



**Regular Meeting of the Library Board of Trustees  
Tuesday, July 16, 2024 – 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.

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<b>Board Members Present:</b>	Rick Osen, Kristy Van Ness, Kendra Bradford, and Deborra Garrett
<b>City Council Library Liaison:</b>	absent
<b>Guest presenters:</b>	Andy Asbjornsen, Finance Director; Forrest Longman, Deputy Administrator; Mayor Kim Lund
<b>Library Management Team:</b>	Rebecca Judd, Bethany Hoglund, Annette Bagley, Katrina Buckman, Jon McConnel and Jennifer Vander Ploeg
<b>FOBPL Representative:</b>	Carol Comeau, Friends of BPL Board Liaison

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**Call to order and introductions:** Regular session was called to order at 3:30 p.m. by Chair, Rick Osen.

**Approve/modify agenda:** Deborra moved to approve the agenda. Kendra seconded. Motion carried.

**Public comment:** No public comment.

**Consent agenda:** Kristy noticed a large uptick in the number of items removed from the collection. Jon replied that he normally runs the process monthly but was catching up after several missed months. Rebecca highlighted that in the Budget to Actual, this is the first time in 2024 we've tipped into the positive, after a lot of expenses at the beginning of the year. Kristy noted a significant increase in new borrower registration – up 20%. Kristy moved to approve the June 18, 2024 Regular Meeting minutes, the July 8, 2024 Special Meeting minutes and the June 2024 performance and activity measures and financial reports. Deborra seconded. Motion carried.

**Board Chair report:**

- Rick thanked the Board for the robust conversation at the July 8 special meeting regarding the 2025 budget.
- The Library's 2025 budget requests were submitted, and we expect to know more in late August/early September. The Mayor's budget is due to City Council by October 1. It will be finalized by Council in December.

**Board member reports:**

- No reports.

**City Council liaison report:**

- No report.

**Friends of BPL report:**

- Carol Comeau reported that the Friends are on hiatus between sales. She reminded everyone that there is a book cart at the Central Library in the small alcove on the main floor by the book return. The Friends go through those donations to determine which items will be set aside for the sale, and which items will be distributed into the community through Little Free Libraries, the Food Bank and Tiny Home communities.
- The Friends go through all donations. Children's and Teen items are set aside for staff to review for inclusion or for Summer Reading prizes.

**Director report:**

- Rebecca reported that the Library has had two occurrences of people reporting credit card charges from the payee Bellingham Public Library with a Newmarket address. It appears someone is fraudulently using our name. As an alert, we will be publishing a social media post and including information in our August newsletter.
- Next Tuesday, July 23, BTV will be filming staff and Library families as part of our efforts to raise funds with the Community Foundation for the lower-level renovation.
- A Federal Appropriation for exterior upgrades to the Central Library is still alive in the House, but it has been reduced from 2 million to 250K. Rebecca is exploring advocacy opportunities on the Senate side. Representative Larsen will be visiting the Central Library on July 17. Rebecca will be providing a tour of the exterior of the Library and will have the opportunity to ask questions about effective advocacy.
- In August, Katie, Rob, Bethany and Rebecca will be sharing with the Board highlights from the 2024 ALA Conference in San Diego.
- Interviews were held for Wendy's position. We had a great pool of candidates and we're hoping to have someone in place on September 1 so they will have one month of training with Wendy.

**2<sup>nd</sup> Quarter Action Plan report**

- Rebecca presented an Action Plan update. Highlights from Q2 include:
  - Kate Dunphy has made significant progress in building and implementing a robust training/conference system for library employees.
  - Annette reported that she's working on a language access plan with colleagues across the City, and that significant progress was made in Q2. She noted that Spanish is the only language that meets the Federal standard for translation services in Bellingham.
  - Jon reported that our Automated Materials Handler (the machine that checks in and sorts incoming physical items) received additional components in May. This was a one-time expenditure for new parts, with an accompanying increase in our annual maintenance subscription.
  - The Central Library Renovation item under Thrive and Grow was moved to 2025.
  - The Bellis Fair Branch 1-year evaluation was completed. Bellis Fair is a success!

**2025 Revenue forecast**

- Finance Director Andy Asbjornsen gave a presentation: Finance Update – 2024 Year-to-Date Review (*see Attachment #1, following minutes*). Andy noted that he gave this presentation to the City Council on Monday, July 15. Q& A followed with questions also answered by City Deputy Administrator Forrest Longman.

**Q & A with Mayor Kim Lund**

- Following introductions of the Library Board and staff, Mayor Kim Lund introduced herself and answered questions from the Library Board.

**New Business:**

- Kristy inquired about how the hiring process is going for the vacant Security Attendant position. Katrina reported that interviews are being held July 17.

**Agenda items for next meeting:**

- August Regular Board Meeting: Sarah Chaplin will be presenting the Public Records Act training in person.

**Meeting adjourned** at 5:08 p.m.

**Next Regular Library Board Meeting – August 20, 2024 – Central Library Lecture Room – 3:30 p.m.**

Chair, Library Board of Trustees

ATTEST

Bethany Hoglund, Deputy Director

**Attachments:**

- Attachment #1: Finance Update – 2024 Year-to-Date Review

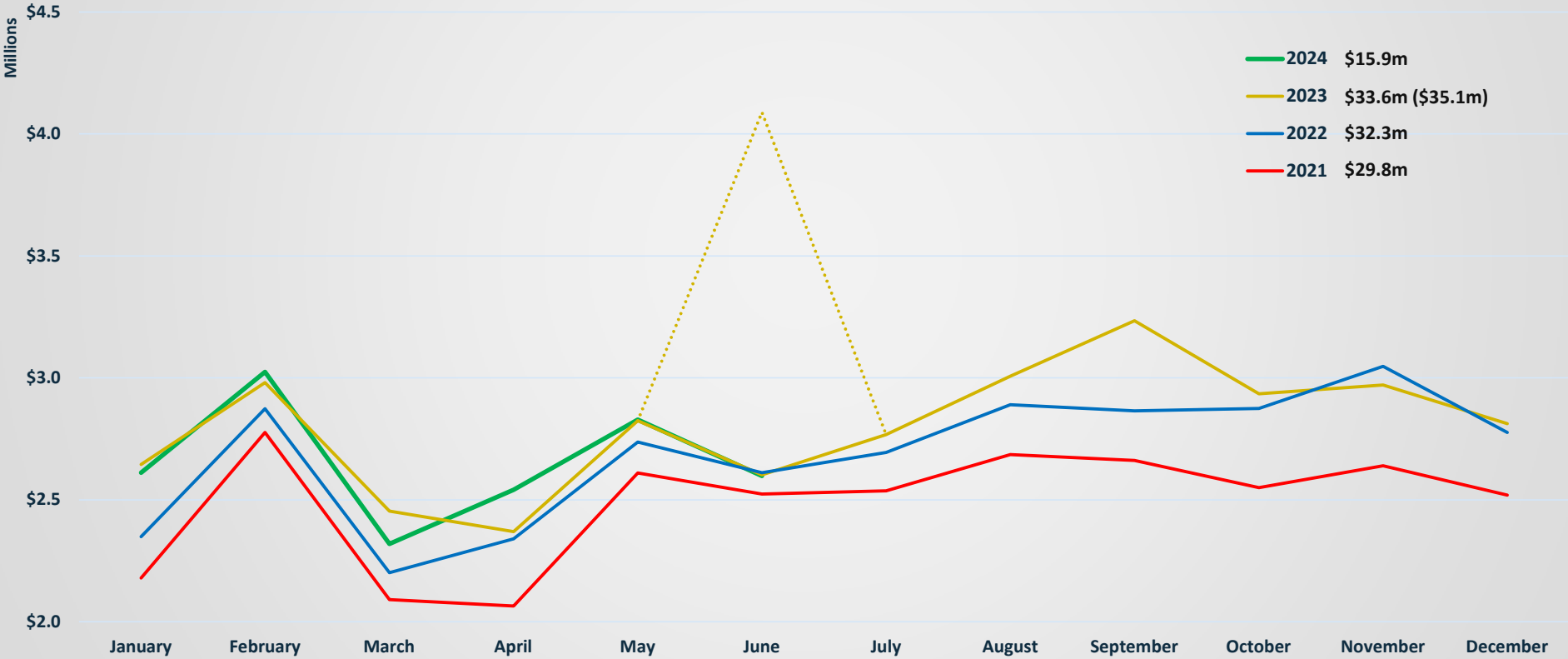


# Finance Update

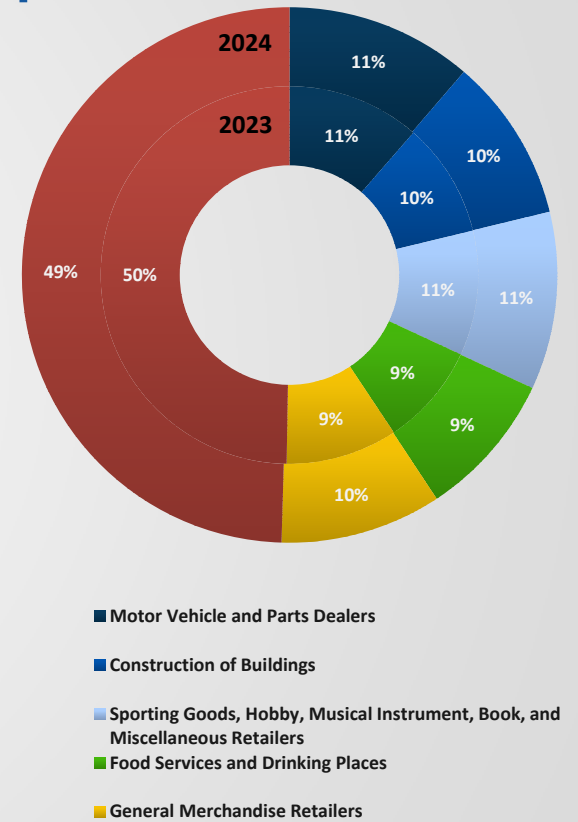
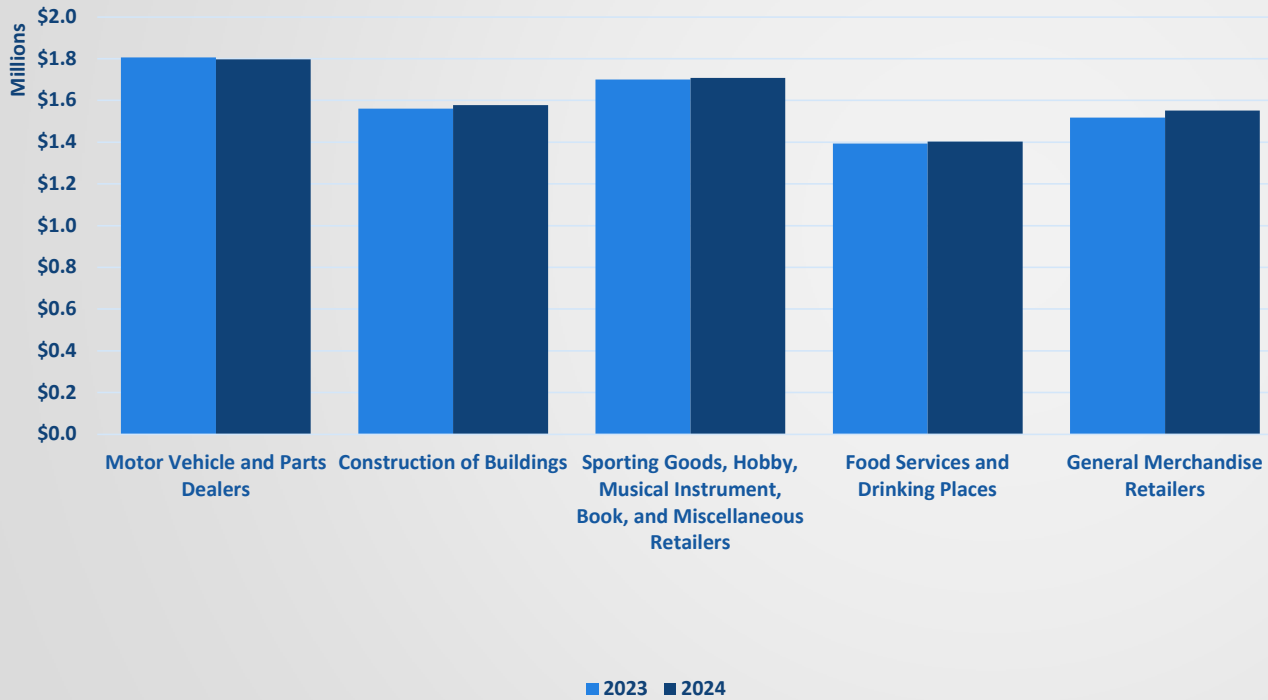
2024 Year-to-Date Review  
(Through May)



# Sales Tax – Minimal Growth in 2024

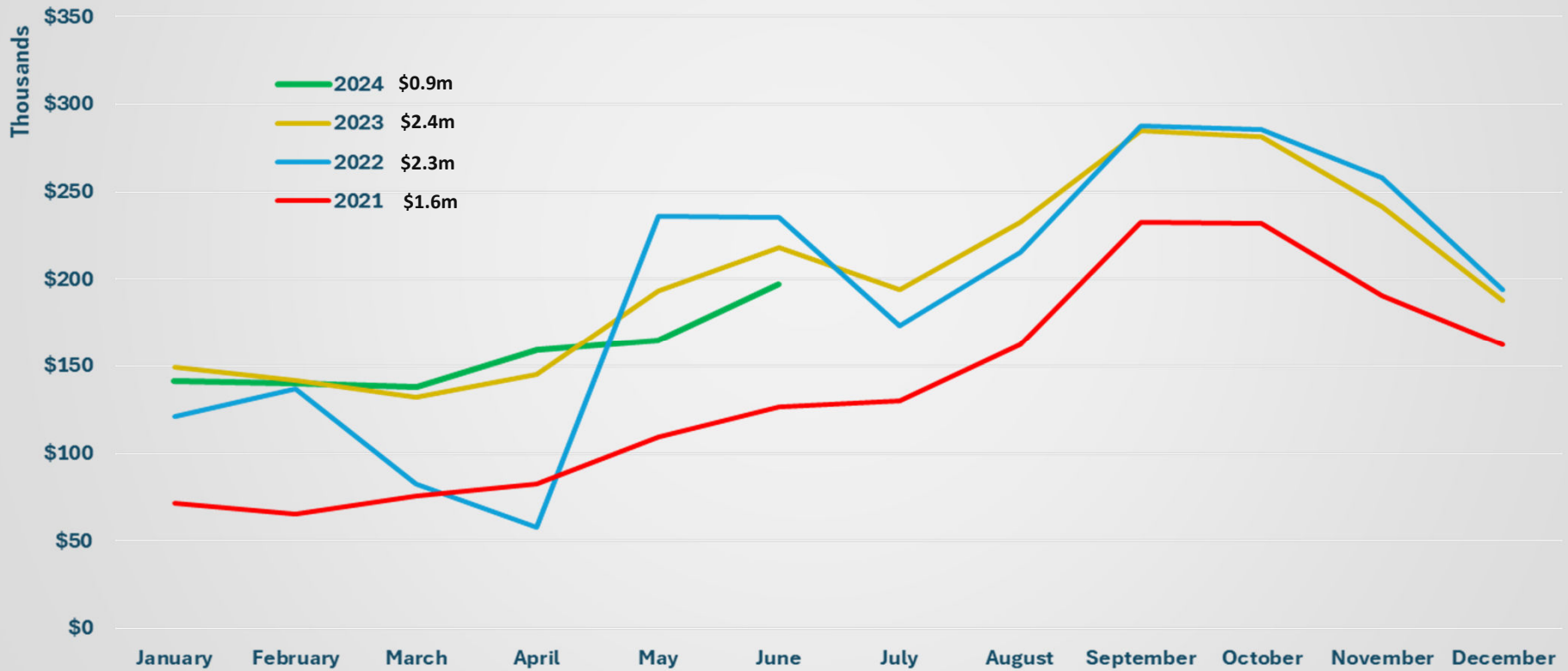


# Sales Tax by NAICS Subsector – Top 5



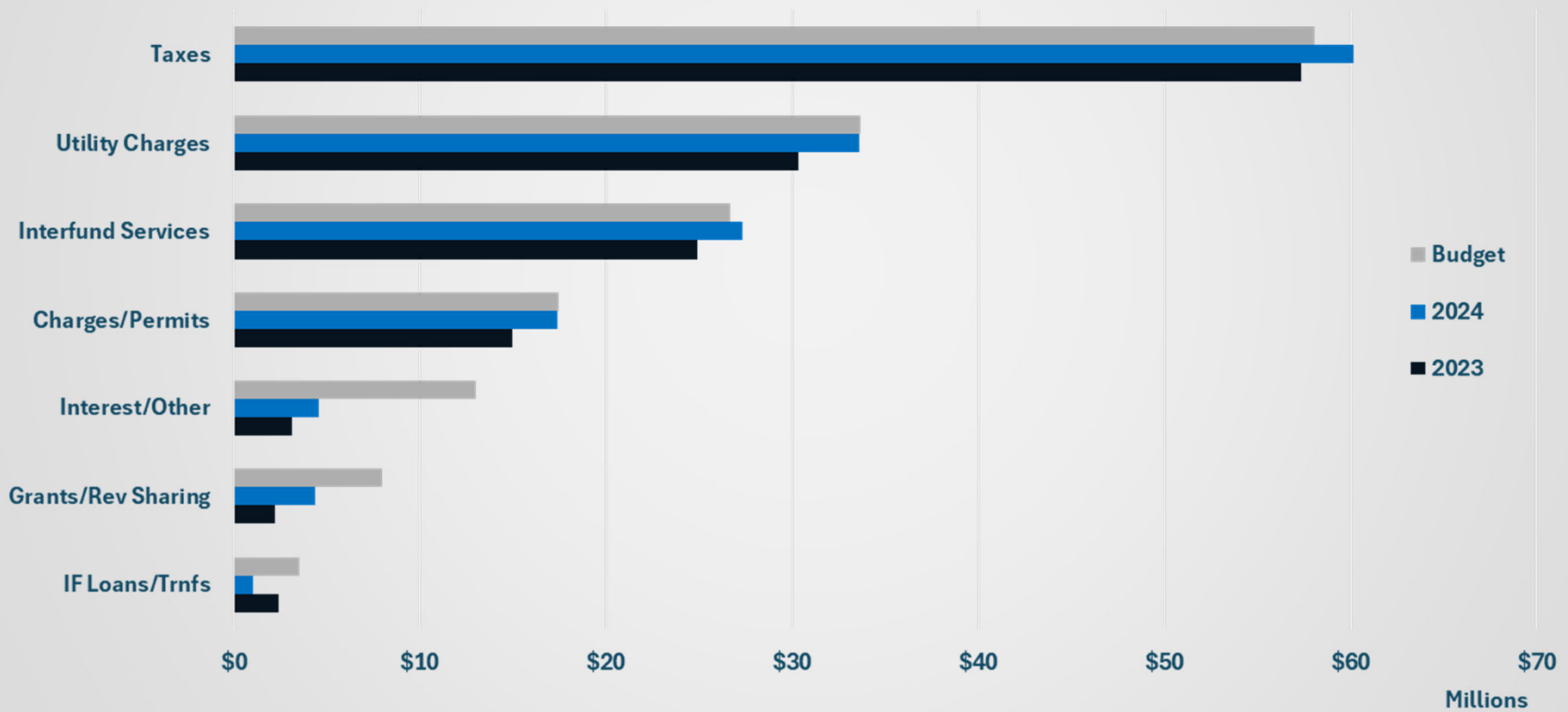
\*June outlier removed for trending

# Lodging Tax – Lower in 2024



# Citywide Revenue - \$148.5m

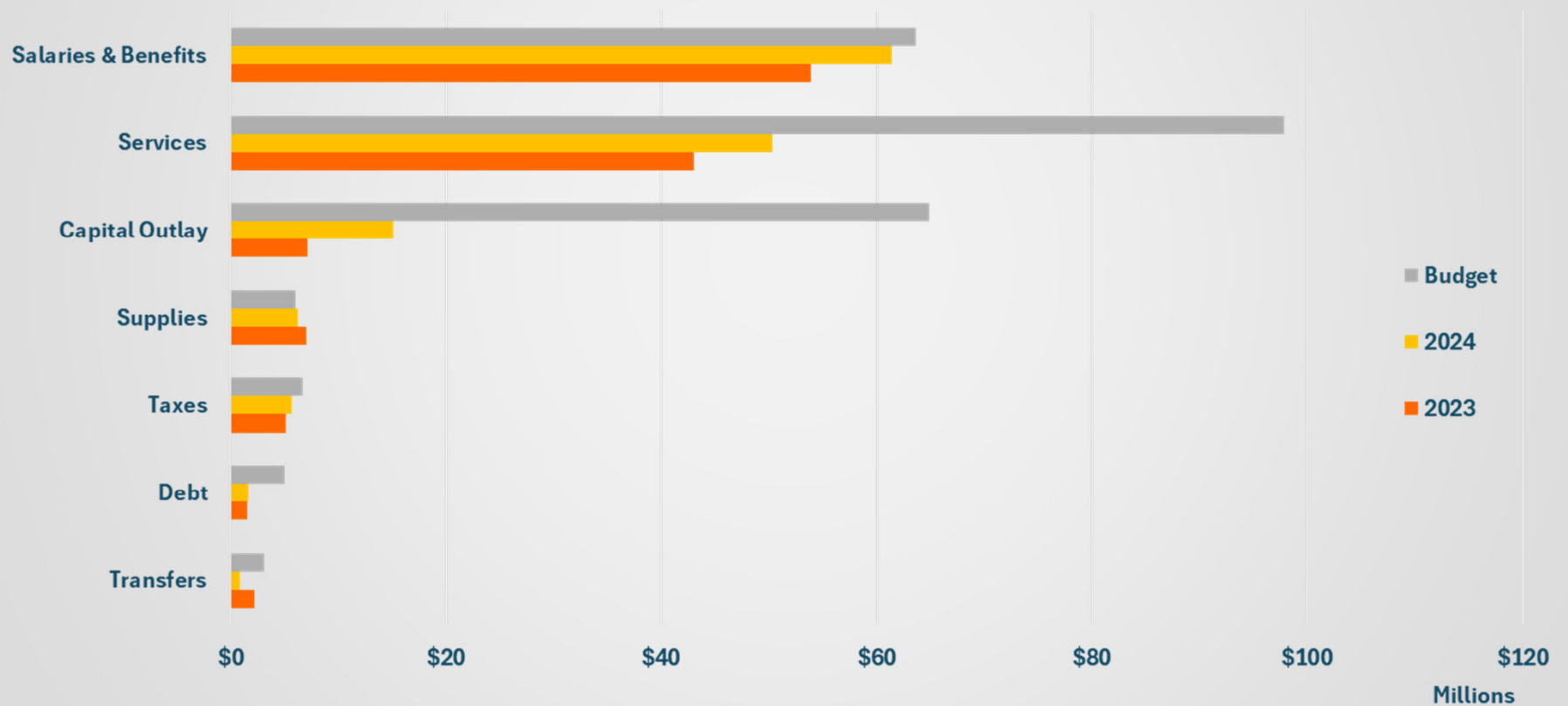
Through May 2024





# Citywide Expenses - \$141m

Through May 2024



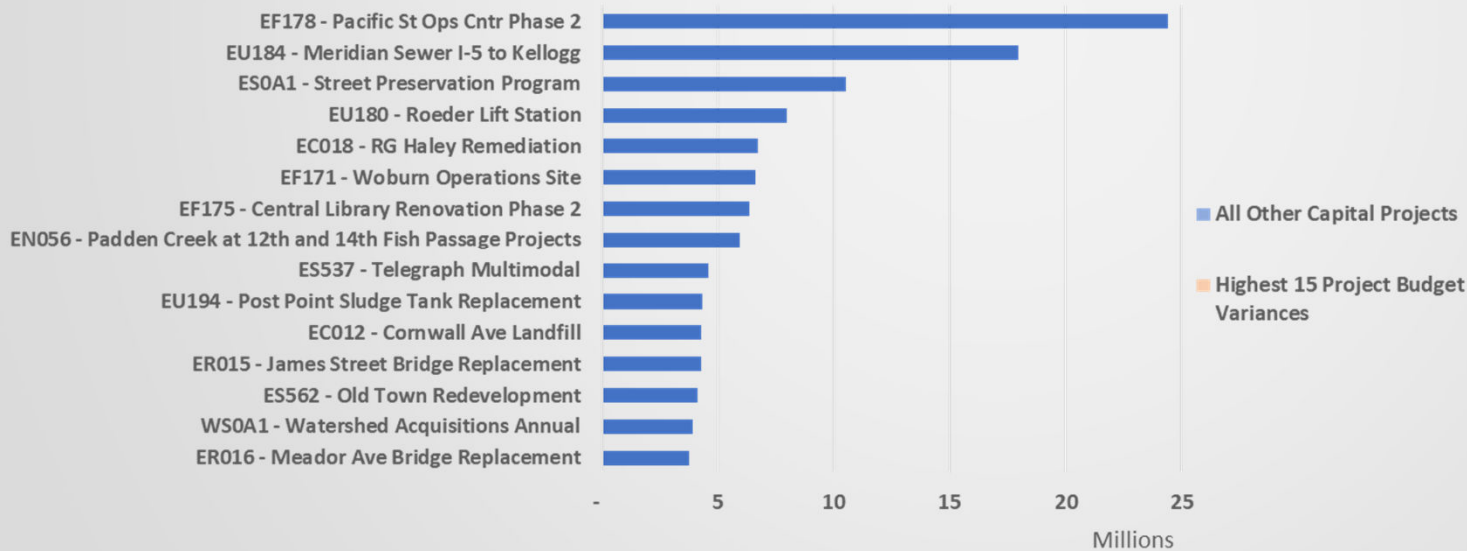
# Budget Variance – Significant Variances by Capital Project

161 Budgeted Projects

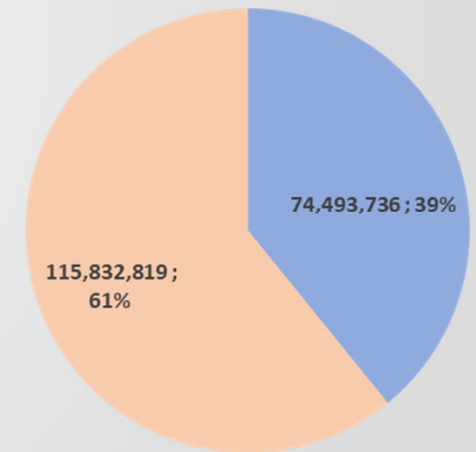
\$131m Budgeted Capital Outlay

\$60m Budgeted Services

Top 15 Capital Project Budget Variance



Budget Variance

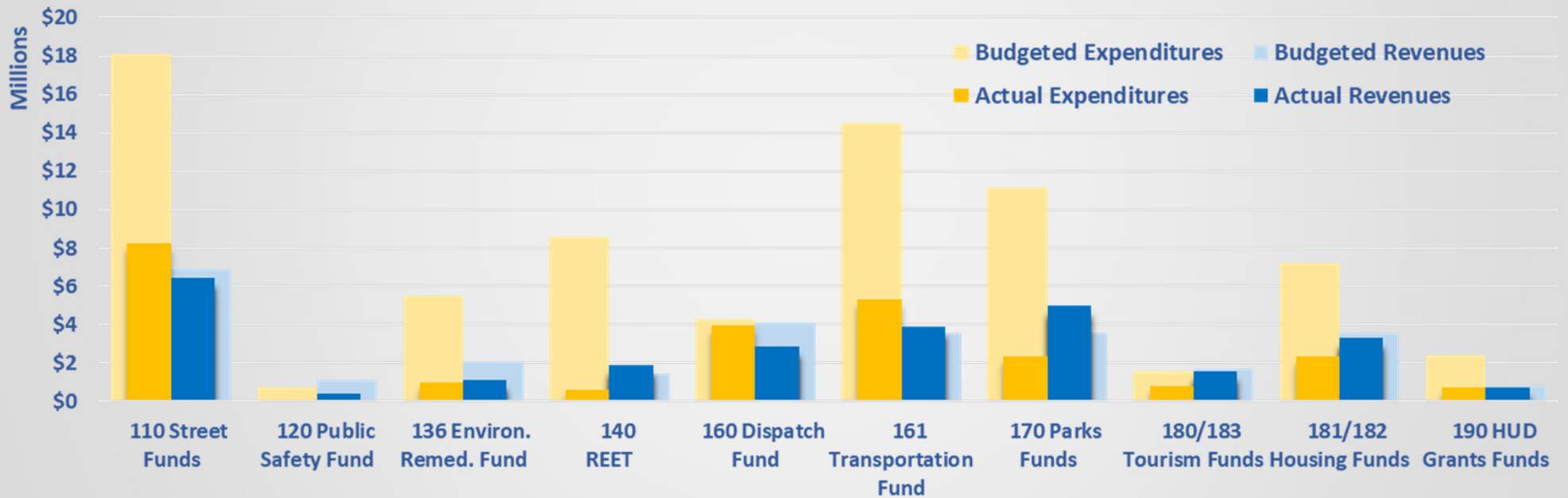


# Special Revenue Funds

Through May 2024

Revenues - \$29.7m

Expenditures - \$26.5m

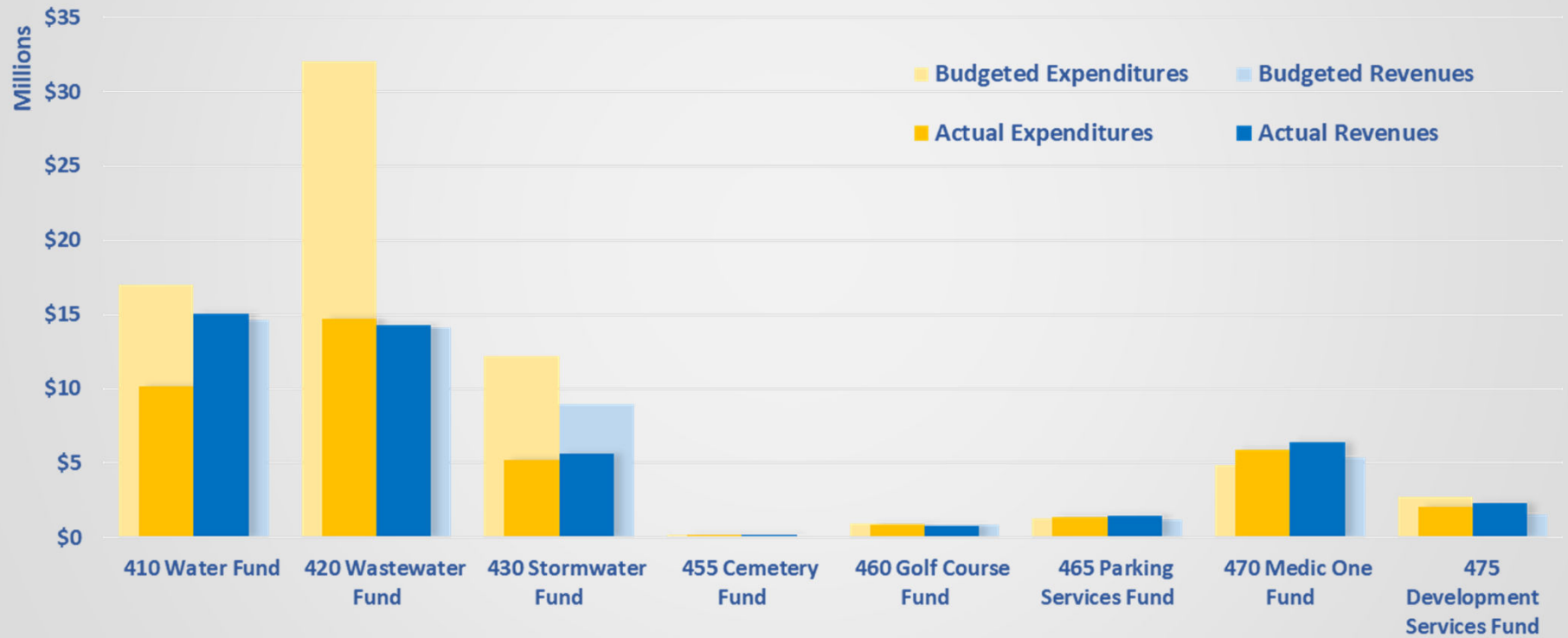


# Enterprise Funds

Through May 2024

Revenues - \$46.1m

Expenditures - \$40.5m

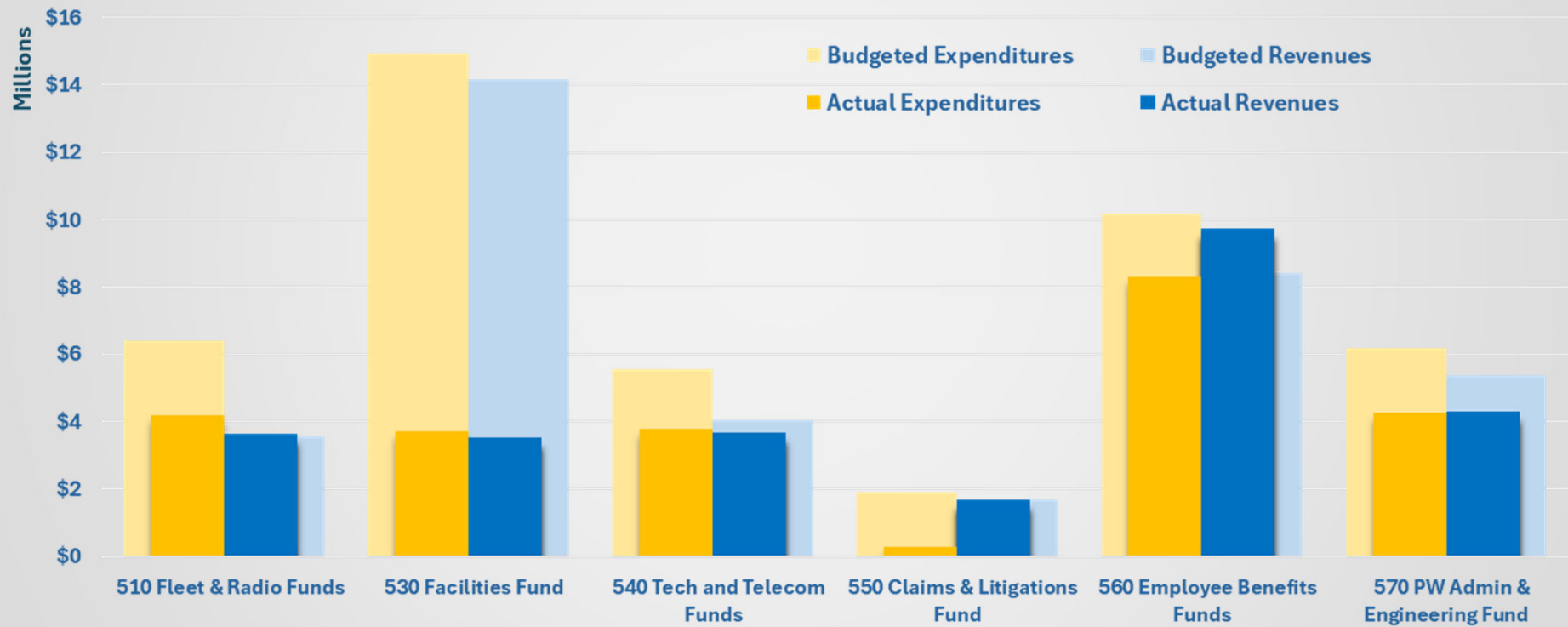


# Internal Service Funds

Through May 2024

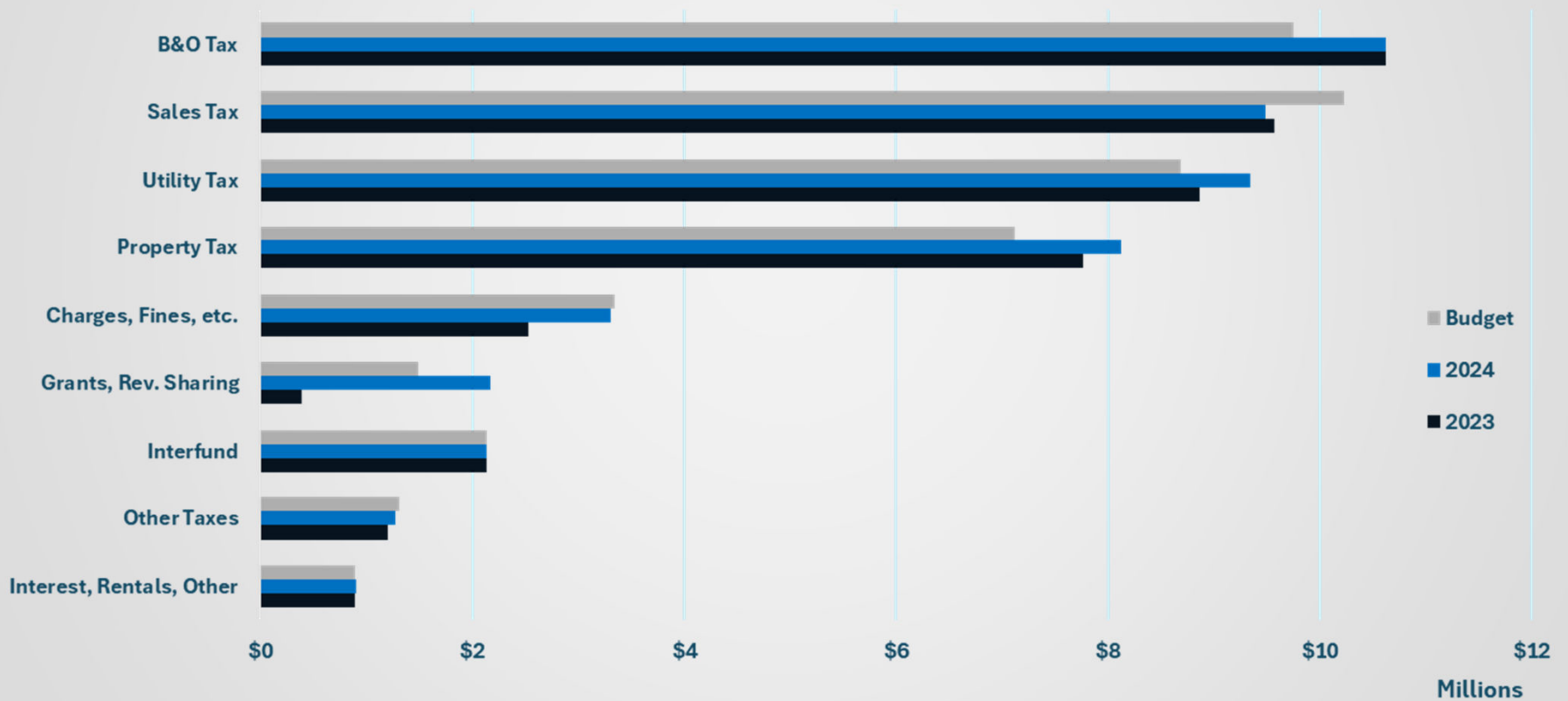
Revenues - \$26.6m

Expenditures - \$24.6m



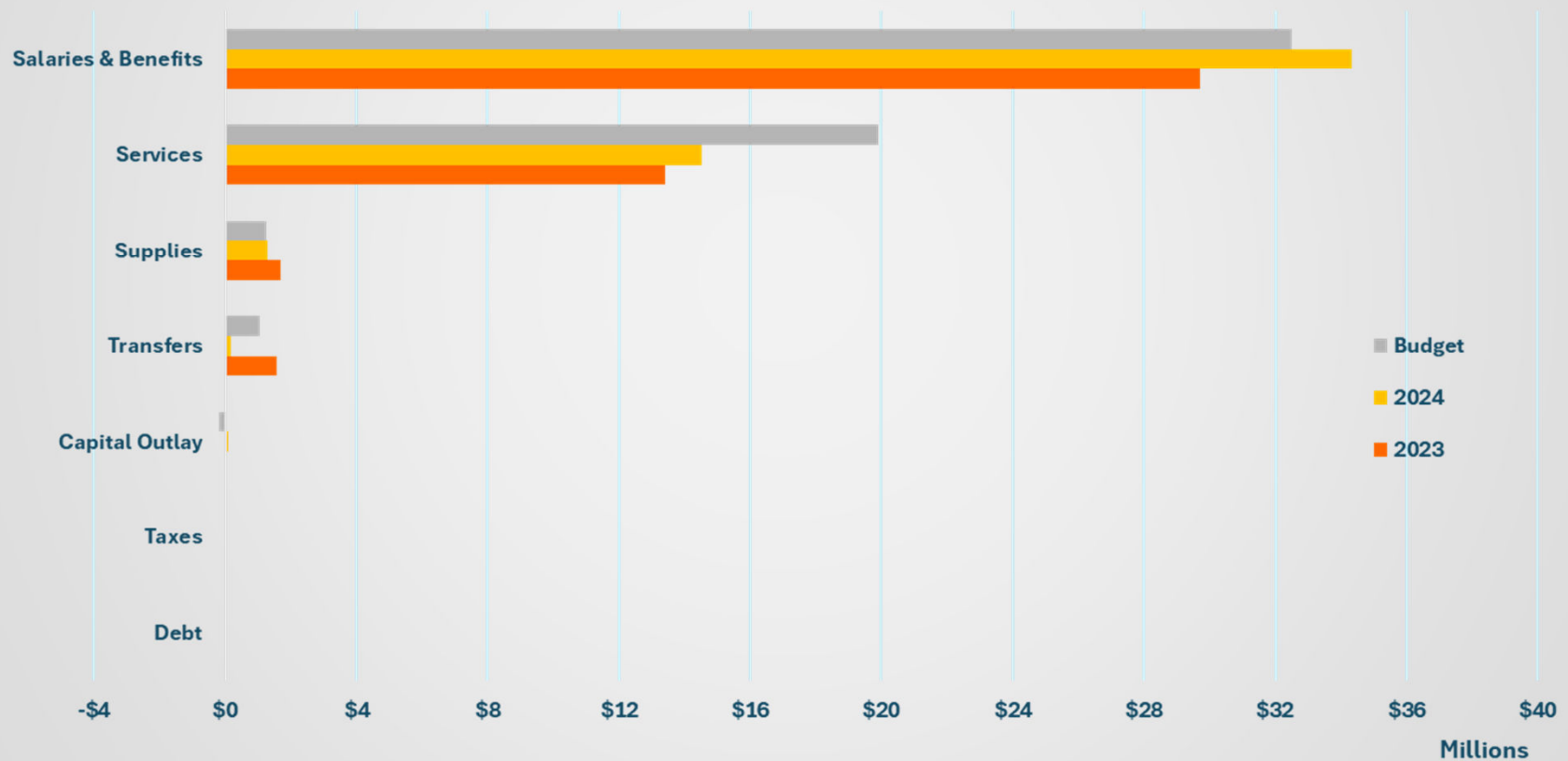
# General Fund Revenues - \$47.4m

Through May 2024



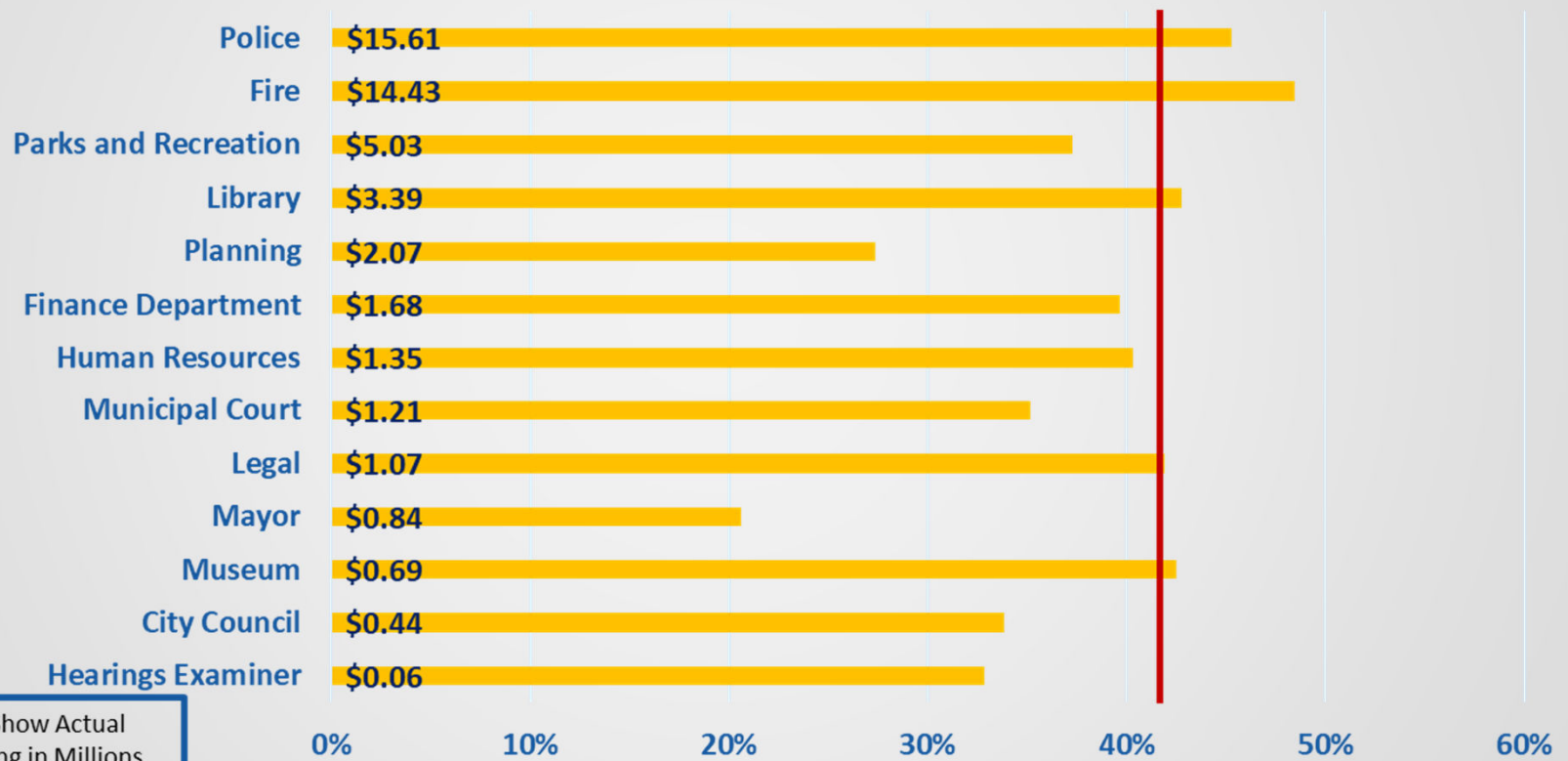
# General Fund Expenditures - \$50.4m

Through May 2024



# General Fund - % of Budget Spent by Department

Through May 2024 – 42% of the year

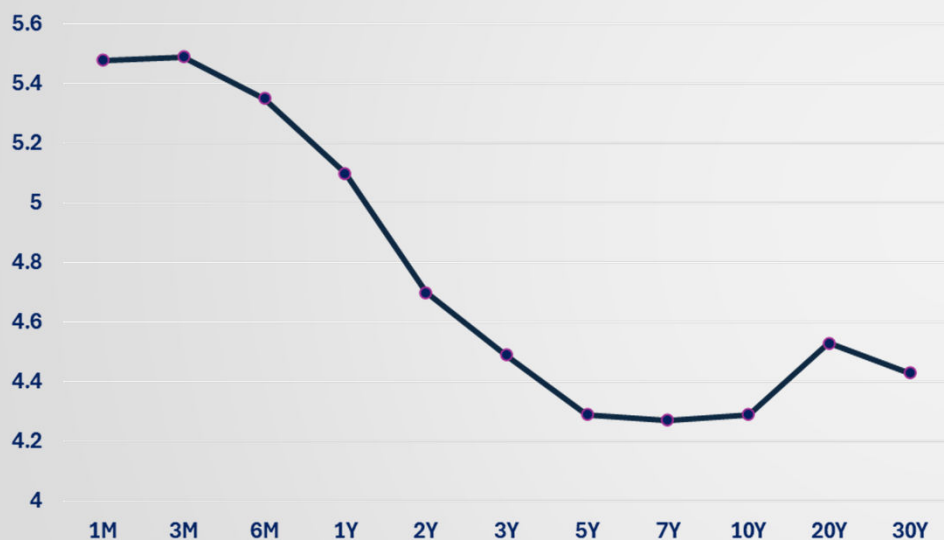


Bar Labels Show Actual YTD Spending in Millions



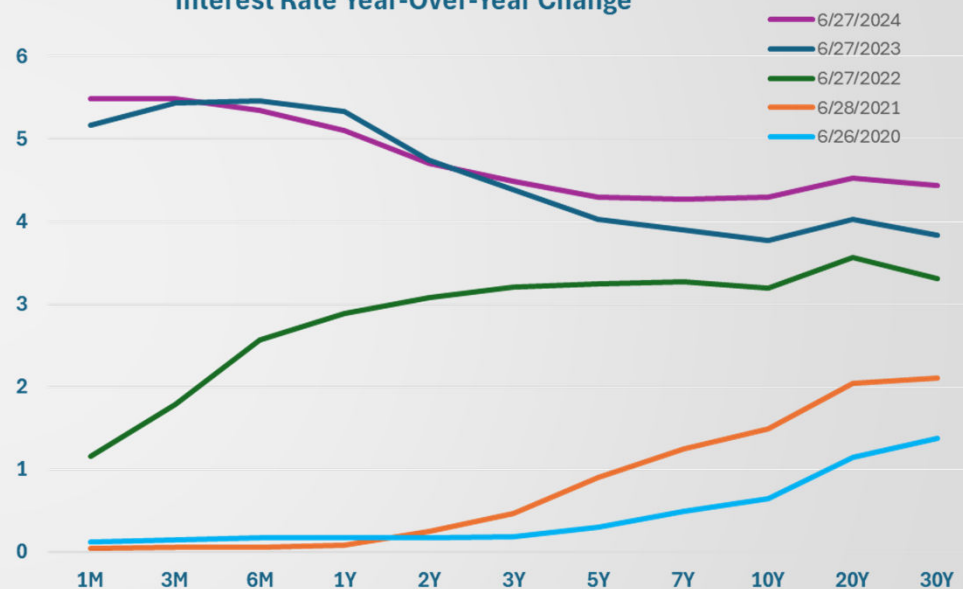
# U.S. Treasuries Yield Curve by Maturity

U.S. Treasuries Yield Curve, Interest Rate for 6/27/2024



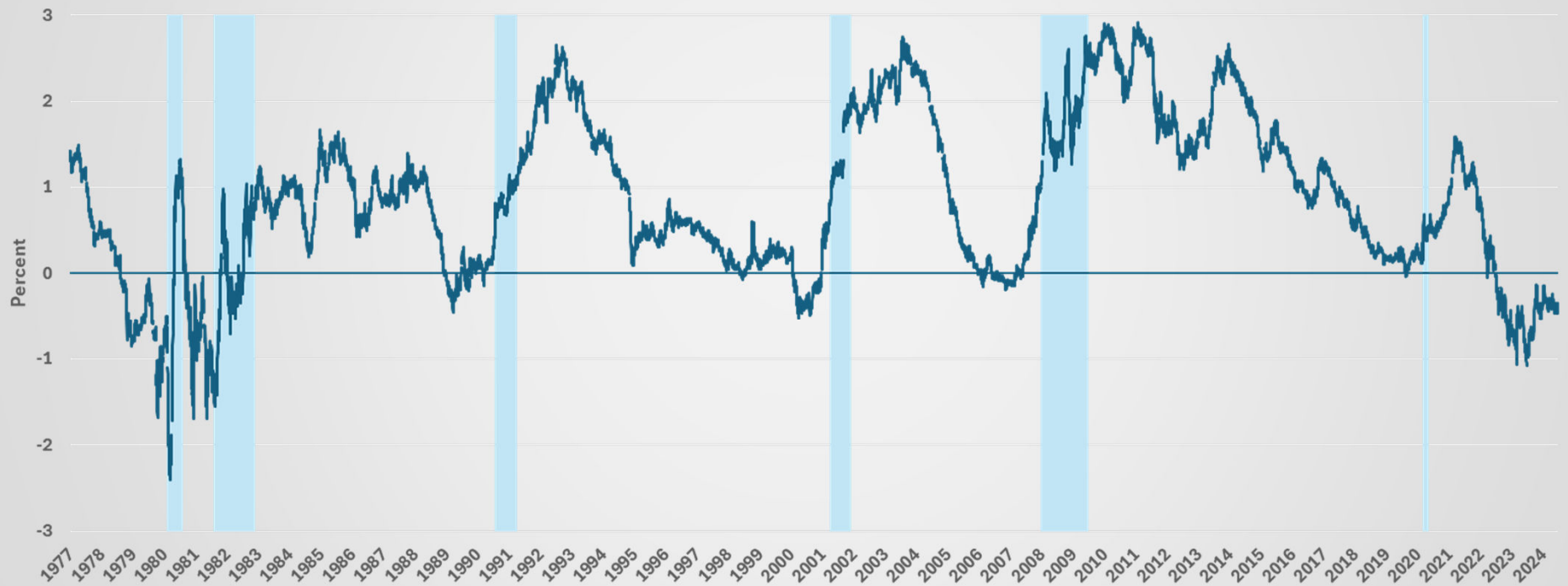
Source: Realtor.com/FRED

Interest Rate Year-Over-Year Change



Source: Realtor.com/FRED

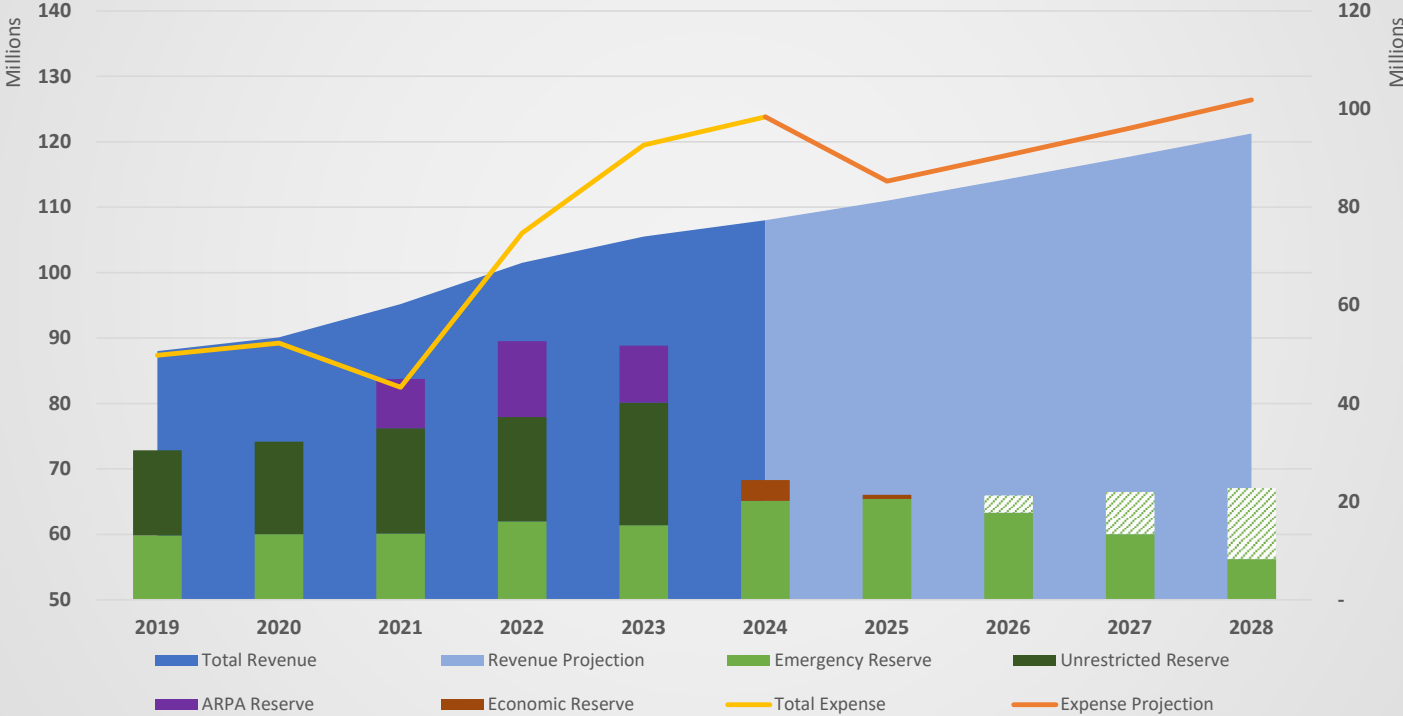
# 10-Year Treasury Constant Maturity Minus 2-Year Treasury Constant Maturity



Source: Saint Louis Federal Reserve

■ NBER based Recession Indicators for the United States from the Period following the Peak through the Trough

# Reserve Projections



# Next Steps

- Budget 101 presentation (August)
- Financial updates (August/September)
- 2025 Budget presentation (September 30)
- Public Hearings
  - October 7 Budget
  - October 21 Revenue Forecast & Property Tax
  - November 4 Budget
- Budget work sessions (October & November)
- Pass 2025 Budget Ordinance (December)



# Questions?

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

