

Publication of the agenda and the approximate times are a guide to, and not a limitation on, the activities of Trustees. Order of agenda items may be adjusted.

**Central Library, 210 Central Avenue, Bellingham, Washington
Lecture Room – 3:30 p.m.**

AGENDA TIME (approx.)

We acknowledge that we gather on territory that has been the traditional and ancestral homeland to the Lhaq'temish (the Lummi People), the Nooksack People, and other Coast Salish tribes of this region Since Time Immemorial.

We honor our shared responsibility to this land and these waters, we commit to learning from Indigenous wisdom, and we strive to repair and deepen our relationships as neighbors and friends.

- | | |
|---|--------|
| 1. Call to order and introductions | 1 min |
| 2. Approve/modify agenda | 1 min |
| 3. Public comment
This time is set aside for members of the public to make comments.
Remarks will be limited to three minutes. | 3 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: January 17, 2023: Regular board meeting• Library performance & activity measures: January 2023• Financial reports
Claims: January 2023
YTD report: January 2023 | 5 min |
| 5. Reports <ul style="list-style-type: none">• Board Chair• Library Board members• City Council liaison• Friends of Bellingham Public Library• Library Director (see packet materials) | 10 min |
| Time check: 3:50 | |
| 6. Open Public Meetings Act (OPMA) <ul style="list-style-type: none">• Wendy Jenkins, Administrative Assistant | 2 min |
| 7. Community Drop Boxes – Discussion <ul style="list-style-type: none">• Annette Bagley, Head of Community Relations | 10 min |

- | | |
|--|-------------------------|
| 8. Safety Concerns & Response - Discussion | 10 min |
| • Rebecca Judd, Director | |
| | Time check: 4:12 |
| 9. 2023 Action Plan & Public Services plan – Action item (see packet materials) | 10 min |
| • Rebecca Judd, Director | |
| 10. Facilities Committee update | 10 min |
| • Bellis Fair Branch pilot update; Rebecca Judd, Director | |
| • RFQ for Central Library remodel; Rick Osen, Board Chair | |
| 11. Fundraising update | 10 min |
| • 2022 Donated funds review; Rebecca Judd, Director (see packet materials) | |
| • Whatcom Community Foundation 2022 annual distribution; Rick Osen, Board Chair (see packet materials) | |
| • Fundraising committee update; Rick Osen, Board Chair | |
| ○ Library Giving Day; Bethany Hogle, Deputy Director | |
| | Time check: 4:42 |
| 12. New business | 3 min |
| 13. Action items for next meeting | 2 min |
| | Time check: 4:47 |
| 14. Adjourn | |

Accessibility:

The Bellingham Public Library Lecture Room is ADA accessible. Elevator access to the lower floor is available at the Central Avenue entrance. If you require a sign interpreter or other accommodation, please allow the library 48 hours' notice. For additional accommodations, contact the Administrative Assistant at 778-7220 in advance of the meeting. Thank you.

**Next Regular Library Board Meeting: Tuesday, March 21, 2023 – 3:30 p.m.
Location: Lecture Room, Central Library, 210 Central Avenue
Bellingham, Washington**

Seattle will expand library hours this spring. Here's why it's taken a while.

Daniel Beekman
Seattle Times February 16, 2023



[Seattle will expand library hours this spring. Here's why it's taken a while. | The Seattle Times](#) Seattle voters in 2019 approved a larger library levy, partly to fund expanded hours, but the Seattle Public Library is only this year delivering on that promise.

www.seattletimes.com

Why US libraries are on the frontlines of the homelessness crisis

MacKenzie Ryan
The Guardian January 24, 2023



Photograph: Dan Pelle/AP

[Why US libraries are on the frontlines of the homelessness crisis | US news | The Guardian](#)

Bellis Fair's future focuses on foot traffic under - Cascadia Daily News (WA) - February 8, 2023 - page 1

February 8, 2023 | Cascadia Daily News (WA) | FRANK CATALANO

An ongoing craft fair. If you haven't been inside Bellingham's enclosed mall lately, you're probably not alone. But the mall's new owners have plans to pull you in with different types of tenants, plus a variety of events starting with one themed around Valentine's Day.

In December, Florida-based 4th Dimension Properties closed on the auction sale of Bellis Fair in Bellingham after its previous owners, Brookfield Property Partners, defaulted on a \$77 million loan.

That February 2022 default led to months of uncertainty for tenants and shoppers. Would Bellingham still have a retail center at its 1988 vintage mall once new owners were found? And is there a role for malls — "Stranger Things" nostalgia aside — as retail activity is now vibrant downtown, long after large stores that were once downtown moved to the mall 35 years ago?

It's clear 4th Dimension's Felix Reznick would say yes. Reznick's firm paid \$44 million for the 536,354-square-foot mall and additional land, adding it to the company's portfolio of at least two dozen malls that, with the exception of the property at One Bellis Fair Parkway in Bellingham, lie east of a line that runs through Texas.

While the purchase doesn't include the Target, Kohl's or JCPenney stores — they have different owners — it's a lot of square footage to keep filled.

That challenge was obvious when I walked the interior of the mall early in the afternoon of Sunday, Jan. 22. I counted 41 empty storefronts scattered throughout the halls and food court. Examining the official mall map the next day, I saw 37 marked empty and 69 occupied, including locations not opening onto the mall's interior.

But regardless of the actual number unoccupied — the online map may not have been up to date, or I may have miscounted due to Cinnabon-scent distraction — that's still at least a third of the storefronts vacant.

Even so, it reflects an improvement. A report released by Ryan A. Martin, co-owner of Pacific Continental Realty in Bellingham, found the total vacancy rate at Bellis Fair dropped from 12.2% in the third quarter of 2022 to 11.4% in the fourth. That's based on square footage, not visible storefronts. Martin's math does include the separately owned Kohl's, Target and JCPenney space in

the mall total.

Reznick pegged occupancy of his 4th Dimension's portion at "nearly 80 percent when it comes to square footage. I think with a couple of the others we're working on, we'll go into the low eighties," he said.

Martin expects the mall vacancy rate to keep falling in 2023 as a result of 4th Dimension's efforts. "I would expect them to keep attracting new tenants," Martin said. "Anytime you have an owner who's really hands-on, it's going to help."

For those wondering about the bigger regional mall picture, Bellingham's situation differs from nearby and very freeway-visible Cascade Mall in Burlington. First, Cascade Mall is literally dead inside: according to its website, the interior mall was permanently closed in June 2020 after a temporary pandemic closure began that March.

Second, Bellis Fair seems to attract more cross-border consumers. "It's always been Canadian dollar, Canadian shopper dependent," Martin said.

Before the auction sale, Bellis Fair already had what might be considered nontraditional retail tenants. In addition to shops, Bellingham MakerSpace, Whatcom Wrestling Academy, Whatcom Intergenerational High School and Cascade Motorcycle Safety call the mall home. Bellingham Public Schools' cosmetology program uses a spot, and a Bellingham Public Library branch is planned.

Owner Reznick said there's no ideal tenant mix that translates across properties or communities. "We're very open to trying new things," he said "New, different uses attract a different type of shopper, which we like."

In other malls, he said they've included a radio station, dance studios and a large entertainment concept that took over a 126,000-square-foot space. In Bellingham, he'd been talking with "a large clothing brand that is hopefully going to come in, and otherwise we are reaching out to some of the locals [downtown] for a second location in the mall," he said.

One new tenant, Craftery Lane, opened in early February and announced on Facebook it's "combining the idea of craft fairs with a boutique," giving multiple craft vendors space in the store as well as providing a place for craft events like classes.

"I picked the mall mostly because the new management was so lovely about being excited for my idea, and helping me get into my space," said Shanna Sampson, owner of Millie and Smums, the

operator of the Craftery Lane store. "They really made it clear that their goal was more local people in the mall and getting more creative use spaces, events, things beyond just typical mall stores."

Sampson also cited the appeal of the ample parking and Bellis Fair's central location.

New types of stores like Craftery Lane appear to align with the broader tenant mix and events that Reznick detailed to drive all-important foot traffic, which he said also helps counter any perceived emptiness.

The first of the events starts the Thursday before Valentine's Day. At "selfie stations," people will be able to take photos, tag and upload them. "We're going to have a couple of methods of judging these," Reznick said. "And we're going to have prizes."

He said that will be followed by an Easter egg hunt. All told, expect "about six to seven events, at least," he said. "It depends on how well they do." Other events won't necessarily be tied to holidays, like music and "a rotating art gallery."

Ultimately, it's a vision of reinventing the mall as the community gathering place it once was. Only not one that's exclusively tied to shopping.

"I used to go to the mall almost every other weekend, not just to shop but to hang out with people," Reznick said. "I think there's still room for that."

Commercial real estate broker Martin said having Bellis Fair become more lifestyle center than shopping center would draw his interest.

"Retail in 2023 isn't just about going and buying a widget, unless you need it today," he said. "You need a reason to go there that makes it fun and interesting and compelling. Otherwise, you're just going to order it on your phone."

Places & Things

Antler Baking Company is doing a Valentine's Day-themed pop-up as it readies its new retail space for an official spring opening. Located in front of where the cakes and treats bakery has its commercial kitchen at 1301 Fraser St., units A105–A106 in Bellingham's Puget neighborhood, the event will take place 12–4 p.m on Sunday, Feb. 12.

Owner Veronica Stendahl said the pop-up is "the first event in the retail space" and includes eight

local vendors, from Heidi Hull Design jewelry to El Fuego hot sauce and, of course, Antler itself.

(For the latest Places & Things, check here throughout the week.)

Frank Catalano's column appears Wednesdays. Email: frankcatalano@cascadiadaily.com; Twitter @FrankCatalano.

CITATION (AGLC STYLE)

FRANK CATALANO, 'Bellis Fair's future focuses on foot traffic under new owner - More events, different uses and an uptick in occupancy', *Cascadia Daily News* (online), 8 Feb 2023 <<https://infoweb-newsbank-com.bpl-wcls.idm.oclc.org/apps/news/document-view?p=AWNB&docref=news/18F8E936DBB1BCA8>>

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**Regular Meeting of the Library Board of Trustees
Tuesday, January 17, 2023 – Central Library Lecture Room
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, Kristy Van Ness and Melissa Morin
- Board Members Absent:** Rebecca Craven
- Library Staff:** Rebecca Judd, Annette Bagley, Bethany Hoglund, Jon McConnel, Jennifer Vander Ploeg and Wendy Jenkins
- Others Present:** Kristina Michele Martens, City Council Liaison; Leigh Ann Giles and Jennie Tuckerman, Friends of BPL Co-Presidents; Christopher, library patron

Call to order and introductions: Regular session was called to order at 3:31 p.m. by Chair Rick Osen.

Approve/modify agenda: Jim McCabe moved to approve the agenda. Kristy Van Ness seconded. Motion carried.

Public comment: A library patron who identified himself as Christopher commented on two items:

- A review he had entered into Bibliocommons was not publicly visible which made him question if this was an act of censorship.
- Christopher reported another patron verbally slandered him and that when he reported this to a Security Attendant, the patron was not confronted, and he was treated as if he had done the harassment.

Consent agenda: Rebecca Judd reported that the self-check configuration issue has now been corrected. Accurate statistics are showing in the December performance measures. On the December YTD report, Jim asked if the overage for Services and Interfund Charges is due to increased Interfund charges. Rebecca responded that the overage is due to an increase in digital media purchases which are now considered a Service rather than a Material that we own. Jim McCabe moved to approve the November 15, 2022 Regular meeting minutes and the November and December 2022 performance and activity measures and financial reports. Kristy Van Ness seconded. Motion carried.

Board Chair report:

- Rick welcomed Kristina back for a second year as the City Council liaison to the Library Board. He also mentioned his appreciation that Melissa has been nominated by the Mayor for a full five-year term on the Board beginning in February. Her appointment is on the City Council agenda for January 23.
- Rick thanked the Board, Library Management team, Kristina, and the Friends for all their contributions in 2022, referencing the 2022 summary of Board Highlights in the packet. He especially noted the 2022 Facilities Master Plan and the work that was done to build on the 2018 Space Planning study.
- Rick gave an update on the Planned Giving proposal, noting that he, Rebecca J, and Kristy would be meeting with Rachel Myers later this month to finalize the project scope. Work on the project is expected to begin this Spring.
- In conclusion, Rick noted that his book club read *The Cold Millions*, by Jess Walter, for its monthly meeting in early January, and the book was widely praised. He mentioned that he had a chance to meet the author at an ALA conference in San Antonio in 2007, when he was promoting his new book at that time, *The Zero*. Annette added that Friday, March 3 is the date for the Whatcom READS author event at the Mt. Baker Theatre.

Board member reports:

- Melissa reported that, while in Spokane, she visited the community space called The Hive. She called it a lovely space and suggested visiting it if the opportunity arises.

City Council liaison report:

- Kristina reported there is a public hearing on Monday, January 23, about ADU (Accessory Dwelling Units), specifically related to owner occupancy.

Friends of BPL report:

- Jennie reported the next pop-up sale will be Saturday, February 11. The Friends are planning their first return to a big book sale in May.
- The Friends are recruiting new board officers to be voted in at their Annual Membership Meeting scheduled for April 22. They are in need of a Membership Chair.

Library Director report:

- Rebecca commented that she is looking forward to the Whatcom READS programming and that all of the programs can be found at whatcomreads.org.
- City Council has approved the 2023-2024 Biennium Budget.
- We have a short-term contract (through January) with RSU (Risk Solutions Unlimited) for an extra security presence on the lower floor due to a high rate of incidents. This is part of a larger contract the City has with RSU. Kristy asked if this would continue beyond January. Rebecca responded that next steps are still under discussion. We are using this as an opportunity to identify security coverage gaps and how best to fill them.

Election of 2023 Board officers:

- Jim nominated Rick to continue as Board Chair for 2023, adding that we have accomplished so much since 2017: the budget has increased from \$4.5 million to \$7.5 million during this time. After a drought of capital improvement, we had the 2020

remodel of the main floor and the upcoming remodel of the lower and top floors. Kristy seconded. Motion carried.

- Rick nominated Jim to continue as Board Vice Chair, commenting that Jim has contributed much to the Facilities committee. Melissa Morin seconded. Motion carried.

2023 Library Giving Day focus:

- Rick reminded everyone that at the November 2022 meeting, we discussed having the LGD focus be new furniture for the Children's area renovation at Central. Because of the timeline of the design work, this recommendation has been revised. Instead, it is suggested that we focus on an immediate need: the Bellis Fair Branch, perhaps for Children's activity equipment. Kristy commented that this is a good idea and targets a different audience. Rick moved to have the focus for 2023 Library Giving Day donations be Bellis Fair Branch project needs, with a preference for the children's area. Kristy Van Ness seconded. Motion carried.

Facilities Committee update:

- Bellis Fair Mall:
 - Rebecca projected a map of the Bellis Fair Mall, highlighting the space we will occupy (the same space currently being used for storytimes). She also pointed out the possible location for an outside book drop located near the staff/delivery entrance to the space.
 - Rebecca is working with Legal, IT and PW on the license agreement with the new mall owner – it is close to completion.
 - The mall Project Plan is included in the packet to illustrate the variety of projects involved in opening this branch.
 - The name chosen is Bellis Fair Branch and open hours being discussed are Wednesday-Friday 2-6 pm, Saturday 11 am to 6 pm, and Sunday 1-5 pm. Anticipated opening is spring 2023.
 - Attendee suggestions included: using unique/funky Restore materials to combat the sterile environment of a mall (example of Restore use is Evolve Chocolate & Café inside Village Books); developing a community partnership with the next-door Maker Space; consider programs beyond storytimes; consider a Friends sale shelf.
- Criteria for locating a branch library: Rick explained that we chose the mall space as a temporary pilot location because it is available now. There has been long-standing vocal support for a north side branch. Because opportunities can come up unexpectedly, we want to have criteria in place for choosing a branch location. Jim commented that in the Godfrey's study, the consultants' detailed assessment of the current branches was only "fair." He suggested a criteria scorecard be developed to use when opportunities come up. Rebecca invited ideas, which included:
 - Safety and security
 - Proximity to other branches
 - Drive-time mapping
 - Fairhaven renovation
 - Community space with a coffee shop

- Consider collaboration with community partners or co-locating to tap into other funding, such as childcare
 - Programming space
 - On the scorecard have 'must haves' and 'like to haves'
 - Size – set a minimum of square footage to move towards our LOS (Level of Service) standard
 - Transit access, distance to bus line
 - Rick asked Trustees to continue to think on this and forward suggestions
- Central Library renovation:
 - Rick noted that an RFQ for design of the Central Library renovation [HVAC system for the entire floor, renovation of ground and mezzanine levels, design of exterior] was posted on January 9 and responses are due January 24. The RFQ (Request for Qualifications) process differs somewhat from the RFP (Request for Proposal) process we used for the Facilities Master Plan. We will specifically be looking for a firm that has public library design experience.
 - The timeline for this project is still fluid, but in general we expect design to take place in 2023, and construction to begin in 2024. Beginning in February, updates about the renovation project will be included as a standing agenda item.

Action Plan:

- 2022 Action Plan recap: Rebecca read through the accomplishments and highlighted the themes of restarting programming and reestablishing our level of service. We have also been restructuring as people retire, looking closely for gaps. Safety and security has been a major area of focus. The Facility Master Plan was finalized and now provides a framework for upcoming projects.
- 2023 Action Plan draft: Rebecca read through the draft included in the packet, commenting that there are many big projects this year.
- 2023 Public Services plan: also included in the packet is the Public Services Plan to Increase Safety and Ease for Staff and Customers that was developed over the course of three Whatcom Dispute Resolution Center (WDRC) facilitated discussion sessions. Melissa commented that in Action area #5, "hire more staff who are bilingual" feels quite different from the rest of the items which are focused on safety. Jen added that language barriers often block us from being able to provide help. Melissa asked if we have learned anything from WCLS's security breach experience. Jon responded that WCLS is still working with consultants to determine cause and establish corrective measures. Rebecca added that the City's data security arm is strengthening, and we are part of this conversation.

New Business:

- None

Action items for next meeting:

- None

Meeting adjourned at 4:56 pm

Next Regular Library Board Meeting – Tuesday, February 21, 2023 – Central Library Lecture Room – 3:30 p.m.

Chair, Library Board of Trustees

ATTEST
Secretary, Library Board of Trustees

DRAFT

**Bellingham Public Library
Performance & Activity Measures, 2023**

Library Board
February 21, 2023
Consent Agenda

	January		Year to Date			% of change YTD
	2023	2022	2023	2022	2019	
Holdings - Number of materials in the library's collection						
Physical copies added to the collection	1,927	2,831	1,927	2,831	1,680	-31.93%
Electronic copies purchased by BPL	86	72	86	72	77	19.44%
Physical copies withdrawn from collection	(723)	(391)	(723)	(391)	(819)	84.91%
Total physical holdings			176,737	172,626	178,471	2.38%
Total electronic holdings in Consortium available to BPL			133,486	118,467	87,069	12.68%
Total Holdings (Physical and Electronic)			310,223	291,093	265,540	6.57%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity						
Central Library						
Adult	44,474	46,356	44,474	46,356	50,287	-4.06%
Youth	42,660	39,072	42,660	39,072	39,433	9.18%
Sub-Total Central	87,134	85,428	87,134	85,428	89,720	2.00%
Fairhaven Branch						
Adult	4,634	982	4,634	982	6,428	371.89%
Youth	2,032	830	2,032	830	1,946	144.82%
Sub-Total Fairhaven	6,666	1,812	6,666	1,812	8,374	267.88%
Barkley Branch						
Adult	4,291	1,050	4,291	1,050	4,469	308.67%
Youth	3,882	878	3,882	878	2,411	342.14%
Sub-Total Barkley	8,173	1,928	8,173	1,928	6,880	323.91%
Bellingham Technical College						
Adult	28	0	28	0	48	
Youth	6	0	6	0	9	
Sub-Total BTC	34	0	34	0	57	
Whatcom Community College						
Adult	183	0	183	0	308	
Youth	101	0	101	0	83	
Sub-Total WCC	284	0	284	0	391	
Western Washington University						
Adult	166	0	166	0	352	
Youth	36	0	36	0	183	
Sub-Total WWU	202	0	202	0	535	
Online Services						
Freegal	7,067	0	7,067	0	0	
Kanopy	1,724	2,062	1,724	2,062	0	-16.39%
NW Anytime Library Overdrive	37,464	31,817	37,464	31,817	21,352	17.75%
eMagazines	2,157	2,535	2,157	2,535	2,358	-14.91%
Sub-Total Online	48,412	36,414	48,412	36,414	23,710	32.95%
Total Circulation	150,905	125,582	150,905	125,582	129,667	20.16%
Holds Activity						
Items placed on hold shelf	55,326	55,832	55,326	55,832	41,427	-0.91%
Services						
Persons Visiting - Number of persons counted as they enter the libraries						
Central Library						
Curbside Service	41	3,009	41	3,009	0	-98.64%
Adult	31,476	11,207	31,476	11,207	38,591	180.86%
Childrens	6,953	2,315	6,953	2,315	10,551	200.35%
Fairhaven Branch	4,687	2,484	4,687	2,484	6,792	88.69%
Barkley Branch	3,864	1,545	3,864	1,545	4,649	150.10%
Total Persons Visiting	47,021	20,560	47,021	20,560	60,583	128.70%
Website Visits						
Number of visits to www.bellinghampubliclibrary.org	42,083	42,571	42,083	42,571	46,744	-1.15%
Bibliocommons Visits						
Number of visits to Bibliocommons	16,328	12,743	16,328	12,743	12,118	28.13%
Total Website Visits	58,411	55,314	58,411	55,314	58,862	5.60%
Computer Usage - Number of sessions						
Central Library						
Adult & Teen (30 terminals)	3,040	682	3,040	682	5,248	345.75%
Childrens (3 terminals)	53	8	53	8	152	562.50%
Fairhaven Branch (7 terminals)	181	98	181	98	500	84.69%
Barkley Branch (4 terminals)	125	48	125	48	266	160.42%
Total Computer Usage	3,399	836	3,399	836	6,166	306.58%
New Borrowers Registered						
Central Library	600	422	600	422	481	42.18%
Fairhaven Branch	36	7	36	7	58	414.29%
Barkley Branch	41	8	41	8	22	412.50%
Total New Borrowers Registered	677	437	677	437	561	54.92%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs						
Programs	97	16	97	16	107	506.25%
Attendees	1,974	178	1,974	178	2,488	1008.99%
Volunteer Hours	299	170	299	170	974	75.88%

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

JANUARY 2023 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 FEBRUARY 21, 2023, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
Materials, Equipment and Supplies		
Electrodes	AED.US	626.69
Books	ALM Media	494.72
Books; DVDs; supplies; masks; keyboards; adapters	Amazon.com	1,955.34
Books	Center Point Large Print	103.01
First aid supplies	City of Bellingham Warehouse	33.23
Books	Exchange Press	28.23
Program supplies	Lakeshore Learning	34.79
Periodicals	Sunset Publishing	89.90
Interlibrary loan supplies	ULINE Shipping Supplies	506.62
Books	Village Books	1,178.07
		Materials, Equipment & Supplies Sub Total
		\$5,050.60
Services and Interfund Charges		
Signage	Applied Digital Imaging	37.54
Self-check	Bibliotheca	8,334.90
Computer replacement allocation	City of Bellingham Interfund	15,807.43
Facilities Services	City of Bellingham Interfund	52,861.30
Fleet Services	City of Bellingham Interfund	820.00
Qualified Energy Conservation Bond sinking fund	City of Bellingham Interfund	3,517.00
Risk Management	City of Bellingham Interfund	8,225.33
Technology replacement allocation	City of Bellingham Interfund	3,182.02
Telecom Services	City of Bellingham Interfund	2,600.85
Printing	Copy Source	138.17
Water cooler rental	Crystal Springs	12.50
Staff & volunteer training: Stewards of Children	Darkness to Light	250.00
Sign-up and Spaces software	Demco Software	5,628.40
Databases	EBSCO	9,556.00
Polaris integrated library system	Innovative Interfaces Inc	57,248.08
Freemal music streaming service	Library Ideas	21,439.73
Webinar	LibraryWorks	49.00
Language learning database	Mango Languages	4,537.89
Databases	Newsbank	8,362.00
ILL & tech services	OCLC	2,293.90
eBooks, eAudiobooks	Overdrive Inc	4,222.76
Genealogy database	Proquest	8,973.55
Institutional membership	Public Libraries of Washington	889.93
Directors' retreat registration	Public Libraries of Washington	75.00
Supplemental Security Attendants	Risk Solutions Unlimited	6,250.00
Digital library consortium	Secretary of State	56,504.36
Security software subscription	Secure by Design	40.00
Mileage reimbursement (hotspot testing)	Staff	10.09
Barkley operating costs	Talbot Services LLC	533.33
Microfische machine lease	Technology Unlimited	339.46
Interlibrary Loan	USPS	39.58
Hotspot service	Verizon Wireless	1,520.38

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

JANUARY 2023 CLAIMS

Conference registration & membership
Education Roundtable membership

Washington Library Association 540.00
Whatcom Community Foundation 150.00

Services and Interfund Charges Sub Total \$284,990.48

Gift Fund
Teen programming

Fred Meyer 60.94

GIFT FUND OUTLAYS Sub Total \$60.94

TOTAL GENERAL FUND CLAIMS \$290,041.08

TOTAL CLAIMS \$290,102.02



City of Bellingham

Library - Budget to Actual - General Fund

January 2023 8.3% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Grants		0		
Print and Copy Fees	812	15,000	14,188	5%
Lost, Damage & Non-resident Borrower Fees	856	16,100	15,244	5%
Fairhaven Auditorium Rental Fees	200	5,000	4,800	4%
Miscellaneous Revenues	46	0	(46)	
Total Revenue	1,914	36,100	34,186	5%
Expenses				
Salaries and Wages	256,596	3,233,746	2,977,150	8%
Personnel Benefits	114,405	1,590,178	1,475,773	7%
Physical Materials, Equipment and Supplies	5,051	695,162	690,111	1%
Services, Digital Materials and Interfund	284,991	2,127,074	1,842,083	13%
Total Expenditure	661,043	7,646,160	6,985,117	9%

Library - Budget to Actual - Gift Fund

January 2023 8.3% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Donations	358	150,000	149,642	0%
Total Revenue	358	150,000	149,642	0%
Expenses				
Gift Fund expenses	61	50,000	49,939	0%
Total Expenditure	61	50,000	49,939	0%



DIRECTOR'S REPORT FOR February 21, 2023

Set-up of the new Bellis Fair branch is in full swing! It's difficult to fully express my appreciation for our *amazing* project team and the many simultaneous threads that are being woven together to create a new branch library for our community. Thank you to Jen Vander Ploeg, Bethany Hogle, Annette Bagley, Jon McConnel, Wendy Jenkins, Michelle Becker, Shelley Catwell, Doug Dickinson, and Paul Leeson from BPL, Mike McGlothern from ITSD, and Russ Isaly, Tom Bredeson, and Carol Rofkar from Public Works. We've also been putting the City's purchasing & contracting divisions through their paces, with special thanks to Matt Serier and Mary Newby. In this month's report, you'll read about some of the branch preparations, with more to follow at the Feb. 21 Board meeting. (Rebecca Judd, Library Director)

WELCOME & INCLUDE

Bellis Fair Branch Preparations: As we prepare to open the new Bellis Fair Branch, many systems need to be updated behind the scenes. Over the past month, this work has included:

- Setting up the new location in the catalog. This was done Feb. 15.
- Hiding the new location from the public catalog – also done on Feb. 15 so folks don't use it as a holds pickup location before we're ready to provide them their holds!
- Determining which other systems will need to be configured to include the new location.
- Determining which systems will have increased licensing costs due to the new location.
- Assisting ITSD with decisions about what equipment (computers, printers) to acquire, where the equipment will sit, and how to get power and data to them.

(Jon McConnel, Head of Digital Services)

Bellis Fair Branch Wayfinding: Design work is underway for the new location, including entrance signage, display windows, returns boxes and interior signage. (Annette Bagley, Head of Community Relations)

We're Hiring: As part of the 2023-24 biennial budget, six Library Assistant positions are being converted from 16-hours/week to benefits-eligible 25-hours/week. This is a welcome change for our department, and for the LA team. An internal recruitment process is nearing the final steps, with announcements coming soon. In addition, we are increasing two 25-hour/week Clerk positions to 30 hours/week through an internal staffing process, and hiring three new Public Services Clerks. Interviews for the new Clerk positions are scheduled for the week of Feb 21. (Michelle Becker, Supervisor of Public Services; Jen Vander Ploeg, Head of Public Services and Operations)

ACCESS & OPPORTUNITY

Community Collaboration: Comida y Cuentos at Villa Santa Fe: Cordata Elementary's parent-teacher organization, named Collective, organized a family story night at Villa Santa Fe featuring delicious food and bilingual stories read by Children's Services Librarians Bernice Chang and Ali Kubeny on January 31. Over 78 children and parents attended this fun event and

learned about library services. Many of them signed up for Library cards! (Bethany Hoglund, Deputy Library Director)

Website Language Translation: A pilot website language translation project by the City of Bellingham will include BellinghamPublicLibrary.com. A translation widget will be placed at the top right corner of the website, allowing users to select the language of their choice. The widget will use AI to translate all text on each webpage, but will not translate PDF attachments or links to pages on external websites. (Annette Bagley, Head of Community Relations)



WiFi Hotspot Testing: Download and upload speeds for the Library's Wifi hotspot carriers were recently tested in various locations around Bellingham. We wanted to learn if it would be a good investment to replace some Verizon hotspots with the less expensive AT&T models. The testing showed that AT&T service isn't as good overall, with too many locations where download speeds are too slow. T-Mobile generally has the best download speeds, Verizon has the best upload speeds, and AT&T has the most consistent speeds, though all the carriers have variability. Lots of caveats with the results, but our conclusion was that the cost savings wasn't worth the work needed to maintain a third hotspot service. (Jon McConnel, Head of Digital Services)

READ & LEARN



Whatcom READS: Tickets for “An Evening With Jess Walter” on March 3 at 7 pm are now available through the [Mount Baker Theatre](#) website. The event is free, but tickets are required for everyone attending. This program is the signature event organized by Bellingham Public Library. It will also be recorded and livestreamed on BTv. As of Feb. 13 there were 200+ tickets reserved. The MC for the evening will be Scott Linneman, Ph.D., WWU Honors College Director and Professor of Geology and Science Education. Numerous additional events are listed on the [WhatcomREADS website](#). (Annette Bagley, Head of Community Relations)

Foundation Directory Online Trainings: Adult Public Services Librarian Rob Werner conducted three Foundation Directory Online (FDO) trainings in the last month: one to a Western Washington University class, another to a regional non-profit and a third to a group from Whatcom Literacy Council. FDO is an online database that provides information about grants, sources and recipients of grants. This resource is funded by a grant from the Whatcom Community Foundation, and providing instructional classes on using FDO is part of our grantee requirements. (Bethany Hoglund, Deputy Library Director)

INFORM & INVOLVE

Focus on Children Conference at Bellingham Technical College: On Saturday, February 4, Children's Services staff led two conference sessions at the 39th annual Focus on Children conference for early childhood educators at Bellingham Technical College.

- Children's Services Librarian Bernice Chang co-presented a session entitled “Representation Matters: Celebrate Diversity through Books!” with Theresa Morrison, Children's Services Coordinator at the Whatcom County Library System.
- Children's Specialist Julie Mauermann and I presented a session entitled “Books and Belonging in Infant and Toddler Classrooms” with Tashina Villaluz, Cultural Liaison for the

Whatcom County Library System and Karva Coward, Leader of Operations at The Seedlings Early Learning Center.

BPL and WCLS also co-staffed a table featuring library resources for conference attendees. (Bethany Hoglund, Deputy Library Director)

WCLS Ferndale visit: On Feb. 16 we had the opportunity to host eight colleagues from the WCLS Ferndale branch for a behind-the-scenes tour of our Central library. From the Dodson Room to the Board Room and the Help Desk to the sorter, they enjoyed seeing our space, our workflow, and all of the big and little pieces that go into keeping the Central Library running. While the sorter and our new main floor were obvious favorites, one of the biggest takeaways for Ferndale was the scale we operate on. As an example, this morning there were 799 holds on the shelves at Ferndale. At Central, we have 2778. They enjoyed hearing the numbers and seeing what that looks like compared to the day to day at their branch. Overall, it was a great opportunity for us to get to know our friends at the County and for them to get to know us. (Shelley Catwell, Supervisor of Materials Handling; Jen Vander Ploeg, Head of Public Services and Operations)

Media mentions: Bellingham Public Library's new Bellis Fair branch was mentioned in a Cascadia Daily News story on Feb. 8, titled "Bellis Fair's future focuses on foot traffic under new owner – More events, different uses and an uptick in occupancy," by Frank Catalano. BPL's "museum passes program" was picked up by KGMI as a brief news story on the air and on the KGMI website on Feb. 8. (Annette Bagley, Head of Community Relations)

Change Coming to Email and SMS Notices: WCLS and BPL are working on a joint project to migrate the catalog's email and text notices from the default system to a third party system called MessageBee. We started using MessageBee for phone notices last summer, and to date it has been going well. For the email and text notices, we are in the middle of getting things set up in the new system. The new email notices will be more modern looking and give us more control over how they look and what they say. The new text messaging should be more reliable at successfully delivering the messages since it uses a more robust system. We don't have a go-live date scheduled, but the timeline will be finalized soon. (Jon McConnel, Head of Digital Services)

THRIVE & GROW

Public Computers Refresh: It is time to replace the public computers! The batch currently deployed at our locations is approaching one year past the planned replacement date. We agreed to the extra year in service because the pandemic reduced how much time these machines have been used by patrons, and we haven't been having problems with parts breaking on their own. ITSD has ordered the new batch, with an anticipated arrival date of Friday, February 17. (Jon McConnel, Head of Digital Services)

Workflows Adjustments: We have several forms on our website that allow patrons to contact us, such as the Ask Us form and the Request an Item form. The forms had been configured to alert staff via email whenever a patron submits an entry. Recently, it was discovered that not all emails have been arriving. We have had to adjust all relevant workflows to attempt to counteract the unreliability of the email. For the short-term, the service is functional; for the long-term, we're working with ITSD to fix the underlying problem. (Jon McConnel, Head of Digital Services)

Respectfully submitted,
Rebecca Judd

BELLINGHAM PUBLIC LIBRARY

2023 ACTION PLAN

Library Board
February 21, 2023
Item #9
2023 Action Plan

WELCOME & INCLUDE

We offer welcoming, safe places and experiences, where connections and understanding flourish.

ACCESS & OPPORTUNITY

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

READ & LEARN

We inspire a lifetime of reading, learning, curiosity, and discovery.

INFORM & INVOLVE

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

THRIVE & GROW

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

ACTION PLAN 2023

- As part of Public Services Plan to Increase Safety and Ease for Staff and Patrons, implement action items
- Invest in developing and implementing staff-led 'Library Basics' training to ensure that all staff have the knowledge and skills necessary to deliver welcoming and inclusive service
- Hire and onboard new Head of Public Services as part of Library's management team
- Research software and best practices for community meeting spaces at Central and Fairhaven
- Develop new Welcome brochure to orient new patrons to Library services

**WELCOME &
INCLUDE**

ACTION PLAN 2023

- Invite social service organizations to share information and provide services on-site
- Identify new locations for Community Drop Boxes; Purchase, wrap and install Drop boxes
- Increase accessibility for all patrons, with a focus on recruiting bilingual staff, improving translation services, and improving access for patrons with visual and hearing impairments
- Support hiring and onboarding of new ITSD Library Analyst



ACTION PLAN 2023

- Train all Public Services staff in effective and responsive Readers' Advisory
- Redesign Summer Reading materials to best meet needs of BPL patrons
- Develop additional Youth Services engagement and programming opportunities, with a focus on underserved age groups and populations.

**READ &
LEARN**

ACTION PLAN 2023

- Partner with city and community leaders to foster public education and involvement in issues that matter, with a 2023 focus on climate action, anti-racism, homelessness, and civic engagement
- Hire and onboard new Events Coordinator as part of Community Relations team
- With WCLS, migrate to new platform for email and text notifications



**INFORM &
INVOLVE**

ACTION PLAN 2023

- Design and open Bellis Fair Mall branch library pilot
- With Public Works, hire architect and complete design work for Central Library renovation
- Evaluate and update Level of Service standards for Materials and Open Hours
- Develop Planned Giving program for the Library
- Hire and onboard new Staff Training Coordinator as part of Library's administration team

THRIVE &
GROW

BELLINGHAM PUBLIC LIBRARY

2023 ACTION PLAN

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Bellingham Public Library
2023 Public Services Plan to Increase Safety and Ease for Staff and Customers

Over the past few years, Bellingham Public Library has experienced a steady escalation in the number, types, and severity of patron behavioral incidents, especially at the Central Library and Fairhaven branch. Staff have experienced stress caused by a multitude of factors, such as the Covid-19 pandemic, a lengthy encampment behind the Library in Lee Memorial Park, and threatening behavior and assaults on staff by patrons. Safety has become a persistent factor in the everyday work life of Library staff, who are by nature empathetic to all patrons but find it increasingly difficult to be resilient with decreasing recovery time between incidents.

As a collaborative problem-solving effort, this plan was developed over the course of three professionally-facilitated discussion sessions with Public Services staff. The sessions focused on the question of what was needed to improve safety and ease for our staff and customers. Themes that emerged from discussion were organized into five key action areas:

- 1. Provide Training and Support for Public Services Staff**
- 2. Prioritize Safety in Facilities Redesign and Renovations**
- 3. Strengthen Internal Communications**
- 4. Improve Incident Response**
- 5. Help all of our Clients**

Action area #1: Provide Training and Support for Public Services Staff

1. Host presenters from other organizations and community partners to increase knowledge among Library staff about community resources available to patrons or staff. Incorporate information into onboarding for new Public Services staff.
2. Seek learning opportunities and activities that help staff identify and respond to behaviors in our libraries that may pose a risk to safety and ease. Designate a note taker and share notes after trainings. Trainings with role playing and scenario drills preferred.
3. Seek learning opportunities that support and build a culture of resilience at the Library.

Action area #2: Prioritize Safety in Facilities Redesign and Renovations

1. Act as soon as possible on easy fixes: Remove plexiglass from Help Desk, add cameras at Fairhaven.
2. Include Help Desk improvements and main floor bathroom lock improvements in the 2023 Central Library renovation design.
3. Ensure that suggestions for improvements to the lower lobby area, children's section, and bathroom are included in the Central Library renovation design process in 2023, for construction in 2024.

4. Solicit staff feedback at key stages of Central Library renovation design process for improving safety at Central Library. Consider third-party safety assessment.

Action area #3: Strengthen Internal Communications

1. Continue to hold regular Public Services team meetings, dovetail with trainings.
2. Set up a wall board in a centrally accessible location so that all staff can post information they would like to share informally.
3. Establish system for knowing who is on site.

Action area #4: Improve Incident Response

1. Develop a plan on debriefing, to clarify who is responsible for convening a debriefing, who should be involved, what is the process, what happens afterwards, and how and what do we communicate with those who were not directly involved? Include this information as part of onboarding new Library staff.
2. Ensure easy access to up-to-date contact information for partner organizations.
3. Research options to improve flow of communication during an incident, including between floors and work groups.

Action area #5: Help all of our Clients

1. Establish a Skillshare schedule to bring in staff from social service organizations to share information and provide services.
2. Increase accessibility: hire more staff who are bilingual, provide more translation services for multiple languages, and improve services for visual and hearing impairments.
3. Research options for whether we can serve the needs of clients who need to make emergency phone calls.
4. In the upcoming Central Library renovation design process, consider establishing designated eating areas and quiet areas. Apply new policies and procedures to Branches if possible.

2022 DONATIONS TO LIBRARY GIFT FUND

Date	Received from:	Amount	Purpose:
1/4/2022	Individual	\$30.05	Unrestricted
1/11/2022	Individual	\$40.00	Unrestricted
1/31/2022	Misc donations January	\$4.11	Unrestricted
2/18/2022	Whatcom Community Foundation	\$18,296.07	Annual distributions - Endowment Funds
2/28/2022	Misc donations February	\$0.50	Unrestricted
3/18/2022	Individual	\$250.00	Unrestricted
3/31/2022	Whatcom Community Foundation	\$59,775.00	Facilities Master Plan consultants
3/31/2022	Misc donations for March	\$13.79	Unrestricted
4/6/2022	Individual	\$35.00	Library Giving Day
4/6/2022	Individual	\$50.00	Library Giving Day
4/8/2022	Individual	\$50.00	Unrestricted
4/11/2022	Individual	\$250.00	Library Giving Day
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	WECU	\$7,500.00	Summer Reading
5/31/2022	Misc donations for May	\$33.19	Unrestricted
6/13/2022	Whatcom Community Foundation	\$11,690.30	Library Giving Day online donations
6/23/2022	Individual	\$80.00	Unrestricted
6/30/2022	Misc donations for June	\$24.79	Unrestricted
7/6/2022	Individual	\$50.00	Unrestricted
7/19/2022	Humanities Washington Grant	\$7,470.00	Prime Time Family Reading
7/25/2022	Bellingham Bookies & Cookies	\$125.00	Book club kit
7/25/2022	Individual	\$1,000.00	Large Print books
7/27/2022	Community Food Co-op	\$50.00	Donation match
7/31/2022	Misc donations for July	\$40.07	Unrestricted
8/9/2022	First Christian Book Group	\$125.00	Book club kit
8/31/2022	Misc donations for August	\$12.77	Unrestricted
9/8/2022	Individual	\$500.00	Unrestricted
9/26/2022	Birchwood Garden Club	\$200.00	Gardening books
9/30/2022	Misc donations for September	\$33.35	Unrestricted
10/31/2022	Misc donations for October	\$19.35	Unrestricted
11/3/2022	Willows Book Group	\$386.00	Book club kits
11/8/2022	WECU Community Builder Grant	\$500.00	Books for Babies
11/10/2022	Individual	\$10,453.79	Outreach Services
11/17/2022	Whatcom Community Foundation	\$256,530.70	Agency Fund transfer
11/17/2022	Whatcom Community Foundation	\$2,995.00	Foundation Center non-profit database
11/23/2022	Individual	\$100.00	Unrestricted
11/29/2022	Individual	\$10,000.00	Outreach Services
11/30/2022	Misc donations for November	\$14.43	Unrestricted
12/2/2022	Individual	\$100.00	Unrestricted Children's materials
12/5/2022	Individual	\$16.99	Unrestricted
12/16/2022	Individual	\$2,000.00	Children's services
12/31/2022	Misc donations for December	\$8.16	Unrestricted
TOTAL		\$391,010.64	

2022 FRIENDS of the LIBRARY DONATIONS to LIBRARY GIFT FUND

Date	Amount	Purpose:
1/31/2022	FOBPL 1697151 \$4,000.00	Staff Development
1/31/2022	FOBPL 1697152 \$1,000.00	Community Outreach
3/28/2022	FOBPL 1711249 \$3,000.00	Summer Reading
Total giff fund donations		\$8,000.00
1/11/2022	\$5,000.00	Books for Babies
1/11/2022	\$500.00	Advisory group giff card stipends
3/16/2022	\$7,500.00	Whatcom READS 2023
8/19/2022	\$4,000.00	Digital Storytelling stipends
9/19/2022	\$500.00	Digital Storytelling event
Total direct-to-vendor donations		\$17,500.00

TOTAL FRIENDS DONATIONS	\$25,500.00
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COMBINED 2022 DONATIONS TOTAL	\$416,510.64
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Whatcom Community Foundation Fund report - 2022 Year End Recap

Donations

Date	Received from:	Fund	Amount
1/6/2022	Individual	BPL - Unrestricted	\$250.00
1/7/2022	Anonymous	BPL - Unrestricted	\$75.00
1/15/2022	Individual	BPL - Unrestricted	\$28.00
2/7/2022	Anonymous	BPL - Unrestricted	\$75.00
2/18/2022	Anonymous	BPL - Unrestricted	\$30.00
3/7/2022	Anonymous	BPL - Unrestricted	\$75.00
4/1/2022	Illinois Press Association	BPL - Unrestricted	\$150.00
4/7/2022	Individual	BPL - Unrestricted	\$30.00
4/11/2022	Individual	BPL - Unrestricted	\$30.00
4/11/2022	Individual	BPL - Unrestricted	\$100.00
5/12/2022	Individual	BPL - Unrestricted	\$10.00
5/23/2022	Individual	BPL - Unrestricted	\$200.00
5/23/2022	Individual	BPL - Unrestricted	\$200.00
6/29/2022	Individual	BPL - Unrestricted	\$50.00
7/1/2022	Individual	BPL - Unrestricted	\$12.00
8/18/2022	Fund grant	BPL - Unrestricted	\$1,500.00
8/23/2022	Individual	BPL - Unrestricted	\$500.00
10/13/2022	Individual	BPL - Unrestricted	\$25.00
11/1/2022	Match program	BPL - Unrestricted	\$500.00
11/13/2022	Individual	BPL - Unrestricted	\$25.00
11/29/2022	Trust grant	BPL - Unrestricted	\$500.00
12/5/2022	Individual	BPL - Unrestricted	\$100.00
12/13/2023	Anonymous	BPL - Unrestricted	\$25.00
12/15/2022	Anonymous	BPL - Unrestricted	\$100.00
12/27/2022	Individual	BPL - Unrestricted	\$100.00
12/31/2022	Individual	BPL - Unrestricted	\$100.00
12/31/2022	Individual	BPL - Unrestricted	\$100.00
12/31/2022	Charitable Foundation grant	BPL - Unrestricted	\$300.00
4/6/2022	Fund grant	BPL - Materials	\$1,500.00
10/1/2022	Individual	BPL - Materials	\$500.00
12/15/2022	Individual	BPL - Fairhaven Branch Materials	\$500.00
Total 2022 Donations			\$7,690.00

Distributions

Robert Bragg & George Muldrow Endowment for the Bellingham Public Library			
1/14/2022	2021 Annual designated distribution (held at WCF as a 'spendable portion')		\$162,225.00
Robert Bragg & George Muldrow Endowment for the Bellingham Public Library			
3/31/2022	Facilities Master Plan consultant		-\$59,775.00
Bellingham Public Library Designated Endowment Fund			
1/14/2022	2021 Annual designated distribution		\$2,584.55
Bellingham Public Library Endowment (Agency) Fund			
1/14/2022	2021 Annual designated distribution		\$11,148.60
Bayview Fund			
1/14/2023	2021 Annual designated distribution		\$2,245.76
Dorothy & Harris Consalves Bellingham Public Library Endowment			
1/14/2023	2021 Annual designated distribution		\$2,317.16
Bellingham Public Library Fund - Library Giving Day			
6/7/2022	Community Drop Boxes & Community Voice Kits		\$11,690.30
Bellingham Public Library Fund Agency Endowment Fund			
11/10/2022	Moving from WCF to BPL gift fund per City Finance direction		\$256,530.70
Total 2022 distributions			\$388,967.07

2022 Fund year end balances (approximate)

Robert Bragg & George Muldrow Endowment - Spendable portion	\$300,158.43
Bellingham Public Library Designated Endowment Fund	\$59,270.13
Bellingham Public Library Endowment (Agency) Fund (transferred to BPL)	\$0.00
Bellingham Public Library Fund - Capital \$121,627 designated for capital improvements at Fairhaven Branch	\$123,580.99
Bellingham Public Library Fund - Fairhaven Branch Materials	\$5,884.90
Bellingham Public Library Fund - Materials Some of these funds are restricted for specific materials	\$11,823.50
Bellingham Public Library Fund - Unrestricted	\$39,395.04
2022 total	\$540,112.99



WHATCOM
community
FOUNDATION

1500 Cornwall Ave., Suite 202
Bellingham, Washington 98225
360.671.6463 whatcomcf.org

January 26, 2023

Rebecca Judd
Bellingham Public Library
210 Central Avenue, CS 9710
Bellingham, WA 98227-9710

RE: Annual Designated Grant Distribution

Dear Rebecca:

Thank you for the important work you and the Bellingham Public Library team do on behalf of the community. The Whatcom Community Foundation has approved your annual designated distribution totaling \$7,299.23 from the following fund(s) as noted below.

Grant #29920 annual designated grant for \$2,261.44 from the **Bayview Fund**
Grant #29929 annual designated grant for \$2,636.59 from the **Bellingham Public Library Designated Endowment Fund**
Grant #29947 annual designated grant, 80 percent for the purchase of travel related books, Spanish language books, and/or to establish and maintain a reading nook at BPL. 20 percent of these items to benefit the Fairhaven Library branch. for \$2,401.20 from the **Dorothy and Harris Gonsalves Bellingham Public Library Endowment**

Our check for \$7,299.23 payable to Bellingham Public Library is enclosed. To complete our records, please send a receipt for this amount. Please include the grant number on any correspondence regarding this grant. Per your request we wait to grant out the spendable portion of the Robert Bragg & George Muldrow Endowment for the Bellingham Public Library until we hear from you on timing that suits your needs.

As a reminder, if you have a designated fund with us you may login to our Fund Holder Portal at: <https://wcf.fcsuite.com/erp/fundmanager> to view your December 31 fund statement. Please let us know if you need assistance accessing your online fund information.

By accepting this disbursement, your organization certifies to the Whatcom Community Foundation that no tangible benefit, goods, or services are received by any individual or entities connected with the fund. Should the gift ever be acknowledged publicly, it should be listed as a gift from the respective fund noted above of the Whatcom Community Foundation.

Thank you for playing an important role in helping this community flourish. We look forward to continuing our partnership with you.

Sincerely,

Mauri Ingram
President & CEO
Whatcom Community Foundation

Encl