



BOARD OF TRUSTEES MEETING
Whatcom County Library System
May 16, 2023

Via Teams and Administrative Services
5205 Northwest Drive
Bellingham, WA 98226

WCLS Vision: *An engaged community where curiosity is cultivated, literacy flourishes and democratic ideals thrive.*

1. 9:00 a.m. **Call to Order.** Quorum determined. Land Acknowledgement.
We are on the ancestral homeland of the Nooksack, Lummi and other Coast Salish peoples. They have been its stewards since time immemorial, respecting the land, river and ocean with the understanding that everything is connected, related and alive. We acknowledge the elders and their collective and individual plights and achievements. We consider the legacies of violence, displacement, migration, and settlement that bring us together today. And we pursue ongoing action, to build lasting relationships and grow together so that all may prosper.
2. 9:05 a.m. **Open Public Comment Opportunity**
This period is set aside for persons wishing to address the Board. Each person may have up to three minutes for this purpose. Written comments may be submitted to Em.Olpinski@wcls.org prior to the meeting.
3. 9:10 a.m. **Consent Agenda**
 - a. Meeting Minutes
 - b. Expenditures
4. 9:15 a.m. **Financial Report and Resolutions**
 - a. Finance Committee Report
 - b. Resolution 05/16/23-05 amending the 2023 General Fund Budget
5. 9:20 a.m. **Executive Session to Discuss Cybersecurity Audit Report per RCW 42.30.110 (1)(a)iii**

No final action will be taken during the Executive Session. At the beginning of the session, the Library Board Chair will state the time when the session is expected to end. If the session ends early, the Board will not reconvene in open session until the stated time. If the session is not over at the stated time, the Library Board Chair will briefly reconvene the Board in open session at the stated time to announce the time to which the session will be extended.
6. 10:00 a.m. **Trustee Education: ConnectED – Tamar Clarke**
7. 10:20 a.m. **ConnectED Contracts**
8. 10:30 a.m. **BREAK**

(Continued on next page)

Board of Trustees Meetings are open to the public in accordance with RCW 42.30. The Board is currently holding meetings with options for in-person or remote participation. Persons wishing to be provided with an internet link or telephone number to access the meeting are asked to please email Em.Olpinski@wcls.org before 4:00 p.m. Monday, May 15, 2023. Written comments may be submitted to Em.Olpinski@wcls.org prior to the meeting.

9. 10:40 a.m. **Birch Bay Library Update**
10. 11:00 a.m. **Blaine Library Update**
11. 11:15 a.m. **Management Benefits and Leave Policy Update**
12. 11:20 a.m. **Staff Reports**
 - a. Executive Director
 - b. Deputy Director
 - c. Youth Services Manager
 - d. Community Relations Manager
13. 11:30 a.m. **Performance Measures and Committee Reports**
 - a. Performance Measures
 - b. Personnel Committee
 - c. Whatcom County Library Foundation
14. 11:45 a.m. **Announcements and Adjourn**

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Board Meeting Agenda Item Cover Sheet

Meeting Date:	5/16/2023
Committee or Department:	Administration Department
Subject:	Consent Agenda – Board Meeting Minutes, Monthly Expenditures
Prepared By:	Jackie Saul
Impact upon Budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Supporting Documents:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Recommendation or Request: Approval of consent agenda items.

Suggested Motion for Consideration: Move approval of consent agenda items as presented.

Summary:

Meeting Minutes:

- April 18, 2023 Regular Board Meeting

Expenditures:

General Fund:

- April 1-15, 2023 payroll: check nos. 1033944374 - 1033944378 and voucher nos. 554759-554908 totaling \$216,604.16 and April 16-30, 2023 payroll: check nos. 1034127540- 1034127543 and voucher nos. 554915-555062 totaling \$209,941.27.
- ACH transactions for employee benefits, telecommunication services and monthly sales/use tax filings totaling \$93,687.04; \$31,305.87 of this is for employee funded contributions to dental insurance premiums, PERS and deferred compensation plans (made via payroll deduction).
- Claim 2023-14G: warrant nos. 1166315-1166335 totaling \$28,868.35
- Claim 2023-15G: warrant nos. 1166571-1166590 totaling \$113,928.76
- Claim 2023-16G: warrant nos. 1167038-1167065 totaling \$94,178.88

Capital Fund:

- Claim 2023-05C: warrant no. 1166336 totaling \$271.50
- Claim 2023-06C: warrant nos. 1166769-1166770 totaling \$15,408.72

Alternatives: N/A

Fiscal Impact: Expenditures for approval paid from available 2023 budgeted funds.

Comments: The Finance Committee has reviewed the General and Capital Fund claims listed above. They reviewed that there were no General Journal entries in April.

Library Board of Trustees Regular Meeting

April 18, 2023

Location

This meeting was held in a hybrid manner, with remote attendance via Microsoft Teams and in-person attendance at Administrative Services, 5205 Northwest Drive, Bellingham, WA 98226.

In Attendance

Trustees: Rodney Lofdahl, Chair; Lori Jump, Vice Chair; Holly Robinson. Absent: Erika Lautenbach, Secretary; Matthew Santos.

Staff: Christine Perkins, Executive Director; Michael Cox, Deputy Director; Jackie Saul, Director of Finance and Administration; Thom Barthelmess, Youth Services Manager; Mary Vermillion, Community Relations Manager; Lisa Gresham, Collection Services Manager; Geoff Fitzpatrick, IT Services Manager; Beth Andrews, Human Resources Manager; Dianne Marrs-Smith, Lynden Library Manager and Friends of the Birch Bay Library (FOBBL) President; Jennifer Rick, Foundation Development Director; Maggie Mae Nase, Learning Coordinator; Em Olpinski, Administrative Assistant; Jonathan Jakobitz; Blaine Public Library Branch Manager.

Guests: N/A

Call to Order

Rod called the meeting to order and determined quorum at 9:00 a.m., followed by a reading of the WCLS Land Acknowledgement by Michael.

Open Public Comment

No public comment.

Service Anniversary Recognition: Christine Perkins

Rod recognized Christine for her ten years of service as the Executive Director of WCLS. Before joining WCLS in 2013, she served as the Assistant Director of Bellingham Public Library and the Director of Burlington Public Library. Many projects have commenced under her leadership, including: the construction and opening of the Ferndale Public Library, the opening and re-opening of the South Whatcom Library, the construction and opening of Island Library, the design and purchase of the current Bookmobile, a year-long 75th anniversary celebration in 2019, the remodel of the Everson McBeath Community Library, work on the Birch Bay Library Capital Facilities Assessment (LCFA), and ongoing conversations with the City of Blaine about a new library. In her time at WCLS, Christine has also hired five of the current seven members of the leadership team, eliminated overdue material fines, and led WCLS through unprecedented challenges, including the COVID-19 pandemic, the historic 2021 Nooksack flooding, and the 2022 network cyber-attack.

Rod shared some notes written by staff members about Christine with the group. Rod thanked Christine for both her professionalism and accessibility as a leader.

Holly asked Christine if she knew her position as Executive Director would entail so much work with facilities and buildings. Christine responded that she did not expect this after completing library school. Christine said that working with the public and getting to work with and oversee the many staff members who contribute to WCLS' projects are the most energizing parts of her position.

Jackie presented Christine with a gift prepared by the Community Relations Team—a CD featuring a personalized Freegal playlist.

Lori commented that Christine's leadership through the COVID-19 pandemic has been unflappable. Christine thanked the group for their kind remarks and commented that none of the projects completed during her time with WCLS could have happened without the work of WCLS' incredible staff.

Consent Agenda

The Consent Agenda included minutes of the March 21, 2023 Board of Trustees Regular Meeting as well as the following:

Expenditures:

General Fund:

- March 1-15, 2023 payroll: check nos. 1033605404-1033605408 and voucher nos. 554449-554599 totaling \$220,472.29 and March 16-31, 2023 payroll: check nos. 1033804682-1033804684 and voucher nos. 554606-554752 totaling \$221,373.54.
- ACH transactions for employee benefits, telecommunication services and monthly sales/use tax filings totaling \$90,298.59; \$30,030.01 of this is for employee funded contributions to dental insurance premiums, PERS and deferred compensation plans (made via payroll deduction).
- Claim 2023-010G: warrant nos. 1164051-1164066 totaling \$10,894.53
- Claim 2023-011G: warrant nos. 1164345-1164371 totaling \$101,289.09
- Claim 2023-012G: warrant nos. 1164737-1164762 totaling \$18,196.20
- Claim 2023-013G: warrant nos. 1165342-1165363 totaling \$122,133.65

Capital Fund:

- Claim 2023-04C: warrant nos. 1164372-1164373 totaling \$540.26

Policy Update:

Substitution Policy 12.16 is updated to correct an outdated reference to a clause in the Bargaining Agreement.

Lori moved to accept the Consent Agenda as presented. Seconded. Approved Unanimously.

Financial Report and Resolutions: Finance Committee Report

Jackie reviewed her report, including the March Notes and Highlights section. She noted that revenue from property taxes continued to lag in March, as is expected for this time of year. To keep up with current expenses, we have dipped into the Cash Flow reserve fund. The fund will be replenished at the end of April when we receive our first larger influx of property tax revenue for the year.

Holly asked Jackie what the \$1.00 of cashier's overages listed under March Revenue in her report represents. Jackie explained that each branch has a cash drawer to take payments for lost materials and printing. The \$1.00 overage represents the net accumulation of small variances that occasionally occur when branch cash drawers are reconciled.

Jackie shared that we are currently on track with budgeted expenditures for 2023. Auto, liability, and property insurance premiums have already been paid this year, and we are also currently under budget for repairs and maintenance expenses, which allows us to have some cushion for potential unexpected expenses. Though it

appears that we have spent about 8% less on fuel this year as compared to 2022, this likely does not indicate a decrease in gas prices. WCLS vehicles are filled at the county fuel lot, and Jackie believes that they have not billed us for all the fuel we've used this year.

Jackie is currently working on our State Annual Report for 2023, which is due at the end of May. State auditors use data from this report for government transparency.

At the February board meeting, Jackie discussed potentially participating in cost-sharing with the City of Sumas to repair damage to the roof of the building that houses the Sumas Library. At the February meeting it was agreed that if there were funds budgeted for the Sumas Library remodel project left over at the project's close, these funds would go towards repairing the building's roof. Jackie informed the trustees that we will be able to contribute \$15,000 towards repairing the roof. Rod asked Jackie when repairs to the building's roof will be completed. Jackie responded that we do not know yet.

Jackie informed the trustees that a power outage occurred at the Administrative Services building on Saturday, April 8, and lasted for five hours. Many systems impacted by the outage did not automatically switch back on when power returned to the building. This caused some damage to the HVAC units in the building, which are currently under repair. Jackie thanked Christopher Phillips, System Engineer, for coming in that Saturday to help restore network services.

Holly asked Jackie if Administrative Services has a generator. Jackie replied that Administrative Services has a gas-powered generator, which cannot switch on automatically in the event of a power outage. We will hopefully be installing a new generator once the Facilities Services Manager is hired.

Trustee Education: First Amendment Audits

Jonathan Jakobitz and Maggie Mae Nase shared a presentation with the group about First Amendment audits. Maggie Mae explained that a First Amendment audit is when someone tests their First Amendment rights by filming in public spaces. Audits can be conducted by individuals or groups, and the auditors often view themselves as citizen journalists.

First amendment audits are legal when conducted in public forums. Libraries are a limited public forum, meaning that people can film in public spaces at WCLS libraries but cannot film patron data, in staff areas, and cannot violate Disruptive Behavior Procedure 6.01.03.

There appears to have been a nationwide uptick of audits at public libraries starting in 2021, many of which have been at small libraries where few staff members are present. Jonathan noted that three First Amendment Audits have occurred at WCLS locations—two have occurred in Blaine, and one has happened in Lynden. It can be uncomfortable for staff members to be filmed while working, which can make it more difficult to calmly communicate with an auditor while continuing to assist patrons.

Two posts have been made to WCLS' intranet to help educate and prepare staff for potential audits. Our main guidance to staff thus far has been to lead with service and to not let the act of filming define an encounter with an auditor. Staff should offer to help the person conducting the audit and engage them with information about library services and materials, if they are interested.

Our goal is to help the auditor have a positive library experience. However, if an auditor violates our Disruptive Behavior Procedure, library staff should follow the procedure and provide clear and concise warnings to the auditor of what will occur if they do not alter their behavior. An auditor should only be asked to leave if they continue to display disruptive behavior after a warning, and staff should clearly explain to the auditor why they are being asked to leave.

Trainings are being developed to prepare WCLS staff to have conversations about intellectual freedom, which is a topic that often applies to First Amendment audits. Jonathan pointed out that both libraries and auditors support the First Amendment. Jonathan then gave a summary of what occurred during the most recent audit at Blaine Public Library.

Lori mentioned that it could be beneficial to begin having conversations with staff about Second Amendment rights in libraries. She also asked if Branch Managers are being trained as the primary staff members to engage with auditors. Maggie Mae responded that Branch Managers are not always present at libraries, but all Public Service Assistants and Managers are being trained and prepared to interact with auditors. Rod suggested that branch staff have discussions to plan how they will keep library operations running smoothly in the event of an audit.

Christine thanked Maggie Mae and Jonathan for their presentation. If a First Amendment Audit occurs at a WCLS location, we would like it go smoothly, but if this is not the case, our system will be able to recover.

First Amendment to the Interlocal Agreement Between the City of Lynden and WCLS

Christine presented the First Amendment to the Interlocal Agreement between the City of Lynden and WCLS. Our original agreement with the City of Lynden is reaching the end of its 21-year term this month. Christine and Dianne Marrs-Smith have met with the Lynden City Manager and Public Works Director to discuss the agreement, and all parties agree that based on the age of the building, another ten-year term would work well for the City and WCLS. The City of Lynden has proactively maintained the exterior of the library building and has been cooperative about updates we have made to the building's interior. The most significant change to the agreement in the first amendment is that the City is now requiring WCLS to carry umbrella insurance up to \$10,000,000, which is something that WCLS already does.

Rod asked the trustees if they have any questions. Lori asked Christine if WCLS' lawyer has had a chance to look over the amended agreement. Christine replied that our lawyer has done so.

Holly moved to authorize Christine signing the First Amendment to the Interlocal Cooperative Agreement between the City of Lynden and WCLS. Seconded. Approved Unanimously.

Christine announced that the City of Lynden is interested in working with Puget Sound Energy (PSE) to install an electric vehicle charging station in the Lynden Library parking lot. This amenity would help benefit the whole city, and Christine is interested in having Lynden be a trial location for charging stations at libraries. Funding is available from PSE to have their staff maintain the stations. Charging stations may result in the loss of a few parking spots at the library, but will offer a great resource to the community.

2023 Strategic Action Plan Update – Q1

Christine gave a summary of the progress that has been made towards the items listed in the 2023 Strategic Action Plan during the first quarter of 2023. Many projects are currently in progress, and a few have already been completed.

We had a great 2023 Whatcom READS season with author events featuring Jess Walter. Preparation for the 2023 Summer Reading program is currently underway and work is being done to further develop the ConnectED program. Tamar Clarke, Teen Services Coordinator, will be presenting a trustee education on ConnectED at the May board meeting. Storytimes are being hosted in-person at libraries again, and *A Forest of Words*, the yearly county-wide teen poetry anthology, will be released in May. The IT department has successfully migrated the entire system to Microsoft 365, and work continues to replace all printers in the system with printers that use a less-expensive toner.

All Staff Learning Day (ASLD) is being hosted this year on May 5. Christine extended an invitation to the trustees to attend the event, which will be a full-day field trip of staff taking different bus routes to tour branch libraries in our system. Lori commented that ASLD events have been phenomenal in the past—she highly recommends attending if you can. The Community Relations team recently completed the 2022 Annual Report, which gives a great summary of WCLS' year. Jennifer Rick provided the trustees with copies of the report.

Progress is also being made towards many new strategic projects in the 2023 Action Plan. Jazz at the Library concerts are being coordinated by multiple Friends of the Library groups, and WCLS is planning to have a

presence at several community events this year. Planning for the new Birch Bay Library is in progress again following our project scope change request being approved, and our MOU with the City of Lynden will go to City Council for approval in the coming weeks. Library services have been restored to the Sumas community, which was celebrated with a ribbon-cutting in February.

The project for a new library in Blaine is still in the conceptual phase, but conversations are occurring with the Kulshan Community Land Trust about potentially partnering to construct a new library that would have affordable housing units on the floors above it. Michael is attending a meeting later today to learn more about the concept.

Em stepped out of the meeting. Jackie began taking the minutes in their absence.

The Kulshan Community Land Trust has invited WCLS trustees and Blaine City Council members to participate in a planning session in May or June. The date is not yet finalized, and the trustees provided their availability. Christine noted that this concept is still in the exploratory phase.

Christine and Tamar Clarke have presented their idea for an online ad campaign promoting information literacy to the University of Washington Information Literacy Grant committee. Their idea was greenlit by the committee and they will present it again at the American Library Association (ALA) conference later this year.

Em resumed taking the minutes.

Levy lid lift planning is currently underway and will be discussed in greater detail at the June board meeting. We are also midway through the hiring process for a new Facilities Services Manager.

Geoff shared that our Cybersecurity audit with Moss Adams is ongoing. The management team will be having a meeting with our consultants later in the month to review potential IT disaster scenarios and how our system would respond. At the May 16 board meeting a summary of our audit with Moss Adams will be given during an executive session. The IT committee will be receiving a detailed version of the report. Following the audit, IT Services will be creating a strategic plan, which will hopefully be completed by the end of July.

Lori asked if any information about how to obtain Narcan (Naloxone) is listed on the WCLS.org Community Resources page. There have been two reported fentanyl-related overdoses in Whatcom County in the past month. Michael shared that there is [a link on how to get free Narcan](#) mailed to you in Washington state on the Community Resources Page. Lori mentioned that she also knows of some resources available on the University of Washington website.

Break

Rodney adjourned the meeting for a break from 10:17 – 10:30 a.m.

Staff Reports: Executive Director

Christine shared her written report and highlighted an article Sarah Miller wrote for Alki: the Washington Library Association Journal titled “Say What? Adding Closed Captions is Easy and Benefits Everyone.” In the article Sarah gives tips on how libraries can add closed captions to the videos they develop. Sarah’s work is an example of how WCLS is leading the way in making library services more accessible.

Christine included two articles with her report in the April agenda packet about the Idaho State Legislature’s attempt to pass a bill that would allow \$2,500 in statutory damages to be collected from libraries for each instance that a child was able to obtain a “harmful” material from a library. Idaho Governor Brad Little vetoed this bill, recognizing that it could have unintended consequences for libraries and library patrons. The House was only one vote short to pass a measure that would override the governor’s veto. It is good to keep an eye on political trends relative to libraries nationwide.

Christine also included a Publisher’s Weekly article with her report that discusses library print collections. Use of eMaterials is currently on the rise at libraries, but circulating print materials is significantly more cost effective.

The premise of the article is that the key to reversing the declining use of libraries is to improve library features relating to books and reading. At WCLS, a limiting factor for our print collection is having enough space to house print materials.

Staff Reports: Deputy Director

Michael shared that a new Framery meeting pod has been installed at Blaine Library. The new workspace was generously funded by patron Joyce Vanderpol. The private meeting pod is soundproof, fits two people comfortably, and features power outlets and a ventilation fan.

Lori asked if the pod needs to be sterilized after each use. Jonathan replied that the surfaces in the pod are cleaned regularly. Jennifer believes that WCLS is ahead of the curve with the new meeting space.

Christine thanked Jennifer, Michael, and Jonathan for working with the project donor to fulfill both her wishes and a need of our system. Joyce also donated a new projector and screen to the Blaine Library. The screen, projector, and meeting pod can be transported to a new location, if necessary.

Michael noted that the meeting pod is not ADA accessible because of the two-inch step to get inside, but there are other accessible meeting areas at the library that can be used by patrons. The Framery manufactures an ADA approved meeting pod, but it features a very long ramp and is significantly more expensive than the pod installed in Blaine. Christine commented that she has seen other brands of meeting pods with different entrance variations. This could be something to look into if we decide to install meeting pods at more locations.

The Birch Bay Library scope change has been approved. Michael thanked everyone who has helped advocate for this library. The next step in the project will be raising the remaining funds needed, which come to just under \$300,000. At the May board meeting Michael will be presenting a proposal to the trustees for funding the project.

Michael asked the trustees to consider questions they may have about the Birch Bay Library to prepare for the presentation at the May meeting. Discussion followed about the historic Vogt home that will be housing the Birch Bay Library, and the current design for the new library express.

At the Washington Library Association Conference held in Wenatchee, Neil McKay led a presentation titled “Reach Out Through a Library Podcast,” and Michael helped lead the presentation “Building Community Connections by Hiring for Cultural Knowledge” alongside Cultural Liaisons Diana Antaño, Amelia Martinez, Joshua Olsen, and Tashina Villaluz. Both sessions were well received.

Michael closed by announcing that WCLS’s Adult Programming Coordinator, Ann McAllen, will be retiring in May. The hiring process for this role is currently underway.

Staff Reports: Youth Services Manager

Thom shared his written report, highlighting Youth Service’s (YS) collection of American Girl Dolls. The collection began in 2016 with 10 dolls. YS now has 135 dolls, including 21 different characters. The collection includes historical characters, the most recent of which are twins from 1999, and characters from diverse backgrounds—the 2023 Doll of the Year is of Indian-American descent. Most dolls have holds queues on them at any given time.

It costs about \$200 to purchase a doll, an accessory set, and a book about the character to be checked out together. WCLS has spent \$27,000 on the American Girl Collection in the past seven years. The collection offers something extraordinary to the youth of Whatcom County, as the cost of these dolls is beyond what many families in the County can afford. There is evidence that creative play helps literacy and emotional development in children, and the dolls help show kids that the library is a place for them.

Thom commented that patrons take great care with the dolls. The dolls circulate on a 3-week period, and most are returned on time. Sometimes dolls are returned with new outfits created by young patrons.

Since YS began circulating dolls, we have been conscientious to talk about the collection as being for young people, not just young girls. It is nice to see kids across the gender spectrum enjoying the dolls.

Rod thanked Thom for his work on this collection and commented that he will make certain his grandchildren are aware of it. Holly asked Thom how the collection began. Thom replied that it began with a donation of one doll to the Lynden Library.

Staff Reports: Community Relations Manager

Mary discussed her written report, mentioning that the Community Relations team recently completed the 2022 Annual Report, which gives a great summary of WCLS' year.

A priority for Community Relations is making certain WCLS.org is accessible. Mary's team has considered utilizing different website accessibility features, such as "web accessibility overlays" that allow a visitor to modify text size, contrast, and other features. However, overlay features can be inconsistent and can sometimes make content less accessible (and are not compatible with the platform BiblioCommons, which houses our online browsing catalog). Online Experience Coordinator Neil McKay has worked to make certain accessibility is built into the operating system of our website, so we don't have to rely on an overlay tool.

The LibCal Events Calendar was recently updated to include information about requesting ADA accommodations at WCLS events. The Community Relations Team also plans to create an accessibility page on WCLS.org with more information for patrons about available accommodations.

Mary concluded by thanking branch managers for keeping in touch with local weekly publications across the county. These relationships help get information about WCLS out to the community.

Performance Measures & Committee Reports: Performance Measures

In addition to his written report, Michael shared that circulation of physical materials was down 3% from March 2022 to March 2023, which is representative of a trend we've been observing with physical circulation in recent months. Use of eBooks and eAudiobooks increased in March, offsetting the decrease in physical circulation. Rod commented that it is encouraging to see Sumas Library included in the performance measures again as patrons return to this library.

Michael mentioned that door counts decreased significantly at South Whatcom Library from March 2022 to 2023, which could be related to an issue with this branch's door counter. The cause of this decrease will be further investigated.

A great number of new borrowers were registered in March. It is unclear if this is related to a single factor. Holly speculated that people who can't afford to live in Bellingham are relocating to the county, which could account for the increase in new borrowers.

Lisa commented that the campaign being run by the Community Relations team about eAudiobooks on the Libby app could account for some of the new borrowers recently registered. She shared an anecdote about a Deming Library patron who recently made the switch from audiobooks on CD to the Libby app. Lisa also said that materials with simultaneous access licenses have been popular on Libby in the past month.

Use of Kanopy rebounded slightly in March, with the most popular content on this platform being from BBC. Spreading the word about this content could potentially help increase patron engagement with Kanopy.

Performance Measures & Committee Reports: Personnel Committee

Christine reported that the Personnel Committee is beginning to look for a replacement for a trustee who is still on the board but has expressed difficulty fulfilling board functions due to work commitments. Once a candidate or group of candidates are identified, they will be meeting with the Personnel Committee. The Committee will alert the County Executive once a candidate is nominated for the position.

Performance Measures & Committee Reports: Whatcom County Library Foundation

Jennifer shared that Library Giving Day was a success, with total donations coming to about \$15,000. On April 14, the Foundation hosted an event at Ferndale Library for donors to learn more about planned and long-term giving opportunities. Jennifer will also be speaking about planned giving at a few upcoming community events, as was requested by some donors present at the Ferndale event. Jennifer thanked Lori for attending the event as the WCLF liaison.

Christine noted the importance of letting people who care about libraries know what the current threats to libraries are. After the Ferndale event, a donor commented that she appreciated being given a complete picture of the climate around libraries in the United States. Jennifer believes that showing people the challenges libraries are currently facing lets them know that their help is needed. Lori said that she would appreciate receiving more education about planned giving.

Announcements and Adjourn

Christine announced that all WCLS locations will be closed on May 5 for All Staff Learning Day. Jennifer said that Branch Out will be held on September 8 at the Bellwether Hotel. If anyone is interested in supporting or sharing a table, they should let her know.

Christine passed out an article to the group about a Tennessee Library Association conference, which she described as a “feel good” piece about libraries. Holly mentioned that at the Library Giving Day presentation at the Point Roberts Library, everyone had a chance to share something they love about their library.

Rodney adjourned the meeting at 11:32 a.m.

Next Meeting

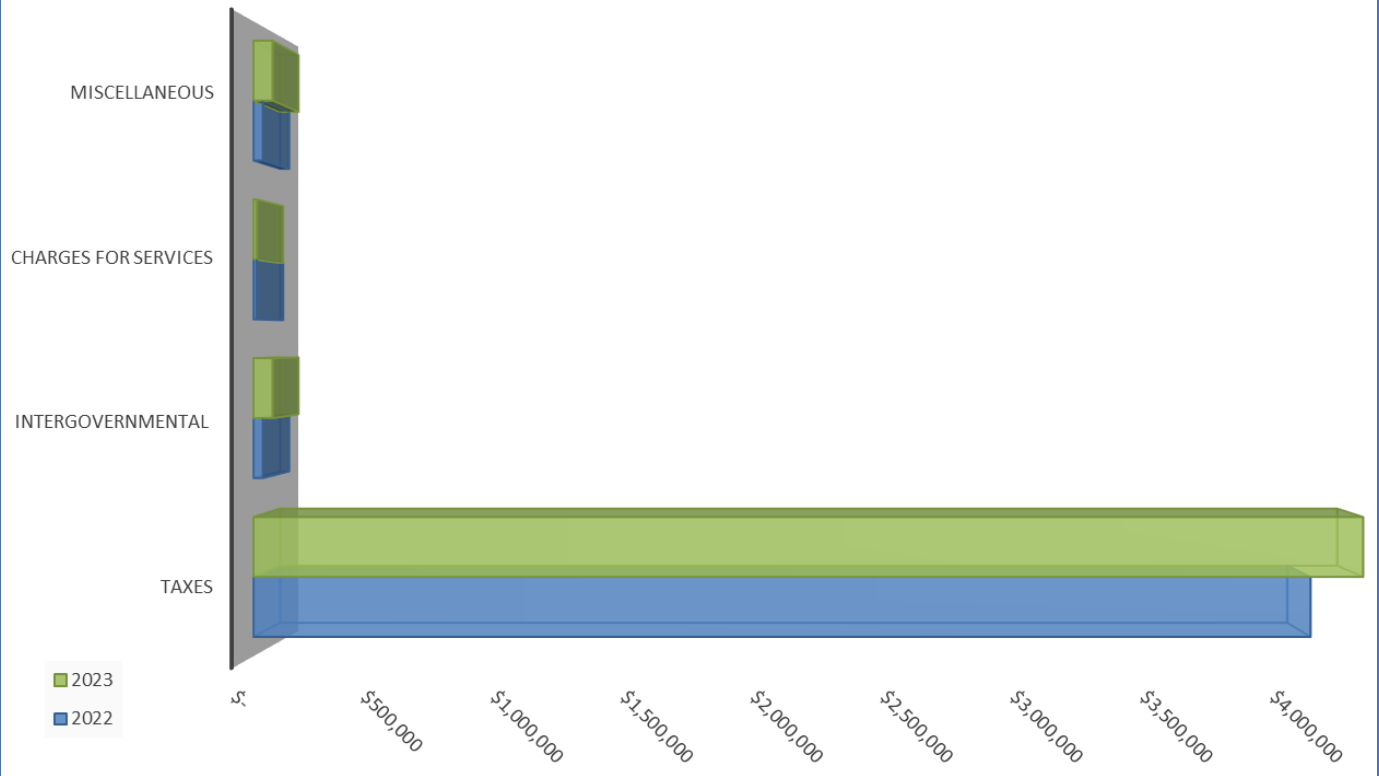
Next meeting will be May 16, 2023 at 9:00 a.m. online via Microsoft Teams and at Administrative Services.
Address: 5205 Northwest Drive, Bellingham.

<hr/> Rodney Lofdahl, Chair	<hr/> 05/16/2023 Date	<hr/> Em Olpinski, Admin. Assistant
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April Revenue

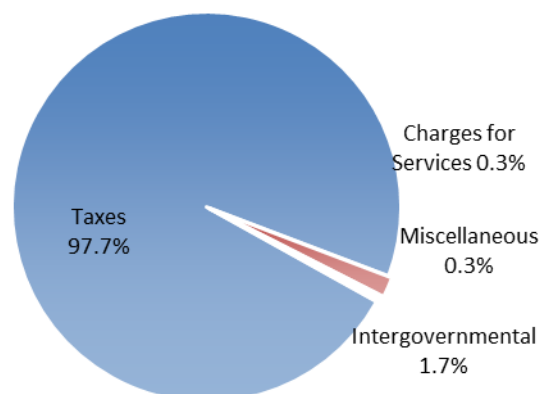
2023 Budget Revenues - Year-To-Date						
April 2023 (33% of FY)						
Acct No	Description	Budgeted Revenues*	Actual Revenues YTD	% of Actual Revenues YTD	% of Budgeted Revenues Received YTD	Budget Variance
310	TAXES					
311.10	General Property Taxes	\$ 9,660,921	\$ 4,435,095	96.34%	45.91%	\$ (5,225,826)
	TOTAL TAXES	\$ 9,660,921	\$ 4,435,095	96.34%	45.91%	\$ (5,225,826)
330	INTERGOVERNMENTAL REVENUE					
333.4530	Fed Indirect Grant - IMLS	\$ 15,964	\$ 15,114	0.33%	94.68%	\$ (850)
333.9700	Fed Indirect Grant - DHS	45,542	38,751	0.84%	85.09%	(6,792)
337.10	Local Grants, Entitlements & Other	175,000	13,703	0.30%	7.83%	(161,297)
337.20	Leasehold Excise Tax	25,000	9,957	0.22%	39.83%	(15,043)
	TOTAL INTERGOV. REVENUE	\$ 261,506	\$ 77,525	1.68%	29.65%	\$ (183,982)
340	CHARGES FOR GOODS & SERVICES					
347.2001	Printing & Duplication Services	\$ 4,000	\$ 1,217	0.03%	30.43%	\$ (2,783)
347.2002	Library Use Fees	12,100	12,100	0.26%	100.00%	-
	TOTAL CHARGES FOR SERVICES	\$ 16,100	\$ 13,317	0.29%	82.72%	\$ (2,783)
360	MISCELLANEOUS REVENUES					
361.11	Investment Interest	\$ 105,000	\$ 54,426	1.18%	51.83%	\$ (50,574)
362.10	Rents & Leases	2,000	\$ 1,160	0.03%	58.00%	(840)
367.10	Contributions & Donations	34,000	\$ 9,916	0.22%	29.16%	(24,084)
369.10	Sale of Surplus	100	\$ 20	0.00%	20.00%	(80)
369.81	Cashier's Overages or Shortages	-	\$ (4)	0.00%	0.00%	(4)
369.9101	Other Misc. Revenue	20,000	\$ 7,155	0.16%	35.78%	(12,845)
369.9102	Reimburse Lost/Damaged Books	10,000	\$ 4,222	0.09%	42.22%	(5,778)
369.9106	COBRA Reimbursement	541	\$ 663	0.01%	122.54%	122
	TOTAL MISC. REVENUES	\$ 171,641	\$ 77,559	1.68%	45.19%	\$ (94,083)
	TOTAL OPERATING REVENUE	\$ 10,110,168	\$ 4,603,495	100.00%	45.53%	\$ (5,506,673)
390	OTHER FINANCING SOURCES					
395.10	Proceeds from Sales	\$ -	\$ -	0.00%	0.00%	\$ -
395.20	Insurance Recoveries	-	-	0.00%	0.00%	-
	TOTAL OTHER FINANCING SOURCES	\$ -	-	0.00%	0.00%	\$ -
	TOTAL REVENUE	\$ 10,110,168	\$ 4,603,495	100.00%	45.53%	\$ (5,506,673)
	*As amended 2/21/23					

General Fund Operating Revenue to Date-Compared to Prior Year



Actual General Fund Revenue to Date				
	2022		2023	% Change
Taxes	\$	4,225,106	\$ 4,435,095	4.97%
Intergovernmental		38,549	77,525	101.11%
Charges for Services		13,395	13,317	-0.58%
Miscellaneous		38,672	77,559	100.56%
Total Operating Revenue	\$	4,315,722	4,603,495	6.67%
Other Financing Sources	\$	178,100	-	-100.00%
Total Revenue	\$	4,493,822	\$ 4,603,495	2.44%

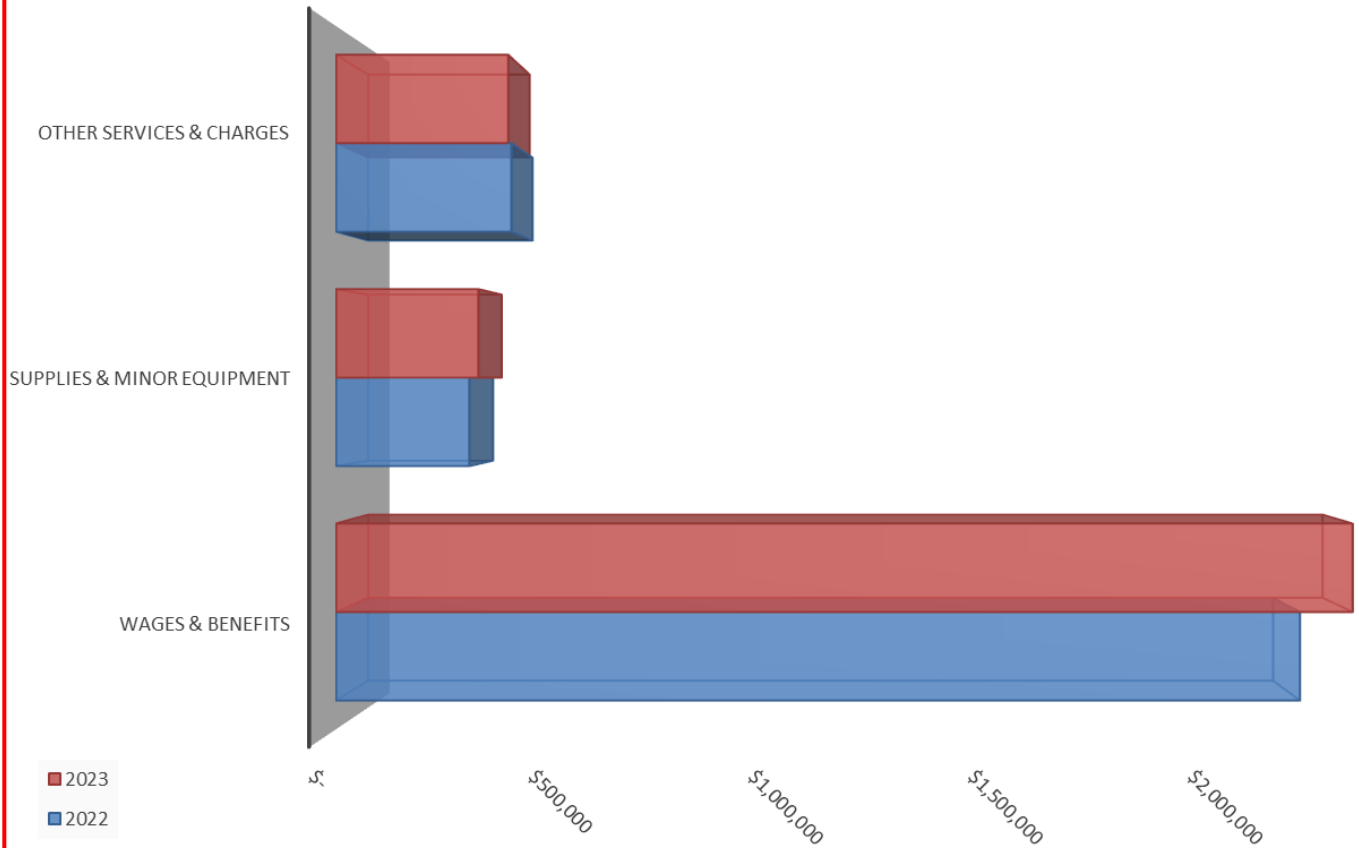
YTD Operating Revenue by Category



April Expenditures

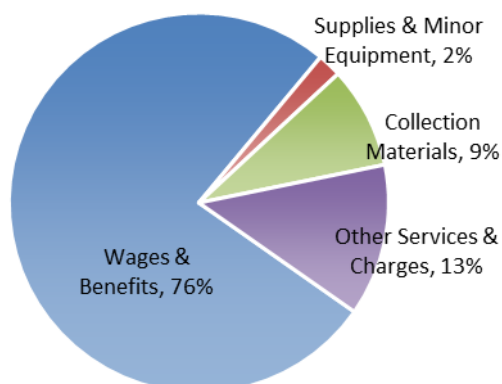
2023 Budget Expenditures - Year-To-Date						
April 2023 (33% of FY)						
Acct No	Description	Budgeted Expenditures*	Actual Expenditures YTD	% of Actual Expenditures YTD	% of Budgeted Expenditures Spent YTD	Budget Variance
572	SALARIES, WAGES, & BENEFITS					
572.10	Salaries and Wages	\$ 5,730,222	\$ 1,803,323	56.66%	31.47%	\$ (3,926,900)
572.20	Benefits	2,078,993	627,032	19.70%	30.16%	(1,451,961)
	TOTAL SALARIES, WAGES, & BENEFITS	\$ 7,809,215	\$ 2,430,354	76.36%	31.12%	\$ (5,378,861)
572.30	SUPPLIES & MINOR EQUIPMENT					
572.3031	Office & Operating Supplies	\$ 134,800	\$ 33,348	1.05%	24.74%	\$ (101,452)
572.3032	Fuel	28,900	4,501	0.14%	15.58%	(24,399)
572.3034	Collection Materials	1,250,000	275,825	8.67%	22.07%	(974,175)
572.3035	Small Tools & Minor Equipment	220,610	26,884	0.84%	12.19%	(193,726)
	TOTAL SUPPLIES & MINOR EQUIPMENT	\$ 1,634,310	340,558.91	10.70%	20.84%	\$ (1,293,751)
572.40	OTHER SERVICES & CHARGES					
572.4041	Professional Services	\$ 567,277	\$ 211,539	6.65%	37.29%	\$ (355,738)
572.4042	Communication	133,118	33,770	1.06%	25.37%	(99,348)
572.4043	Travel	32,600	6,717	0.21%	20.60%	(25,883)
572.4044	Taxes & Operating Assessments	500	96	0.00%	19.26%	(404)
572.4045	Operating Rentals & Leases	22,168	6,355	0.20%	28.67%	(15,813)
572.4046	Insurance	96,982	73,066	2.30%	75.34%	(23,916)
572.4047	Utilities	153,176	48,191	1.51%	31.46%	(104,985)
572.4048	Repair & Maintenance	149,780	17,947	0.56%	11.98%	(131,833)
572.4049	Miscellaneous	102,055	14,064	0.44%	13.78%	(87,991)
	TOTAL OTHER SERVICES & CHARGES	\$ 1,257,656	411,745	12.94%	32.74%	\$ (845,911)
	TOTAL OPERATING EXPENDITURES	\$ 10,701,181	3,182,658	100.00%	29.74%	\$ (7,518,523)
590	OTHER FINANCING USES					
597.10	Transfers-Out to Capital	\$ 60,000	\$ -	0.00%	0.00%	\$ -
	TOTAL OTHER FINANCING USES	\$ 60,000	\$ -	0.00%	0.00%	\$ -
	TOTAL EXPENDITURES	\$ 10,761,181	\$ 3,182,658	100.00%	29.58%	\$ (7,578,523)
	NET INCOME (LOSS)	\$ (651,013)	1,420,837			\$ 2,071,850
	FUND BALANCE SUMMARY					
	Beginning Fund Balance	\$ 10,630,324	\$ 10,630,324			
	Net Income	(651,013)	1,420,837			2,071,850
	Ending Fund Balance	\$ 9,979,311	\$ 12,051,161			\$ 2,071,850
	*As amended 2/21/23					

General Fund Operating Expenditures to Date-Compared to Prior Year

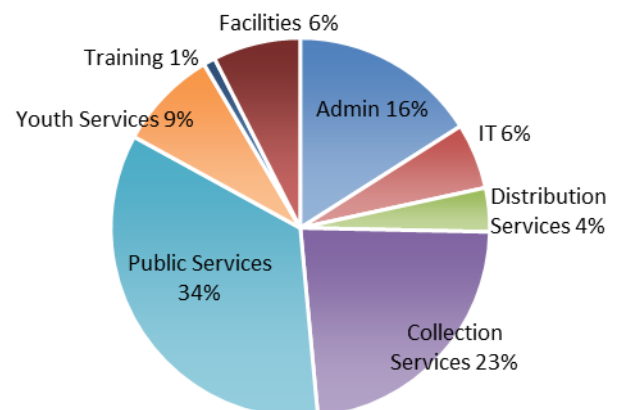


Actual General Fund Expenditures to Date Compared to Prior Year			
	2022	2023	% Change
Wages & Benefits	\$ 2,304,376	\$ 2,430,354	5.47%
Supplies & Minor Equipment	318,689	340,559	6.86%
Other Services & Charges	419,304	411,745	-1.80%
Total Operating Expenditures	3,042,369	3,182,658	4.61%
Other Financing Uses	\$ -	-	0.00%
Total Expenditures	\$ 3,042,369	\$ 3,182,658	4.61%

YTD Expense by Category



YTD Expense by Department



		2023	
Fund Balance Summary	2022 Actual	2023 Budgeted	Actual to Date
Beginning Fund Balance	\$ 10,583,985	10,630,324	\$ 10,630,324
Revenue	9,994,550	10,110,168	4,603,495
Expenditures	(9,948,211)	(10,761,181)	(3,182,658)
Ending Fund Balance	\$ 10,630,324	\$ 9,979,311	\$ 12,051,161
		2023	
Ending Fund Balance Designation Detail	2022 Actual	2023 Budgeted	Actual to Date
Designated Ending Fund Balance - Cash Flow	\$ 3,369,707	\$ 3,502,655	\$ 3,502,655
Designated Ending Fund Balance - Emergency	850,936	884,509	884,509
Designated Ending Fund Balance - Capital Transfer	172,000	60,000	60,000
Designated Ending Fund Balance - Unemployment Comp Reserve	13,599	14,403	14,403
Designated Ending Fund Balance - Birch Bay Operating Fund Reserve	600,000	600,000	600,000
Designated Ending Fund Balance - Facility Ownership & Library Svcs Fund Reserve	3,192,315	3,192,315	3,192,315
Designated Ending Fund Balance - Facility Maintenance Fund	650,000	650,000	650,000
Designated Ending Fund Balance - Operating Cost Stabilization Fund	250,000	250,000	250,000
Designated Ending Fund Balance - Collection Project Fund	112,000	172,000	172,000
Total Designated Ending Fund Balance	9,210,557	9,325,882	9,325,882
Beginning Fund Balance less designated funds	1,373,428	1,304,442	1,304,442
Net Income	46,339	(651,013)	1,420,837
Ending Unassigned Funds with no designation	1,419,767	653,429	2,725,279
Ending Designated Funds	9,210,557	9,325,882	9,325,882
Total Ending Fund Balance	\$ 10,630,324	9,979,311	\$ 12,051,161

April Summary

- As of April 30, we have received \$4,435,095 in property tax revenue, with another \$453,049 coming in the first week of May, putting us at just over 50% of budgeted property tax revenue for the year. The payment due date this year was Monday, May 1, as the usual due date of April 30 fell on a Sunday. This influx of revenue has allowed us to replenish the Cash Flow reserve fund, which was utilized in February and March.
- Both the Deming and Sumas libraries are getting new roofs this month. We are grateful to our partners, the Friends of the Deming Library and the City of Sumas, for their stewardship of the buildings which house these libraries.
- I will be attending the Government Finance Officer's Association annual conference in Portland from May 20 to 24. I'm particularly excited about a pre-conference session on public engagement in the budget development process, which I hope will be useful as we engage the community in our levy lid lift effort.
- The 2022 Annual Report to the State Auditor's Office is almost complete; I will share the final version at next month's meeting.

WCLS Account Summary

WCLS follows the Washington State Budgeting, Accounting and Reporting System (BARS). Below is a brief description of revenue and expense accounts.

Revenue Accounts:

Taxes: This section includes taxes on real and personal property, which are the primary revenue source for the library system, making up 95% of operating revenues received. The bulk of property tax revenue is received in April and October of each year.

Intergovernmental Revenue: Sources of intergovernmental revenue include grant revenues received from state and federal sources and revenues resulting from the leasing of, or sale of, timber and other products from state forest lands managed by the Department of Natural Resources. It also includes taxes from private harvest timber sales.

Charges for Goods and Services: This category includes fees received from library printing and copying services. It also includes use fees from the sale of library cards to non-residents and from contracted services with other entities, such as the Whatcom County Jail.

Miscellaneous Revenues: This source of revenue includes investment interest earned through participation in the Whatcom County Investment Fund. It also includes fees received for library meeting room use, private grants and donations, charges for lost or damaged library materials, and other miscellaneous revenue such as rebates and reimbursements.

Other Financing Sources: This category includes non-revenue items such as proceeds from the sale of capital assets and insurance recoveries.

Expense Accounts:

Salaries, Wages, and Benefits: This expense category includes wages and fringe benefits for WCLS employees, including medical and dental insurance; contributions for employees enrolled in the State of Washington Public Employee Retirement System (PERS); contributions into the Social Security and Medicare systems; workers' compensation (Labor and Industries); state Paid Family and Medical Leave; long-term disability insurance; and unemployment compensation.

Supplies and Minor Equipment: This section includes office, program, maintenance, and custodial supplies, as well as fuel. It includes small tools and equipment items such as computer hardware, furnishing and fixtures, shelving, book returns and carts, etc. It also includes the collection materials budget that comprise WCLS's lending collection.

Other Services and Charges: This category includes costs for professional services, such as legal, payroll, programming, cataloging, and Interlibrary Loan services. It includes communication costs, such as postage, courier services, and phone and internet charges. Travel; use and excise taxes; auto, liability and property insurance; utilities; repairs and maintenance; and other miscellaneous expenses are also reported here.

Other Financing Uses: This category includes transfers to the WCLS Capital fund. This transfer is equal to the prior year's revenue received from certain intergovernmental sources, such as those resulting from the sale of timber and other products from state forest lands.



Board Meeting Agenda Item Cover Sheet

Meeting Date:	5/16/2023
Committee or Department:	Administration Department
Subject:	Resolution 05/16/23-05 Amending the 2023 General Fund Budget
Prepared By:	Jackie Saul
Impact upon Budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Supporting Documents:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Recommendation or Request: Approval of Resolution 05/16/23-05 amending the 2023 General Fund budget.

Suggested Motion for Consideration: Move approval of Resolution 05/16/23-05 amending the 2023 General Fund budget.

Summary: This budget amendment shifts funds budgeted for All Staff Learning Day speakers (professional services) to be used instead for the cost of the charter buses used for visiting branches (operating rentals and leases).

This budget amendment also updates the amount to be transferred from the General Fund to the Capital Fund. \$15,000 originally included in the Sumas renovation project budget will remain in the General Fund instead, in order to be paid to the City of Sumas to support the Community Center roof replacement project.

Alternatives: As discussed.

Fiscal Impact: Reallocation of budgeted funds only; no change to the ending fund balance.

Comments: None.

WHATCOM COUNTY LIBRARY SYSTEM
2023 General Fund Budget Amendment
May 16, 2023

Revenue

Acct No.	Description	2023 Budget Adopted*	Amended Amount	Adjustment Amount	Notes
308	ESTIMATED BEGINNING FUND BAL	\$ 10,630,324	\$ 10,630,324	\$ -	
310	TAXES				
311.10	General Property Taxes	\$ 9,660,921	\$ 9,660,921	\$ -	
	TOTAL TAXES	\$ 9,660,921	\$ 9,660,921	\$ -	
330	INTERGOVERNMENTAL REVENUE				
333.00	State Library Grants	\$ 15,964	\$ 15,964	\$ -	
333.97	Fed Indirect Grant from DHS	45,542	45,542	-	
337.01	Local Grants & Entitlements	175,000	175,000	-	
337.02	Leasehold Excise Tax	25,000	25,000	-	
	TOTAL INTERGOVERNMENTAL REV	\$ 261,506	\$ 261,506	\$ -	
340	CHARGES FOR GOODS & SERVICES				
341.81	Printing & Duplication Services	\$ 4,000	\$ 4,000	\$ -	
347.20	Library Use Fees	12,100	12,100	-	
	TOTAL CHARGES FOR SERVICES	\$ 16,100	\$ 16,100	\$ -	
360	MISCELLANEOUS REVENUES				
361.11	Investment Interest	\$ 105,000	\$ 105,000	\$ -	
362.10	Rents & Leases	2,000	2,000	-	
367.10	Contributions & Donations	34,000	34,000	-	
369.10	Sale of Surplus	100	100	-	
369.81	Cashier's Overages or Shortages	-	-	-	
369.9101	Other Misc. Revenue	20,000	20,000	-	
369.9102	Reimburse Lost/Damaged Books	10,000	10,000	-	
369.9106	COBRA Reimbursement	541	541	-	
	TOTAL MISC. REVENUES	\$ 171,641	\$ 171,641	\$ -	
	TOTAL OPERATING REVENUE	\$ 10,110,168	\$ 10,110,168	\$ -	
390	OTHER FINANCING SOURCES				
398.10	Insurance Recoveries	\$ -	\$ -	\$ -	
	TOTAL OTHER FINANCING SOURCES	\$ -	\$ -	\$ -	
	TOTAL REVENUE	\$ 10,110,168	\$ 10,110,168	\$ -	

*As Amended February 21, 2023

WHATCOM COUNTY LIBRARY SYSTEM
2023 General Fund Budget Amendment
May 16, 2023

Expenditures

Acct No.	Description	2023 Budget Adopted*	Amended Amount	Adjustment Amount	Notes
572	SALARIES, WAGES, & BENEFITS				
572.10	Salaries and Wages	\$ 5,730,222	\$ 5,730,222	\$ -	
572.20	Benefits	2,078,993	2,078,993	-	
	TOTAL SALARIES, WAGES, & BENE	\$ 7,809,215	\$ 7,809,215	\$ -	
572.30	SUPPLIES & MINOR EQUIPMENT				
572.3031	Office & Operating Supplies	\$ 134,800	\$ 134,800	\$ -	
572.3032	Fuel	28,900	28,900	-	
572.3034	Collection Materials	1,250,000	1,250,000	-	
572.3035	Small Tools & Minor Equipment	220,610	220,610	-	
	TOTAL SUPPLIES & MINOR EQUIP	\$ 1,634,310	\$ 1,634,310	\$ -	
572.40	OTHER SERVICES & CHARGES				
572.4041	Professional Services	\$ 567,277	\$ 565,127	\$ (2,150)	shifting funds budgeted for All
572.4042	Communication	133,118	133,118	-	Staff Learning Day speakers to
572.4043	Travel	32,600	32,600	-	bus rental
572.4044	Taxes & Operating Assessments	500	500	-	
572.4045	Operating Rentals & Leases	22,168	24,318	2,150	ASLD bus rental
572.4046	Insurance	96,982	96,982	-	
572.4047	Utilities	153,176	153,176	-	
572.4048	Repair & Maintenance	149,780	164,780	15,000	Sumas roof replacement
572.4049	Miscellaneous	102,055	102,055	-	
	TOTAL OTHER SVCES & CHARGES	\$ 1,257,656	\$ 1,272,656	\$ 15,000	
	TOTAL OPERATING EXPENDITURES	\$ 10,701,181	\$ 10,716,181	\$ 15,000	
590	OTHER FINANCING USES				
597.1	Transfers-Out to Capital	\$ 60,000	\$ 45,000	\$ (15,000)	funds earmarked for Sumas
	TOTAL OTHER FINANCING USES	\$ 60,000	\$ 45,000	\$ (15,000)	renovations will go to the City for the roof replacement project
	TOTAL EXPENDITURES	\$ 10,761,181	\$ 10,761,181	\$ -	
	NET OPERATING INCOME (LOSS)	\$ (651,013)	\$ (651,013)	\$ -	
508	TOTAL ENDING FUND BALANCE	\$ 9,979,311	\$ 9,979,311	\$ -	

*As Amended February 21, 2023



RESOLUTION NO. 05/16/23-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
WHATCOM COUNTY RURAL LIBRARY DISTRICT AMENDING
THE 2023 GENERAL FUND BUDGET

WHEREAS, at the December 20, 2022 Board of Trustees meeting the Board approved the Final 2023 General Fund budget; and,

WHEREAS, at the February 21, 2023 Board of Trustees meetings the Board approved the amendment of the 2023 General Fund budget; and,

WHEREAS, General Fund expenditures need to be adjusted to shift funds from professional services to operating leases and rentals; and,

WHEREAS, a portion of the funds budgeted to be transferred from the General Fund to the Capital Fund need to remain in the General Fund and allocated to the repairs and maintenance account; and,

WHEREAS, an amendment to the 2023 General Fund budget is needed to reflect these transfers and adjustments;

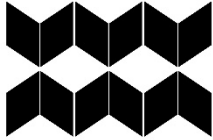
NOW, THEREFORE, BE IT RESOLVED that budget amendment Resolution No. 05/16/23-05 be adopted, amending the 2023 General Fund budget to \$20,740,492 as follows:

General Operating Fund - Budgetary Accounts		
308 Beginning Fund Balance	\$10,630,324	
310-360 Operating Revenue	10,110,168	
572 Operating Expenditures		\$10,716,180
590 Other Financing Uses		45,000
508 Ending Fund Balance		9,979,312
Total	\$20,740,492	\$20,740,492

Approved by the Whatcom County Rural Library District Board of Trustees this 16th day of May, 2023

Rodney Lofdahl, Chairperson

Date



whatcom county
library system

Board Meeting Agenda Item Cover Sheet

Meeting Date:	5/16/2023
Committee or Department:	Administration
Subject:	ConnectED MOU Template
Prepared By:	Thom Barthelmess
Impact upon Budget?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supporting Documents:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Recommendation or Request: Approval of ConnectED MOU template.

Suggested Motion for Consideration: Move approval of ConnectED MOU template.

Summary:

We have updated the ConnectED MOU in a few ways:

- The term increases from three to five years and includes an option for auto-renewal;
- A new section outlines administrative responsibilities for both parties regarding optional holds pickup in schools;
- Student data collected no longer includes middle name or student email address;
- WCLS legal counsel has reviewed and approved the updated MOU template.

Alternatives: N/A

Fiscal Impact: N/A

Comments: N/A

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
X SCHOOL DISTRICT AND THE WHATCOM COUNTY LIBRARY
SYSTEM**

THIS MEMORANDUM OF UNDERSTANDING (this “MOU”) is made and entered into by and between X SCHOOL DISTRICT ("XSD") and the WHATCOM COUNTY LIBRARY SYSTEM ("WCLS").

WHEREAS, young people in Whatcom County may struggle to get to a WCLS library, with family or on their own, due to difficulties with distance or transportation; and

WHEREAS, young people in Whatcom County need and deserve access to library resources and materials to succeed in school, thrive at home, and become their best selves; and

WHEREAS, WCLS builds and maintains collections of physical and virtual material expressly for the growth, edification, and enjoyment of the young people in our service area; and

WHEREAS, XSD supports their students’ use of WCLS resources, in and out of school;

NOW, THEREFORE, XSD and WCLS agree as follows:

1. **Goals and Scope.** This MOU will facilitate a joint effort between XSD and WCLS, to be known as ConnectED, to improve K-12 students’ access to physical and digital library materials and services from WCLS.

XSD student IDs will be enabled as limited use WCLS library accounts. In school, XSD students will be able to access WCLS digital products, including but not limited to downloadable eBooks and eAudiobooks, databases, streaming content, etc. using their XSD student ID and a PIN. At WCLS libraries, XSD students will be able to check out a limited number of physical materials including books, audiobooks on CD or preloaded audio players, and magazines, using the same XSD student ID and PIN. XSD students will also have access to WCLS in-library internet stations. WCLS staff visiting XSD facilities may also distribute books and other items brought with them, checking them out to students on site using student ID accounts.

These enabled ConnectED accounts will operate for a year, beginning with the start of the school year. At the end of the year all accounts will be cleared of lost items.

These accounts will function in addition to and independent of any other WCLS card a student may have.

2. **Term; Termination.** The initial term of this MOU shall be for the time period **September 1, 2023 through August 31, 2028**. Thereafter, this MOU shall automatically renew every three years.

Either party may terminate this MOU at any time upon providing the other party with ninety (90) days' prior written notice.

3. **Superintendent's Authorization to Release Directory Information to WCLS.** So that students can access public library materials for checkout and access WCLS online resources, the XSD Superintendent hereby authorizes XSD to make the necessary student "directory information" as defined by FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) from the student management system available to WCLS on a regular basis. Sharing this information enables XSD students to use the resources of WCLS with their school identification number. The information to be made available is as follows ("Student Data"):

Student ID Number
First Name
Last Name
School Name
Grade level
Date of Birth
Home Address
Home Telephone Number
Parent Email Address

4. **Duties of XSD Regarding Student Data Sharing.**
 - a) XSD will assign staff to work with WCLS to facilitate the transmission of Student Data on a regular schedule.
 - b) XSD will update WCLS with changes to Student Data elements or workflow needs.
 - c) XSD will coordinate notification to parents and guardians about sharing Student Data, including information regarding the ability to opt-out of such sharing, all as required by the federal Family Educational Rights and Privacy Act ("FERPA").
 - d) XSD will ensure that the Student Data for those students whose parents or guardians have opted-out is not shared with WCLS.
5. **Duties of WCLS Regarding Student Data Sharing**
 - a) WCLS will assign staff to work with XSD staff to facilitate the transmission of Student Data on a regular basis.
 - b) WCLS will maintain the confidentiality of registration and circulation records, including Student Data, in compliance with RCW 42.56.310.
 - c) WCLS will update XSD if data elements or workflow needs change.

d) WCLS will commit the resources necessary to fulfill the goals of this MOU.

6. Duties of XSD Regarding Holds Pickup in Schools

School Districts may elect to enable their students to pick up requested physical materials at school. Only materials requested with a ConnectED account may be picked up at school. The choice to offer holds pickup in schools must be made at the system level, with all school locations in the school district participating. The following duties apply to participating school districts:

- a) Once a week XSD will receive deliveries of totes with student requests at each location at an appointed, mutually agreed-upon time.
- b) XSD will oversee a system to deliver requests to students at school.
- c) At locations where a WCLS materials return is on site, XSD will encourage students to return books there.
- d) At locations where there is not a WCLS materials return, XSD will collect returned items from students and put them in totes, to be picked up when new student requests are delivered.

7. Duties of WCLS Regarding Holds Pickup in Schools

- a) Once a week WCLS will deliver totes with student requests to each site, at an appointed, mutually agreed-upon time and location.
- b) WCLS will check out materials to student ConnectED accounts in advance of delivery; no circulation handling is required at the school.
- c) At locations where a WCLS materials return is on site, WCLS will empty the return once a week.
- d) At locations where there is not a WCLS materials return, WCLS will retrieve prepared totes of returned items when new student requests are delivered.

8. Duties of XSD Regarding Implementation and Promotion.

- a) XSD will send a representative to the WCLS ConnectED Council, a body tasked with implementing ConnectED functionality and sharing best practices among school districts.
- b) XSD will support training in ConnectED value and practice by WCLS staff for teachers, staff, and/or administrators.
- c) XSD will support instruction in ConnectED usage by WCLS staff for students.

9. Duties of WCLS Regarding Implementation and Promotion.

- a) WCLS will maintain a space on its webpage (www.wcls.org/connected) with updated information about the program, its availability and use.
- b) WCLS will convene the ConnectED Council.
- c) WCLS will offer training in ConnectED value and practice by WCLS staff for teachers, staff, and/or administrators.

e) WCLS will offer instruction in ConnectED usage by WCLS staff for students.

10. **Notices.** All notices under this MOU shall be in writing and sent to the address listed below for each party:

Whatcom County Library System

Attn: Thom Barthelmess
Youth Services Manager
Whatcom County Library System
5205 Northwest Drive
Bellingham, WA 98226

X School District

Attn: X
Superintendent
X School District
X Address
X City, WA X Zip

11. **Ownership and Protection of Confidential Information:** WCLS and its officers, directors, employees or agents will maintain the confidentiality of any and all Student Data exchanged as part of this MOU as required by applicable law. The parties define “Confidential Information” as the Student Data provided by XSD to WCLS under this MOU, and such Confidential Information will remain the exclusive property of XSD. WCLS shall not possess nor assert any lien or other right against or to said Confidential Information, except as may be required by applicable law. No Confidential Information will be sold, assigned, leased, or otherwise disposed of to third parties by or on behalf of WCLS, its employees or agents, except as may be required by applicable law.

WCLS will disclose Confidential Information only to its personnel with a need to access such Confidential Information as a necessary part of the performance of this MOU. WCLS acknowledges and agrees that the Confidential Information is protected by applicable law, including but not limited to FERPA. WCLS agrees to comply, and agrees to require WCLS personnel to comply, with all applicable laws relating to the access, use and disclosure of Confidential Information.

12. **Ownership and Protection of Borrowing Information:** XSD and its officers, directors, employees or agents will maintain the confidentiality of any and all Student Data generated by borrowing activity as required by applicable law. The parties define “Borrowing Information” as the records generated by students’ use of WCLS resources

as envisioned under this MOU, and such Borrowing Information will remain the exclusive property of WCLS. XSD shall not possess nor assert any lien or other right against or to said Borrowing Information, except as may be required by applicable law. No Borrowing Information will be sold, assigned, leased, or otherwise disposed of to third parties by or on behalf of XSD, its employees or agents, except as may be required by applicable law.

XSD will disclose Borrowing Information only to its personnel with a need to access such Borrowing Information as a necessary part of the performance of this MOU. XSD acknowledges and agrees that the Borrowing Information is protected by the WCLS Confidentiality of Patron Records Policy and by applicable law, including but not limited to RCW 42.56.310. XSD agrees to comply, and agrees to require XSD personnel to comply, with all applicable laws relating to the access, use and disclosure of Borrowing Information.

13. **Additional Provisions Regarding Confidential and Borrowing Information.** The parties will each cooperate fully in resolving any actual or suspected acquisition or misuse of Confidential Information or Borrowing Information. Notwithstanding the terms of sections 11 and 12 of this MOU, the parties may disclose Confidential Information or Borrowing Information if disclosure is required by law in response to a valid order of a court of competent jurisdiction or authorized government agency, provided that the disclosing party must provide the other party prompt notice of the order and at the other party's request and expense, reasonably cooperate with efforts to receive a protective order or otherwise limit disclosure.

To the extent permitted by law, upon termination or expiration of this MOU, WCLS shall promptly destroy all of the Confidential Information that may be in WCLS's possession or control, and XSD shall promptly destroy all of the Borrowing Information that may be in XSD's possession or control.

14. **Responsibility for WCLS Physical Materials.** WCLS will not hold XSD responsible for any materials checked out to a student using an XSD Student ID number, and will assess neither fines nor fees for items overdue, damaged, or lost.
15. **No Assignment or Delegation.** Neither party may assign its rights or delegate its duties under this MOU.
16. **Entire Agreement.** This instrument contains the entire agreement between the parties hereto and may be modified only in a document executed by all parties.

17. **Facsimile and Scanned Signatures**. This MOU may be executed in one or more counterparts and via facsimile signature, the counterparts and facsimiles of which, when taken together, shall be deemed to constitute an entire and original of this MOU.

[Signatures Page Immediately Follows]

WHATCOM COUNTY LIBRARY SYSTEM

By _____

Christine Perkins
Executive Director

Date _____

X SCHOOL DISTRICT

By: _____

X
Superintendent of Schools

Date: _____



Board Meeting Agenda Item Cover Sheet

Meeting Date:	5/16/2023
Committee or Department:	Administration Department
Subject:	Birch Bay Library Project Contract Readiness
Prepared By:	Michael Cox
Impact upon Budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Supporting Documents:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Recommendation or Request: Commit funding within the Facility Ownership and Library Services Fund Reserve for the purpose of the Birch Bay Library Project.

Suggested Motion for Consideration: Move approval to commit funding for the Birch Bay Library Project by earmarking funds within the Facility Ownership and Library Services Fund Reserve for this purpose. Amount to be determined with Board discussion.

Summary:

In April 2023 the WA legislature approved the scope change request for the Birch Bay Library Project, making funds from the 2019 Library Capital Facilities grant accessible for the project as updated in 2022. The next step is to complete a contract with the WA Department of Commerce. Requirements include a LEED Certification Declaration, EO 21-02 findings from the Department of Archaeology and Historic Preservation, and committed funding for project completion.

Funding specified in the Scope of Work Amendment Request included in-hand grants, private donations, and committed WCLS funds. A formal motion identifying funds within the Facility Ownership and Library Services Fund Reserve as committed to the project will allow the contracting process to move forward. The scope change submitted 8/23/2022 cites an amount of \$381,396. We have been assured by DOC that a 50% match is not required, but until we are under contract we are compelled to consider the worst-case scenario, which would mean the total needed is \$438,000 instead.

An additional private fundraising goal of \$300,000 has been set.

Alternatives: N/A

Fiscal Impact: Commitment of reserves within the Facilities Opportunity Fund of up to \$438,000.

Comments: N/A



Board Meeting Agenda Item Cover Sheet

Meeting Date:	5/16/2023
Committee or Department:	Administration Department
Subject:	Blaine Library Feasibility Study
Prepared By:	Christine Perkins
Impact upon Budget?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supporting Documents:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Recommendation or Request: Agree to support Kulshan Community Land Trust's feasibility study and/or initial design work for a proposed mixed-use library facility in Blaine.

Suggested Motion for Consideration: Move approval to acknowledge support of a feasibility study and/or initial design work for a proposed mixed-used library facility in Blaine, conducted by or on behalf of Kulshan Community Land Trust, with the following clarifications:

WHEREAS Whatcom County Library System has provided the residents of the City of Blaine with library services since the 1960s; and,

WHEREAS the City of Blaine has provided a 5,400 square foot building to house the Blaine Library at its current location at 610 3rd Street since 1988; and,

WHEREAS WCLS, the City of Blaine, and the Friends of the Blaine Library conducted a community-based design process in 2019, paid for by the Friends of the Blaine Library and coordinated by WCLS, that resulted in preliminary design drawings for a modern library of adequate size to serve Blaine's growing population; and,

WHEREAS local communities, not WCLS, are generally responsible for providing the funding for library facilities in their community, and provide these facilities to WCLS rent-free in exchange for the provision of library services in the facilities; and,

WHEREAS WCLS recognizes that the cost to build a library of approximately 10,000 square feet is significant and the community would benefit from a variety of partners to access grants or other means to bring costs down; and,

WHEREAS WCLS supports the idea of creating permanent affordable housing in a community and is aware of many successful models for public libraries co-located with residences across the country; and,

WHEREAS KulshanCLT has a proven track record of building 141 homes in Whatcom County under the community land trust strategy; and,

WHEREAS the City of Blaine has indicated initial interest in exploring this proposal further and possibly selling or leasing the property on which the Blaine Library now sits;

NOW LET IT BE KNOWN that the WCLS Board of Trustees is initially supportive of this concept, and agrees to discuss it further, with the understanding that there are certain library building program items that would need to be considered for the size, layout, and design of a future library, including but not limited to:

- Total square footage of public library of approximately 10,000 s.f. or greater to serve the current and future population of Blaine and the surrounding area;
- Sufficient on-site public parking to meet City and County parking codes and support estimated hourly visitors;
- Separate entrance for library delivery vehicles to bring daily deliveries of library materials and equipment;
- Sound-proofing of ceiling/floor between residential units and library facility;
- WCLS participation in design development of the library level and final approval of interior specifications for the library;
- Potential relocation of library services during construction of new building;
- Possibility of 2 public parking spaces for EV charging stations; and
- Any other items identified subsequently, with the input and understanding of project partners;

FURTHERMORE, WCLS understands that this acknowledgement of support does not constitute an agreement to contribute funds for said study or initial design work, and

WCLS respectfully requests that WCLS be included in the design review and approval process.

Summary:

Kulshan Community Land Trust (KulshanCLT) and Madrona Community Development approached the City of Blaine about the possibility of developing a mixed-used facility in downtown Blaine, south of G Street between 3rd and 4th Streets. This is where the Blaine Library is currently located. Their vision is a new public library on the main floor and permanently affordable housing on the upper floors. The homes will be owner-occupied (condo or co-op) for people working in Blaine.

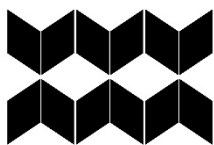
KulshanCLT has secured funding for initial design work that must be spent by June 30 and would like an indication from the WCLS Board of Trustees of whether WCLS would be willing to explore this idea further. They propose producing designs for neighborhood and City (and we would add, WCLS) review and approval. KulshanCLT will also pursue funding to lower the purchase price for income-qualified homebuyers.

The City of Blaine is considering a Transfer Option Agreement to allow the lease or sale of the property to KulshanCLT.

Alternatives: As discussed.

Fiscal Impact: None at this time. Once we have a better understanding of project feasibility and costs, we would need to work closely with the City of Blaine and KulshanCLT to understand cost implications for WCLS and timing.

Comments: Paul Schissler from Madrona Community Development will attend the Board meeting to answer any questions you may have.



whatcom county
library system

Board Meeting Agenda Item Cover Sheet

Meeting Date:	5/16/2023
Committee or Department:	Human Resources
Subject:	Management Benefits and Leave Policy 12.20
Prepared By:	Jackie Saul
Impact upon Budget?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supporting Documents:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Recommendation or Request: Approval of changes to Management Benefits and Leave Policy 12.20.

Suggested Motion for Consideration:

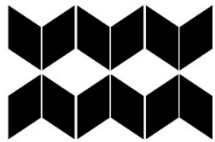
Approve changes to Management Benefits and Leave Policy 12.20 as presented.

Summary:

This policy's scope is updated to include the new Facilities Services Manager position.

Alternatives: none

Fiscal Impact: none



whatcom county
library system

MANAGEMENT BENEFITS AND LEAVE POLICY

POLICY NUMBER: 12.20

SCOPE: These policies apply to Management employees of WCLS, currently ~~eight~~ nine positions: Executive Director, Deputy Director, Director of Finance and Administration, Collection Services Manager, Community Relations Manager, Facilities Services Manager, Human Resources Manager, Information Technology Services Manager, and Youth Services Manager. These policies do not apply to Exempt Bargaining Unit employees, who are covered by the current Bargaining Agreement.

The Whatcom County Library System provides employee benefits to Management employees in accordance with this policy and all applicable Federal, State and local laws. Except as noted in this policy, all benefits will be identical to the health, paid leave, retirement, workers compensation insurance, and unemployment insurance benefits paid for bargaining unit employees as detailed in the current bargaining agreement.

Vacation Leave

- a) Purpose: The express purpose of vacation leave is to allow Management employees to take time away from work.
- b) Accruals: Unless stated otherwise in an employment contract, full-time Management employees will accrue vacation leave at the rate of 16 hours per month. Accrual will be prorated for part-time employment.
- c) Carry Over: No more than 240 hours (prorated for part-time employment) may be carried over from one year to the next unless, under extraordinary circumstances, prior approval from the Board of Trustees is obtained.
- d) Forfeiture: Unused vacation accruals in excess of the maximum carry over on December 31 shall be forfeited.
- e) Cash Out: A Management employee who resigns in good standing or retires following one (1) or more year's continuous employment shall be paid accrued but unused vacation time.

Administrative Leave (Compensatory Time)

- a) Purpose: Many Management employees experience variations in work schedule due to work load demands, as well as requirements to attend meetings and events outside the normal work day and beyond a normal 40-hour work week. When these variations occur (including those resulting from non-work hours such as Holiday pay), an equal amount of time away from work is permitted without the use of sick or vacation leave, as long as established principles of public accountability are maintained.
- b) Timesheets: Management employees will record actual time worked on timesheets to ensure that established principles of public accountability are maintained.
- c) Carry over: If a full-time salaried Management employee is unable to take time away from work as described above during the current year, up to 40 hours of Administrative Leave may be carried over to the following year.

d) Cash Out: Under exceptional circumstances, and with the prior approval of the Executive Director, a payout at the employee's regular pay rate (not overtime), may be authorized according to FLSA regulations. This exception is only for time over and above the 40-hour allowable Administrative Leave carryover when taking Administrative Leave is clearly not possible.

Holiday Pay

a) WCLS grants time off with pay to Management employees for the holidays listed in Holidays procedure. WCLS will also grant time off with pay for one floating (personal) holiday annually, of the employee's choice. Holiday pay will be pro-rated for part-time Management employees.

b) If a Management employee's duties require that they work on a Holiday, they are encouraged to take the Holiday at another time within the calendar month. If this is not possible, or if the Holiday results in a Management employee's hours exceeding 40 hours in a work week, the excess hours will be considered as Administrative Leave.

c) Management employees are not eligible to cash out holidays.

RELATED POLICIES: Employee Benefits Policy 12.07.

ADOPTED by the Whatcom County Library System Board of Trustees November 20, 2001.

REVISED: May 16, 2023; March 19, 2019; February 19, 2008; March 15, 2005; October 19, 2004; December 16, 2003.

COMMUNITY

All Staff Learning Day on May 5 was a chance to build camaraderie across WCLS locations and workgroups. Staff broke into three tour groups and took charter buses to four branches over the course of the day. Nametags prompted staff to identify things they know about and things they wanted to learn about – a simple and fun ice-breaker that gave people things to talk about when introducing themselves. Staff were instructed to pore over each library as if they were secret shoppers and analyze the user experience. We will be reviewing their observations and using them to make improvements.

ACCESS

Nationally, we've been hearing about many libraries that have partnered with various nonprofits and government agencies to build multi-use buildings that combine libraries with affordable housing. I've attached two articles that speak to the opportunities that these partnerships bring.

RESOURCES

The Washington State Library is offering "Third Thursdays Trustee Conversations For and About Libraries" for library trustees and directors. These 30-minute online meetings will happen each month. The first session will be Thursday, May 18 at 4:30 p.m. and will include a welcome from Secretary of State Steve Hobbs and Washington State Librarian Sara Jones, as well as a presentation by Tom Fay, Director of Seattle Public Library.

EQUITY, DIVERSITY AND INCLUSION

Ariel Aberg-Riser created this fascinating visual representation: [A Visual History of the Public Library](#) which points out some "inconvenient truths" -- that initially, public libraries in the United States excluded women, black people, people from low socio-economic levels, Jewish people, and others.

STEWARDSHIP

Following last year's board retreat to review our Facilities Master Plan, we identified a need for a dedicated management-level staff member to provide strategic leadership for capital projects and ongoing facilities maintenance. This role has been admirably handled for many years by our Director of Finance and Administration, Jackie Saul, but our interest is in having Jackie focus on her accounting and fiscal management responsibilities by hiring a separate Facilities Services Manager. I am pleased to report that Ryan Cullup will be joining WCLS in this role, starting June 5. Cullup has worked for the last seven years as a Facilities Services Coordinator at Western Washington University where he designed and implemented an asset management system for 100+ academic buildings, developed preventive maintenance plans and budgets, and managed capital projects, including the installation of hydronic heating systems in university residence halls. He earned a Master's in Business Administration from WWU.

Christine Perkins

Executive Director

Chicago Public Library Announces Plans to Open Two New Locations in Mixed-Use Developments and Funding for a New Branch in Woodlawn

Back of the Yards and Humboldt Park neighborhoods to benefit from new libraries, with additional funding allocated for a third branch in Woodlawn community.

May 1, 2023



Chicago Public Library (CPL), in collaboration with Mayor Lori E. Lightfoot and the Department of Planning and Development (DPD), announced today two new libraries will be part of mixed-use developments planned for the Back of the Yards and Humboldt Park communities. The Library also announced that it will leverage \$18 million in capital bond funding for a new library branch serving the Woodlawn community. These investments are a testament to the city's ongoing efforts to promote literacy, education, and community engagement.

Part of the City's INVEST South/West initiative, each of the new libraries will anchor mixed-use developments that also include residential and commercial spaces. This approach to development aligns with the Library's commitment to creating vibrant, welcoming spaces that serve as anchors for their communities.

"These new facilities will provide crucial resources and support to our residents, helping to strengthen our communities and promote education and lifelong learning," said Mayor Lightfoot. "We are proud to invest in our neighborhoods through the creation of mixed-use developments and look forward to seeing these new libraries become hubs of activity and lifelong learning."

This mixed-use approach is a natural next step after CPL partnered with the Chicago Housing Authority in recent years to provide three new mixed-income housing developments with libraries as anchor tenants, as well as a new library development in Altgeld Gardens combined with a childcare facility.

"Investments in Chicago libraries are an investment in safe and welcoming community anchors. We are thrilled to unveil two new library locations that are not just spaces to access information, but also serve as catalysts for community growth and development," said Chicago Public Library Commissioner Chris Brown. "In addition, these projects support educational milestones, provide vibrant cultural hubs and bridge the broadband gap by bringing together books, technology, and community resources to create vibrant, mixed-use spaces that will benefit residents for generations to come."

"The inclusion and creative reimagining of library resources as community hubs within the buildings, elevates these two simple mixed-use, residential projects to the status of new civic icon," DPD Commissioner Maurice Cox said. "Centered around colorful, light-filled multi-purpose spaces that serve as a beacon and focal point visually for the neighborhood they underscore, 'hey, this is the cool place to be!'"

The Back of the Yards Branch library will be replacing the library currently located within the Back of the Yards High School campus in a new, more central location in the Back of the Yards/New City neighborhood, where it will be accessible to the entire community. In addition to the library branch, the development at 4630 S. Ashland Ave. is slated to bring affordable housing. It will also feature a federally qualified health care center, a performing arts center, headquarters for the Back of the Yards Neighborhood Council and spaces for nonprofits Chicago Commons and Precious Blood Ministry of Reconciliation. The library will be funded primarily by a \$15 million state grant, obtained by State Representative Theresa Mah.

"This new CPL branch is the result of years of advocacy and discussion and coordination across multiple levels of local government," said Representative Mah. "I'm proud to have played my part in securing state funds to support this development and know the final product will be a valuable asset to the Back of the Yards and New City communities."

The new branch will be more centrally located within the neighborhood in order to reach the entire community and will offer easy access via pedestrian foot traffic and public transportation. The library is a natural fit within the project's overall family hub, setting up potential partnerships with other organizations within the development, elevating the services that all can provide within the site. The approximately 16,000 sq ft library space will be owned by the City, with a separate entrance from the remainder of the building. The project will include below ground parking for the library, as well as green space on the exterior, which will be available for public use.

"Chicago is fortunate to have such an active, community-focused library system whose branches are gateways to so many critical City resources," said Alderman Ray Lopez (15th). "By integrating this library branch into a mixed-use development with residential units on site, we are working to intentionally foster a learning- and health-centered neighborhood here in Back of the Yards that is inclusive of our cultural richness & diversity."

"When I was a kid, the library was a safe place but it was hard to get there. The current library is even more difficult to access and is not safe for my part of the community," said Back of the Yards resident Joseph Mapp. "It is very exciting to learn that this new library will be located at the center of our community, and we have the chance to build a safe space with all the resources we need, and it can be a library for everyone. Black, brown, everybody—doesn't matter. We can all get to know each other without worrying and hopefully that will carry forward to the whole community."

The innovative and transformative \$55.3 million project will be built at the northwest corner of North Avenue and Pulaski Road by Team Pioneros. This groundbreaking development goes beyond simply building a new library branch. In addition to the approximately 16,000 sq ft public library space, Team Pioneros will breathe new life into the historic Pioneer Bank building, with plans to transform it into a thriving entrepreneurial incubator space, Latino cultural center, and offices for JGMA.

The project also includes the redevelopment of a 0.75-acre parking lot north of the bank, which will feature a stunning nine-story, 100 percent affordable residential building with 75 units, offices for Humboldt Park Family Health, and a new library branch. This visionary development is being led by Park Row Development in partnership with All Construction Group and JGMA.

The Team Pioneros takes a bold and innovative approach to community development to create new opportunities for growth and enrichment. The project promises to be a beacon of hope for the community, providing a range of services and amenities that will serve as a hub of activity for years to come.

"Mayor Lightfoot's invest South/West initiative responds to the needs of our community that we have been waiting for—for a long, long time," Ald. Roberto Maldonado (26th) said. "I have worked closely with the Department of Planning & Development and Chicago Public Library to create additional affordable

housing and a brand-new library. Our working families will now have a greater opportunity to live where they work and be an integral part of a more inclusive Chicago."

"The opening of a new library at the Pioneros development will be an amazing addition to our collective growth as a community; particularly as we develop the Puerto Rican collection, which will add new dimensions to the historical presence and persistence of Puerto Ricans in Humboldt Park and in the city of Chicago," said José E. López, Executive Director of the Puerto Rican Cultural Center.

"These projects are incredibly exciting, where libraries are the momentum builders for other critical community programs like housing to shine a bright light on positive things for Chicago," said JGMA President Juan Moreno. "As a firm, we're proud and honored to be a part of bringing design excellence to these communities on the south and west sides."

Each new library facility will offer a built-out early childhood active learning space, and programs and spaces for area children, teens and families. Free one-on-one homework assistance will be provided for school-aged children through the Library's Teacher in the Library program. Teens will have access to technology, resources, and classes that inspire exploration, creativity, and learning through the YOUmedia program. Traditional library programs, such as book clubs and educational and cultural programming will also be offered, as well as computer classes and one-on-one coaching to build digital literacy, technology and job-seeking skills for adults and seniors.

CPL also announced that they have secured \$18 million for a new library branch in the Woodlawn community. The neighborhood has been served by the Coleman Branch Library, at 731 E. 63rd Street, since it opened on March 27, 1993. The branch was named after pioneering pilot Bessie Coleman (1892-1926), the first black woman to fly an airplane and the first African American to earn an international pilot's license.

Chicago Public Library is committed to providing resources and services that support lifelong learning, inspire curiosity, and connect communities. The opening of these new locations is a significant step toward achieving that mission. For more information on Chicago Public Library and its programs and services, visit chipublib.org.

About INVEST South/West

INVEST South/West is an unprecedented community development initiative to marshal the resources of multiple City departments, community organizations, and corporate and philanthropic partners toward 12 commercial corridors within 10 South and West Side community areas. Through this collaboration, the City has aligned more than \$2.2 billion in public and private investment. The initiative is providing support for small businesses, creating public realm improvements, restoring historic buildings, and fostering equity and resilience where it's needed most.

About Chicago Public Library

Since 1873, Chicago Public Library (CPL) has encouraged lifelong learning by welcoming all people and offering equal access to information, entertainment, and knowledge through innovative services, programs, and technology. Through its 81 locations, the Library provides free access to a rich collection of materials, both physical and digital, and presents the highest quality author discussions, exhibits, and programs for children, teens, and adults. For more information, please call (312) 747-4300 or visit chipublib.org. To follow CPL on social media, visit us on Twitter ([@chipublib](https://twitter.com/chipublib)), Facebook ([Chicago Public Library](https://www.facebook.com/ChicagoPublicLibrary)), or Instagram ([@chicagopubliclibrary](https://www.instagram.com/chicagopubliclibrary)).



A NEW CHAPTER

Cities Are Tackling the Housing Crunch—
by Building Above the Library

By Kathleen McCormick

IN EARLY 2019, THE TOWN OF CORNELIUS, OREGON, celebrated the opening of a new mixed-use development called Cornelius Place. Situated on the town's main thoroughfare, the building features a 13,650-square-foot public library that replaces one at City Hall that was only one-quarter that size. It also includes a café, a courtyard that will host concerts and a farmers' market, and a 2,900-square-foot YMCA recreation and fitness center. "Our town didn't have a senior, youth, or community center, so our library is a lot more than a repository for books—it's a multi-purpose community space as well," says Library Director Karen Hill, who shepherded the project.

Cornelius Place offers something else for the community: above the library are 45 apartments intended to be affordable for seniors with household incomes of up to 60 percent of area median income (AMI). Eleven apartments are part of the Section 8 program, making them more deeply affordable by requiring households to pay no more than 30 percent of their income in rent.

Cornelius, a city of 12,400 in metro Portland, anticipates growing by more than one-third in the next five years. Cornelius Place is its first three-story building, first mixed-use building, and an anchor for a new walkable-downtown master plan, says Ryan Wells, community development director. Combining a new public library with affordable senior housing made both projects possible. "There is cost sharing to construction when you mix those uses," says Wells. "We could not have built the library on its own."

Despite predictions that they would die in the digital age, public libraries in many U.S. communities are in fact busier and more loved than ever. Increasingly viewed as community hubs, the nation's 16,568 public libraries are places where visitors peruse the stacks, focus on laptops, upgrade job skills, study English, try out "maker" equipment, connect with social workers on staff,

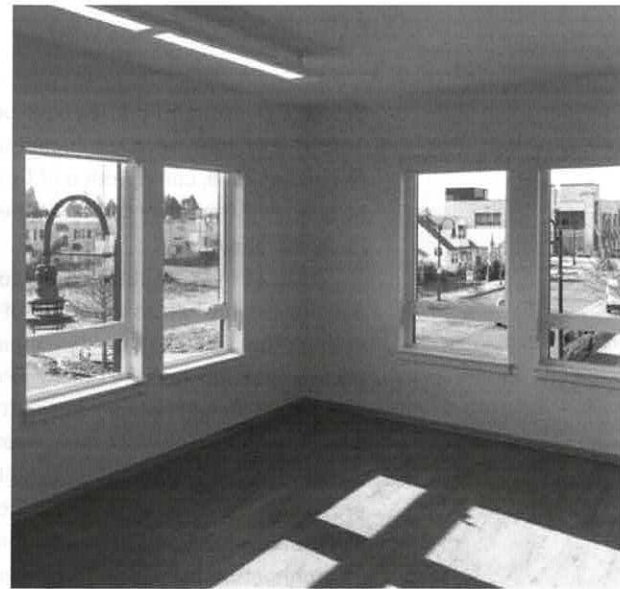
and more. But many libraries are struggling to meet this demand with facilities that are small, outdated, and in need of repair—or in need of major upgrades to offer the collaborative areas, flexible workspaces, and cutting-edge technology that patrons increasingly expect.

As public libraries look to rebuild, however, they often face financial challenges. Land values and construction costs in many cities are on the rise, making such projects increasingly costly and frequently requiring special tax levies or capital campaigns. Meanwhile, cities seeking new solutions to the affordable housing crisis are eyeing some desirable real estate: the air space above those typically low-lying public libraries. Joining forces makes it possible to invest public dollars in—and leverage additional funds for—projects that serve the community in multiple ways.

"The evolution of public libraries in U.S. cities generally has followed the evolution of community needs, and in a growing number of cities, that now means combining new libraries with affordable housing," says Loida Garcia-Febo, a library consultant and 2018–2019 president of the American Library Association. "Most libraries see their value in how they integrate and respond to the community, and it's clear that in tight real estate markets, libraries can leverage their physical assets to increase the value they provide to the community."

"Most libraries see their value in how they integrate and respond to the community, and it's clear that in tight real estate markets, libraries can leverage their physical assets to increase the value they provide."

View from a residential balcony at Independence Branch Library and Apartments, Chicago. Credit: James Florio, courtesy of John Ronan Architects.



Cornelius Place, a mixed-use development in Cornelius, Oregon, combines a ground-floor library with affordable senior housing that is walkable to the downtown area. An apartment interior is shown at right. Credits (l-r): Courtesy of Washington County, Oregon; Christopher Oertell, staff photographer, *Hillsboro Tribune/Forest Grove News-Times*.

Living at the Library

Combining libraries with apartments is “part of a trend away from single-use zoning and back to mixed uses,” says Robin Hacke, executive director of the Center for Community Investment at the Lincoln Institute, which helps disadvantaged communities harness investment to achieve their economic, social, and environmental priorities. Hacke added that the trend also reflects a recognition of the importance of libraries as “third places for civic engagement and social cohesion.”

One of the nation’s first examples of a library and affordable housing sharing space took shape in San Francisco in 2006. As part of the 50-acre Mission Bay redevelopment, the city partnered with Catellus Development Corporation and Mercy Housing, a nonprofit affordable housing developer, to add a 7,500-square-foot branch library as a civic anchor. The building that houses the library includes a community meeting hall, an adult day health center, a coffee shop, and Mission Creek Senior Housing, with 140 apartments for low-income seniors.

Though it has been successful, this project so far has been a one-off for the city. At least one public official has asked the city’s acting librarian to explore whether future library renovations might be combined with affordable housing. “We are in an affordability crisis and we need to maximize our existing public land for 100 percent affordable housing,” wrote Sandra Lee Fewer, a member of the city’s Board of Supervisors, in an email response to Next City (Brey 2018). “It would be a missed opportunity to not pursue adding affordable housing above newly renovated public resources like our libraries.”

Although San Francisco has been slow to replicate the Mission Bay model, other cities have taken up the idea, including Chicago. Under Mayor Rahm Emanuel’s leadership from 2011 to 2019, the city made more than \$300 million in new investments to renovate or build 30 public libraries in the city’s network of 80 libraries, which serves 10 million visitors annually. The “Branching Out: Building Libraries, Building Communities” initiative has focused on investing in libraries as community anchors with high-quality civic architecture and programming.

Since 2011, six new libraries have been built, and 14 branches have seen significant updates. By the end of 2019, construction of five additional libraries will be finished, with four existing libraries renovated.

Three of the new libraries are co-located with housing in world-class examples of modern architecture. In 2016, the city announced a partnership between the Chicago Public Library (CPL) and Chicago Housing Authority (CHA) that would cut costs, increase library patrons, and invest in attractive, sustainable buildings that provide the kinds of services the city needs. A city-run competition attracted submissions from 32 architecture firms, and three award-winning, Chicago-based firms were selected to design the projects:

- The six-story, \$33.4 million Independence Branch Library and Apartments in Irving Park on the Northwest Side, designed by John Ronan Architects and developed by Evergreen Real Estate Group, has a two-level library featuring a music studio and makers' workshop, topped by 44 subsidized apartments for seniors.

- The \$34 million Northtown Public Library and Affordable Apartments in West Ridge, a four-story, curvilinear structure designed by Perkins and Will, also was developed by Evergreen Real Estate Group. The bright, 16,000-square-foot library has a garden and a rooftop terrace shared with tenants. The upper floors include 44 apartments for seniors, with 30 CHA public housing and 14 affordable apartments.
- The seven-story, \$41 million Little Italy Branch Library and Taylor Street Apartments on the Near West Side, designed by Skidmore, Owings & Merrill (SOM) and developed by Related Midwest, includes a single-level, open-floor-plan library and six floors with 73 apartments above, including 37 CHA public housing, 29 affordable, and seven market-rate apartments.

Besides traditional library programs, such as book clubs for seniors and intergenerational educational and cultural programming, each branch offers early-learning playspaces and facilities for teens to explore digital design, music, and recording technology with help from skilled mentors. They also provide high-tech



Interior of an affordable apartment at Chicago's Northtown Public Library. Credit: James Steinkamp, courtesy of Perkins and Will.

programming such as 3D printing, virtual reality, and robotics, as well as dedicated workforce development support and technology tutors.

In West Ridge and Irving Park, “these projects enabled CHA to deliver new housing units and expand affordable housing opportunities in two communities where CHA had not previously had much of a presence,” says Molly Sullivan, CHA senior director of communications. “This helped meet a demand for affordable senior housing in those communities.” The library system also had been seeking ways to bring modern facilities and services to these communities, says Sullivan, so combining housing with libraries made sense.

“Co-locating libraries with affordable housing provides housing and learning centers where they are needed—and makes communities more resilient and sustainable,” says Sullivan. “We know that housing is vital to our neighborhoods, but strong, healthy communities also require anchors that provide resources for lifelong learning.”

Critiquing the three projects in *The New York Times*, architecture critic Michael Kimmelman characterized the libraries as “just plain good urban planning.” He praised Emanuel for promoting the idea that “distinguished civic buildings in underserved neighborhoods constituted their own brand of equity” (Kimmelman 2019).

In June, Smart Growth America named the Taylor Street library its Project of the Year. “We knew when we embarked on this unique project and partnership that we were building more than a new building,” said former Chicago Housing Authority CEO Eugene E. Jones, Jr., when the award was announced. “We were creating a community anchor and asset that will have a lasting impact on residents and this neighborhood” (CHA 2019).

A Branch Grows in Brooklyn

Brooklyn is also leveraging opportunities to improve library infrastructure with housing, using aging branches as sites for redevelopment projects that combine new libraries with affordable apartments, or, in one case, sleek new tower architecture with market-rate luxury condominiums.

The Brooklyn Public Library (BPL) is an independent library system that serves the 2.5 million residents of the borough. BPL is the fifth-largest library system in the U.S., with 59 neighborhood libraries and 7.9 million annual visits. That might sound like a lot of capacity, but many of the system’s buildings are crowded, worn, and inadequate for modern use. In total, New York City libraries have some \$1.1 billion in unfunded capital needs, mostly repairs, with \$271 million needed just in Brooklyn, according to a 2014 report by the Center for an Urban Future, an independent nonprofit research and policy organization (Giles 2014). The report recommends ways to bolster libraries as community centers, including incorporating affordable housing.

“We see libraries performing a much bigger role in New York,” says Eli Dvorkin, editorial and policy director for the Center. “We have never relied on libraries as we do today.” He says libraries “are the single resource of first resort for immigrants, teenagers, seniors. They are the 21st-century settlement house, building the social infrastructure of our cities, but we haven’t invested in their infrastructure.”

That is changing with projects like Brooklyn’s Sunset Park Public Library redevelopment. Built in the 1970s, the popular Sunset Park branch was too small to meet the needs of a community whose population increased 34 percent between 1990 and 2014, double the citywide growth rate. Housing costs were also surging, with a state report indicating that median rent increases in the area had far outpaced median income growth between 2002 and 2014. In 2017, the city issued a competitive



The unassuming, single-story Sunset Park Public Library in Brooklyn, New York (left), has been reimagined as an eight-story, mixed-use building (right). Credits (l-r): Edward Blake, Brooklyn Public Library.

"The City of New York isn't creating more land, but our population is growing, and resources are in demand for both libraries and affordable housing . . . We wanted to create the model so it can be replicated and we can have more of these win-win-win situations for libraries, for people who need affordable housing, and for taxpayers."

RFP and selected the Fifth Avenue Committee (FAC), a Brooklyn-based nonprofit affordable housing developer and social justice organization, as a partner in revamping the library. FAC proposed a 21,000-square-foot library—double the original size—with 49 units of permanently affordable housing on top.

Located on the first two floors of the eight-story building, the library will be outfitted with collections, technology, and flexible space. Above that, the apartments are slated for low- and middle-income households ranging from formerly homeless residents with no income to those earning between 30 and 80 percent of AMI. Apartments in the building, which is expected to open in 2020, will rent for well below the current market rents in the neighborhood.

"The City of New York isn't creating more land, but our population is growing, and resources are in demand for both libraries and affordable housing," says Michelle de la Uz, executive director of FAC and a New York City planning commissioner. The city has a long history of combining civic uses with other development, she noted, but those projects haven't included 100 percent affordable housing. "We wanted to create the model so it can be replicated and we can have more of these win-win-win situations for libraries, for people who need affordable housing, and for taxpayers" to achieve the greatest benefit possible from public land.

The Sunset Park branch is one of several library-housing hybrids in New York. The three-story, 26,000-square-foot Inwood Public

Library in Upper Manhattan, now under construction, anchors a 14-story mixed-use building called the Eliza, which has 175 deeply affordable apartments, universal pre-K classrooms, a social services delivery center, and amenities including a children's playroom, gym, and roof garden.

The Inwood site was rezoned to allow for a sizeable increase in height and density, notes de la Uz, while "at Sunset Park, we built as-of-right and didn't have to rezone—the height was allowed." She agrees with a recommendation from the Center for an Urban Future that rezoning, where appropriate, would make many more of these projects feasible (see sidebar page 31). "We've done many projects in partnership with government, and giving land at a reduced rate is how you make affordable housing happen," she says. "The project has to be a certain size" to support the cost of construction, she notes, and rezoning and revaluing the land on which libraries sit to allow for higher buildings and greater density "would allow for many more affordable units above libraries and greater public benefit to be realized."

Not Always Affordable

Not all of the city's library-housing projects offer affordable housing, and some have inspired controversy. The 28,000-square-foot 53rd Street Library across from the Museum of Modern Art in Midtown Manhattan, which opened in 2016, provides a three-story base for the 50-story luxury Bacarat hotel and apartment tower. And a rebuild of BPL's Brooklyn Heights branch saw the original 1962 building demolished and the site reenvisioned as One Clinton, a mixed-used, 38-story condominium tower with a new library, STEM learning center, and retail space at its base. Due to be completed in 2020, the tower's 133 market-rate condominiums are listed for between \$1 million and \$6.4 million.

The Brooklyn Heights branch would have required over \$9 million for renovations and upgrades. Instead, Hudson Companies paid \$52 million for the old branch library site. That money is providing funding for BPL's capital needs, including \$12 million to fit out the new One Clinton library—and \$10 million for the Sunset Park branch.

One Clinton, center, houses the Brooklyn Heights library—and more than 130 market-rate condominiums listed for \$1 million to \$6.4 million. Proceeds from the sale of the original library site helped fund the library's renovation, as well as other improvements in the Brooklyn Public Library system. Credit: Noe and Associates/The Boundary.





Opening day at Milwaukee's Mitchell Street Branch in October 2017. The development is one of several in the city that combine libraries with affordable or market-rate housing. Credit: Adam Carr.

Critics of One Clinton have been outspoken about the dangers of “privatizing” public land and property, the plan to scrap the old library rather than renovating it, and the new project’s lack of on-site affordable housing. As part of the deal, Hudson Companies is building 114 units of permanently affordable workforce apartments nearby, at no cost to the city. Off-site development of affordable housing within the same community district is allowed under the city’s mandatory inclusionary housing program. The apartments are intended for households earning from 60 to 125 percent of AML, with half reserved for local residents.

Milwaukee is also combining a mix of market-rate and affordable housing with libraries. Milwaukee Public Library (MPL) has partnered with developers to build four new mixed-use branches that cost the library system a total of \$18 million. They include the Mitchell Street Branch Library and Alexander Lofts, which opened in 2017 in the South Side historic commercial district. With 23,000 square feet on two floors that feature a large community room, recording studio, makerspace with kitchen, and a reading area with a fireplace, Mitchell Street is

now the city’s largest branch library. The \$21 million project—\$6 million for the library and \$15 million for market-rate housing—involved the restoration of a historic building that once housed a department store. The new development has 52 market-rate apartments and eight adjacent townhouses.

The housing for these four projects varies from affordable to market-rate, a decision left to the developer, says Sam McGovern-Rowen, MPL project manager. “The library board and the city have expressed a preference for mixed-use housing developments, but we do not dictate the affordability aspect,” he says. “The developers propose projects through our RFP process, and we have selected projects that cover the full spectrum of affordability.”

Co-locating libraries with at least some market-rate housing “means that the library can play a role in community economic development,” McGovern-Rowen points out. “We take formerly untaxed property and put it on the tax rolls, generating hundreds of thousands of dollars in tax base so far.” The libraries have also been “a shot in the arm to the neighborhoods and business districts where we build these projects,” he says, as thousands of library visitors and new residents patronize local businesses.

Unlocking the Value of Land

Co-locating libraries and affordable housing “seems to fit into a broader trend of unlocking the value of land,” says Rick Jacobus, principal of Street Level Advisors in Oakland, California, and author of a Lincoln Institute report, *Inclusionary Housing: Creating and Maintaining Equitable Communities* (Jacobus 2015). “Libraries also are an obvious and synergistic pairing with affordable housing, which needs a ground-floor activation that is not housing.”

“A common challenge in mixed-use buildings, especially with developers of affordable housing, is they run into difficulty locating the right

institution or organization to partner with for ground-floor development, and banks then have trouble financing the projects," confirmed Hacke of the Center for Community Investment. Incorporating a library, Hacke says, "can contribute to financial viability for a building, but also to the well-being of people who live in the building. When you can bake that into the design of the project, it serves the financials as well as the residents."

Are co-located libraries and affordable housing any more difficult to finance than separate projects? Yes and no. Generally a city's public library division pays for the library, and the housing developer, whether it's the local housing authority, a nonprofit, or a private for-profit developer, works separately to secure financing. The affordable housing component, and often the library, typically have to seek multiple funding partners. But co-location can provide a core and shell for the library building, some shared space, and a catalyst for additional funding. "Mixed-use development and shared costs make the building of new libraries affordable," says ALA's Garcia-Febo.

The \$20 million Cornelius Place project in Oregon, developed by the national nonprofit BRIDGE Housing with local service provider Bienestar, was 12 years in the planning and required more than a dozen financial partners.

After a library levy failed to pass, the library conceived of introducing senior housing as a feasibility step. The library cobbled together its \$5.8 million share of construction costs from sources such as local businesses, individuals, and county, state, and federal funds, including a \$500,000 grant from the National Endowment for the Humanities. The city owns the land, and the building is owned by BRIDGE Housing, with the library paying a nominal leasing fee for its space.

Mixed-use projects, especially those with an affordable housing component, can also offset construction costs by taking advantage of low-income housing tax credits or state tax credits. In 2009, the Miami-Dade Public Library System joined forces with the county's Homeless Trust and Carrfour Supportive Housing to build the Hispanic Branch Library and, above it, the Villa Aurora Apartments. The project included 76 units of permanently affordable housing: 39 for formerly homeless families and 37 for low-income families. The new 12,000-square-foot branch library quickly became a community destination. Carrfour, a nonprofit affordable housing provider, built the complex on the site of a former Salvation Army shelter and leases the first-floor space to the library system. Funding sources for the \$29 million project included the Enterprise Social Investment Corporation's tax credit equity, an incentive loan from the Florida



Left: Loida Garcia-Febo, past president of the American Library Association, celebrates the community-building role of libraries during a February 2019 visit to the Miami area. Credit: American Library Association. Right: Miami's Hispanic Branch Library occupies the ground floor of the Villa Aurora Apartments. Credit: Carrfour Supportive Housing.



A mix of sources covered the cost to build the award-winning Little Italy Branch Library and Taylor Street Apartments in Chicago, including federal funds, tax credits, and TIF revenue. Credit: Courtesy of Chicago Housing Authority.

Housing Finance Corporation, deferred developer fees, and city, county, and federal funds. The cost to the library system was \$3 million.

The City of Chicago worked to persuade federal officials that public libraries could be co-located with public housing without putting federal housing subsidies at risk, noted Kimmelman in *The New York Times*. The three Chicago projects had different funding packages. Financing for the Little Italy branch, for example, included U.S. Department of Housing and Urban Development (HUD) funds, federal tax credits, revenue from two tax-increment financing districts, and another housing fund. By adding the housing component to the library, the project qualified for federal tax credits and government housing funds, including from HUD, that provided almost half the needed funds. Thus, the construction of the building was underwritten significantly by co-location.

In Brooklyn, FAC is leveraging eight sources to finance the \$35.8 million Sunset Park library, which breaks down to \$7.8 million for the “core and shell” of the library and \$28 million for the residential portion. Funding sources include over \$10 million in state and federal affordable housing tax credits and \$8.75 million from the New York City Department of Housing Preservation and Development. The developer is constructing the building at no cost to BPL, which will fit out the new library for \$10 million—half the cost of demolishing the library and building a new one—derived from the sale of air rights to the old Brooklyn Heights library site. The city turned the property over to FAC during development, but when construction is completed, the city will own the library in perpetuity, with both its portion and the housing units treated as condominiums. FAC will own and manage the apartments.

By adding the housing component to the library, the project qualified for federal tax credits and government housing funds . . . that provided almost half the needed funds. Thus, the construction of the building was underwritten significantly by co-location.

One new resident of the Northtown Public Library and Affordable Apartments told the *Chicago Tribune* how much she appreciated the services on the ground floor: “The library was a blessing.” Credit: Perkins and Will.



For the Common Good

Smart rezonings could allow dozens more libraries to be upgraded and more co-located library and affordable housing projects to be built. The Center for an Urban Future worked with the architecture firm Marble Fairbanks to identify at least 25 libraries in New York City with surplus development rights that they could leverage for affordable housing or other uses, depending on the community’s needs.

“Cities are trying to lean more heavily into the production of affordable housing, and what’s relevant here is the land,” says Jacobus. “If you have an asset like urban land, you might as well use it to its fullest potential. This could happen in many cities with one- or two-story libraries in places that could be denser. By building a building that is denser, they’re able to unlock the value of the land to subsidize affordable housing, and that extra value is a public asset.”

Even projects with market-rate rather than affordable housing can provide significant public value, says Jacobus. The One Clinton project in Brooklyn Heights, for example, provides the library, housing to ease a tight market, and a fair amount of capital to underwrite improvements to other new libraries, while the developer also provides affordable housing nearby. “They were able to use the value of an asset to leverage affordable housing,” Jacobus says. “It’s a smart move and there’s a trend there that seems promising.”

Pairing libraries and affordable housing helps cities meet other goals such as financial management and neighborhood development, he notes. “The bigger issue is that you get obvious public benefit out of the project, which helps with public acceptance of affordable housing,” often a target for community opposition. While Jacobus doesn’t see mixed-use housing and library projects as a widespread trend—in part because libraries still require additional public funding to build and operate—he does see cities becoming more entrepreneurial and using all the resources they can to create more affordable housing.

Garcia-Febo of the ALA is more optimistic. As a wise use of public land that provides value to the community, co-location of libraries with housing “is a great new opportunity to distribute services across neighborhoods, and I think we’ll see many more of them,” she said. “It’s difficult to equate the value of libraries with the land or air space they occupy, but for many library leaders, this is an opportunity to reinforce the value of libraries for access, education, lifelong learning, and the civic commons.” □

Kathleen McCormick, principal of Fountainhead Communications in Boulder, Colorado, is a contributing editor for *Land Lines*. She writes frequently about sustainable, healthy, and resilient communities.

CO-LOCATION CONSIDERATIONS

For a mixed-use library and housing project to succeed, planners must consider many factors, including the following:

Zoning. Zoning should allow for mixed uses combining residential with public institutions (and perhaps other uses), and for the height and density required to build a critical mass of housing over library space. A 2018 neighborhood rezoning decision by the New York City Council allowed for mixed uses and additional building height to achieve goals such as developing affordable apartments and encouraging economic development that benefits the local community. The decision paved the way for the 14-story Eliza building, which combines the new Inwood Library with 175 affordable apartments.

Air Rights. Development rights generally refer to the maximum amount of floor area permissible on a lot. When the actual built floor area is less than the maximum permitted floor area, the difference is referred to as “unused development rights,” or “air rights.” The value of air rights, which can be sold to adjacent property owners or others, can vary by location and can depend on factors such as zoning restrictions, the height and density of adjacent buildings, and proximity to public transit and services.

Financing. Libraries generally are funded by a city’s capital budget or by special tax levies. Market-rate housing generally is financed privately or through commercial banks. Private developers of affordable housing can take advantage of low-income housing tax credits. Municipal housing authorities can access funds from local, state, and federal sources to develop subsidized public housing for low-income households. Depending on the needs of the community and developers’ plans, co-location can include a mix of publicly subsidized, affordable, and market-rate housing; the latter can help underwrite development of the more affordable units.

Tax Implications. Market-rate housing that shares space with libraries is almost always taxable, so these projects can help expand a community’s tax base. In contrast, affordable housing is usually tax-exempt, at least when it is owned by a housing authority or land trust. The best housing option depends on a community’s needs—fiscally stressed cities may prioritize their tax base, while hot-market cities prioritize affordable housing. In general, reducing costs for the construction of libraries and public housing will benefit taxpayers.

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ACCESS

In May 2020 the WCLS Board began waiving printing fees as a response to patron needs during the early days of curbside service. It was clear to staff how important access to public printing services is to patrons. The then newly created print@wcls.org system to receive print requests via email became an invaluable tool serving patrons daily.

Quick recap regarding printing costs: \$0.10 B&W, \$0.50 color
Prior to 2020 – 30 pages waived to support reference questions
Emergency Response – \$3.00 waived per day
July 2021 – Present – \$7.00 waived per week

The previous system 1) required people login to a WCLS computer, 2) initiated many transactional payment interactions needing staff time, 3) resulted in a frustrating patron experience. Today's system 1) supports submissions via mobile device or home computer, 2) focuses staff time on connecting patrons with information, 3) provides an equitable system of applying weekly credits. The result is a service patrons are delighted to learn about and use—one they share with others via word of mouth.

Over the last 4 days, WCLS has received 148 print requests via print@wcls.org or the online [Printing Request Form](#), in addition to printing from public Internet computers. Perhaps the best way to communicate the value of this service is to list a sample of the types of documents submitted just this week.

-Emergency passport application	-Course syllabus	-Family picture
-Public service loan forgiveness app	-Recipes	-WA food worker card
-Apartment rental application letter	-Proof of payment	-Lab report
-Move in/out inspection checklist	-Math test	-WA registration cab card
-1040-SR tax return for seniors	-School project	-Intl. fuel tax agreement license
-Proof of insurance	-Custody complaint	-Product operating guide
-Soccer team application	-Work estimate	-Invoice
-Housing auth extension request	-Midterm exam	-Event itinerary
-Dept. of Health and Welfare form	-Shipping labels	-Class notes
-Wedding invitation	-Missing dog flyer	-Resume
-Employment application	-Legal paperwork	-Child support schedule worksheet
-Book chapter for school work	-Mortgage statement	-Reseller permit
-U.S. Customs form	-Tax credit criteria	

Michael Cox
Deputy Director

COMMUNITY/RESOURCES

The WCLS Summer Reading Committee has been hard at work since August 2022 reworking our Summer Reading Program to align with our new strategic focus on community, and we are poised to launch Summer Reading 2023 in a few weeks with treemendous (sic) fanfare.

This summer we're adopting a singular, communal goal with a singular community benefit attached to its achievement. In partnership with the Whatcom Million Trees Project, we will be reading towards a goal of planting 200 new trees in Whatcom County forests this fall.

The process is simple enough. Participants of all ages will receive a summer reading card when they register. The card features ten different activities—everything from reading a book to listening to an audiobook, drawing a tree to walking in a forest—and participants can track their progress. Every activity completed earns a leaf, and county-wide, every twenty-five leaves earn a tree. Branches will feature displays with paper trees collecting paper leaves for a visual representation of our collective progress.



Once again, we'll feature a week of Summer Reading Kickoff events at every library location and Bookmobile stop from June 26 to July 1. We'll be celebrating with some crafts and activities, though the focus will be on the opportunity for young people 18 and under to choose a forever book to keep. With thanks to WECU and the Whatcom County Library Foundation, we'll have a broad selection of titles available. We'll also bring forever books to some schools and communities whose access to our locations is problematic.

We have a full slate of programs for patrons of all ages on deck, some tree-themed and some not--everything from Teddy Bear Picnic storytimes for preschoolers to bird feeder creation for kids, a week-long Shakespeare Camp for teens and jazz concerts for adults.

In addition to the trees earned by Whatcom County summer reading participants, the Whatcom Million Trees Project will join us in the fall for a ceremonial planting of a more-established tree at a location to be determined--the first of many as we work year over year to strengthen our forests and our community, reading together.

Thom Barthelmess
Youth Services Manager



COMMUNITY

A 2023 survey of 1,500 global marketing leaders reveals a key insight that may have value for public organizations like libraries. According to the survey (conducted by Wakefield Research on behalf of Braze, a global customer engagement platform), in the face of economic instability, brands are focusing on customer retention rather than acquisition. According to the report, 45 percent of the brands surveyed said they spent more than half of their marketing budget on retention in 2022 vs. 33 percent in 2020. To respond to customer needs during a period of uncertainty, the marketers say they will shift customer engagement strategies, including sending more messages that offer helpful advice to existing customers. Integrated strategies developed by cross-functional teams will drive success.

At the library, the number of active cardholders is a measure of retention. Here are some of the channels we use now to reach our existing patrons with messages that demonstrate the “power of sharing” and that encourage patrons to visit the library to save money, find inspiration and build connections.

- Email (regular bi-monthly eNewsletters, welcome campaign for new cardholders and targeted messages)
- *Explorations* newsletter (mailed to all county households)
- Social media (@wclslibraries on Facebook, Instagram and Twitter)
- Podcast ([WCLS in Whatcom County Presents Library Stories](#))
- In-branch signs and flyers
- Website
- Advertising (digital cross-channel messages, bus boards)
- Events, including pop-up libraries and programs

Messages are developed in partnership with other WCLS departments and the marketing committee. We’ll be reviewing 2024 strategies at upcoming meetings.

News Releases

- [Birch Bay Library project moves forward as a library express](#)

Podcast: wcls.org/podcast or subscribe on your favorite podcast platform

- Episode 34: Washington Library Association conference

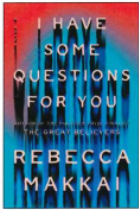
Book Reviews

- *Cascadia Daily News*, April 24, 2023, [Soul Boom: Why We Need a Spiritual Revolution](#) by Rainn Wilson
- *Cascadia Daily News*, April 9, 2023, [Calling Bullshit: The Art of Skepticism in a Data-Driven World](#) by Carl T. Bergstrom and Jevin D. West

Bellingham Alive, April 2023, see clip below

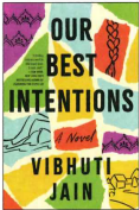
Book Reviews

WRITTEN BY MARY KINSEY



I Have Some Questions for You
by Rebecca Makkai

THE GRANBY SCHOOL is an elite institution with a history marred by the scandalous murder of student Thalia Keith in 1995. Athletic Director Omar Evans was convicted of Thalia's murder, but online crime buffs have speculated for years that the case was rushed to judgment. In 2018, former student Bodie Kane is invited to teach at Granby. She accepts knowing that she'll be reliving some of the worst years of her life; Thalia was Bodie's classmate, her death a defining moment of Bodie's past. Then one of Bodie's students announces that their class project will center on reopening the case. The memories Bodie has buried now begin to push their way to the present—for Bodie has her own theory about who killed Thalia, and it's definitely not Omar. Written as a dialogue to an unknown subject, this carefully crafted literary thriller unfolds its truths slowly, building the suspense page by page. "I Have Some Questions for You" melds social commentary and immersive storytelling in one haunting and irresistible package.



Our Best Intentions
by Vibhuti Jain

VIBHUTI JAIN'S COMPELLING, character-driven novel introduces readers to a fresh new voice in fiction. In the affluent suburb of Kitchewan, Babur Singh believes he has done everything possible to ensure a bright future for his daughter Angela, a talented swimmer. One afternoon Angela stumbles onto a shocking scene—Henry McCleary, her friend's brother, has been stabbed and left bleeding on the school campus. The blame falls to a young girl with a troubled home life, one of the school's only Black students. Henry's wealthy parents immediately unleash their social connections to garner public sympathy and gain control of the narrative. Before they know what's happening, Angela and her father find themselves at the center of controversy as the community divides itself along lines of race and class. Book clubs will want to make room on their spring reading schedule for this arresting debut, a thought-provoking reflection on opportunity and belonging.

Media Coverage

Lynden Tribune, April 12, 2023, [Community calendar](#) (Friends book sale)

Whatcom News, April 25, 2023, [Birch Bay library looks like it will be built as a "library express"](#)

Whatcom Talk, April 26, 2023, [Birch Bay Library Project Moves Forward as a Library Express Following Approval of State Grant Scope Change](#)

The Northern Light, April 26, 2023, [State approves Birch Bay Library express scope change](#)

KGMI, April 26, 2023, [State Legislature approves funding for "library express" in Birch Bay | 790 KGMI](#)

All Point Bulletin, April 27, 2023, [Point Resident appointed to WCLS Board of Trustees](#)

All Point Bulletin, April 27, 2023, [Birding backpacks at the library](#)

Salish Current, April 2023

Showtime. The photography exhibit, "Vintage Vaudevillians," promoting early vaudeville acts in Bellingham, returns to the Lightcatcher in partnership with Whatcom READS. Through May 31. [Info.](#)

All Point Bulletin, April 2023

Whole Round Earth: Wednesday, April 19, 3:15–4:15 p.m., PR Library. Celebrate Earth Day! Come to the library to make a collaborative art project, creating a whole round Earth for the kids' room wall.

Mary Vermillion

Community Relations Manager

Collection Size	April				
	Physical		Electronic		Total
	313,590		269,204		582,794

Circulation<	April		Year to Date		% Chg
	2022	2023	2022	2023	
Physical Circulation					
Blaine	13,955	11,994	56,711	48,690	-14.1%
Bookmobile & Outreach	4,840	4,301	17,353	18,076	4.2%
Deming	10,316	7,572	39,449	31,570	-20.0%
Everson	10,561	9,134	39,653	38,073	-4.0%
Ferndale	33,990	32,325	134,205	127,597	-4.9%
Island	2,250	1,821	8,450	7,737	-8.4%
Lynden	42,350	37,493	159,406	153,686	-3.6%
North Fork	4,690	4,446	18,463	17,487	-5.3%
NWIC	5	10	51	50	-2.0%
Point Roberts + PRX	2,167	2,057	8,127	8,778	8.0%
Sumas + SLX	175	2,268	1,206	5,873	387.0%
South Whatcom	7,632	7,657	29,092	30,549	5.0%
NDX	3,462	3,063	14,524	13,072	-10.0%
Total	136,393	124,141	526,690	501,238	-4.83%
Electronic Circulation					
eBooks/eAudiobooks	26,338	30,950	109,513	126,695	15.7%
eMusic	9,728	11,647	39,543	42,634	7.8%
Streaming Video	930	725	3,776	3,282	-13.1%
eMagazines	1,686	1,666	6,367	6,647	4.4%
Total	38,682	44,988	159,199	179,258	12.60%
Total Circulation	175,075	169,129	685,889	680,496	-0.79%

< Sumas Library closed 11/20/21 to 2/11/23.

< Sumas Library Express opened 2/11/23.

Visitors (Door Counts)	April			Year to Date		% Chg Frm 2022
	2019	2022	2023	2022	2023	
Blaine	9,105	6,732	6,295	23,995	24,700	2.9%
Deming	4,247	2,526	2,009	9,272	8,941	-3.6%
Everson	4,942	2,177	2,832	9,043	11,302	25.0%
Ferndale	17,099	10,012	10,141	39,424	42,048	6.7%
Island	1,272	1,328	679	4,524	2,868	-36.6%
Lynden	15,767	11,997	9,729	43,009	38,229	-11.1%
Northwest Drive Express		297	265	1,174	1,146	-2.4%
North Fork	2,548	1,681	1,198	5,840	5,025	-14.0%
Point Roberts + PRX	1,421	1,155	1,092	4,330	4,315	-0.3%
Sumas	1,667	0	1,032	0	2,036	
South Whatcom	2,243	2,667	1,479	9,121	6,398	-29.9%
Total	60,311	40,572	36,751	149,732	147,008	-1.82%

* Sumas door counter installed on March 1, 2023.

New Borrowers	April		Year to Date		% Chg
	2022	2023	2022	2023	
Registered	405	405	1,416	2,345	65.61%

Patron Service	April		Year to Date		% Chg
	2022	2023	2022	2023	
Interlibrary Loan					
Borrowed from BPL	11,802	11,089	49,813	46,900	-5.8%
Lent to BPL	22,042	21,448	96,420	87,932	-8.8%
Borrowed from other libraries	528	441	2,828	2,116	-25.2%
Lent to other libraries	495	520	2,024	2,156	6.5%

Electronic Resources	April		Year to Date		% Chg
	2022	2023	2022	2023	
WCLS.org Entrances	35,318	35,679	152,754	148,604	-2.7%
Bibliocommons Entrances	50,606	49,778	210,652	210,876	0.1%
Internet Sessions	2,782	2,624	10,597	11,549	9.0%
Wifi Clients / Sessions	5,870	5,822	22,772	25,310	11.1%

Volunteers	April		Year to Date		% Chg
	2022	2023	2022	2023	
Volunteer Hours	998.25	907.25	2,808.25	2,951.75	5.1%

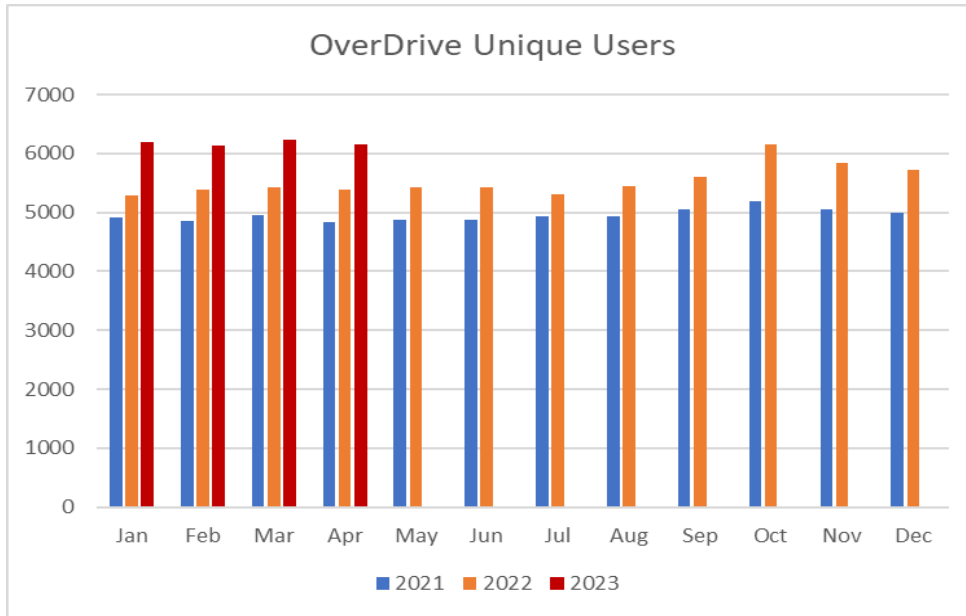
Activities	April		Year to Date		% Chg
	2022	2023	2022	2023	
Programs					
Adults	22	51	71	194	173.2%
Teens	23	22	86	84	-2.3%
Children	46	93	136	365	168.4%
Total	91	166	293	643	119.5%

Attendance					
Adults	197	317	1482	2832	91.1%
Teens	141	277	1381	1775	28.5%
Children	908	2,297	3371	9512	182.2%
Total	1,246	2,891	6,234	14,119	126.5%

Corrections:

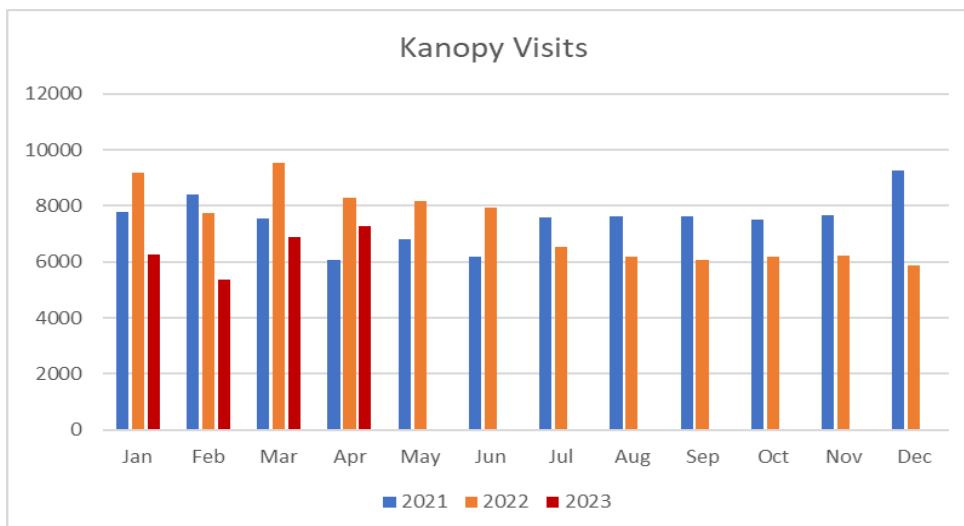
OVERDRIVE UNIQUE USERS

In a continuing testament to the popularity of eAudio and possibility in response to our eAudio marketing campaign, 7 of the top 10 circulated titles among WCLS patrons in April were eAudiobooks; *Woman's World* eMagazine was the top circulating title in April. Usage remains very constant; we have not experienced an appreciable increase in new users or unique users as a result of the Power of Sharing campaign; however, March and April 2023 were record highs for eAudio checkouts.



KANOPY VISITS - JANUARY TO DECEMBER COMPARISON

Kanopy visits increased in April to the highest they've been since June 2022, and 48 new accounts were created. The kids show *T-Rex Ranch* once again had the most plays; also popular was the BBC *Inspector Lynley* series and *Upstart Crow*, a comedy about William Shakespeare. Besides the U.S. and Canada, Kanopy content was viewed from Hungary, Mexico, Germany, Taiwan, New Zealand, Peru, and Brazil.



DATABASE USAGE

Aggregated database use is still hovering around the same level, with nothing outstanding to report as far as drops or increases in database use in April. The Power of Sharing campaign will focus on Creativebug for June through August, which should drive usage of that product up.

