Minutes of Actions and Decisions of the Library Board of Trustees of the Bellingham Public Library as authorized by RCW 27.12.210 and SEC. 7.02 Charter of the City of Bellingham.

Board Members Present: Rick Osen, Jim McCabe, Rebecca Craven, Kristy Van Ness and Melissa Morin

Library Staff: Rebecca Judd, Annette Bagley, Bethany Hoglund, Jon McConnel, Jennifer Vander Ploeg and Wendy Jenkins

Others Present: Kristina Michele Martens, City Council Liaison; Carol Comeau, Friends of BPL Board Liaison; Ady Hughes, City Council intern; Scott Blume, member of the public

Call to order and introductions: Regular session was called to order at 3:30 p.m. by Chair, Rick Osen. Kristina introduced Ady Hughes as a new intern for City Council.

Approve/modify agenda: Rebecca Craven moved to approve the agenda. Jim McCabe seconded. Motion carried.

Public comment: no comments.

Consent agenda: Rick complimented Bethany on the good interview she gave for the Cascadia Daily News article. Rebecca Craven asked about the unusually high number of physical copies withdrawn from collection. Jon responded that the number is reported at the end of the withdrawing process and often a large number of items gather before they are all completed in a single process, creating a spike in the reported number. Wendy mentioned an adjustment to the performance & activity measures: the Bibliocommons Visits under Website Visits is 17,540 rather than 39,434. Melissa Morin moved to approve the May 16, 2023 Regular meeting minutes and the May 2023 performance and activity measures and financial reports. Kristy Van Ness seconded. Motion carried.

Melissa announced that she has accepted the position of Assistant Director for Communications for the City and will be working with Janice Keller. Because of this, she needs to resign from the Library Board of Directors; this will be her last meeting. Rick thanked Melissa for her service to the Board.
Board Chair report:
- Rick said that the Trustee recruitment process to replace Melissa will begin in July.
- Rick attended the first monthly virtual training arranged by State Librarian Sara Jones. Coincidentally, Tom Fay, Seattle Public Library Executive Director and Chief Librarian, provided guidance on recruiting board members.

Board member reports:
- Trustees expressed their appreciation of the new email and text notifications.
- Kristy thanked everyone involved in Library Card Night at the Bellingham Bells game. Attendance at the game was high and many Summer Reading cards and free books were handed out.

City Council liaison report:
- Kristina reported Council has been quiet so far this summer.
- Pride IN Bellingham is coming up on July 8 and 9.
- Janice Keller has been named as Interim Deputy Administrator to fill the position vacated by Brian Heinrich.
- Kristina requested Trustees or library staff let her know if there is anything that Council needs to be aware of.
- She invited Annette to give details about the All Hands Whatcom Opioid Summit. Annette responded that it is a 2-day hybrid in-person/virtual summit to be held June 27 and 28 at Bellingham High School.

Friends of BPL report:
- Carol reported sales of $16,911 for the May book sale. Many new volunteers helped with the sale. The next 4-day sales will occur in September and January. Wander Brewery will be hosting a pop-up sale on August 5 from 12-5 p.m.
- The Friends are eager to work with the Library on the remodel.
- Carol said that she had recently visited with Julie Guy, who is in the hospital. Julie mentioned again how thrilled she is about the Bellis Fair Branch. Julie sees the branch and the two Cordata area parks as true accomplishments of the Cordata Neighborhood Association.

Library Director report:
- Rebecca reported that, as Kristina mentioned, Brian Heinrich has taken a position as a Public Analyst for Puget Sound Energy, and Janice Keller has stepped into his vacated position.
- The mid-biennium budget adjustment process has begun. Department operating budget modification requests are due to the Mayor on July 21. Capital requests are due August 4. Rebecca will share library requests at the July board meeting.
- As mentioned earlier, the Opioid Summit is June 27 and 28, and An Evening with Sam Quinones, author of The Least of Us: True Tales of America and Hope in the Time of Fentanyl and Meth, will be held on August 1.
Facilities Committee update:
- Rick reported the architect contract is still being worked on. A meeting is scheduled for June 21.

Planned Giving project update:
- Kristy reported she has been working with Rachel Myers on this project. Rachel is reaching out to Whatcom Community Foundation and Wendy to find out where the gaps are.
- Kristy requested thoughts and ideas for naming the legacy society:
  - Jim commented that Western has an 1893 Society and suggested we name ours 1903 which is when the original Bellingham Bay Library became a free library. This is also the year that Bellingham was incorporated.
  - Bellingham Library Legacy society, to clearly link an association with our library (rather than Whatcom County Library System).
  - A legacy society that is named after a person requires too much time spent explaining why it is named after that person.
  - Consider Bellingham Public Library Legacy Society to be consistent.
  - Bellingham Library Champions.
  - Bellingham Library Giving Society rather than Legacy.
  - Simple, clear name.
  - Reference to historical events can be exclusive, keep it simple.
  - Kristy invited everyone to email her any other thoughts or ideas.

Policy retirement:
- Rebecca Judd explained that she has been working on policy clean-up. There are a few things we have as policy that are not actually policies and she is suggesting they be retired. Included in the packet is the Library’s Mission Statement. The Statement is posted on our website but does not need to be a policy. Kristy Van Ness moved to retire the Mission Statement as a policy. Rebecca Craven seconded. Motion carried.

Meet & Greet with Police Chief Rebecca Mertzig:
- Chief Mertzig talked briefly about her background: she grew up in Ferndale and attended Western, then went to Eastern Washington University for a Criminal Justice degree. She worked in Snohomish for 18 years before coming to Bellingham about a year ago.
- A primary challenge of the past year has been staffing up the Police Department. This is challenging because there are so many steps to onboarding new staff: first, 18 weeks in the academy followed by 3 months of on-the-job training. Initially the department made some retention adjustments to encourage current staff to stay on the job until new staff were onboarded. Academy wait times have been decreasing, which has helped. They are working toward an ideal time split of 50% responding to incidents and 50% being a presence in the community. Hiring has been improved due to many factors including more people willing to do the job, our positive reputation, a shift in public safety priorities, double the number of recruiters, and developed relationships. Bellingham’s police department is unique and small enough, like a family, and not so big it can feel anonymous.
Another improvement is budgeting for four Community Safety officers (3 of the 4 positions have been filled) who do not have a badge or gun.

Technology is increasing, not only with body cameras (which Bellingham has had since 2016) but also drones and cell phone technology. Chief Mertzig is proud of the fact that she has seen every use-of-force incident since she took over due to body cameras – they provide accountability at all times. In Snohomish, Chief Mertzig pushed for the use of jujutsu (Japanese martial art) which helps keep everyone safe. Snohomish wasn’t responsive to this idea, but in Bellingham, it was already in use.

2023 City Revenue & Budget Outlook:
Andy Asbjornsen, Finance Director, provided a PowerPoint presentation to the Board *(for full presentation see Attachment #1 for Finance Update 2022 Expenses & Revenue; all attachments are located at the end of the minutes)*.

Andy added that he provides more detailed monthly reports which can be found on the City website.

Rick asked if there is the possibility of going back to a yearly budget rather than a biennial budget. Andy responded there are good and bad qualities to both systems – it’s difficult to project 2 years of budget, 2½ years in advance, but it’s good to only need to build the document every 2 years.

New Business:
- No new business.

Agenda items for next meeting:
- Visit from Sara Jones, State Librarian
- Policy retirements continued

Meeting adjourned at 4:57 p.m.

Next Regular Library Board Meeting – July 18, 2023 – Central Library Lecture Room – 3:30 p.m.

Chair, Library Board of Trustees

ATTEST
Secretary, Library Board of Trustees

Attachments:
- Attachment #1: Finance Update 2022 Expenses & Revenue
Finance Update
2022 Expenses & Revenue
Sales Tax

<table>
<thead>
<tr>
<th>Month</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>March</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>July</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>August</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>October</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Sales Tax by NAICS Subsector – Top 5

Motor Vehicle and Parts Dealers
Sporting Goods, Hobby, Musical Instrument, Book, and Miscellaneous Retailers
Construction of Buildings
General Merchandise Retailers
Food Services and Drinking Places

- **2021**
- **2022**

- Motor Vehicle and Parts Dealers
- Sporting Goods, Hobby, Musical Instrument, Book, and Miscellaneous Retailers
- Construction of Buildings
- General Merchandise Retailers
- Food Services and Drinking Places
- All Others
Fed Funds Target Rate and Housing

Fed Funds Target Rate

Housing Market Activity (Bellingham CBSA)

Active Listings

Average Listing Price

Source: Realtor.com/FRED
Unemployment

Source: Bureau of Labor Statistics
Citywide Revenue - $336.8 M

- Taxes
- Utility Charges
- Interfund Services
- Charges/Fines/Permits
- Grants/Revenue Sharing
- IF Loans/Transfers
- Interest/Rental/Bonds/Other

Bar chart showing revenue by category for 2022 and 2021.
Citywide Expenses - $319.9 M

- Salaries & Benefits
- Services
- Capital Outlay
- Supplies
- Debt
- Taxes
- Transfers

$0 $50 $100 $150 $200 $250

Budget
2022
2021

Millions
Special Revenue Funds

- 110 Street Funds
- 136 Environ. Remed. Fund
- 140 REET
- 160 Dispatch Fund
- 161 Transportation Fund
- 170 Parks Funds
- 180/183 Tourism Funds
- 181/182 Housing Funds
- 190 HUD Grants Funds

Budgeted Expenditures: Yellow
Budgeted Revenues: Light Blue
Actual Expenditures: Orange
Actual Revenues: Dark Blue

Millions

- $0
- $5
- $10
- $15
- $20
- $25
- $30
- $35
Internal Service Funds

- **510 Fleet & Radio Funds**
- **520 Purchasing Fund**
- **530 Facilities Fund**
- **540 Tech and Telecom Funds**
- **550 Claims & Litigations Fund**
- **560 Employee Benefits Funds**
- **570 PW Admin & Engineering Fund**

- **Budgeted Expenditures**
- **Budgeted Revenues**
- **Actual Expenditures**
- **Actual Revenues**

Millions:
- $0
- $5
- $10
- $15
- $20
- $25
- $30
General Fund Expenditures - $107.2 M

- Salaries & Benefits
- Services
- Supplies
- Debt
- Transfers
- Capital Outlay
- Taxes
General Fund - % of Budget Spent by Department

- Police: $29.16
- Fire: $28.14
- Parks and Recreation: $10.21
- Library: $6.00
- Planning: $4.36
- Information Technology Services: $3.33
- Finance Department: $2.56
- Human Resources: $2.40
- Legal: $2.47
- Municipal Court: $2.42
- Museum: $1.42
- Mayor: $1.38
- City Council: $0.74
- Hearings Examiner: $0.14

Bar Labels Show Actual YTD Spending in Millions
General Fund Reserves

2022 Beginning Reserve: $47,335,719

Description
Cash
Accounts Receivable
Accounts Payable
Retainage Payable
Accrued Wages
Rev. Collected in Advance
Rental Security Deposits

Description Updated 4/10/2023
Cash
54,608,040
2,954,110
Accounts Receivable
(1,835,050)
(2,387)
Accounts Payable
(2,926,154)
(65,035)
Retainage Payable
(8,788)

2023 Beginning Reserve: $52,724,737

Reserve Breakdown
Restricted Unearned Grant Reserve (ARPA) 16,041,719
Legal Reserve 645,125
Emergency Reserve 15,502,974
Unrestricted Reserve 20,534,919

GF Beginning Estimated Reserves 2018-2023

- ARPA
- Emergency Reserve
- Legal Reserve
- Unrestricted Reserve

Millions

<table>
<thead>
<tr>
<th>Year</th>
<th>ARPA</th>
<th>Emergency Reserve</th>
<th>Legal Reserve</th>
<th>Unrestricted Reserve</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2020</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2021</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2022</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2023</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## ARPA Budget Tracking

<table>
<thead>
<tr>
<th>HOUSING, FOOD SECURITY &amp; HOMELESSNESS</th>
<th>Amount Budgeted</th>
<th>Amount Spent</th>
<th>Total Allocation</th>
<th>Remaining Allocation</th>
<th>Introduction Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motel stays for families with children</td>
<td>300,000</td>
<td>59,987</td>
<td></td>
<td></td>
<td>6/21/2021</td>
</tr>
<tr>
<td>Samish Commons housing project</td>
<td>1,375,000</td>
<td>1,213,973</td>
<td></td>
<td></td>
<td>6/21/2021</td>
</tr>
<tr>
<td>Millworks housing project</td>
<td>2,800,000</td>
<td></td>
<td></td>
<td></td>
<td>2/7/2022</td>
</tr>
<tr>
<td>Evergreen Ridge Apartments acquisition assistance</td>
<td>2,525,000</td>
<td>2,525,000</td>
<td></td>
<td></td>
<td>4/25/2022</td>
</tr>
<tr>
<td>Food Security</td>
<td>500,000</td>
<td>2,103</td>
<td></td>
<td></td>
<td>6/27/2022</td>
</tr>
<tr>
<td>COVID Human Service Grant Continuation</td>
<td>441,000</td>
<td></td>
<td></td>
<td></td>
<td>2023/2024 Biennial Budget</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ECONOMIC RECOVERY - EMPHASIS ON TOURISM &amp; CHILDCARE</th>
<th>Amount Budgeted</th>
<th>Amount Spent</th>
<th>Total Allocation</th>
<th>Remaining Allocation</th>
<th>Introduction Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Childcare facility at Samish Commons</td>
<td>725,000</td>
<td></td>
<td></td>
<td></td>
<td>6/21/2021</td>
</tr>
<tr>
<td>Direct tourism support</td>
<td>850,000</td>
<td>781,550</td>
<td></td>
<td></td>
<td>6/21/2021</td>
</tr>
<tr>
<td>Heart House childcare facility</td>
<td>155,000</td>
<td>155,000</td>
<td></td>
<td></td>
<td>2021/2022 Mid-biennium</td>
</tr>
<tr>
<td>Parking fund program support - meters</td>
<td>700,000</td>
<td></td>
<td></td>
<td></td>
<td>2021/2022 Mid-biennium</td>
</tr>
<tr>
<td>Downtown Ambassadors pilot</td>
<td>280,000</td>
<td>145,730</td>
<td></td>
<td></td>
<td>2/7/2022</td>
</tr>
<tr>
<td>Millworks childcare facility</td>
<td>1,000,000</td>
<td></td>
<td></td>
<td></td>
<td>2/7/2022</td>
</tr>
<tr>
<td>Childcare industry and workforce stabilization</td>
<td>1,000,000</td>
<td>756</td>
<td></td>
<td></td>
<td>3/14/2022</td>
</tr>
<tr>
<td>YMCA Barkley tenant improvements</td>
<td>300,000</td>
<td></td>
<td></td>
<td></td>
<td>4/25/2022</td>
</tr>
<tr>
<td>Boys &amp; Girls Club Yew Street acquisition</td>
<td>200,000</td>
<td></td>
<td></td>
<td></td>
<td>4/25/2022</td>
</tr>
<tr>
<td>Ambassadors and Expanded Security for 23/24</td>
<td>607,000</td>
<td></td>
<td></td>
<td></td>
<td>2023/2024 Biennial Budget</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CLIMATE RESILIENCY FOR VULNERABLE POPULATIONS &amp; CARBON REDUCTION</th>
<th>Amount Budgeted</th>
<th>Amount Spent</th>
<th>Total Allocation</th>
<th>Remaining Allocation</th>
<th>Introduction Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Resiliency Remodel</td>
<td>5,000,000</td>
<td></td>
<td></td>
<td></td>
<td>2023/2024 Biennial Budget</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grand Total</th>
<th>Amount Budgeted</th>
<th>Amount Spent</th>
<th>Total Allocation</th>
<th>Remaining Allocation</th>
<th>Introduction Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>18,758,000</td>
<td>4,884,099</td>
<td></td>
<td></td>
<td></td>
<td>20,925,817</td>
</tr>
</tbody>
</table>
Questions?

Presentation and additional reports available at:
https://www.cob.org/gov/dept/finance/pages/reports.aspx