,320	89,348	34%

QUARTERLY DONATION REPORT for LIBRARY BOARD OF TRUSTEES

2022 - 2nd Quarter Donations to Library Gift Fund

Library Board
July 19, 2022
Consent Agenda

Date	Received from:	Amount	Purpose:
4/6/2022	Individual	\$35.00	Library Giving Day @ BPL
4/6/2022	Individual	\$50.00	Library Giving Day @ BPL
4/8/2022	Individual	\$50.00	Unrestricted
4/11/2022	Individual	\$250.00	Library Giving Day @ BPL
4/30/2022	Misc donations for April	\$32.23	Unrestricted
5/6/2022	Individual	\$50.00	Unrestricted
5/9/2022	Individual	\$25.00	Digital Media
5/13/2022	Individual	\$50.00	Unrestricted
5/17/2022	Whatcom Educational Credit Union	\$7,500.00	Summer Reading partnership
5/31/2022	Misc donations for May	\$33.19	Unrestricted
6/13/2022	Whatcom Community Foundation	\$11,690.30	Library Giving Day donations
6/23/2022	Anonymous	\$80.00	Unrestricted
6/30/2022	Misc donations for June	\$24.79	Unrestricted
TOTAL		\$19,870.51	

2022 - 2nd Quarter Donations to Library Funds at Whatcom Community Foundation

Date	Received from:	Amount	Fund
4/1/2022	Illinois Press Association	\$150.00	BPL Fund - Unrestricted
4/6/2022	Individual Fund contribution	\$1,500.00	BPL Fund - Materials
4/7/2022	Individual	\$30.00	BPL Fund - Unrestricted
4/11/2022	Individual	\$100.00	BPL Fund - Unrestricted
4/12/2022	Individual	\$30.00	BPL Fund - Unrestricted
5/12/2022	Individual	\$10.00	BPL Fund - Unrestricted
5/23/2022	Individual	\$200.00	BPL Fund - Unrestricted
5/23/2022	Individual	\$200.00	BPL Fund - Unrestricted
6/29/2022	Individual	\$50.00	BPL Fund - Unrestricted
6/30/2022	Individual Fund contribution	\$1,500.00	BPL Fund - Unrestricted
TOTAL		\$3,770.00	

DIRECTOR'S REPORT FOR July 19, 2022

The recent data breach at WCLS has been a sobering reminder that our digital environment is ever-vulnerable. We are saddened that our partners, friends, and colleagues at WCLS are going through such a difficult time, and we stand ready to offer support as they rebuild their systems after this devastating event. (Rebecca Judd, Library Director)

WELCOME & INCLUDE

Welcome to our New Library Staff: The Library's newest full-time Adult Public Services Librarian, Liz Hendershott, started on July 1. Liz brings with her a wealth of knowledge and experience from working in both a public library and community college library in Oregon. Liz also brings a wonderfully fun, lively and community-focused service orientation. Please stop by and say hi to Liz! We are also excited to welcome back Mark Weathers as Public Services Clerk on July 18. Mark worked for us previously as a Security Attendant, Library Assistant, and Public Services Clerk. In the Library Assistant team, three new Library Assistants will be joining the Library on July 19. Welcome to everyone who is joining the Bellingham Public Library! (Bethany Hوجلund, Deputy Library Director; Jen Vander Ploeg, Head of Public Services and Operations)

Welcome to our New ITSD Director: The Mayor has announced that ITSD staff member Don Burdick has been selected as new ITSD Director. Don has been filling in as Applications Manager while Scott Elsner was reassigned as Acting Director. Don will start in his new role August 1, and Scott will resume his prior role. (Jon McConnel, Head of Digital Services)

Restarted Training: As we continue to move out of the pandemic, we are working hard to catch up on staff training that has been on hold. Security staff will be taking bloodborne pathogen training later in July and First Aid training for all frontline staff continues in small groups until everyone's certification is up to date. (Jen Vander Ploeg, Head of Public Services and Operations)

ACCESS & OPPORTUNITY

Interruption to Remote Access to Digital Resources: On Sunday, June 26, our partner agency Whatcom County Library System reported that some of their internal computer systems were compromised. A server that is a critical piece of offering remote access to digital services was taken offline by WCLS staff as a precaution. With that server down, we were unable to provide patrons with access to most of our digital services from outside our branches. After evaluating our options, we decided to implement a slightly different approach to patron authentication, one that had been under discussion for several years. To get patrons back online as soon as we could, we agreed to switch from having the system on a local server, to having the software vendor host the system for us. Once the decision was made, implementation went quite smoothly. While the vendor plans this as an 8-week process for new customers, we all (BPL, WCLS, and the vendor) worked together to get Bellingham patrons back up and running in just under a week. Remote access for Bellingham patrons was restored by 1:30 pm on Tuesday, July 12. While a 17-day outage is not something to be happy about, we can still be glad it was not

substantially longer. We also continued to have access to those services from our branches the whole time. WCLS is working with third-party experts to determine what happened, and to resume their operations. (Jon McConnel, Head of Digital Services)

READ & LEARN



Summer Reading Parties in the Park: The Library recently hosted two successful summer reading parties at local parks. 250 children and families attended the party on June 22nd at Squalicum Creek Park, and 350 children and families attended the party on July 13 at Cordata Park. Fun was had by all as we did crafts, sidewalk chalk, bubbles, StoryWalks®, gave away free books and checked out library materials to those who attended. Thank you to the Friends of the Bellingham Public Library for attending both events and helping kids and teens select a free book. Whatcom Educational Credit Union also attended the event in Cordata Park, giving away sunglasses and stickers, and were able to see kids delight in the free books purchased with their Summer Reading sponsorship. (Bethany Hogle, Deputy Library Director)

INFORM & INVOLVE

WCLS Data Breach: Bellingham Public Library was included in a news release on June 27 from WCLS, which was circulated by multiple news agencies including: Cascadia Daily News, Bellingham Herald, KGMI and KPUG. A notice of the temporary service outage of several digital platforms was posted on the BPL website and also included in the July e-newsletter to patrons. (Annette Bagley, Head of Community Relations)

[Whatcom County Library System hit by data breach \(cascadiadaily.com\)](https://cascadiadaily.com)

[Data breach affects some Bellingham, Whatcom library service | Bellingham Herald](#)

[Data breach limits service at Whatcom County libraries | 790 KGMI](#)

[Data breach limits service at Whatcom County libraries | 1170 KPUG-AM \(kpug1170.com\)](#)

Summer at the Library: A news release announcing Summer Storytimes at both the Central Library and Bellis Fair Mall was sent out on June 24, and picked up by Kidinsider.com: [Little Storytime - Bellingham Public Library - Central \(kidinsider.com\)](https://www.kidinsider.com). In addition, BPL hosted a photographer from Cascadia Daily News in the Children's Department that resulted in a news story about Summer Reading on June 21: [Local libraries keep the pages turning for Summer Reading 2022 \(cascadiadaily.com\)](https://cascadiadaily.com). (Annette Bagley, Head of Community Relations)

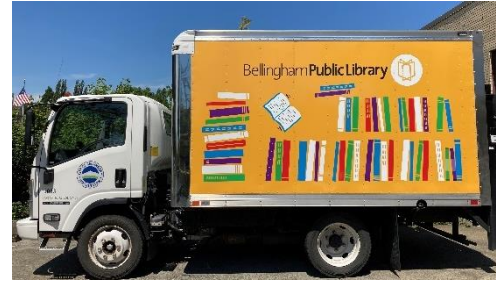
PRIDE PARADE & FESTIVAL

Bellingham Pride Parade July 17: Bellingham Public Library has invited the public, Board, Friends of the Library, and WCLS staff to join us for the Bellingham Pride Parade on Sunday, July 17. Line-up begins at 11:30 at Waypoint Park. The parade is noon – 1 pm from the waterfront to Depot Market Square. Anyone wishing to join us can RSVP to

Community Relations Specialist Jenni Johnson, jjohnson@cob.org. (Annette Bagley, Head of Community Relations)

THRIVE & GROW

Vehicle Wraps: The Library's liftgate truck was wrapped with a design similar to our Mitsubishi Outlander and delivered June 24. Both vehicles are now in use by Library staff. (Annette Bagley, Head of Community Relations)



Facilities round-up: The Freight Elevator Modernization project is expected to start late July/early August and run through the end of October. Staff are preparing for the closed stacks area to be accessible only by stairwell during the project. (Jen Vander Ploeg, Head of Public Services and Operations)

IT Budget Planning Process: Departmental requests for the next cycle of operating budgets have been submitted to the Mayor. Along with the Library's submission, we also contributed to one piece of the ITSD budget. The City uses a charge-back budgetary system for internal services like IT, transportation, and facilities maintenance wherein the service providers determine how much their services will be worth to the departments they serve; the amount goes into the department budgets; then is automatically paid back to the service-providing department. ITSD uses a computer inventory system to set their chargebacks, and that inventory needs to be accurate in order to have an accurate budget request. Our primary ITSD support team reviewed the inventory of the Library's computers and other equipment line-by-line, and together we made sure everything was correct in ITSD's system. (Jon McConnel, Head of Digital Services)

Perseverance Pays Off: As part of the process of implementing the Library's revised logo, late last spring I shared a copy of it with the vendor we use for CDs, DVDs, and Audiobooks-on-CD. They use our logo in the custom cover-art insert created for each item. They applied our new logo correctly to DVD and Audiobook inserts, but the CD inserts had our logo squashed – the circle was instead an oval! I contacted them when I noticed the issue last winter, and their team reported that it would be fixed. Ultimately, and after much back-and-forth, they discovered that the logo file wasn't fitting correctly into their template. Finally, 13 months after submitting the new logo, the new CDs we purchase will have our logo displayed correctly. (Jon McConnel, Head of Digital Services)

Respectfully submitted,
Rebecca Judd

2023-2024 Budget Request: Capital

Mayor's Office deadline: Friday, August 5, 2022

Title: Bellingham Public Library, Central Library Interior Renovation

Description: Bellingham Public Library's largest facility, the Central Library, was built in 1950 in the City's downtown core, with a mid-century modern style, a natural gas boiler heating system and no air conditioning. In 1985, the Central Library was slightly expanded to provide additional staff space on a third floor, an elevator and refreshed furnishings, but the primary HVAC system remained the same. Seven decades later, after nearly constant use, the heating is malfunctioning and inadequate. Some areas of the building receive no heat at all. The children's room on the lower floor is uncomfortable even on moderately cold days. In recent years, extreme smoke and heat events have forced the Library to close and limit services due to lack of ventilation or temperature control. In 2020-21 funding was allocated to provide electrical upgrades, ADA restrooms, LED lighting, fresh carpet and paint on the Library's main floor. Similar renovations are needed on the upper and lower floors.

The purpose of this project is to fully modernize the Central Library with a state-of-the-art, electric-powered HVAC system, while completing necessary renovations at the same time, for the least amount of service disruption.

This project involves:

- HVAC electrification and related work: the addition of air heating and cooling to all areas of the Bellingham Central Library without adequate climate control. The current natural gas boiler system will be replaced with a 25-ton all-electric rooftop unit to support heating and cooling on all three floors. New ducting will be required on the upper and lower floors, while existing ducting will serve the main floor. The lower floor Lecture room will be outfitted with a heat pump and supported by 3 – 4 cassettes, which will allow it to be isolated from the other areas in an emergency. A new generator will serve as a back-up power source for the all-electric HVAC system.
- Renovation of the Central Library lower floor: LED lighting upgrade, carpeting, paint, windows, ceiling tiles, and new furniture/fixtures throughout. Updated floor plan in children's room. Updated floor plan in Lecture room to include ADA accessible public restrooms, hearing loop, and after-hours access.
- Upper floor renovation: LED lighting upgrade, carpeting, paint, windows, ceiling tiles and new furniture/fixtures throughout. Updated floor plan to include offices for Library management and ADA compliant restrooms.
- Main floor: Additional ADA emergency exit. Renovation of main floor entrance to remove and replace broken tiles and replace windows with more energy efficient window treatment.

- Design work for exterior upgrades for possible funding in future budget cycle.

Key milestones. We can anticipate an 88-week project timeline:

1. RFP for project – 12 weeks. Estimated completion date: March 31, 2023
2. Design Completion – 20 weeks. Estimated completion date: August 31, 2023
3. Bid and contract execution – 12 weeks. Estimated completion date: November 30, 2023
4. Construction – 40 weeks. Estimated completion date: September 30, 2024
5. Close out- 4 weeks. Estimated completion date: October 31, 2024

Budget outline:

\$650,000	Design, Architectural, Engineering
\$70,000	Permits
\$50,000	Public Engagement/Information
\$500,000	Equipment
\$403,975	Furniture and Fixtures
\$5,000,000	Construction
\$90,000	Construction Management
\$1,081,200	Contingency
\$654,825	Sales Tax

\$8,500,000 **Total**

Justification: how does budget modification fit within existing workplans and priorities. How does it further climate action goals?

This project directly relates to the BPL 2020-2024 [Strategic Plan](#) goals: “Enhance library facilities to deliver quality, contemporary services that are technologically innovative, thoughtfully located, and environmentally wise,” and “Progress on capital improvements and level of service standards.”

The dual pandemic and climate events of 2020 and 2021 created urgency for this project, by exposing threats to community health, and by revealing an opportunity for matching dollars through the City of Bellingham’s ARPA allocation. The Library is a rare public space in our community large enough to potentially assist the underserved and medically fragile as a warming, cooling and clean air center. However, recent extreme weather events uncovered a gap in our community infrastructure. Although the Washington State Department of Health and [CDC recommendations](#) for avoiding heat-related illness include seeking indoor airconditioned spaces such as libraries – this is a service BPL cannot currently provide.

The [2018 Bellingham Central Library Space Planning](#) document (pg.22) states: “A number of current ‘critical rated’ systems that directly affect both staff working conditions and public perception and health include: Replacement/upgrade of the building’s HVAC system for compliance with current WSEC Air Changes and better Zoning/Comfort capacities.” Converting the aging heat system to an efficient HVAC system also aligns with the [City of Bellingham’s Climate Protection Action Plan](#), by improving municipal energy efficiency and conservation. In 2016, the City of Bellingham initiated a [Municipal](#)

[Facilities Energy Conservation Management Project](#), which listed a key need at the Central Library as HVAC Equipment Replacement and Boiler Replacement. This need increases in urgency each year.

According to the [U.S. Census](#) projections for 2021, 20% of Bellingham, WA residents have an income below the poverty level, which is more than double the Washington State poverty level of 9.5%. Bellingham does not have many structures with air conditioning, and many residences are too hot during heat and smoke events, and too cold when temperatures dip below freezing for an extended period.

BPL has consistently ranked first in Washington State among public libraries in visits per open hour. Pre-pandemic, the BPL Central Library was utilized by 1,500 people per day on average. The new HVAC system and building renovations will improve public access by reducing the number of Library closures each year and allowing the facility to remain open during moderate to extreme weather and climate events.

Expected outcomes: Rehabilitating Bellingham Central Library with a modern HVAC system and renovated amenities ensures future use of the facility as a welcoming public space for those of all income levels and abilities in our community. As a result of these improvements, we anticipate increased in-person visits, increased use of our meeting rooms, increased attendance at Library programs, the ability to use our facility during climate emergencies and the ability to provide refuge during regular seasonal weather for vulnerable populations. The ADA improvements should result in increased use of our facility for those with reduced mobility as well as those using strollers and other wheeled conveyances. Modernizing our Children's spaces to be more accessible, clean and temperature-controlled will increase the number of children and families accessing services in our building.

This project's future use also supports the City of Bellingham's Climate Protection Action Plan by converting the Library's natural gas heating system to an efficient all-electric HVAC system for energy conservation and a lower carbon footprint. The project supports the City of Bellingham's broader goals for future improved climate resiliency and emergency management by providing a large, central location for community members to find relief from extreme weather and air quality events.

Other implications: This project includes ADA compliant upgrades to restrooms on the upper and lower floors, as well as an important ADA exit on the main floor. New ADA bathrooms on the main floor were added in 2021 to make the building more accessible for people with disabilities. As a public space that is free, and open to all, the Central Library is a daily refuge for people with disabilities in Bellingham. Renovations and replacing the HVAC at Bellingham Central Library will help ensure the space is available, accessible and comfortable for all.

The City of Bellingham's Climate Action goal is zero carbon emissions from the municipal sector by 2050. According to the City's Climate Protection Action Plan (pg. 52), "Buildings and facilities generate 28 percent of municipal greenhouse gas emissions" in Bellingham. Moving from a natural gas boiler to an innovative electrical heating system at the Central Library significantly reduces emissions, and also allows the City of Bellingham to make use of 100% renewable energy via a 20-year contract with PSE. The drop in emissions from natural gas to an electric rooftop air handling unit, added to the additional

drop in emissions by powering the heating and cooling through renewable energy will take the Central Library to a near zero carbon footprint.

DRAFT

[2022 Annual Action Plan](#): Quarter 2 update, April - June 2022

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

- COVID-19 Reopening: expanded hours
- Coordinate priority trainings in CPR/First Aid, youth safety, individuals in crisis, EDI, and readers' advisory
- Hire and onboard new Children's librarian
- Refine emergency procedures to better coordinate and focus operations

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

- COVID-19 Reopening: rescoped Outreach services
- COVID-19 Reopening: tech coaching program to support digital literacy
- Evaluate storytime program schedule, implement changes
- Evaluate storytime program locations, implement changes
- Wrap new Hybrid vehicle
- Wrap delivery truck

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

- Evaluate new ways to support book clubs

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

- Revise and update print calendars for Library events
- Develop calendar and staffing plan for community events
- Refresh community outreach materials
- In partnership with City Council liaison, pilot "New Business" Library updates

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

- Finalize 2023-2024 Library operations budget request
- Prepare and submit application for state capital grant funding
- Performance management, restructure and implement changes
- Plan for 2022 retirements and continuity of service
- Explore COB phone system access with ITSD; implement improvements