

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: February 21, 2023: Regular board meeting• Library performance & activity measures: February 2023• Financial reports
Claims: February 2023
YTD report: February 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. Statistical Trends: Inputs and Outputs through 2022 <ul style="list-style-type: none">• Jon McConnel, Head of Digital Services | 15 min |
| 7. Facilities Committee update <ul style="list-style-type: none">• Bellis Fair Branch pilot update; Rebecca Judd, Director• RFQ update for Central Library remodel; Rick Osen, Board Chair | 10 min |

- 8. Fundraising update** 10 min
- Planned Giving; Rick Osen, Board Chair
 - Library Giving Day, April 4, 2023 (see packet materials); Rick Osen, Board Chair

Time check: 4:25

- 9. Policy update – Action item (see packet materials)** 5 min
- Rescind: Additional Temporary Rules of Conduct During COVID-19 Pandemic; Rebecca Judd, Director

- 10. New business** 3 min

- 11. Action items for next meeting** 2 min

Time check: 4:35

- 12. 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, April 18, 2023 – 3:30 p.m.
Location: Lecture Room, Central Library, 210 Central Avenue
Bellingham, Washington

For Immediate Release
Mar. 8, 2023

Library Bellis Fair Branch to Open April 26

Bellingham Public Library will celebrate National Library Week with a ribbon cutting and public grand opening of its new Bellis Fair Branch on Wed., April 26, 2023, at 2:00 p.m. The branch will be located in Bellis Fair Mall, suite 616.

The Bellis Fair Branch will offer space for browsing print collections, including fiction, nonfiction, teen and children's books, as well as music, movies, holds pick-up, access to computers, free wifi, and room for interactive children's activities.

Library hours at the new Bellis Fair Branch will be:

- Wednesday, Thursday, Friday, 2 – 6 pm
- Saturday, 11 am – 6 pm
- Sunday, 1 – 5 pm

Two returns bins for Library materials will also be located at the Bellis Fair Branch. An indoor returns bin will be accessible during the Mall's regular hours. An outdoor returns bin will be accessible 24 hours/day.

"Operation of this branch is a two-year pilot project that will be Bellingham Public Library's first location on the north side of the city," said Library Director, Rebecca Judd. "We are excited about the opportunity to work with the Mall's management team to make this a reality, and we appreciate the assistance of many City Departments."

Bellingham Public Library has been offering free, weekly Storytimes at Bellis Fair for young children and their caregivers over the past year, which have consistently drawn a strong attendance.

"We have received a lot of feedback from the community about the need for Library services to expand as Bellingham's population grows on the north side. I was pleased to work with City Council to provide funding for this project as part of the City's budget for the 2023-2024 biennium," said Bellingham Mayor Seth Fleetwood.

Bellingham Public Library serves the residents of Bellingham and Whatcom County, circulating over 1.6 million items annually to almost 60,000 active cardholders. BPL is known throughout the state and nation for its high use among community members. In state-wide data, Bellingham Public Library consistently ranks among the highest circulation per capita and among the most-visited.

"Library use is highly valued in the Bellingham community. Increasing our Library facilities' square feet per capita is an important focus of the Library Board of Trustees, as we strive for a high level of service. This pilot branch will bring us one step closer to the goals outlined in the Library's Facilities Master Plan," said BPL Board of Trustees Chair, Rick Osen.

A Bellingham Public Library card provides free access to the Library's physical and online collections for anyone who lives, works, owns property or attends school in the City of Bellingham. Most materials have a loan period of three weeks, with no fines for late returns.

For more information about Bellingham Public Library, see [BellinghamPublicLibrary.org](https://www.bellinghampubliclibrary.org).

Media Contact:

Annette Bagley, Bellingham Public Library Head of Community Relations, 360-778-7206, ambagley@cob.org

New library branch to open at Bellis Fair Mall

BY WHATCOM NEWS ON MARCH 14, 2023 11:06AM



Promotional photo courtesy of Bellingham Public Library.

BELLINGHAM, Wash. — [Bellingham Public Library](#) will be opening a new branch in Bellis Fair Mall on April 26th, during National Library Week. The new branch will be located in suite 616, between [Bellingham Makerspace](#) and [Champs Sports](#).

According to a March 13th announcement, the new branch “will offer space for browsing print collections, including fiction, nonfiction, teen and children’s books, as well as movies, holds pick-up, access to computers, free wifi, and room for interactive children’s activities.”

Bellingham Public Library has been offering [free, weekly storytimes at Bellis Fair Mall for young children and their caregivers over the past year](#), which library officials say have consistently drawn a strong attendance.

Bins for returning library materials will also be located at the new branch. An indoor bin will be available during the mall’s regular hours and an outdoor bin will be available 24/7.

Thanks to partnerships with local museums, the Bellingham Public library can get you access to more than just books

People can register for free general admission passes to three different Bellingham museums through the library's program

By [Janet Lopez](#)
March 14, 2023 | 10:30pm PDT

Library Board
March 21, 2023
Consent Agenda
Communications & FYI



A demonstrator at Spark Museum of Electrical Invention shows how the red Tesla coil and colorful rods can be used to play songs such as “Imperial March” from Star Wars, as seen in Bellingham, Wash., on March 1, 2023. When enacted in a dark room, the audience can see the loose electricity performing the song. // Photo by Janet Lopez

If you're looking for fun, interactive plans for your next outing that won't bite your budget, you're in luck.

The [Bellingham Public Library](#) is offering [free general admission passes](#) to three of the city's family-friendly museums. Anyone interested is welcome – no library card required. This program is one of the many resources offered by the library that provides community members an opportunity to expand their knowledge and curiosity about the world around them.

“It’s like multi-facets of the same concept of providing equitable access for our community to all of these areas of knowledge and information,” said Annette Bagley, head of community relations at Bellingham Public Library. “That’s how I see the relationship between the library and our museums.”

King County has a similar program offering free museum passes to community members.

“The whole purpose of the museum pass program is to bring patrons the ability to access cultural institutions,” said Kiersten Nelson, community partnership and government relations manager at The Seattle Public Library.

Nelson says one of the values that The Seattle Public Library prioritizes is ensuring that historically disadvantaged groups have access to these institutions, opening the door for experiences they might not otherwise consider. She also added that offering the passes takes away any pressure of visitors feeling forced to enjoy their experience if there is any sort of financial concern for them.



A display of Thomas Edison’s first successful lightbulb at Spark Museum in Bellingham, Wash., on March 1, 2023. The museum has a variety of exhibits that allow visitors to experience them hands-on, as well as admire delicate artifacts such as this one. // Photo by Janet Lopez

Whatcom Museum was the first to be involved in the Bellingham Library’s partnership. Its admission passes can be used to visit either one of its two buildings: Old City Hall, which houses all of its history exhibits, and the Lightcatcher building, where all of its art galleries are located.

Over time, the program has grown to include SPARK Museum of Electrical Invention and Mindport Exhibits. All of the passes are donated by the participating museums to the library, which then offers them to community members.

“We bring art and history forward so that people can learn about it, but then also they can make their own conclusions about what they think or what they see,” said Christina Claassen, marketing and public relations manager at [Whatcom Museum](#).

“We have a large collection that we hold in public trust because being a part of a city organization, the city owns the collection. So, we hold an interest for the public. And it’s our job to use those artifacts and those objects to tell stories about the community people live in.”

[SPARK Museum of Electrical Invention](#) also values the accessibility the program brings to Bellingham locals.

“Science is for everybody,” said Charlie Bryan, visitor engagement manager at SPARK Museum of Electrical Invention. “We want people who aren’t going to go into a STEM-related field or an electrical field to know this stuff and to be familiar with it and to be not intimidated by it.”

The SPARK Museum offers a variety of labs and artifacts that allow visitors to learn about and see the effects electricity has had on science, with some labs creating enough static to raise people’s hair. The museum is best known for its [MegaZapper shows](#), allowing visitors to interact with up to 4.6 million volts of electricity coming from one of the largest Tesla Coils in the country.



Margot Stroop, creative director at [Mindport Exhibits](#), sees the enriching experience that visitors – both new and returning – get from visiting the space. She said there are certain traits that people can gain from museums that they can’t gain elsewhere, including the ability to physically immerse themselves in their curiosity by touching and interacting with certain exhibits.

“There isn’t just one correct way to interact with something,” Stroop said. “[Our exhibits] encourage you to think about what you’re seeing or they encourage you to kind of reconsider what you thought you knew about scientific principles or color, or shape or gravity. Those are ways that we encourage curiosity.”

Mindport Exhibits already keeps financial accessibility in mind, operating their business solely on a donation-based sliding scale. Nonetheless, the Bellingham Public Library has seen great success come from this partnership. Due to the popularity of the program, the library advises planning ahead when scheduling your next museum trip.

“It’s been a tremendous response from the community,” Bagley said. “We are often seeing the passes booked out two and three weeks in advance.”

Claassen also admitted that the Whatcom Museum doesn’t promote the program as much as it used to just because it fills so quickly. Yet, they still manage to see repeat visitors coming back a few months later because they greatly enjoyed their experience. She added that many of these visitors eventually buy museum memberships so that they can visit as many times as they’d like.

Community members aren’t the only appreciative recipients of the partnership either. All the museums said it was gratifying to see visitors explore their curiosity and find excitement in their facilities.

“We really appreciate the public library partnering with all these institutions and offering this program,” Bryan said. “Any opportunity where we can make that connection with another establishment that we find really important, and have that intrinsic value, I think that is great for the community.”

Janet Lopez

Janet Lopez (she/her) is a city life reporter for The Front. She is majoring in marketing with a concentration in public relations. Her work is focused on lifestyle, upcoming events and sharing fun little stories about Bellingham that you might not have known otherwise.

You can reach her at janet.thefront@gmail.com.



**Regular Meeting of the Library Board of Trustees
Tuesday, February 21, 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, Rebecca Craven, Kristy Van Ness and Melissa Morin

Library Staff: Rebecca Judd, Annette Bagley, Bethany Hoglund, Jon McConnel, Jennifer Vander Ploeg 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. Kristy Van Ness seconded. Motion carried.

Public comment: No comments.

Consent agenda: Rebecca Judd pointed out that January 2023 is the first month we can truly compare to pre-pandemic 2019 statistics. To make this comparison easier, the 2019 column has been moved from the month-over-month comparison to the Year-to-Date section. Rick suggested it would be useful to adjust the '% of change YTD' column to instead compare % of change between 2023 and 2019. We will make this shift for the February statistics. Kristy Van Ness moved to approve the January 17, 2023 Regular meeting minutes and the January 2023 performance and activity measures and financial reports. Rebecca Craven seconded. Motion carried.

Board Chair report:

- Rick will report in later agenda items.

Board member reports:

- Kristy Van Ness reported that she and Annette Bagley had the opportunity to visit the Fairhaven auditorium during a contra dance held by the Bellingham Country Dance Society. She said it was a fun, good experience to see this unique community.

- Rebecca Craven reported that she recently attended a conference in New Orleans. At the venue, she saw a display that included a plaque from the Friends of the Library USA.

City Council liaison report:

- No report.

Friends of BPL report:

- Jennie reported that a pop-up sale was held on February 11 in the Lecture Room. The attendance was good, and most people were still wearing masks (encouraged, but not required). The next pop-up sale will be for Library Giving day on April 5. Full 4-day book sales are scheduled for May and September. There is still the possibility of a pop-up sale in November.

Library Director report:

- Rebecca announced that Mayor Fleetwood has rescinded the vaccine mandate for City staff, board members, and contractors.
- The new Pacific Street Operations Center will be hosting tours on March 1. Boards and Commissions are invited from 3-4:00 p.m. The tour is open to the public from 4:00-6:00 p.m. The building, which is all electric, will house operations for Parks and Public Works.
- Rebecca attended the Washington State Library Directors' retreat in Seattle on February 2-3. Seattle Public Library (SPL) staff presented on trauma-informed care in the workplace. The presented materials, developed over 2 years, are meant to support staff in a high-stress environment, including incident debriefs and communication. This dovetailed with the needs expressed in the facilitated staff meetings held at BPL in 2022. Other timely topics included intellectual freedom, collection development policies, expanded access outside libraries, and legislative agenda items.

Open Public Meetings Act:

- Wendy provided an overview of this law and its requirements: "The Washington Open Public Meetings Act, codified in chapter 42.30 RCW, requires that all meetings of governing bodies of public agencies, including cities, counties, and special purpose district, be open to the public."

Trustees are required to take OPMA training within three months of taking office and to take refresher training every four years. To accomplish this, Wendy emails links to video and PowerPoint training options, the Trustee views the training, signs and returns a certificate acknowledgement, and Wendy updates a tracking spreadsheet.

Community Drop Boxes:

- Annette reminded the Board that the 2022 Library Giving Day proceeds were designated for Building Community projects including Community Drop Boxes and Community Voices Kits (now circulating). She screenshared a PowerPoint presentation (*see Attachment #1 for Community Drop Boxes presentation. All attachments are at the end of the minutes*) that provided information about the project team, the scope of the project, the selection criteria that was developed, and the preferred locations:
 1. Barkley village/Regal Cinemas

2. Sehome Village
3. Bakerview Fred Meyer
4. Alternate – Sunset Square

Annette is currently working on making contact with property owners. She and Jen have already ordered drop boxes for the mall – one internal and one drive-up external drop. She added that they did consider locations that were mentioned in the Facilities Master Plan, but none met the developed criteria.

Safety Concerns & Response:

- Rebecca reported that since reopening after the pandemic, there has been an increase in security incidents and an assault on a staff member. Going into winter, we had many positive pieces in place including filled staff vacancies and reorganization of the Librarian team to ensure Help Desk coverage. But we were not fully prepared for the rapid rise in behavioral health and substance abuse issues. We are updating planning and response in many areas:
 - Rebecca is working with the Mayor's office to add 1.5 FTE for additional security to change to a two-person model during open hours at Central. This would include more hours for current security staff as well as an additional Security & Information attendant.
 - Bethany and Michelle are investigating additional security training for staff.
 - Rebecca is working on a contract with RSU for after-hours patrols at Fairhaven. We will absorb this cost rather than request a budget modification.
 - We are working with City legal on a process that would allow staff, on a volunteer basis, to receive training to administer Narcan. More information will be shared as we move through this process.
 - Rebecca has been working with City staff and a consulting team to develop a scope of work for a social services needs assessment.

Rebecca requested board input for the FTE increase and any other topic.

Rick pointed out there is an article in the packet concerning how these issues are impacting libraries across the nation, [Why US libraries are on the frontlines of the homelessness crisis | US news | The Guardian](#). He added he supports the additional FTE as well as the other steps being taken.

Rebecca Craven said she also was very supportive of the FTE request. For the Narcan administration, she feels strongly that it be volunteer, that there is legal review, and liability protection for the volunteers.

Kristy commented that she is impressed by the current Security & Information attendants and the amount of work they do and fully supports the additional FTE.

Jennie commented that she has seen the attendants in action de-escalating incidents – staying amazingly calm and quietly talking people down.

2023 Action Plan & Public Services:

- Rebecca screenshared the Action Plan that is included in the packet, highlighting the few changes that were made based on last month's board conversation:
 - Under Welcome & Include, "at Central and Fairhaven" was added at the end of "Research software and best practices for community meeting spaces" and "Develop new Welcome brochure to orient new patrons to Library services" was added as a 5th bullet.
 - Under Access & Opportunity, "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" was added.

Melissa Morin moved to approve the 2023 Action Plan. Kristy Van Ness seconded. Motion carried.

Facilities Committee update:

- Rick reported that the RFQ for design of the Central Library renovation (including an HVAC system) closed on January 24. The committee (Rick, Rebecca, and Jen from the Library plus 3 Public Works staff) is in the process of reviewing the responses and determining which firms to interview. Rick added that we received a strong response to the RFQ from firms who have worked extensively with public libraries. Interviews will start the week of March 6.
- Rebecca provided an update on the new Bellis Fair Branch: in January we finalized the lease agreement and the design. February has been focused on procurement, purchase orders, and contracts -- including electrical, data, ISP, demolition and custodial contracts. An opening date has not yet been finalized.

Fundraising update:

- Rick provided an overview of the donation documents included in the packet: 2022 Donations to the Library Gift Fund, 2022 Friends of the Library Donations, Whatcom Community Foundation (WCF) fund report and the 2022 Annual WCF Designated Grant Distribution.
- Not noted in the packet is the 2022 distribution for the Robert Bragg & George Muldrow Endowment for the Bellingham Public Library: the 2022 distribution of \$173,398 has been added to the spendable portion of the fund, bringing the total available funds to \$473,556.43. Rick explained the Bragg-Muldrow endowment stipulates that funds may not be used to supplant regular operations funded by the City. There are big facilities projects now and hopefully, in the future: a permanent northside branch and updates to the current Fairhaven and Barkley branches. The Braggs-Muldrow funds have already been helpful; for instance, these were used to fund the Facilities Master Plan consultants.
- The Fundraising committee is moving ahead with developing a planned giving program. RM + Co's owner, Rachel Myers, will be meeting with the committee starting in March. She will be invited to the April or May board meeting to provide an update.
- At last month's meeting, the board moved to have the focus for 2023 Library Giving Day proceeds be the Bellis Fair branch, with a preference for the children's area. Bethany and Annette have been exploring early learning interactive installations. They are requesting a bid from the Burgeon Group, a vendor dedicated to high quality early learning installations that are sold solely to public libraries. They incorporate the 5

early learning practices – Talk, Sing, Read, Write & Play – into unique, visual, interactive pieces. We are looking at wall installations that fit the current spaces at Bellis Fair branch and that can be moved. Annette will provide language that Trustees can share with their contacts.

New Business:

- No new business

Meeting adjourned at 4:44 p.m.

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

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

Attachments:

- Attachment #1: Community Drop Boxes presentation

Community Drop Boxes

Library Giving Day Project

1

Project Team

- Library Director (Rebecca)
- Head of Community Relations (Annette)
- Head of Public Services and Operations (Jen)
- Supervisor of Materials and Handling (Shelley)
- Supervisor of Public Services (Michelle)
- Administrative Assistant (Wendy)

2

Scope of Project

- Place 3 external Community Drop Boxes in convenient locations within City limits in 2023.
- Scope does NOT include: Drop Boxes at Bellis Fair Branch, renegotiating Food Co-op Drop Box, developing a strategy for all drop boxes in the future, expanding services at drop box locations.

3

Criteria of Importance

- At least one is drive-up
- Delivery truck access and safe parking (not too busy)
- Places where people are already doing errands
- Visibility
- Located throughout the City
- Not next to other free services such as voting boxes, UPS, USPS or garbage cans
- Reasonably well-lit and feels safe
- Reaches residents with low Library service coverage

4

Preferred Locations

5

1. Barkley Village/Regal Cinemas



6

1. Barkley Village/Regal Cinemas



7

2. Sehome Village



8

3. Bakerview Fred Meyer



9

Alternate - Sunset Square (Safeway side)



10

Alternate - Sunset Square (Goodwill side)



11

Current Status

- Attempting to make contact with property owners.

12

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

Library Board
March 21, 2023
Consent Agenda

	February		Year to Date			YTD comparison 2023 with 2019
	2023	2022	2023	2022	2019	
Holdings - Number of materials in the library's collection						
Physical copies added to the collection	2,901	1,576	4,828	4,407	4,701	2.70%
Electronic copies purchased by BPL	83	122	169	194	126	34.13%
Physical copies withdrawn from collection	(514)	(340)	(1,237)	(731)	(1,180)	4.83%
Total physical holdings			177,579	173,030	181,131	-1.96%
Total electronic holdings available to BPL			135,980	119,305	88,276	54.04%
Total Holdings (Physical and Electronic)			313,559	292,335	269,407	16.39%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity						
Central Library						
Adult	40,525	38,073	84,999	84,429	106,947	-20.52%
Youth	41,834	31,104	84,494	70,176	85,400	-1.06%
Sub-Total Central	82,359	69,177	169,493	154,605	192,347	-11.88%
Fairhaven Branch						
Adult	4,604	581	9,238	1,563	13,443	-31.28%
Youth	2,155	438	4,187	1,268	4,506	-7.08%
Sub-Total Fairhaven	6,759	1,019	13,425	2,831	17,949	-25.20%
Barkley Branch						
Adult	4,262	750	8,553	1,800	9,550	-10.44%
Youth	3,754	694	7,636	1,572	5,847	30.60%
Sub-Total Barkley	8,016	1,444	16,189	3,372	15,397	5.14%
Bellingham Technical College						
Adult	27	0	55	0	119	-53.78%
Youth	5	0	11	0	22	-50.00%
Sub-Total BTC	32	0	66	0	141	-53.19%
Whatcom Community College						
Adult	155	0	338	0	660	-48.79%
Youth	65	0	166	0	178	-6.74%
Sub-Total WCC	220	0	504	0	838	-39.86%
Western Washington University						
Adult	156	0	322	0	859	-62.51%
Youth	68	0	104	0	457	-77.24%
Sub-Total WWU	224	0	426	0	1,316	-67.63%
Online Services						
Freegal ***Service went live Feb 2, 2022	9,925	4,871	16,992	4,871	0	
Kanopy	1,697	1,783	3,421	3,845	0	
NW Anytime Library Overdrive	33,289	28,866	70,753	60,683	41,033	72.43%
eMagazines	1,822	2,020	3,979	4,555	4,612	-13.73%
Sub-Total Online	46,733	37,540	95,145	73,954	45,645	108.45%
Total Circulation	144,343	109,180	295,248	234,762	273,633	7.90%
Hold Activity						
Items pulled to fill holds	47,908	53,438	103,234	109,270	81,699	26.36%
Services						
Persons Visiting - Number of persons counted as they enter the libraries						
Central Library						
Curbside Service	41	4,161	82	7,170	0	
Adult	29,676	10,306	61,152	21,513	74,832	-18.28%
Childrens	6,962	2,169	13,915	4,484	20,434	-31.90%
Fairhaven Branch	4,453	2,013	9,140	4,497	12,758	-28.36%
Barkley Branch	3,452	1,780	7,316	3,325	8,740	-16.29%
Total Persons Visiting	44,584	20,429	91,605	40,989	116,764	-21.55%
Website Visits						
This count reflects number of visits to www.bellinghampubliclibrary.org	38,895	35,110	80,978	77,681	87,663	-7.63%
Bibliocommons Visits						
This count reflects number of visits to Bibliocommons	15,129	10,792	31,457	23,535	23,227	35.43%
Total Website Visits	54,024	45,902	112,435	101,216	110,890	1.39%
Computer Usage - Number of sessions						
Central Library						
Adult & Teen (30 terminals)	2,778	623	5,818	1,305	9,981	-41.71%
Childrens (3 terminals)	42	5	95	13	296	-67.91%
Fairhaven Branch (7 terminals)	178	50	359	148	902	-60.20%
Barkley Branch (4 terminals)	141	28	266	76	498	-46.59%
Total Computer Usage	3,139	706	6,538	1,542	11,677	-44.01%
New Borrowers Registered						
Central Library	557	374	1,157	796	854	35.48%
Fairhaven Branch	32	7	68	14	106	-35.85%
Barkley Branch	34	6	75	14	53	41.51%
Total New Borrowers Registered	623	387	1,300	824	1,013	28.33%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs						
Programs	112	24	212	40	214	-0.93%
Attendees	2,146	229	4,162	407	4,858	-14.33%
Volunteer Hours	388	154	687	324	1,274	-46.09%

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

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

	VENDOR	AMOUNT
Materials, Equipment and Supplies		
Books; DVDs; supplies; masks	Amazon.com	636.94
Planner	At-A-Glance	30.36
Books	Baker & Taylor	7,556.99
Books	Center Point Large Print	103.01
First aid supplies	City of Bellingham Warehouse	9.07
Mendery supplies	Demco	861.60
First aid kits	Fieldtex Products	345.98
Lost Interlibrary loan	Free Library of Philadelphia	16.95
Bin liners	Global Industrial	365.56
Lost Interlibrary loan	Kennesaw State University	54.95
Playaways	Library Ideas LLC	100.12
DVDs, CDs, recorded books	Midwest Tape	3,846.97
Office supplies	ODP Business Solutions	442.61
Vehicle fuel	Reisner Distributor	187.34
Desk chair mats	ULINE Shipping Supplies	596.60
	Materials, Equipment & Supplies Sub Total	\$15,155.05
Services and Interfund Charges		
Barkley Branch cleaning	Action Cleaning	769.50
Creative Cloud subscription	Adobe Inc	391.55
Membership	American Library Association	236.00
Hotspot service	AT&T Mobility	11.57
Microfische duplication Bellingham Herald	Backstage Library Works	270.52
Preprocessing	Baker & Taylor	3,301.20
Book kit bag logo	Bergen Company	378.62
Banking & credit card fees	City of Bellingham Interfund	9.83
Computer replacement allocation	City of Bellingham Interfund	15,807.43
Facilities Services	City of Bellingham Interfund	52,980.13
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	216.40
Omeka hosting	Corporation for Digital Scholarship	3,000.00
Water cooler rental	Crystal Springs	12.50
Automated Materials Handler yearly maintenance	Envisionware	14,992.65
Polaris new branch profile - Bellis Fair Branch	Innovative Interfaces Inc	1,000.00
Library Elf software subscription	Jandi Enterprises	480.00
WA Public Library Directors' retreat costs	Rebecca Judd	314.25
Video streaming service	Kanopy Inc	40,768.00
Graphic Design	Katrina Lyon	200.00
Preprocessing	Midwest Tape	510.31
Copier leases and copies	Oasys Inc.	1,108.17
ILL & tech services	OCLC	2,293.90

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

FEBRUARY 2023 CLAIMS

eBooks, eAudiobooks	Overdrive Inc	6,421.81
Washington Library Association reservation	Red Lion hotel	318.98
Mileage reimbursement (hotspot testing)	Staff	43.16
Barkley Branch operating costs	Talbot Services LLC	533.33
Microfische machine lease	Technology Unlimited	339.46
Borrower notices	Unique Management	197.50
Hotspot service	Verizon Wireless	1,520.38
WLA Conference registration	Washington Library Association	240.00
Driving abstract	WSDO Licensing	15.00

Services and Interfund Charges Sub Total \$167,027.35

Gift Fund

Books	Baker & Taylor	329.13
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GIFT FUND OUTLAYS Sub Total \$329.13

TOTAL GENERAL FUND CLAIMS \$182,182.40

TOTAL CLAIMS \$182,511.53



Library - Budget to Actual - General Fund

February 2023 16.7% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Grants	0	0		
Print and Copy Fees	1,907	15,000	13,093	13%
Lost, Damage & Non-resident Borrower Fees	1,274	16,100	14,826	8%
Fairhaven Auditorium Rental Fees	200	5,000	4,800	4%
Miscellaneous Revenues	107	0	(107)	
Total Revenue	3,488	36,100	32,612	10%
Expenses				
Salaries and Wages	501,793	3,233,746	2,731,953	16%
Personnel Benefits	226,960	1,590,178	1,363,218	14%
Physical Materials, Equipment and Supplies	20,206	695,162	674,956	3%
Services, Digital Materials and Interfund	452,208	2,127,074	1,674,866	21%
Total Expenditure	1,201,167	7,646,160	6,444,993	16%

Library - Budget to Actual - Gift Fund

February 2023 16.7% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Donations	15,723	150,000	134,277	10%
Total Revenue	15,723	150,000	134,277	10%
Expenses				
Gift Fund expenses	393	50,000	49,607	1%
Total Expenditure	393	50,000	49,607	1%

DIRECTOR'S REPORT FOR March 21, 2023

The date is set! We'll be opening the new Bellis Fair Branch on Wednesday, April 26 with a ribbon cutting ceremony at 2 p.m. As you'll read in this month's report, the community response to the new location at Bellis Fair has been enthusiastic. I have also been enjoying talking about expanded library service at a number of speaking engagements, including the Cordata Neighborhood Association March meeting and a Chamber of Commerce podcast on libraries with WCLS Executive Director Christine Perkins. (Rebecca Judd, Library Director)

WELCOME & INCLUDE



Government to Government Training: Children's Services Librarian Bernice Chang and I attended a training entitled "Government to Government" at the Swinomish Casino on Wednesday, March 8. This all-day training originates from the Governor's

Office of Indian Affairs and aims for participants to increase cultural awareness, understand the history of indigenous people of and with Washington State and ultimately provide context and considerations for working more effectively with tribal governments. Bernice and I both found this training phenomenal. It provided us with so much history, information and considerations from the lens of our indigenous presenters that we found invaluable, sobering, and ultimately will aid in continuing to forge relationships with our local tribal nations. We highly recommend this training for anyone able to attend a session. (Bethany Hوجلund, Deputy Library Director)

Staffing Changes in Youth Services: After seven years of service, Children's Programming Specialist Julie Mauermann is retiring on April 5. We will miss Julie's warmth, welcome, sense of humor and passion for children and equity. Families will miss her gentle and engaging stories, felt stories, songs and creative art and play activities. Please join us in celebrating Julie's tenure with the library with a community invitation to play on Monday, March 27 from 3 – 5 p.m. in the Library Lecture Room. Julie's part-time position is being transitioned to a full-time Children's Specialist with a focus on youth in grades 4 – 12. This new position will give Teen Services programming support, in addition to providing programming for upper elementary/tweens. The hiring process is underway; we hope to have a new staff member join the team on April 17. (Bethany Hوجلund, Deputy Library Director)

Collection Services Staffing Update: Amy L. started as a Processing Specialist on March 1. She returns to us after a few years away, having previously been our Interlibrary Loan Specialist, and a clerk before that. Amy is being trained in her new position by Shari E. before Shari retires at the end of the month. Shari has spent her full career at BPL and possesses a vast store of institutional knowledge – we will be diminished by her absence, but we're very happy for her. She will be missed. (Jon McConnel, Head of Digital Services)

Public Services and Operations Staffing Update: Congratulations to our new 25-hour Library Clerks Siena C., James J., and Jo B., who began training on March 16, and to Marissa T. and Maggie A. who were promoted to 30-hour Library Clerk positions on March 1. Operations Supervisor Alison Kuiken returned from leave on March 13, and has been diving into all the projects we have in the works. Thank you to Shelley Catwell who did a great job overseeing our Library Assistant team in Alison's absence, and congratulations to Shelley for her new position at WCLS as Ferndale's Assistant Branch Manager. New job descriptions for the Head of Public Services and the Head of Operations have been drafted and are now with HR awaiting classification work. Jen Vander Ploeg will move into the Head of Operations position and we hope to staff the Head of Public Services position before the end of this year. (Jen Vander Ploeg, Head of Public Services and Operations)

ACCESS & OPPORTUNITY

High School Book Club at Squalicum High School: Teen Services Librarian Jennifer Lovchik is starting her first lunchtime book club at a high school! Jennifer will visit Squalicum High School monthly for the rest of the school year. This is an exciting addition to her regular slate of middle school book club programs. (Bethany Hoglund, Deputy Library Director)

Classroom Cards: To further support the use of Library materials in classrooms, we created a special class of library accounts called Classroom Cards. Teachers in Bellingham are now able to apply for a library card for their classroom, allowing them to keep their personal and professional library accounts separate. We modeled this special class of accounts after Whatcom County Library System's successful Educator Cards. (Bethany Hoglund, Deputy Library Director)

READ & LEARN



Whatcom READS 2023 took place March 2 – 4. BPL hosted An Evening with Jess Walter at Mount Baker Theatre on Friday, March 3 at 7 p.m. The event had 691 in-person ticket registrations. It was recorded by BTV and also live-streamed on BTV's cable and YouTube channel. The recording has 84 views to date. At the event, Jess Walter announced the Whatcom READS 2024 book selection is: *Red Paint: The Ancestral Autobiography of a Coast Salish Punk*

by Sasha taq'šablu LaPointe. (Annette Bagley, Head of Community Relations)

New Summer Reading materials are in production for 2023. Bellingham Public Library will produce separate summer reading Bingo-type cards for early learners, kids (age 5 – 12), teens and adults. The cards will also be translated into Spanish, Vietnamese and Russian. This is year we are returning to the concept of local businesses supplying prizes that will be distributed as mystery coupons for kids who return their completed cards. Special prize drawings will also be held for teens and adults who fill out summer reading cards. (Annette Bagley, Head of Community Relations)

Libby App Training Sessions: On May 1, the Overdrive App will sunset, requiring ebook and eaudiobook users to utilize the Libby App. This is a big change for many of our digital users. Public Services Librarian Suzanne Carlson-Prandini is working to get ahead of this change by holding Libby App information sessions for the public. These sessions cover information about the change, the impacts, and what is needed to keep using the Library's ebooks and eaudiobooks. A huge thanks to Suzanne for her proactive work on helping our patrons navigate the new system. (Bethany Hogle, Deputy Library Director)

INFORM & INVOLVE



Bellis Fair Branch publicity began with a news release on Feb. 24, as well as posts on Twitter, Facebook and Instagram. Response was overwhelmingly positive. The Facebook post was shared 244 times and had 49,254 impressions, 6,927 engagements and 389 comments. The news release was updated on Mar. 13, announcing the grand opening date scheduled for Apr. 26. Media interview requests have been received from KAFE 104.3 and The Bellingham Herald. (Annette Bagley, Head of Community Relations)

BTV filmed a Community Voices Kits video on Friday, Mar. 10 featuring Children's Librarian Bernice Chang and three local families. The goal of the video is to introduce the kits to our community and hear directly from families about its importance in learning about diversity with young children. (Annette Bagley, Head of Community Relations)

Library Giving Day will be celebrated Tues., April 4 with online messaging, and Wed., Apr. 5 in-person with the Friends pop-up book sale at the Bellingham Central Library. This year we will be raising funds to purchase hands-on literacy interactives to create a place-based, early learning space for young children at the new Bellis Fair Branch. (Annette Bagley, Head of Community Relations) **Photo: Example of proposed Children's interactive play installation at Bellis Fair Branch**



The **April Playbook** will be released by Bellingham Parks Dept on April 8, with a Bellingham Public Library ad featuring the new Bellis Fair Branch grand opening and hours, as well as information about Summer Reading 2023. (Annette Bagley, Head of Community Relations)

THRIVE & GROW

WWU Children's Literature Conference: Staff members of the Children's Services team attended the Western Washington University Children's Literature Conference on Saturday, February 25. This annual event featured four award-winning authors and illustrators who each shared about their craft, inspiration, values, and processes around creating literature for children. Attending this year were Bernice Chang, Bethany Hogle, Ali Kubeny, Julie Mauermann, and Mande Palmer. The event kicked off Friday evening with a reception at Western's Library, which was also attended by Rebecca Judd and Jennifer Lovchik. We are so fortunate to have such an inspirational event held each year in our city. (Bethany Hogle, Deputy Library Director)

Bellis Fair Branch Preparations: Work on the Bellis Fair branch has hit several milestones. On the ITSD side, computers and the digital display have arrived and are ready to be installed at the right point in the project. PogoZone's point-to-point wireless has been selected for the Bellis Fair Branch internet service, and was installed March 16 and 17. In Collection Services, the first orders for the Bellis Fair collections have been sent to our primary book vendor Baker & Taylor. On the Operations side, the material return bins have arrived (indoor and outdoor) and will be wrapped with BPL vinyl designs that look similar to our vehicle wraps. The contract for demolition, electrical and data work was signed and the contractor has been given the notice to proceed. (Jon McConnel, Head of Digital Services and Jen Vander Ploeg, Head of Public Services and Operations)

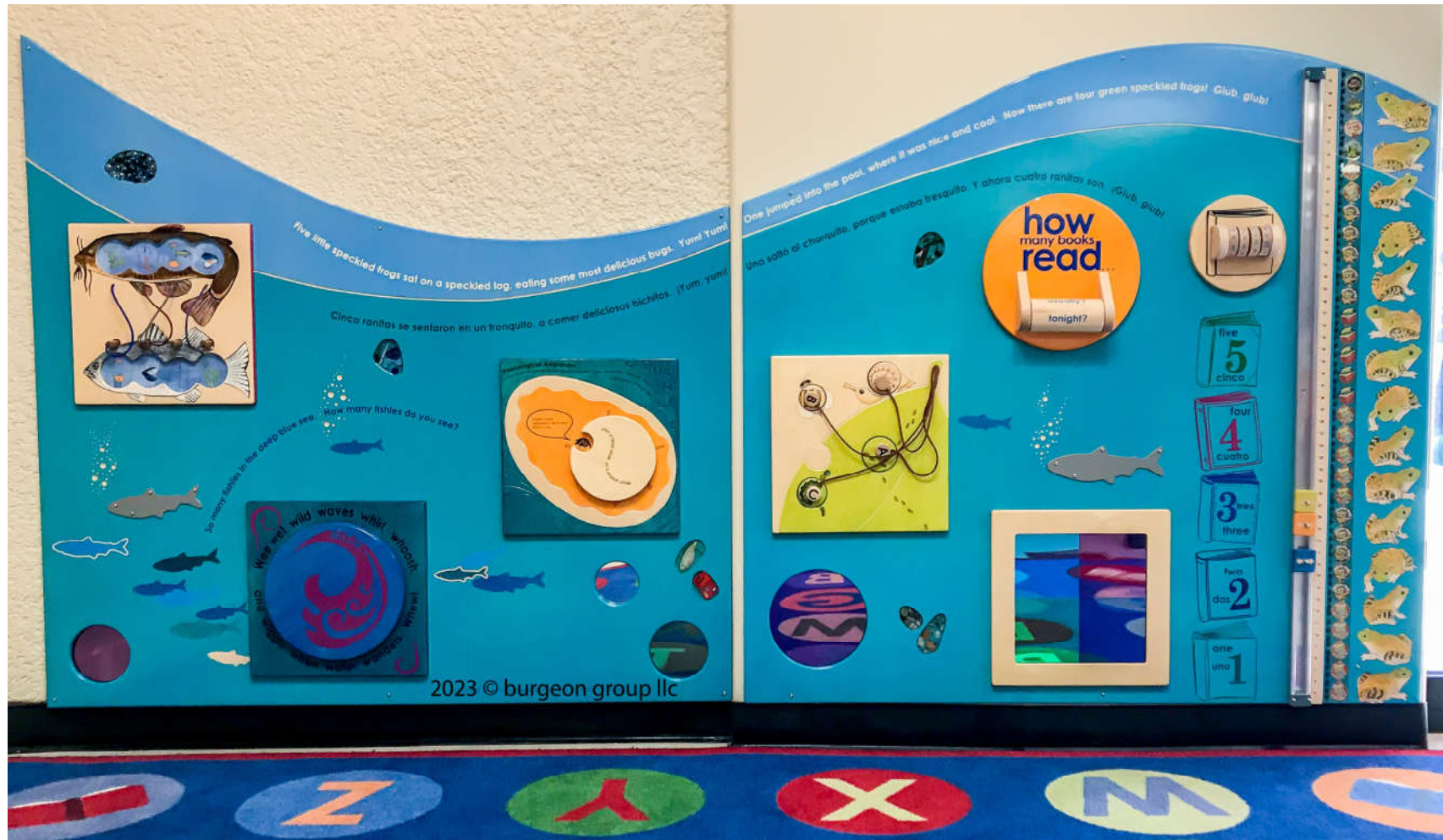
Annual Stats Reporting: Earlier this month the Washington State Library published instructions for reporting 2022 statistics. Changes from last year are mostly cuts rather than additions, though there are still over 400 questions to answer. We divide up the work by area of responsibility to lighten the burden. The report is due in mid-May. (Jon McConnel, Head of Digital Services)

Baker & Taylor: In an effort to improve the consistency of service we receive from Baker & Taylor's Custom Library Services team, we have instituted regularly scheduled check-in meetings. The roller-coaster service we experienced last year around catalog records and item processing has driven the need for more communication between our two teams. The first meeting went well, and we've been able to make some progress toward updating the processing rules that the B&T catalogers follow. (Jon McConnel, Head of Digital Services)

Workflows Adjustments Update: Last month I mentioned having to adjust staff workflows because not all emails were arriving to staff as they should from our public website forms. ITSD came up with a solution, and it was implemented on our website March 10. Since then, all expected emails have been arriving. We are going to continue with the adjusted workflows for a few more weeks, but it looks promising that we'll be able to switch back to less labor-intensive processes soon. (Jon McConnel, Head of Digital Services)

Respectfully submitted,
Rebecca Judd

Example of proposed Children's Interactive Play Installation at Bellis Fair Branch



Bellingham Public Library Policy

Title:	4.101 ADDITIONAL TEMPORARY RULES OF CONDUCT DURING COVID-19 PANDEMIC
Code:	4 Public Services
Chapter:	4.100 Conduct
Type of Policy:	Departmental/Temporary
Date Developed:	14 April 2021
Date Revised:	12 Mar 2022
Revised by:	Jennifer Vander Ploeg, Rebecca Judd
Developed by:	Jennifer Vander Ploeg, Rebecca Judd
Approved By:	

Scope

This policy establishes additional rules of conduct relating to the COVID-19 pandemic. This policy is supplemental to the Library Rules of Conduct Policy (4.101) and applies to all visitors and to all facilities and properties of the Bellingham Public Library (BPL) until further notice. Parents or caregivers are responsible for the behavior of minor children in their charge. We are reopening our facilities with Additional Rules of Conduct to protect the health and safety of our visitors and staff. While we are taking reasonable precautions to promote and protect health and safety, we cannot guarantee an environment free from the risk of exposure or illness. Therefore, please note that every person who enters our facilities voluntarily assumes all risks related to exposure to COVID-19.

Policy/Conditions

Bellingham Public Library has expanded its list of expected behavior to comply with directives, mandates, orders or other guidance from federal, state or local public health authorities.

The directives, mandates, orders and guidance for responding to COVID-19 will evolve as we move through this public health emergency. Therefore, our Rules of Conduct will be updated regularly to reflect current public health guidance.

Bellingham Public Library will clearly post behavior expectations, specific to the pandemic, at the entrance of every location as well as on our website. Visitors unable to comply with posted COVID-19 safety requirements may access services through remote or outdoor options.

1. Face coverings are no longer required

Face coverings are no longer a mandated requirement in public spaces.

Staff and members of the public are welcome to continue to wear masks in our spaces.

- Adult and child-sized masks are available for those who would like one

2. Public access to the library may be limited

While overall building occupancy is no longer reduced

- Some areas of the facility and equipment may continue to be unavailable.

3. **Services may be limited**

Some Library services may be available only online, by phone or email.

4. **Library staff and management are empowered to stop any activity which they consider harmful to the safety, well-being and security of patrons, staff or library operations.**

- A visitor who does not comply with these rules will be notified that their behavior is inappropriate and unacceptable.
- If their behavior continues, they will be asked to leave the facility immediately.
- If the visitor does not leave when requested, law enforcement officials will be called and the visitor will be trespassed from the Library.
- A visitor's library privileges may be limited or revoked for non-compliance with posted expectations.
- These rules will be enforced in a fair and reasonable manner.

These Additional Rules of Conduct will remain in effect until the Board, based on the guidance of federal, state, and local public health officials, revises or rescinds them.