



**Regular Meeting of the Library Board of Trustees  
Tuesday, December 17, 2019 – 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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- Board Members Present:** Rick Osen, Rachel Myers, Rebecca Craven, Jim McCabe and Vernon Johnson
- Library Staff:** Rebecca Judd, Bethany Hoglund, Janice Keller, Jon McConnel, Jennifer Vander Ploeg and Wendy Jenkins
- Others Present:** April Barker, City Council Liaison; Andrew Asbjornsen, Finance Director; Forrest Longman, Budget & Finance Manager
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**Call to order and introductions:** Regular session was called to order at 3:31 p.m. by Chair, Rick Osen.

**Approve/modify agenda:** Rachel Myers moved to approve the agenda. Rebecca Craven seconded. Motion carried.

**Public comment:** No comments.

**Consent agenda:** Jon requested a clarifying change to the minutes: on page 2, the last sentence of the Board member reports paragraph should have ", per capita" added at the end so that the sentence reads, "Jon added that our circulation and attendance statistics are higher than this celebrated library, per capita."

Rebecca Judd pointed out that a change has occurred in how we report Electronic copies under Holdings on the Performance & Activity Measures report: we will change "Electronic copies added to the collection" to read, "Electronic copies added to the Consortium collection by BPL" and "Total electronic holdings" to "Total electronic holdings in Consortium available to BPL".

Jim McCabe moved to approve the November 19, 2019 Regular meeting minutes and the November 2019 performance and activity measures and financial reports as amended. Rebecca Craven seconded. Motion carried.

**Board Chair report:** Rick mentioned that Wendy sent out invitations for 2020 board meetings. He also noted that the January meeting will be held in the Fairhaven Branch Fireplace Room due to the Friends' book sale.

Rick reported that he and Rebecca Judd met with Seth Fleetwood, the incoming Mayor, to get acquainted.

**Board member reports:** Rebecca Craven reported a friend sent her a link to an article about a library getting rid of overdue fines. Rebecca was pleased to share with her that BPL had just approved removing overdue fines. Rick added that there was a recent article in the Seattle Times concerning Seattle Public also eliminating overdue fines, effective January 2, 2020.

Jim reported that Lynn Sterbenz, head of the City's Office of Emergency Management, referenced the Community Conversations Report available on the library website as they prepare to begin their strategic planning process. Lynn and another OEM staff member participated in one of the Community Conversations.

Rachel reported that the Whatcom Community Foundation received an anonymous donation to the Library's Materials Fund, to be used for poetry, arts and science materials.

Damani reported that the Whatcom Human Rights Task Force will be hosting the 22<sup>nd</sup> annual Dr. Martin Luther King, Jr. Human Rights Conference on Saturday, January 18<sup>th</sup>, 2020 at Whatcom Community College, Syre Center. The conference will have a Youth Keynote: Moving the Dream Forward. The Library will have a table at this event.

**City Council liaison report:** April reported that Whatcom Transit Authority (WTA) is beginning a 20-year strategic plan process (typically they have had 6-year plans). They hope to work with cities and unincorporated areas to think bigger and broader to determine where corridors might be needed. The free youth ridership passed and will be launched in June, 2020. In addition, WTA will be looking at lowering the age for seniors to ride for free.

April suggested the board keep an eye on the annexation phasing plan – there may be library service opportunities in newly annexed areas.

April recently became aware of the free Museum Passes available at the Library and suggested we promote that service. Janice clarified that the Museum has allocated 2 sets of 4 passes to the library which are reserved months in advance.

The Climate Action Task Force presentation to City Council is available to view on the City's website. April suggested it was worthwhile to listen to and that the Library could serve as a reliable place to get solid information about the City's climate action plan.

April mentioned the 2<sup>nd</sup> Annual Rev. Dr. Martin Luther King, Jr. Unity Ball, to be held on Saturday, January 18<sup>th</sup>, 2020 in Settlemyer Hall at Whatcom Community College. Part of the proceeds will support Northwest Youth Services.

The Cordata Neighborhood Association has a new president, Kate McDonald, who will continue the push for a northside library presence.

**Friends of BPL report:** No report.

**Library Director report:** Rebecca reported that Jon has been working on behind the scenes technical preparations for Farewell to Overdue Fines and Janice has been working hard to get communications and promotions ready for the January 2 launch.

Rebecca informed the board that a recent Seattle Times article reported on a Seattle Public Library issue concerning meeting rooms – the Women’s Liberation Front reserved a meeting room and some community members are asking the Library to not allow the meeting. Seattle Public administration is working to resolve the issue.

**2020 Revenue Forecast:** Forrest Longman, Budget & Finance Manager, provided a PowerPoint presentation to the board. *(See Attachment #1 for 2019 Revenue Update & 2020 Revenue Forecast. All attachments are located at the end of the minutes.)*

**April Barker, City Council Liaison, appreciation & farewell:** Rick thanked April for her 4 years of service as the Library’s Liaison to City Council – her leadership was instrumental in keeping BPL a municipal library and in developing our Level of Service standards. Rebecca Judd presented April with flowers, a Friends of the Library book bag, and a bumper sticker. In honor of April, a book was added to our Collection, *Moving Toward Integration: the Past and Future of Fair Housing*, by Richard Henry Sander.

**Library Board of Trustees:**

- In the packet is a copy of the Mayor’s letter reappointing Rick Osen for a 2<sup>nd</sup> term, ending February 9, 2025. Rick commented that this is a great time to be involved with the library.
- Election of 2020 officers: Jim McCabe nominated Rick Osen as 2020 Board Chair. Rachel Myers seconded. Motion carried. Rick Osen nominated Rachel Myers as 2020 Vice-Chair. Jim McCabe seconded. Motion carried.

**Strategic Plan – action requested:** Rachel commented that she is impressed with the plan, included in the packet, and appreciates the staff effort that went into this, starting with the community conversations, to sifting through the data, to encapsulating the information into a beautiful, engaging plan. Rick thanked Janice for her work on this project. The idea is to distribute the full plan, plus a 1-page double-sided short version. The next phase is to shape a 2020 Action Plan. April suggested tying the LOS standards into the Action Plan to show how we are using the Strategic Plan to raise our LOS standards.

Jim pointed out a small correction on the 1-page document: the 2<sup>nd</sup> bullet on page 2 of the long version was not carried over verbatim onto the short version. Janice pointed out the 1-page document is still in process and thanked Jim for catching this.

Rebecca Craven moved to approve the 2020-2024 Strategic Plan as presented, subject to minor revisions or corrections, and authorize the library director to approve a final version for printing. Damani Johnson seconded. Motion carried.

**Facilities Committee update:** Rick stated that they are down to the final details for bid specifications. Next, the Committee will start discussing construction impacts. Rebecca talked through an RMC blueprint of the general floor plan, a color-coded blueprint of

collection shelving, and RMC visual renderings from a variety of perspectives. Carpet samples were on display as well.

**New Business:**

- Rick will provide a written 2019 summary document
- Rebecca will provide a 4<sup>th</sup> quarter 2019 work plan update
- Further progress on remodel plans

Janice distributed a copy of the Winter Leisure Guide center spread – a double page Happy New Year! from Bellingham Public Library highlighting the remodel, Whatcom Reads, and Farewell to Overdue Fines. (See *attachment #2* for copy.)

**Meeting adjourned** at 4:47 p.m.

**Next Regular Library Board Meeting – January 21, 2020** at the Fairhaven Branch Library, 1117 12<sup>th</sup> Street, Fireplace Room – at 3:30 p.m.

Chair, Library Board of Trustees

ATTEST

Secretary, Library Board of Trustees

**Attachments:**

- Attachment #1: 2019 Revenue Update & 2020 Revenue Forecast
- Attachment #2: Winter Leisure Guide center spread Happy New Year! from Bellingham Public Library



# 2019 Revenue Update & 2020 Revenue Forecast

October 21, 2019

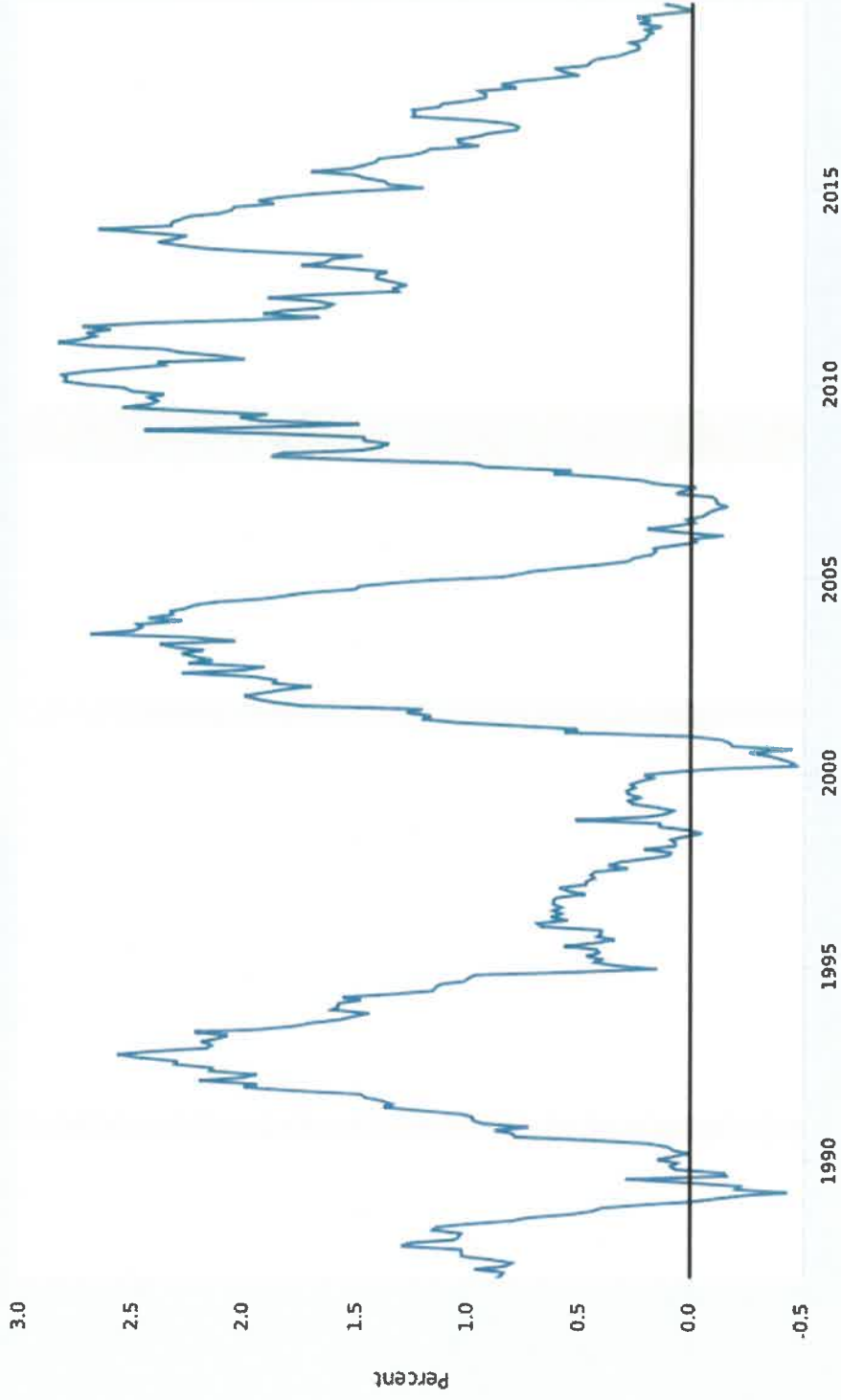


# Outline

- Economic Update
- General Fund Revenue Forecast
- Citywide Sales Tax Forecast
- Property Tax Levy



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



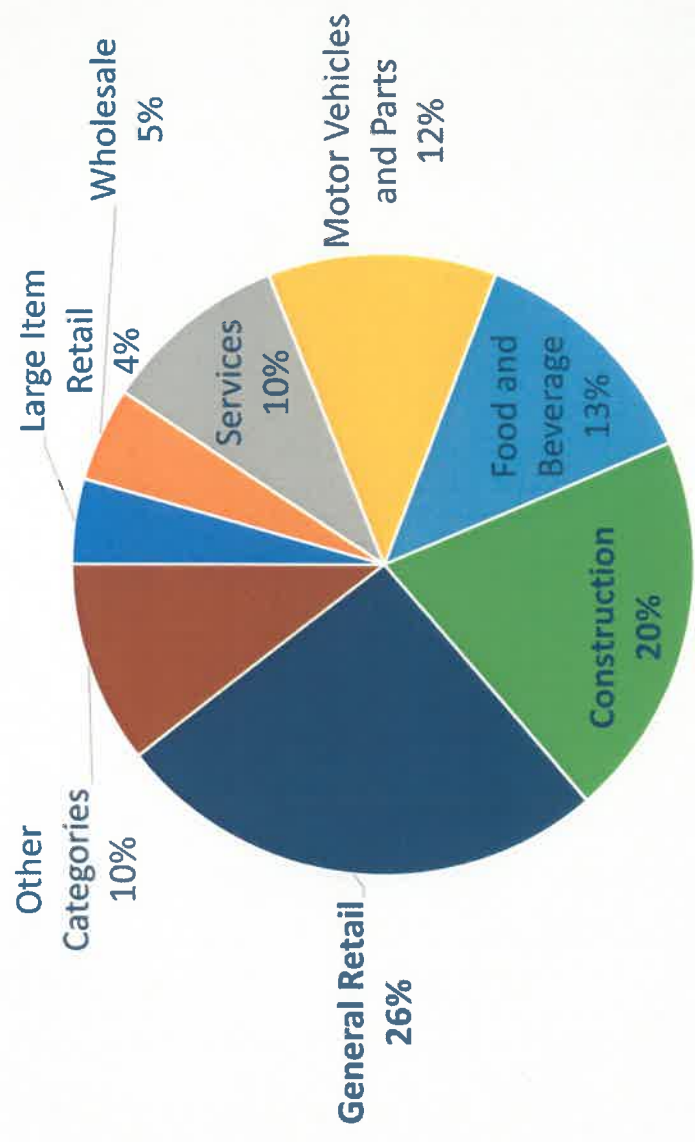
Shaded areas indicate U.S. recessions

Source: Federal Reserve Bank of St. Louis

myf.red/g/pava

# Retail Sales and Construction are Drivers

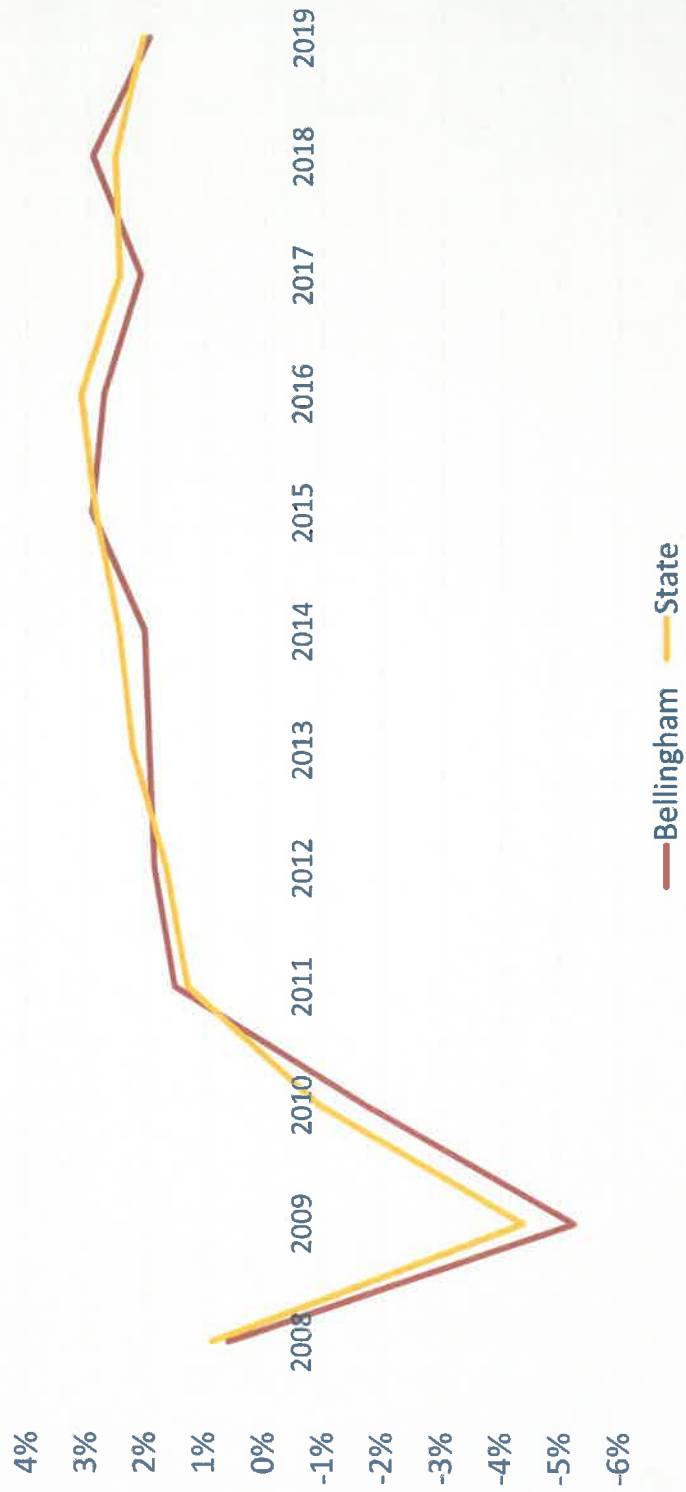
Sales Tax Revenue Sources





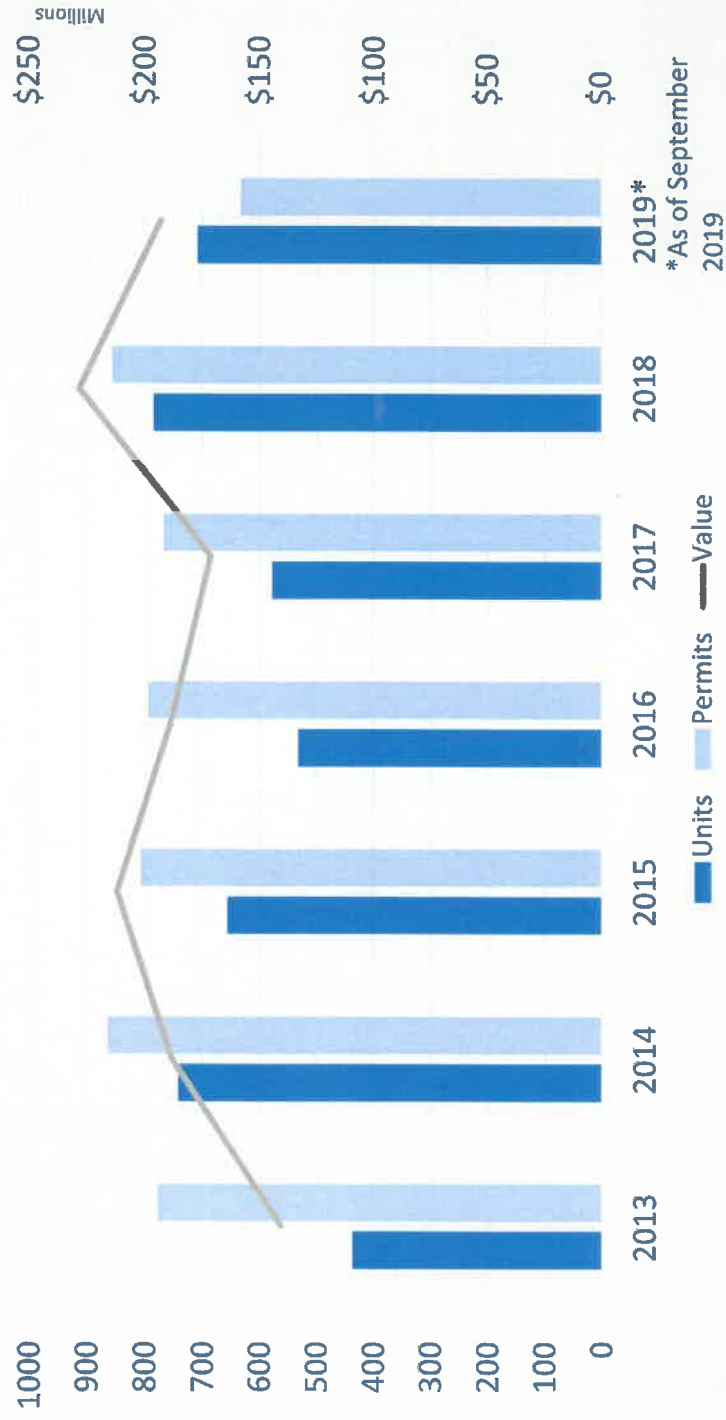
# Employment Remains Strong

Non-farm Payroll, YoY% Change



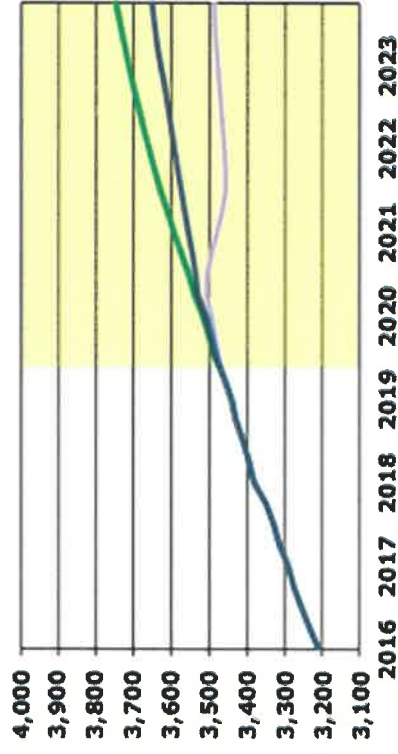
# Permit Activity Remains Strong

## All Permit Activity



# State Economist Forecast

Total Nonfarm Payroll Employment, Thousands



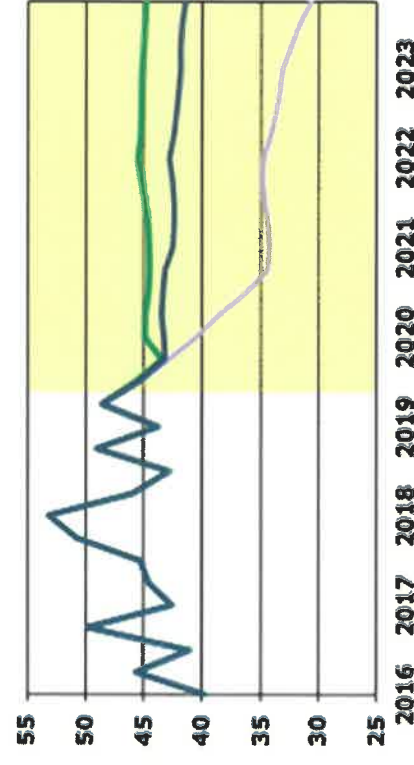
Source: WA State Employment Security 2018 Q4, ERFC 2023

■ Baseline

■ Optimistic

■ Pessimistic

Housing Permits, Thousands



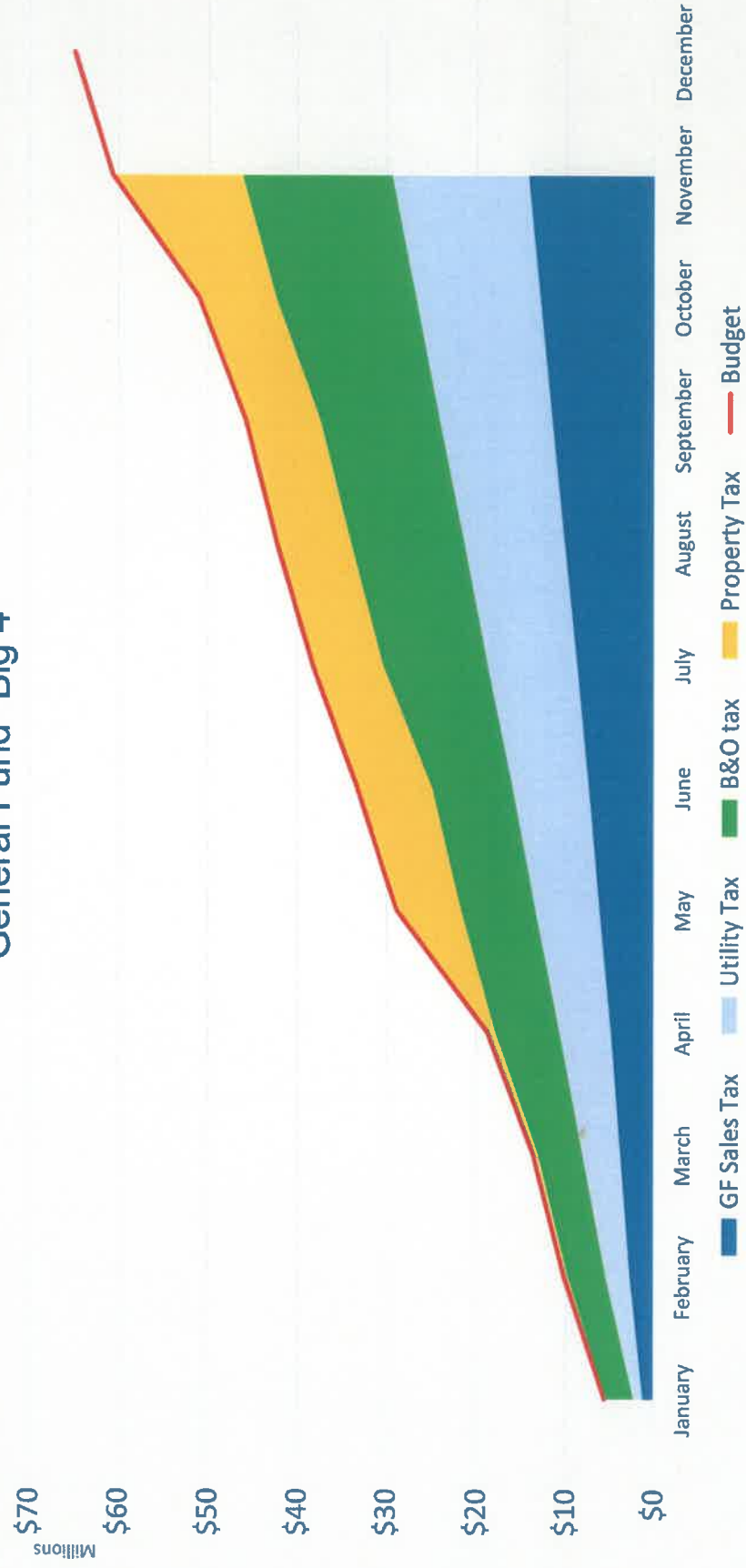
Source: Census Bureau 2018 Q4, ERFC 2023

■ Optimistic

■ Pessimistic

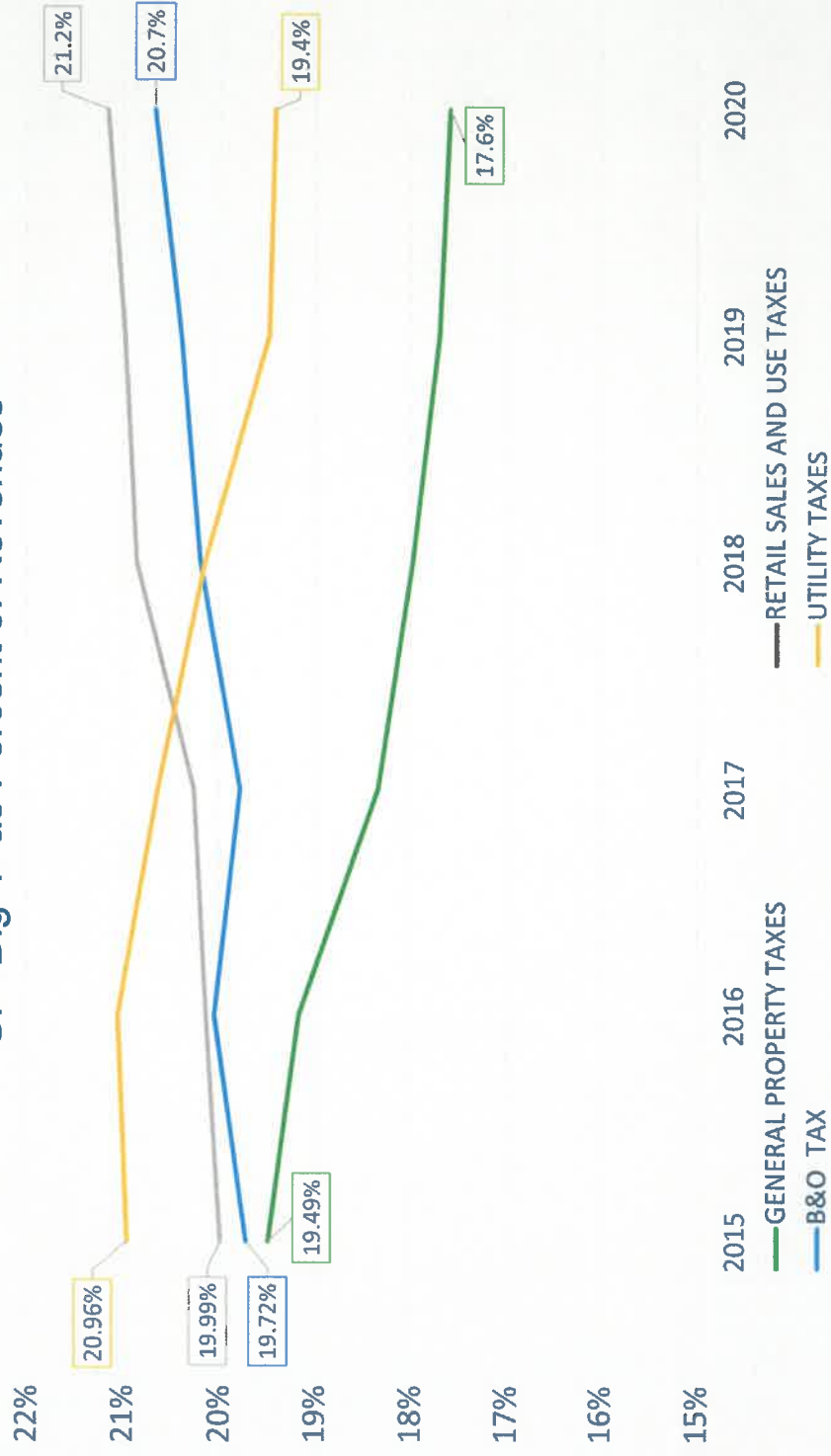
# 2019 Revenue Performance

## General Fund "Big 4"



# Shifting Revenue Streams

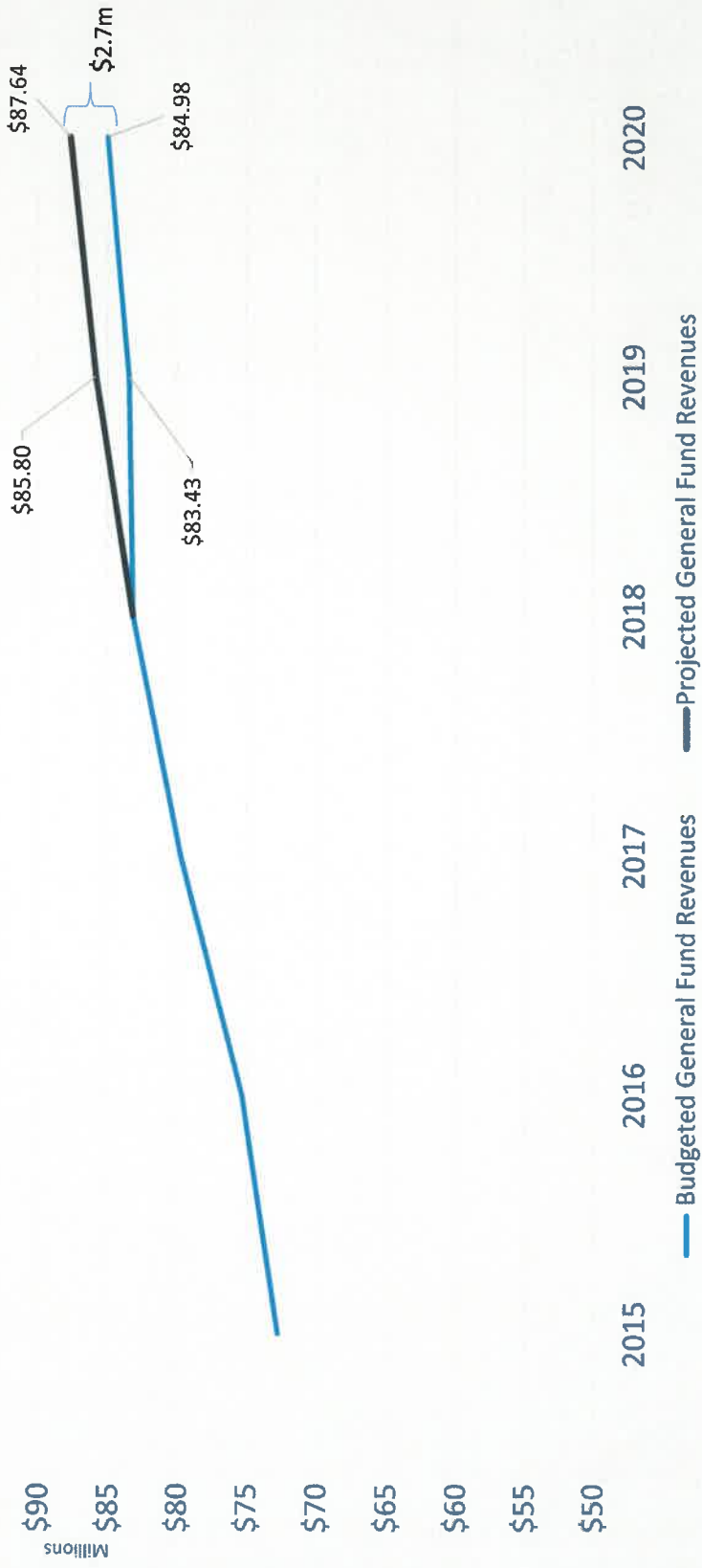
GF "Big 4" as Percent of Revenues



## Major Changes to Revenue Budget

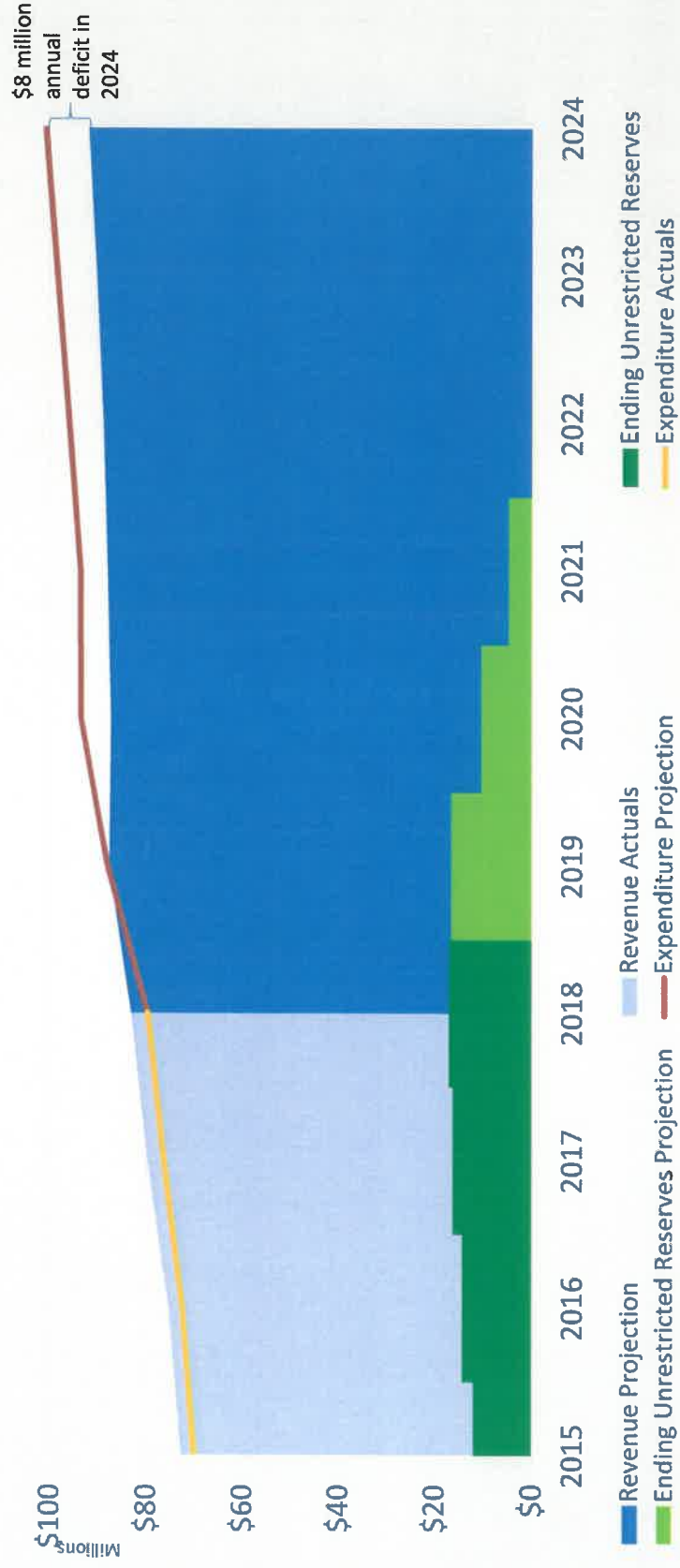
- Ground Emergency Medical Transport (GEMT) Revenues: +\$1m of new revenues annually.
- Ambulance transports: +\$900k ongoing.
- Increased Interest Revenue: +\$500k in 2019, trending downward in future years.
- Continued reduction in fines & penalties: -\$200k.
- Correcting Street Fund tax projection: +\$1.8m for biennium.

# General Fund Revenue Projection



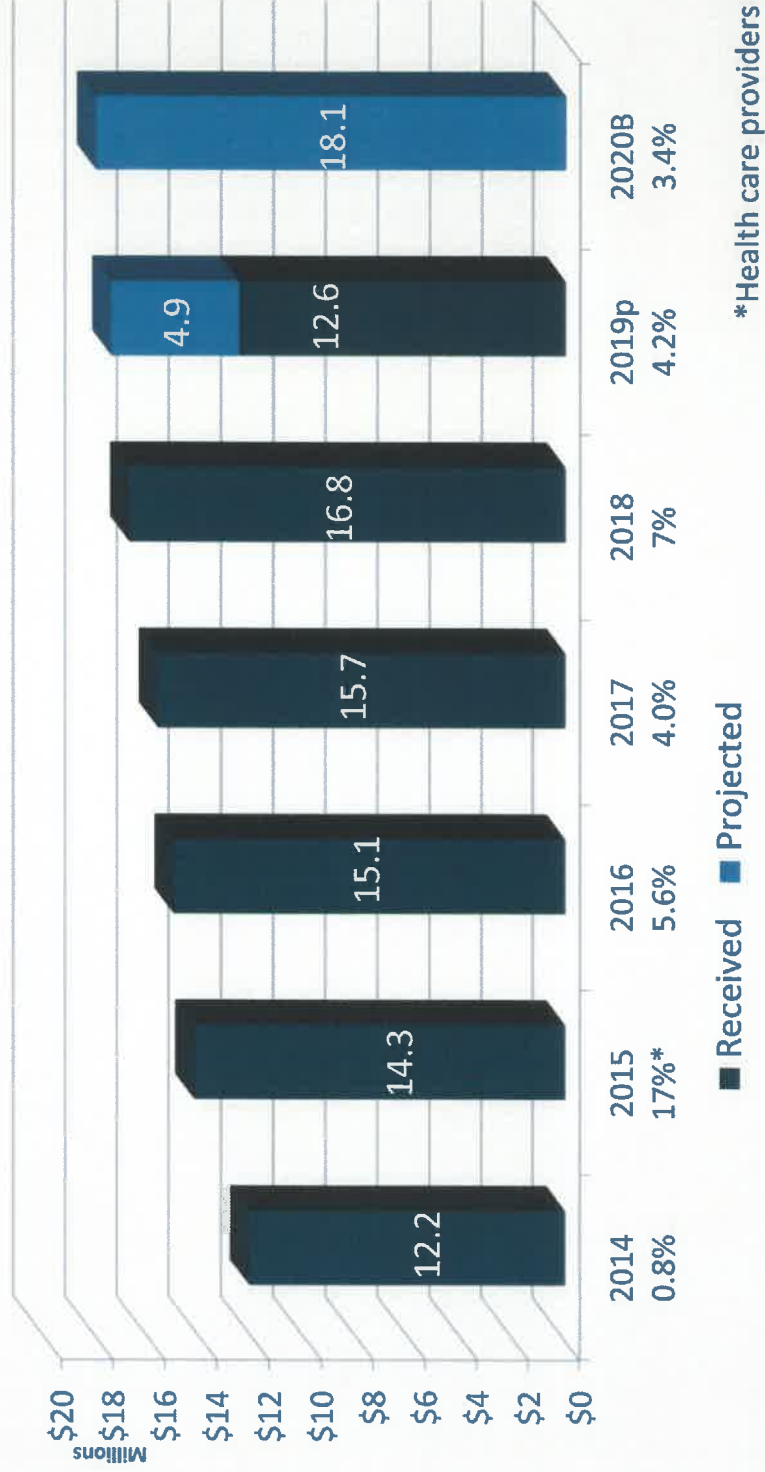
# Long-term Outlook

Two Biennium Revenue and Expense Projection

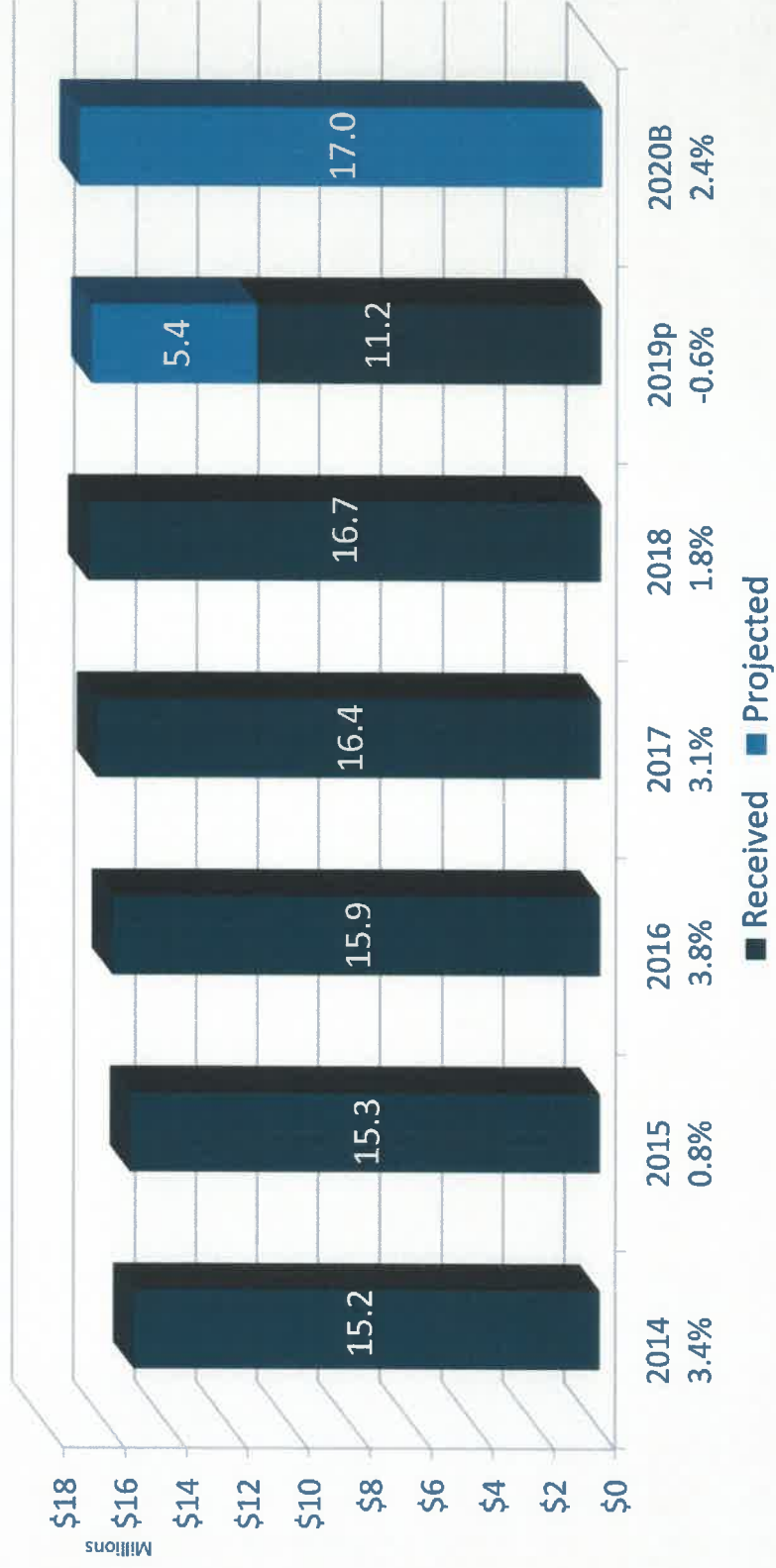




# B&O Tax Projection



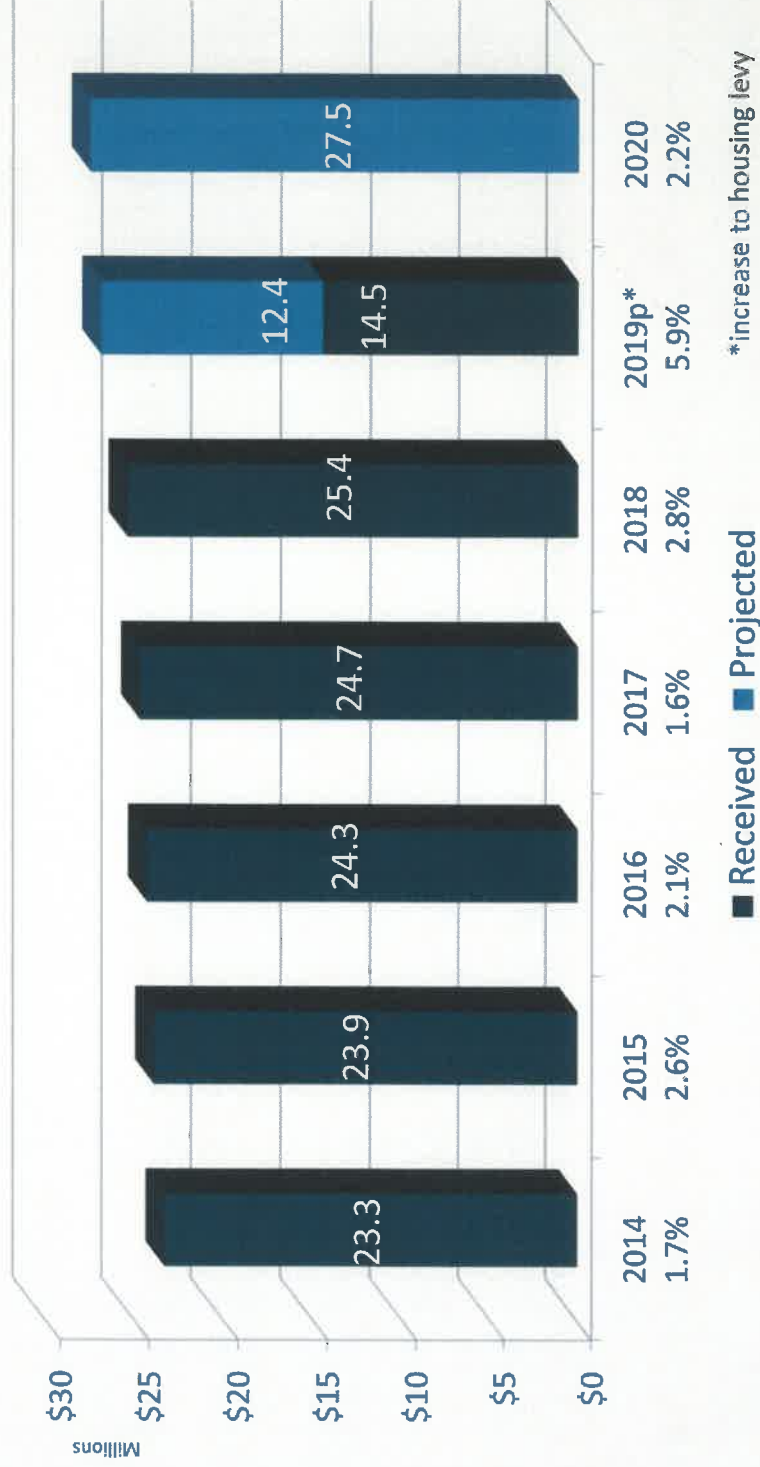
# Utility Tax Projection



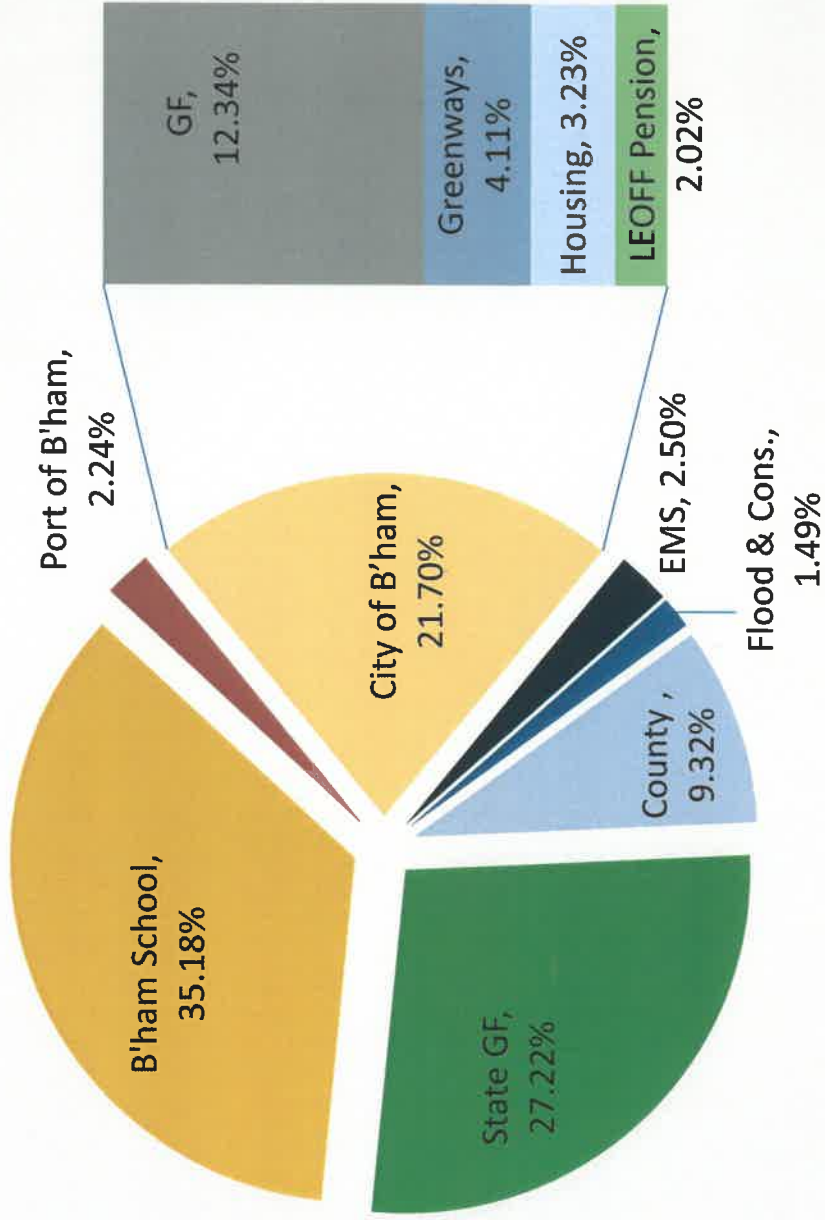
# Citywide Sales Tax Projection



# Citywide Property Tax



# 2019 Property Tax Distribution



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## 2019 Levy

|                              | Amount              | Rate per<br>1000/AV |
|------------------------------|---------------------|---------------------|
| <b>General Fund</b>          | <b>\$15,268,128</b> | <b>1.25279</b>      |
| <b>Greenways</b>             | <b>5,080,468</b>    | <b>0.41686</b>      |
| <b>Affordable Housing</b>    | <b>4,000,000</b>    | <b>0.32820</b>      |
| <b>Fire / Police Pension</b> | <b>2,495,922</b>    | <b>0.20479</b>      |
| <b>RDA LIFT</b>              | <b>55,820</b>       | <b>0.00458</b>      |
| <b>CITY TOTAL</b>            | <b>\$26,900,339</b> | <b>2.20723</b>      |

## Estimated Impact of 1% Increase

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|                                    | Amount                |
|------------------------------------|-----------------------|
| <b>2018 Total Levy</b>             | <b>\$26,900,000</b>   |
| <b>1% Levy Increase</b>            | <b>\$269,000</b>      |
| <b>Levy</b>                        | <b>\$27,169,000</b>   |
| <hr/>                              |                       |
| <b>City Levy on \$400,000 home</b> | <b>+\$23    \$888</b> |

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# 2019-2020 Revenue Forecast

Forrest Longman, Budget Manager  
Finance Department  
360.778.8005 [fwrongman@cob.org](mailto:fwrongman@cob.org)





# Happy New Year!

from Bellingham Public Library

## NEW YEAR, EXCITING OPPORTUNITIES



### Central Library Main Floor Interior Remodel

Design work is underway for an interior remodel of the main floor of the Central Library downtown. Changes will include providing additional public spaces and a more open concept, incorporating new, more efficient book-handling technologies, and adding public restrooms.

Construction is scheduled for 2020. Exact timing and impact to library users to be determined during the first quarter of 2020.

For updates about these plans, visit [www.bellinghampubliclibrary.org](http://www.bellinghampubliclibrary.org).

### Read the Book, Join the Conversation

**Whatcom READS 2020 Features Eowyn Ivey, WWII Graduate and Pulitzer Prize Finalist, March 5-7, 2020**

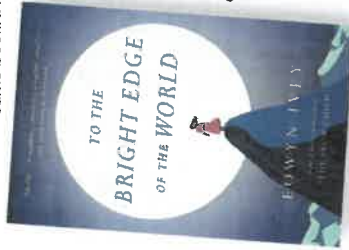
Eowyn Ivey's book "To the Bright Edge of the World" is the Whatcom READS 2020 selection.

A series of programs and special events January through March follow the book's themes, culminating with Ivey's visit to Bellingham and Whatcom County.

Whatcom READS is a county-wide program that encourages everyone to read and discuss the same book. It is organized by all the public

and academic libraries in Whatcom County and Village Books, with generous funding from the Friends of the Bellingham Public Library and the Whatcom County Library Foundation.

Visit [www.whatcomreads.org](http://www.whatcomreads.org) for schedule information and other details.



### FAREWELL to overdue FINES

### Farewell to Overdue Fines

**That's right! We said farewell to overdue fines and cleared them from all accounts.** Libraries across the country are making this change. Eliminating overdue fines ensures greater access to library materials and services-- after all, that's what libraries are all about!

Bellingham Public Library and Whatcom County Library System no longer charge borrowers for returning library materials after the due date. We also eliminated existing overdue account balances, so everyone starts fresh.

Borrowers are still charged replacement costs for unreturned or damaged items to make sure materials are returned.

Questions? Ask us! Visit us online, call us, or stop by any of our locations.

[www.bellinghampubliclibrary.org](http://www.bellinghampubliclibrary.org) and [www.wclli.org](http://www.wclli.org)



YOU BELONG AT YOUR LIBRARY!

