



**BOARD OF TRUSTEES MEETING**  
**Whatcom County Library System**  
**October 17, 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.*

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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 [ruth.nail@wcls.org](mailto:ruth.nail@wcls.org) prior to the meeting.*

3. 9:10 a.m. **Service Anniversary Recognition – Linda Shindruk**

4. 9:15 a.m. **Consent Agenda**

- a. Meeting Minutes
- b. Expenditures

5. 9:20 a.m. **Financial Report and Resolutions**

- a. Finance Committee Report
- b. Resolution 10/17/23-09 amending the 2023 General Fund Budget

6. 9:30 a.m. **Closed Session to Discuss 2024 Bargaining Unit Contract / Wage & Benefit Negotiations**

*Collective Bargaining Update per RCW 42.30.140 (4)(a). No final action will be taken during the Closed 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.*

7. 9:55 a.m. **2024 Bargaining Unit Contract and Wage & Benefit Agreements**

8. 10:00 a.m. **Policy Update**

- a. Diversity Committee Policy 1.04

9. 10:05 a.m. **IT Services Update**

10. 10:15 a.m. **BREAK**

*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 [ruth.nail@wcls.org](mailto:ruth.nail@wcls.org) before 4:00 p.m. Monday, October 16, 2023. Written comments may be submitted to [ruth.nail@wcls.org](mailto:ruth.nail@wcls.org) prior to the meeting.*

11. 10:25 a.m. **Staff Reports**
  - a. Executive Director
  - b. Deputy Director
  - c. Youth Services Manager – none this month
  - d. Community Relations Manager
  
12. 10:45 a.m. **Performance Measures and Committee Reports**
  - a. Performance Measures
  - b. Personnel Committee – Trustee Recruitment, Executive Director review
  - c. Whatcom County Library Foundation
  
13. 11:00 a.m. **Announcements and Adjourn.**
  - a. WCLS Trustees Budget Retreat – 9:00 a.m. Tuesday, October 31, 2023, at Ferndale Library
  - b. Open Book, Sunday, November 5 from 12:00 p.m. to 5:00 p.m.
  - c. Quorum check for November and December Board meetings

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## Board Meeting Agenda Item Cover Sheet

|                          |  |
|--------------------------|--|
| Meeting Date:            | 10/17/2023   |
| Committee or Department: | Administration Department                                    |
| Subject:                 | Consent Agenda – Board Meeting Minutes, Monthly Expenditures |
| Prepared By:             | Jackie Saul  |
| Impact upon Budget?      | <input type="checkbox"/> Yes <input type="checkbox"/> No     |
| Supporting Documents:    | <input 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:

- September 19, 2023 Regular Board Meeting

Expenditures:

General Fund:

- August 16-31, 2023 payroll: check nos. 1035627088- 1035627093 and voucher nos. 556168-556317 totaling \$230,756.77 and September 1-15, 2023 payroll: check nos. 1035826188-1035826191 and voucher nos. 556326-556473 totaling \$218,173.51.
- ACH transactions for employee benefits, telecommunication services and monthly sales/use tax filings totaling \$89,263.64; \$31,068.51 of this is for employee funded contributions to dental insurance premiums, Health Savings Accounts, PERS and deferred compensation plans (made via payroll deduction).
- Claim 2023-34G: warrant nos. 1175624-1175633 totaling \$3,596.44
- Claim 2023-35G: warrant nos. 1175877-1175886 totaling \$100,106.65
- Claim 2023-36G: warrant nos. 1176103-1176134 totaling \$66,613.93
- Claim 2023-37G: warrant nos. 1176598-1176619 totaling \$131,807.14

Capital Fund:

- Claim 2023-15C: warrant no. 1175677 totaling \$10,995.29
- Claim 2023-16C: warrant no. 1175887 totaling \$11,523.06
- Claim 2023-17C: warrant no. 1176218 totaling \$1,215.00

**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 was one General Journal entry in September.



## UNAPPROVED MINUTES

### Library Board of Trustees Regular Meeting

September 19, 2023

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#### Location

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This meeting was held in a hybrid manner, with remote attendance via Microsoft Teams and in-person attendance at Everson McBeath Community Library, 104 Kirsch Drive, Everson, WA 98247.

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#### In Attendance

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**Trustees:** Rodney Lofdahl, Chair; Lori Jump, Vice Chair; Erika Lautenbach, Secretary; Matthew Santos and Holly Robinson. Absent: None.

**Staff:** Christine Perkins, Executive Director; Michael Cox, Deputy Director; Jackie Saul, Director of Finance and Administration; Mary Vermillion, Community Relations Manager; Ryan Cullup, Facilities Services Manager; Beth Andrews, Human Resources Manager; Geoff Fitzpatrick, IT Services Manager; Dianne Marrs-Smith, Lynden Library Manager and Friends of the Birch Bay Library (FOBBL) President; Maggie Mae Nase, Learning Coordinator; Em Olpinski, Administrative Assistant; Paul Fullner, Everson Library Manager; Alix Prior, Ferndale Library Manager.

**Guests:** Joe Downes, AFSCME Local No. 1581 Council 2 Representative.

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#### Call to Order

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

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#### Open Public Comment

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No public comment.

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#### Service Anniversary Recognition

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The Board recognized Maggie Mae Nase, WCLS Learning Coordinator, for her ten-year service anniversary. Maggie Mae first began working at WCLS as a Page at Ferndale Library during August of 2013. During her time at WCLS she has also worked as a Clerk, a Public Services Assistant, and in the Collection Services Department. She has been in the Learning Coordinator position since 2021. She also serves on several committees at WCLS, is a graduate of WCLS' Emerging Leaders program, and is currently working towards her Master's in Library and Information Science.

Beth said that she is thankful for all the work that Maggie Mae does, and Christine commented that it has been wonderful to watch Maggie Mae move through the System. Dianne said that Maggie Mae is organized, prepared, and always thinking about ways to improve. The trustees thanked Maggie Mae for her service at WCLS.

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#### Consent Agenda

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The Consent Agenda included minutes of the August 15, 2023 Board of Trustees Regular Meeting as well as the following:

Meeting Minutes:

- August 15, 2023 Regular Board Meeting

Expenditures:

General Fund:

- July 16-31, 2023 payroll: check nos. 1035250452-1035250454 and voucher nos. 555853-556002 totaling \$219,527.26 and August 1-15, 2023 payroll: check nos. 1035450938-1035450942 and voucher nos. 556010- 556160 totaling \$227,259.34.
- ACH transactions for employee benefits, telecommunication services and monthly sales/use tax filings totaling \$103,049.39; \$31,018.43 of this is for employee funded contributions to dental insurance premiums, Health Savings Accounts, PERS and deferred compensation plans (made via payroll deduction).
- Claim 2023-30G: warrant nos. 1173928-1173945 totaling \$101,602.49
- Claim 2023-31G: warrant nos. 1174141-1174157 totaling \$11,920.40
- Claim 2023-32G: warrant nos. 1174727-1174753 totaling \$94,921.99
- Claim 2023-33G: warrant nos. 1175367-1175376 totaling \$34,279.11

Capital Fund:

- Claim 2023-14C: warrant nos. 1175041-1175042 totaling \$45,840.39

Authorization to Void Warrants

- Resolution 09/19/23-08 voiding warrants older than one year

***Holly moved to accept the Consent Agenda as presented. Seconded. Passed unanimously.***

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Financial Report and Resolutions: Finance Committee Report

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Jackie reviewed her report, including the August Notes and Highlights section. She shared that a property valuation dispute was recently resolved in favor of the Assessor's Office. The property owner now must repay the back taxes that were on hold during the dispute, and these funds will ultimately be refunded to other taxpayers. This resulted in us receiving additional property tax revenue of \$230,000 in August. Jackie said that this means \$230,000 will now be withheld from our property tax levy in 2024, impacting the 2023 and 2024 bottom lines. Jackie will clearly note that the \$230,000 we received in August was in advance of our 2024 Levy.

Jackie then presented a 2024 Budget Planning Schedule, which outlines the steps that will need to be taken to approve and adopt the 2024 Budget. She also shared that WCLS is due for a biennial audit, but due to a backlog driven by a high number of Federal audits statewide, the State Auditor's Office will conduct our audit early next year.

Rod asked Jackie if it would be beneficial to do a line item in the 2023 budget to help track the property taxes we received in August. Jackie replied that this would be helpful and said that she will bring a resolution to add a line item to the budget in October.

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Trustee Education: Labor Relations

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Beth, Dianne, and Joe Downes gave a presentation to the trustees on WCLS' union partnership with the American Federation of State, County and Municipal Employees (AFSCME) Local No. 1581. Diane is the president of WCLS' union, and Joe Downes is a union representative for AFSCME and works with WCLS' chapter.

Beth summarized our current contract and the process for updating it. In addition to wage and benefit information, the contract notes process such as filling vacancies, accruing paid leave, addressing disciplinary

matters and guidelines for topics such as subbing, holidays, breaks and shift lengths. She explained the differences between WCLS' Bargaining Agreement with the union and WCLS' personnel policies.

Dianne shared the history of WCLS' union with the trustees and explained what her role as union president is. Joe said that he helps bargain union contracts throughout Northwest Washington. Joe can help represent employees who are being disciplined and can meet with agency management to discuss workplace issues. Dianne provided a summary of interest-based bargaining (IBB), the negotiation style used by the union and WCLS' management team. She noted that the Public Employee Relations Commission (PERC) was initially present for negotiations but hasn't been needed in several years.

Joe commented that WCLS is an organization with a great amount of trust between union membership and management. Dianne is thankful that such open conversations can happen between staff and management at WCLS. Rod said that he has served on the WCLS negotiation team the past few years, and he is always impressed by the level of cooperation fostered between WCLS and the union.

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## Policy Updates

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### **Copying and Printing Services for Patrons Policy 4.02**

Michael shared that we implemented our current printing credit system at the beginning of the pandemic, which provides patrons with a weekly free print credit of \$7.00. Holly asked Michael why we have a limit on patrons' weekly free printing, and how much staff time it takes to monitor weekly print credits. Michael responded that a \$7.00 printing credit accommodates most patrons' needs. Christine commented that putting a cap on free printing allows us to be good stewards of our resources. Michael added that our current printing system requires significantly less staff time than our pre-pandemic procedure, where patrons had to log-in to a WCLS computer to submit a printing job.

About 60% of our printing revenue is received through CASSIE, a printing software on WCLS computers. A staff question recently made us realize that CASSIE is unable to accurately charge while in duplex mode, Michael said, improperly charging patrons for blank pages. To reconcile our printing policy with the capabilities of our software, we are updating printing rates to be on a "per sheet" basis, instead of a "per page" basis.

***Holly moved to approve the update to Policy 4.02, as presented. Seconded. Passed unanimously.***

### **Family and Medical Leave Policy 12.23**

Beth presented an update to Policy 12.23, which was formally our Family and Medical Leave (FMLA) policy. The policy has been updated to include Washington Paid Family and Medical Leave (WaPFML), which became available to employees in 2020. We have discussed the spirit of our policy with our union representatives, and it has been decided that WCLS will administer benefits and have employees use accruals the same way for both FMLA and WaPFML. We have also decided that when an employee is on an approved medical leave, their benefits will be protected regardless of if they are on FMLA or WaPFML. Beth said that WCLS has been following the law since WaPFML was introduced, but we are now updating the language in our policy to reflect this. This policy has also been updated to use inclusive language.

***Holly moved to approve the update to Policy 12.23, as presented. Seconded. Passed unanimously.***

### **Unpaid Personal Leave Policy 12.21**

Beth said that Policy 12.21 has also been updated to include guidelines for WaPFML where formerly only FMLA was referenced.

***Holly moved to approve the update to Policy 12.21, as presented. Seconded. Passed unanimously.***

Erika exited the meeting.

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## Break

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Rodney adjourned for a break from 10:34-10:40 a.m.

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## Tour of Everson McBeath Community Library

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Paul Fullner, Manager of the Everson Library, gave the trustees a tour of the library. The library was built by volunteers in 1977 and was expanded in 1983 and 1997. A recent remodel of the library was completed in early 2022. The trustees thanked Paul for the tour.

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## Staff Reports: Executive Director

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Christine shared that she recently met with Paul Schissler of Madrona Community Development and Andrew Krzysiek of Zervas Architects to discuss the proposed mixed-use library project in Blaine.

Christine shared that the initial grant funding for the project secured by the Kushan Community Land Trust is restricted to being used solely for the design process of the affordable housing section of the project. During the meeting it was also discussed how to fit a library of the size WCLS needs with the number of affordable housing units necessary to make the project feasible on the proposed project site. Having adequate parking for both the library and the housing units was also discussed.

Holly asked if the city could choose to move forward with building only affordable housing on the property and not a new library. Christine responded that this is a possibility. The most recent design for a new library in Blaine was for a 10,000 square foot library. Our goal is to provide the City of Blaine with a library of this size, but some adjustments may need to be made for the mixed-use project to be feasible. Christine is interested in further discussing the mixed-use library project with Blaine's Mayor, Mary Lou Steward, and the Blaine City Council.

Holly commented that as more people switch to using eMaterials, we may not need to as much square footage as we have in the past.

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## Staff Reports: Deputy Director

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Michael shared that it was the summer of pop-up library events. Earlier in the year, Mary advocated that we purchase three more 10' x 10' branded canopies. These canopies allowed WCLS to have a presence at 30 community events throughout the summer, where staff could sign people up for cards and check out materials.

Michael will be attending the Association of Rural and Small Libraries Conference with PSA-Cultural Liaisons Diana Antaño and Joshua Olsen, where they will present a session titled "Building Community Connections by Hiring for Cultural Knowledge." Katrina Carrabba, Deming Library Branch Manager, and Erin Suda, PSA, will also be presenting a session at the conference.

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## Staff Reports: Youth Services Manager

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In Thom's absence, Christine shared that the Restorative Practices discussion sessions of Lauren Wolk's novel *Wolf Hollow* recently concluded. Thom has said that it was great to begin having conversations with staff about Restorative Practices and to begin laying a groundwork of shared values with staff. Matthew said that he enjoyed the novel and engaging with staff during the discussion session he attended.

Christine also shared that contracts have been signed with all six public school districts in Whatcom County, in addition to the Lummi Nation School and Lynden Christian School, for the ConnectED program. It is great to have these stable partnerships with local schools. Carmi Parker, ILS Administrator, is currently integrating new student ID numbers into our system. The ConnectED program allows students to use their student ID numbers to check out materials and access some online resources.

Thom and Theresa Morrison, Children's Services Coordinator, will be running a Library Advocate for Preschoolers (LAP) Certification program this fall. This program will help empower adults to support the literacy and library-use of young children in their lives.

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## Staff Reports: Community Relations Manager

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Mary discussed her written report, highlighting that September is Library Card sign-up month. The Community Relations team has invited library staff to share moments of library joy on social media. The response to this campaign has been very positive. Mary also shared that the September to December issue of Explorations was recently sent out to county residences. The issue is a great resource for learning about upcoming library programs and offerings.

Mary also shared information with the trustees that WCLS' digital advertising is currently performing above industry standard. All WCLS advertising is created in-house. The significant increase in new borrowers WCLS has observed in 2023 is likely in-part because of our advertising. WCLS' presence at community events has also likely helped encourage people to sign-up for their first WCLS card.

The staff at the Blaine Library were recently invited to begin writing book reviews for the *Northern Light*. Mary will be including these reviews with other WCLS media coverage in her monthly report.

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## Performance Measures & Committee Reports: Performance Measures

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Michael presented August Performance Measures, sharing that in August overall circulation was down, which was being led by decreases in physical circulation. The circulation of eMaterials was up in August, but not enough to offset the decline in physical circulation.

Door counts at most branches were up in August, as compared to August 2022. The IT Department is currently testing new styles of door counters, as the laser counters currently used at WCLS branches have been discontinued.

Christine commented that Bellingham Public Library's (BPL) circulation was also down in August. This is a trend being seen at libraries across the country. She also said that the new BPL branch located in the Bellis Fair Mall is potentially helping serve county residents.

Rod pointed out that the increase in circulation of eMaterials almost offsets WCLS' decrease in physical circulation. Holly said that with the changes in the ways that patrons are engaging with libraries, we may not need as many physical materials available at branches. Michael noted that the majority of our circulation still comes from browsing.

In Lisa's absence, Michael reported that unique users to Overdrive continued to increase in August. Lisa also predicts that Database use will begin increasing again now that local schools are back in session.

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## Performance Measures & Committee Reports: Personnel Committee

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Christine said that the board will have a trustee vacancy at the end of January. The Personnel Committee is beginning to communicate with the County Executive about the upcoming vacancy, which will be posted to the Whatcom County website soon.

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## Performance Measures & Committee Reports: Whatcom County Library Foundation

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In Jennifer's absence, Christine reported that Branch Out was a success. So far, the event has brought in \$38,000. Several WCLS staff helped run the event, and Darrell Hillaire, Lummi leader and founder of Children of the Setting Sun Productions, gave a presentation about his book *Jesintel: Living Wisdom from Coast Salish Elders*.

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## Announcements and Adjourn

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Christine said that the All Friends and Foundation Gathering will be September 20 at the Ferndale Library, and the next WCLF meeting will be on Thursday, September 21, at Administrative Services.

The Open Book Festival will be November 5 at the Ferndale Events Center from 12:00 p.m. to 5:00 p.m., and Maggie Mae announced that All Staff Learning Day 2024 will be March 8 at Cornwall Church.

Jackie reminded Rod and Holly that wage and benefit negotiations will be at Administrative Services on:



October 9 from 9:00 a.m. to 5:00 p.m.

October 10 from 9:00 a.m. to 2:00 p.m.

October 16 from 9:00 a.m. to 5:00 p.m. (backup date)

Jackie also reminded the trustees about the upcoming Budget Retreat, which will be on October 31 from 9:00 a.m. to 12:00 p.m. at the Ferndale Library.

Rodney adjourned the meeting at 11:43 a.m.

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### Next Meeting

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Next meeting will be October 17, 2023 at 9:00 a.m. online via Microsoft Teams and at Administrative Services.

Address: 5205 Northwest Drive, Bellingham.

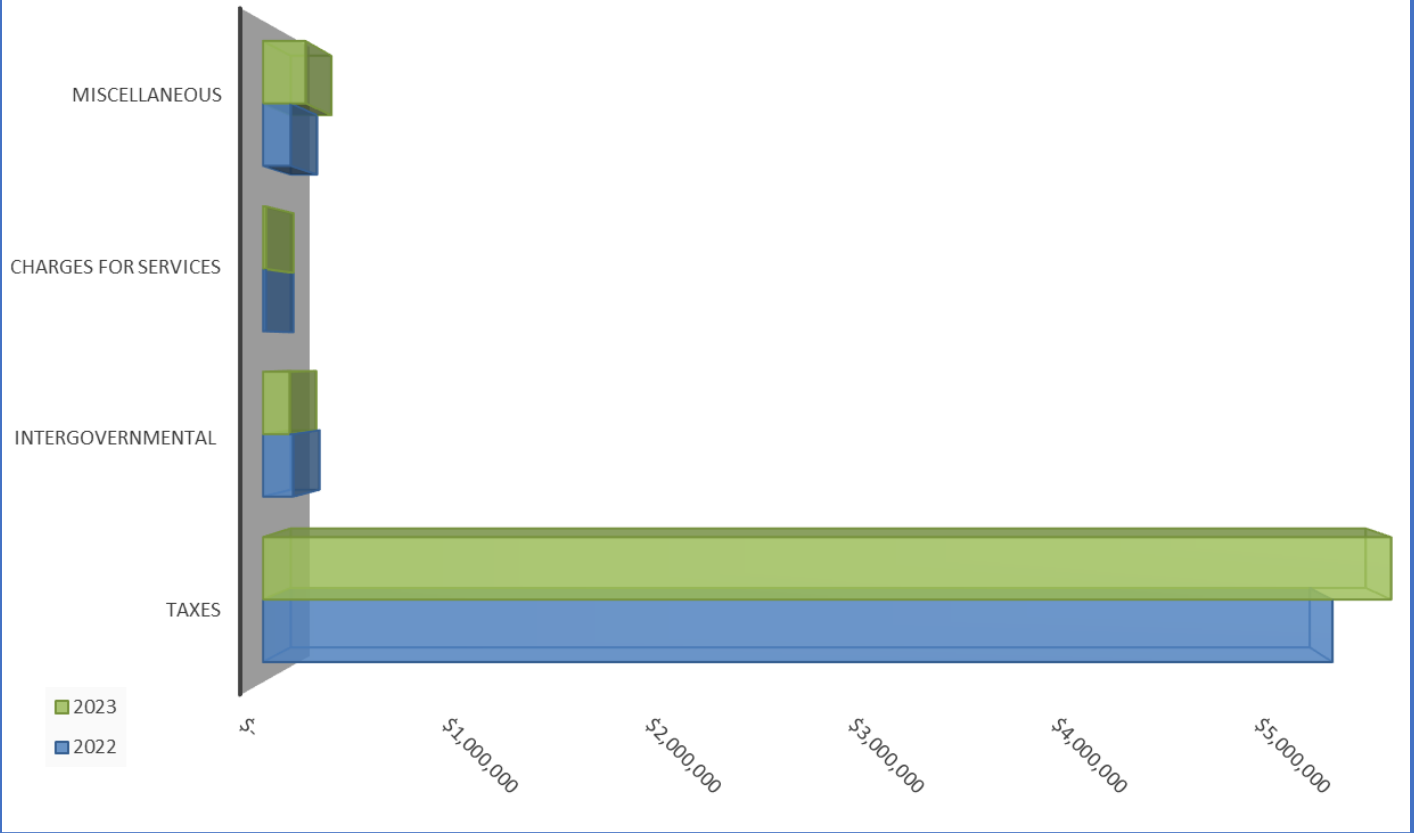
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|-----------------------|-------------------|--------------------------------------|
| <hr/>                 | <u>10/17/2023</u> | <hr/>                                |
| Rodney Lofdahl, Chair | Date              | Jackie Saul, Dir. of Fin. and Admin. |



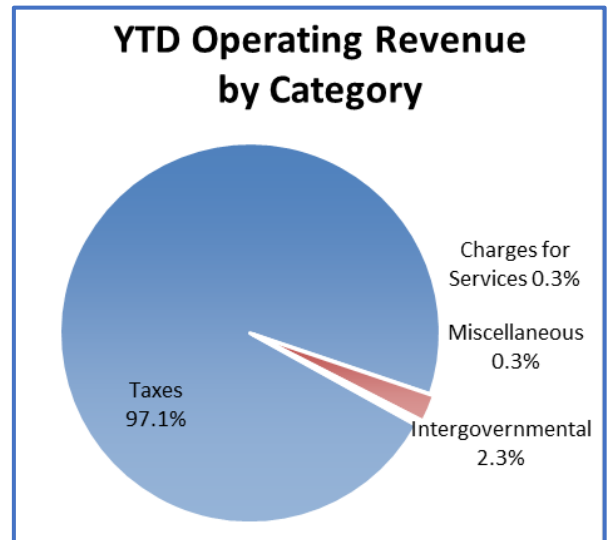
September Revenue

| 2023 Budget Revenues - Year-To-Date |   |                      |                     |                          |                                     |                       |
|-------------------------------------|---|----------------------|---------------------|--------------------------|-------------------------------------|-----------------------|
| September 2023 (75% of FY)          |   |                      |                     |                          |                                     |                       |
| Acct No                             | Description                             | Budgeted Revenues*   | Actual Revenues YTD | % of Actual Revenues YTD | % of Budgeted Revenues Received YTD | Budget Variance       |
| 310                                 | <b>TAXES</b>                            |                      |                     |                          |                                     |                       |
| 311.10                              | General Property Taxes                  | \$ 9,660,921         | \$ 5,769,043        | 93.94%                   | 59.72%                              | \$ (3,891,878)        |
|                                     | <b>TOTAL TAXES</b>                      | <b>\$ 9,660,921</b>  | <b>\$ 5,769,043</b> | <b>93.94%</b>            | <b>59.72%</b>                       | <b>\$ (3,891,878)</b> |
| 330                                 | <b>INTERGOVERNMENTAL REVENUE</b>        |                      |                     |                          |                                     |                       |
| 333.4530                            | Fed Indirect Grant - IMLS               | \$ 19,546            | \$ 19,546           | 0.32%                    | 100.00%                             | \$ (0)                |
| 333.9700                            | Fed Indirect Grant - DHS                | 43,947               | 43,568              | 0.71%                    | 99.14%                              | (379)                 |
| 334.0690                            | State Grant from Other Agencies         | 650                  | 650                 | 0.01%                    | 100.00%                             | -                     |
| 337.10                              | Local Grants, Entitlements & Other      | 175,000              | 54,182              | 0.88%                    | 30.96%                              | (120,818)             |
| 337.20                              | Leasehold Excise Tax                    | 25,000               | 19,580              | 0.32%                    | 78.32%                              | (5,420)               |
|                                     | <b>TOTAL INTERGOV. REVENUE</b>          | <b>\$ 264,142</b>    | <b>\$ 137,526</b>   | <b>2.24%</b>             | <b>52.07%</b>                       | <b>\$ (126,616)</b>   |
| 340                                 | <b>CHARGES FOR GOODS &amp; SERVICES</b> |                      |                     |                          |                                     |                       |
| 347.2001                            | Printing & Duplication Services         | \$ 4,000             | \$ 3,426            | 0.06%                    | 85.65%                              | \$ (574)              |
| 347.2002                            | Library Use Fees                        | 12,100               | 12,232              | 0.20%                    | 101.09%                             | 132                   |
|                                     | <b>TOTAL CHARGES FOR SERVICES</b>       | <b>\$ 16,100</b>     | <b>\$ 15,658</b>    | <b>0.25%</b>             | <b>97.26%</b>                       | <b>\$ (442)</b>       |
| 360                                 | <b>MISCELLANEOUS REVENUES</b>           |                      |                     |                          |                                     |                       |
| 361.11                              | Investment Interest                     | \$ 120,000           | \$ 158,375          | 2.58%                    | 131.98%                             | \$ 38,375             |
| 362.10                              | Rents & Leases                          | 2,000                | 2,630               | 0.04%                    | 131.50%                             | 630                   |
| 367.10                              | Contributions & Donations               | 34,000               | 30,554              | 0.50%                    | 89.87%                              | (3,446)               |
| 369.10                              | Sale of Surplus                         | 100                  | 20                  | 0.00%                    | 20.00%                              | (80)                  |
| 369.41                              | Judgements & Settlements                | 1,546                | 1,546               | 0.03%                    | 100.00%                             | 0                     |
| 369.81                              | Cashier's Overages or Shortages         | -                    | (6)                 | 0.00%                    | 0.00%                               | (6)                   |
| 369.9101                            | Other Misc. Revenue                     | 20,000               | 15,483              | 0.25%                    | 77.41%                              | (4,517)               |
| 369.9102                            | Reimburse Lost/Damaged Books            | 10,000               | 8,879               | 0.14%                    | 88.79%                              | (1,121)               |
| 369.9106                            | COBRA Reimbursement                     | 1,151                | 1,624               | 0.03%                    | 141.09%                             | 473                   |
|                                     | <b>TOTAL MISC. REVENUES</b>             | <b>\$ 188,797</b>    | <b>\$ 219,105</b>   | <b>3.57%</b>             | <b>116.05%</b>                      | <b>\$ 30,308</b>      |
|                                     | <b>TOTAL OPERATING REVENUE</b>          | <b>\$ 10,129,960</b> | <b>\$ 6,141,332</b> | <b>100.00%</b>           | <b>60.63%</b>                       | <b>\$ (3,988,628)</b> |
| 390                                 | <b>OTHER FINANCING SOURCES</b>          |                      |                     |                          |                                     |                       |
| 395.10                              | Proceeds from Sales                     | \$ -                 | \$ -                | 0.00%                    | 0.00%                               | \$ -                  |
| 395.20                              | Insurance Recoveries                    | -                    | -                   | 0.00%                    | 0.00%                               | -                     |
|                                     | <b>TOTAL OTHER FINANCING SOURCES</b>    | <b>\$ -</b>          | <b>-</b>            | <b>0.00%</b>             | <b>0.00%</b>                        | <b>\$ -</b>           |
|                                     | <b>TOTAL REVENUE</b>                    | <b>\$ 10,129,960</b> | <b>\$ 6,141,332</b> | <b>100.00%</b>           | <b>60.63%</b>                       | <b>\$ (3,988,628)</b> |
|                                     | *As amended 6/20/23                     |                      |                     |                          |                                     |                       |

## General Fund Operating Revenue to Date-Compared to Prior Year



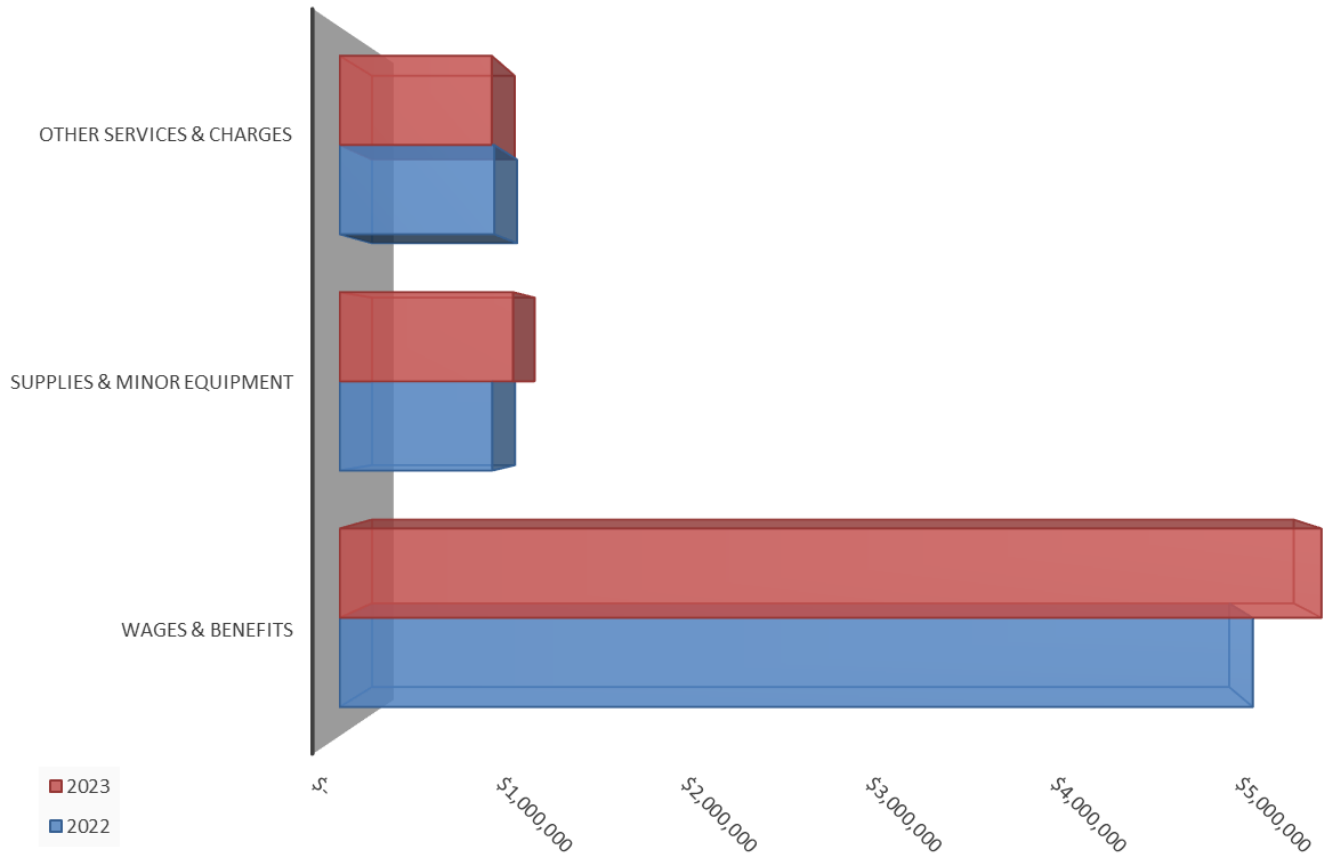
| Actual General Fund Revenue Year to Date Comparison |              |              |          |
|---|--------------|--------------|----------|
|   | 2022         | 2023         | % Change |
| Taxes   | \$ 5,468,893 | \$ 5,769,043 | 5.49%    |
| Intergovernmental                                   | 155,259      | 137,526      | -11.42%  |
| Charges for Services                                | 15,063       | 15,658       | 3.95%    |
| Miscellaneous                                       | 142,293      | 219,105      | 53.98%   |
| Total Operating Revenue                             | \$ 5,781,508 | 6,141,332    | 6.22%    |
| Other Financing Sources                             | \$ 179,642   | -            | -100.00% |
| Total Revenue                                       | \$ 5,961,150 | \$ 6,141,332 | 3.02%    |



## September Expenditures

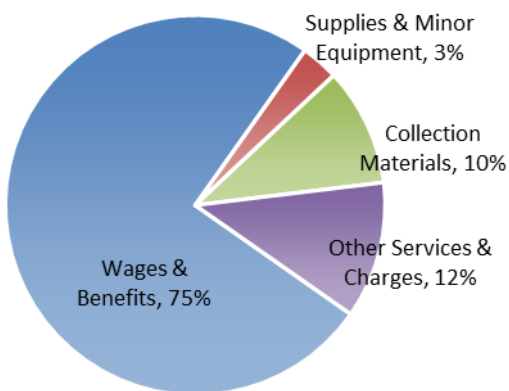
| <b>2023 Budget Expenditures - Year-To-Date</b> |  |                        |                         |                              |                                      |                       |
|--|--|------------------------|-------------------------|------------------------------|--------------------------------------|-----------------------|
| <b>September 2023 (75% of FY)</b>              |  |                        |                         |                              |                                      |                       |
| Acct No  | Description                                  | Budgeted Expenditures* | Actual Expenditures YTD | % of Actual Expenditures YTD | % of Budgeted Expenditures Spent YTD | Budget Variance       |
| 572  | <b>SALARIES, WAGES, &amp; BENEFITS</b>       |                        |                         |                              |                                      |                       |
| 572.10   | Salaries and Wages                           | \$ 5,730,222           | \$ 4,151,065            | 55.46%                       | 72.44%                               | \$ (1,579,157)        |
| 572.20   | Benefits                                     | 2,056,993              | 1,435,328               | 19.18%                       | 69.78%                               | (621,665)             |
|  | <b>TOTAL SALARIES, WAGES, &amp; BENEFITS</b> | <b>\$ 7,787,215</b>    | <b>\$ 5,586,393</b>     | <b>74.64%</b>                | <b>71.74%</b>                        | <b>\$ (2,200,822)</b> |
| 572.30   | <b>SUPPLIES &amp; MINOR EQUIPMENT</b>        |                        |                         |                              |                                      |                       |
| 572.3031                                       | Office & Operating Supplies                  | \$ 125,800             | \$ 100,691              | 1.35%                        | 80.04%                               | \$ (25,109)           |
| 572.3032                                       | Fuel   | 28,900                 | 16,261                  | 0.22%                        | 56.27%                               | (12,639)              |
| 572.3034                                       | Collection Materials                         | 1,250,000              | 748,492                 | 10.00%                       | 59.88%                               | (501,508)             |
| 572.3035                                       | Small Tools & Minor Equipment                | 222,610                | 121,581                 | 1.62%                        | 54.62%                               | (101,029)             |
|  | <b>TOTAL SUPPLIES &amp; MINOR EQUIPMENT</b>  | <b>\$ 1,627,310</b>    | <b>987,025</b>          | <b>13.19%</b>                | <b>60.65%</b>                        | <b>\$ (640,285)</b>   |
| 572.40   | <b>OTHER SERVICES &amp; CHARGES</b>          |                        |                         |                              |                                      |                       |
| 572.4041                                       | Professional Services                        | \$ 569,327             | \$ 402,058              | 5.37%                        | 70.62%                               | \$ (167,269)          |
| 572.4042                                       | Communication                                | 133,118                | 103,033                 | 1.38%                        | 77.40%                               | (30,085)              |
| 572.4043                                       | Travel                                       | 40,182                 | 22,275                  | 0.30%                        | 55.44%                               | (17,907)              |
| 572.4044                                       | Taxes & Operating Assessments                | 500                    | 288                     | 0.00%                        | 57.63%                               | (212)                 |
| 572.4045                                       | Operating Rentals & Leases                   | 28,018                 | 20,301                  | 0.27%                        | 72.46%                               | (7,717)               |
| 572.4046                                       | Insurance                                    | 89,482                 | 73,352                  | 0.98%                        | 81.97%                               | (16,130)              |
| 572.4047                                       | Utilities                                    | 153,176                | 108,159                 | 1.45%                        | 70.61%                               | (45,017)              |
| 572.4048                                       | Repair & Maintenance                         | 164,780                | 77,388                  | 1.03%                        | 46.96%                               | (87,392)              |
| 572.4049                                       | Miscellaneous                                | 102,055                | 58,947                  | 0.79%                        | 57.76%                               | (43,108)              |
|  | <b>TOTAL OTHER SERVICES &amp; CHARGES</b>    | <b>\$ 1,280,638</b>    | <b>865,801</b>          | <b>11.57%</b>                | <b>67.61%</b>                        | <b>\$ (414,837)</b>   |
|  | <b>TOTAL OPERATING EXPENDITURES</b>          | <b>\$ 10,695,163</b>   | <b>7,439,219</b>        | <b>99.40%</b>                | <b>69.56%</b>                        | <b>\$ (3,255,944)</b> |
| 590  | <b>OTHER FINANCING USES</b>                  |                        |                         |                              |                                      |                       |
| 597.10   | Transfers-Out to Capital                     | \$ 45,000              | \$ 45,000               | 0.60%                        | 100.00%                              | \$ -                  |
|  | <b>TOTAL OTHER FINANCING USES</b>            | <b>\$ 45,000</b>       | <b>\$ 45,000</b>        | <b>0.60%</b>                 | <b>100.00%</b>                       | <b>\$ -</b>           |
|  | <b>TOTAL EXPENDITURES</b>                    | <b>\$ 10,740,163</b>   | <b>\$ 7,484,219</b>     | <b>100.00%</b>               | <b>69.68%</b>                        | <b>\$ (3,255,944)</b> |
|  | <b>NET INCOME (LOSS)</b>                     | <b>\$ (610,203)</b>    | <b>(1,342,887)</b>      |                              |                                      | <b>\$ (732,684)</b>   |
|  | <b>FUND BALANCE SUMMARY</b>                  |                        |                         |                              |                                      |                       |
|  | Beginning Fund Balance                       | \$ 10,630,324          | \$ 10,630,324           |                              |                                      |                       |
|  | Net Income                                   | (610,203)              | (1,342,887)             |                              |                                      | <b>(732,684)</b>      |
|  | Ending Fund Balance                          | \$ 10,020,121          | \$ 9,287,437            |                              |                                      | \$ (732,684)          |
|  | *As amended 6/20/23                          |                        |                         |                              |                                      |                       |

## General Fund Operating Expenditures to Date-Compared to Prior Year

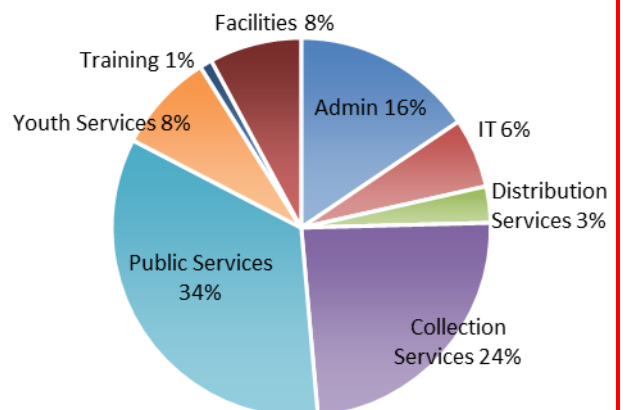


| Actual General Fund Revenue Year to Date Comparison |              |              |          |
|---|--------------|--------------|----------|
|   | 2022         | 2023         | % Change |
| Wages & Benefits                                    | \$ 5,195,572 | \$ 5,586,393 | 7.52%    |
| Supplies & Minor Equipment                          | 868,008      | 987,025      | 13.71%   |
| Other Services & Charges                            | 879,996      | 865,801      | -1.61%   |
| Total Operating Expenditures                        | 6,943,576    | 7,439,219    | 7.14%    |
| Other Financing Uses                                | \$ 350,581   | 45,000       | -87.16%  |
| Total Expenditures                                  | \$ 7,294,157 | \$ 7,484,219 | 2.61%    |

### YTD Expense by Category



### YTD Expense by Department



| Fund Balance Summary       | 2023                 |                      |                     |
|----------------------------|----------------------|----------------------|---------------------|
|                            | 2022 Actual          | 2023 Budgeted        | Actual to Date      |
| Beginning Fund Balance     | \$ 10,583,985        | 10,630,324           | \$ 10,630,324       |
| Revenue                    | 9,994,550            | 10,129,960           | 6,141,332           |
| Expenditures               | (9,948,211)          | (10,740,163)         | (7,484,219)         |
| <b>Ending Fund Balance</b> | <b>\$ 10,630,324</b> | <b>\$ 10,020,121</b> | <b>\$ 9,287,437</b> |

| Ending Fund Balance Designation Detail  | 2023                 |                   |                     |
|---|----------------------|-------------------|---------------------|
|   | 2022 Actual          | 2023 Budgeted     | Actual to Date      |
| Designated Ending Fund Balance - Cash Flow                                      | \$ 3,369,707         | \$ 3,502,655      | \$ 3,471,710        |
| Designated Ending Fund Balance - Emergency                                      | 850,936              | 892,009           | 892,009             |
| Designated Ending Fund Balance - Capital Transfer                               | 172,000              | 45,000            | 45,000              |
| 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            | 9,318,382         | 9,287,437           |
| Beginning Fund Balance less designated funds                                    | 1,373,428            | 1,311,942         | 1,342,887           |
| Net Income  | 46,339               | (610,203)         | (1,342,887)         |
| Ending Unassigned Funds with no designation                                     | 1,419,767            | 701,739           | -                   |
| Ending Designated Funds   | 9,210,557            | 9,318,382         | 9,287,437           |
| <b>Total Ending Fund Balance</b>  | <b>\$ 10,630,324</b> | <b>10,020,121</b> | <b>\$ 9,287,437</b> |

## September Update

- At the end of September, the ending fund balance is \$9,287,437, and we have dipped into the Cash Flow designated balance by \$30,945 to meet cash needs. These funds will be replenished in October.
- Although not a big source of operating funds, it's worth noting that revenue from commercial use of meeting room space has surpassed our budget of \$2,000 and grown significantly since 2019. This is a good indicator of increased use of our meeting rooms and their importance in the community.

| Meeting Room Revenue |         |
|----------------------|---------|
| 2019                 | \$420   |
| 2022                 | \$2,225 |
| 2023 through Sep.    | \$2,630 |

- A resolution is in sight for our WA Paid Family Medical Leave (WAPFML) reporting and payment issue. Like many junior taxing districts in the state, our Unique Business Identifier (UBI) is connected to the County, even though we are separate entities. This has caused an issue for the new WAPFML program and prevented us from paying premiums, resulting in a payroll liability on the books since 2019 (staff members' access to the program has not been affected). The Employment Security Department, who oversees WAPFML, has come up with a work around for the UBI issue and we should be able to get caught up on reporting and payments by the end of the year.
- Deming Lighting project update: the contractor, Scott Electric, has a few remaining punch list items, but the project is otherwise complete and getting rave reviews. The project budget was \$95,000 for a lighting designer and the contracted installation. Costs to date are \$95,620 and include a last-minute addition of cleaning the rafters and ceiling. The Friends of Deming Library will contribute \$16,920 to the project, and reduced energy bills will help us to recoup additional costs over time.

## 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.

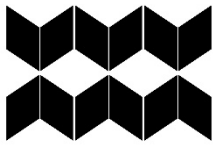
### Expense Accounts:

**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.



whatcom county  
**library system**

# Board Meeting Agenda Item Cover Sheet

|                          |   |
|--------------------------|---|
| Meeting Date:            | 10/17/2023  |
| Committee or Department: | Administration  |
| Subject:                 | Resolution 10/17/23-09 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 10/17/23-09 amending the 2023 General Fund Budget.

**Suggested Motion for Consideration:** Move approval of Resolution 10/17/23-09 amending the 2023 General Fund Budget as presented.

**Summary:**

This resolution adjusts the General Fund Budget as follows:

- Property tax revenue is updated to include a payment in abeyance received in August, in the amount of \$230,000.
- Expenses are updated to indicate the funds will be added to the Designated Fund Balance, specifically earmarked for an Abeyance Fund.

**Alternatives:** N/A

**Fiscal Impact:** No change to the ending fund balance.

**Comments:** N/A



**WHATCOM COUNTY LIBRARY SYSTEM**  
**2023 General Fund Budget Amendment**  
**October 17, 2023**

**Revenue**

| <b>Acct No.</b> | <b>Description</b>                      | <b>2023 Budget<br/>Adopted*</b> | <b>Amended<br/>Amount</b> | <b>Adjustment<br/>Amount</b> |
|-----------------|---|---------------------------------|---------------------------|------------------------------|
| 308             | <b>ESTIMATED BEGINNING FUND BAL</b>     | <b>\$ 10,630,324</b>            | <b>10,630,324</b>         | <b>\$ -</b>                  |
| 310             | <b>TAXES</b>                            |                                 |                           |                              |
| 311.10          | General Property Taxes                  | \$ 9,660,921                    | 9,890,921                 | \$ 230,000                   |
|                 | <b>TOTAL TAXES</b>                      | <b>\$ 9,660,921</b>             | <b>9,890,921</b>          | <b>\$ 230,000</b>            |
| 330             | <b>INTERGOVERNMENTAL REVENUE</b>        |                                 |                           |                              |
| 333.00          | State Library Grants                    | \$ 19,546                       | 19,546                    | \$ -                         |
| 333.97          | Fed Indirect Grant from DHS             | 43,947                          | 43,947                    | -                            |
| 334.0690        | State Grants from Other Agencies        | \$ 650                          | 650                       | \$ -                         |
| 337.01          | Local Grants & Entitlements             | 175,000                         | 175,000                   | -                            |
| 337.02          | Leasehold Excise Tax                    | 25,000                          | 25,000                    | -                            |
|                 | <b>TOTAL INTERGOVERNMENTAL REV</b>      | <b>\$ 264,142</b>               | <b>264,142</b>            | <b>\$ -</b>                  |
| 340             | <b>CHARGES FOR GOODS &amp; SERVICES</b> |                                 |                           |                              |
| 341.81          | Printing & Duplication Services         | \$ 4,000                        | 4,000                     | \$ -                         |
| 347.20          | Library Use Fees                        | 12,100                          | 12,100                    | -                            |
|                 | <b>TOTAL CHARGES FOR SERVICES</b>       | <b>\$ 16,100</b>                | <b>16,100</b>             | <b>\$ -</b>                  |
| 360             | <b>MISCELLANEOUS REVENUES</b>           |                                 |                           |                              |
| 361.11          | Investment Interest                     | \$ 120,000                      | 120,000                   | \$ -                         |
| 362.10          | Rents & Leases                          | 2,000                           | 2,000                     | -                            |
| 367.10          | Contributions & Donations               | 34,000                          | 34,000                    | -                            |
| 369.10          | Sale of Surplus                         | 100                             | 100                       | -                            |
| 369.41          | Judgments and Settlements               | 1,546                           | 1,546                     | -                            |
| 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                     | 1,151                           | 1,151                     | -                            |
|                 | <b>TOTAL MISC. REVENUES</b>             | <b>\$ 188,797</b>               | <b>\$ 188,797</b>         | <b>\$ -</b>                  |
|                 | <b>TOTAL OPERATING REVENUE</b>          | <b>10,129,960</b>               | <b>10,359,960</b>         | <b>\$ 230,000</b>            |
| 390             | <b>OTHER FINANCING SOURCES</b>          |                                 |                           |                              |
| 398.10          | Insurance Recoveries                    | \$ -                            | \$ -                      | \$ -                         |
|                 | <b>TOTAL OTHER FINANCING SOURCES</b>    | <b>\$ -</b>                     | <b>\$ -</b>               | <b>\$ -</b>                  |
|                 | <b>TOTAL REVENUE</b>                    | <b>\$ 10,129,960</b>            | <b>\$ 10,359,960</b>      | <b>\$ 230,000</b>            |

\*As Amended June 20, 2023

**WHATCOM COUNTY LIBRARY SYSTEM  
2023 General Fund Budget Amendment  
October 17, 2023**

**Expenditures**

| <b>Acct No.</b> | <b>Description</b>                       | <b>2023 Budget<br/>Adopted*</b> | <b>Amended<br/>Amount</b> | <b>Adjustment<br/>Amount</b> |
|-----------------|--|---------------------------------|---------------------------|------------------------------|
| <b>572</b>      | <b>SALARIES, WAGES, &amp; BENEFITS</b>   |                                 |                           |                              |
| 572.10          | Salaries and Wages                       | \$ 5,730,222                    | 5,730,222                 | \$ -                         |
| 572.20          | Benefits                                 | 2,056,993                       | 2,056,993                 | -                            |
|                 | <b>TOTAL SALARIES, WAGES, &amp; BENE</b> | <b>7,787,215</b>                | <b>7,787,215</b>          | <b>\$ -</b>                  |
| <b>572.30</b>   | <b>SUPPLIES &amp; MINOR EQUIPMENT</b>    |                                 |                           |                              |
| 572.3031        | Office & Operating Supplies              | \$ 125,800                      | 125,800                   | \$ -                         |
| 572.3032        | Fuel                                     | 28,900                          | 28,900                    | -                            |
| 572.3034        | Collection Materials                     | 1,250,000                       | 1,250,000                 | -                            |
| 572.3035        | Small Tools & Minor Equipment            | 222,610                         | 222,610                   | -                            |
|                 | <b>TOTAL SUPPLIES &amp; MINOR EQUIP</b>  | <b>1,627,310</b>                | <b>1,627,310</b>          | <b>\$ -</b>                  |
| <b>572.40</b>   | <b>OTHER SERVICES &amp; CHARGES</b>      |                                 |                           |                              |
| 572.4041        | Professional Services                    | \$ 569,327                      | 569,327                   | \$ -                         |
| 572.4042        | Communication                            | 133,118                         | 133,118                   | -                            |
| 572.4043        | Travel                                   | 40,182                          | 40,182                    | -                            |
| 572.4044        | Taxes & Operating Assessments            | 500                             | 500                       | -                            |
| 572.4045        | Operating Rentals & Leases               | 28,018                          | 28,018                    | -                            |
| 572.4046        | Insurance                                | 89,482                          | 89,482                    | -                            |
| 572.4047        | Utilities                                | 153,176                         | 153,176                   | -                            |
| 572.4048        | Repair & Maintenance                     | 164,780                         | 164,780                   | -                            |
| 572.4049        | Miscellaneous                            | 102,055                         | 102,055                   | -                            |
|                 | <b>TOTAL OTHER SVCES &amp; CHARGES</b>   | <b>\$ 1,280,638</b>             | <b>1,280,638</b>          | <b>\$ -</b>                  |
|                 | <b>TOTAL OPERATING EXPENDITURES</b>      | <b>\$ 10,695,163</b>            | <b>10,695,163</b>         | <b>\$ -</b>                  |
| <b>590</b>      | <b>OTHER FINANCING USES</b>              |                                 |                           |                              |
| 597.1           | Transfer to Designated Fund Balance      | \$ -                            | \$ 230,000                | \$ 230,000                   |
| 597.0           | Transfer to Capital                      | 45,000                          | 45,000                    | -                            |
|                 | <b>TOTAL OTHER FINANCING USES</b>        | <b>\$ 45,000</b>                | <b>\$ 275,000</b>         | <b>\$ 230,000</b>            |
|                 | <b>TOTAL EXPENDITURES</b>                | <b>\$ 10,740,163</b>            | <b>10,970,163</b>         | <b>\$ 230,000</b>            |
|                 | <b>NET INCOME (LOSS)</b>                 | <b>\$ (610,203)</b>             | <b>(610,203)</b>          | <b>\$ -</b>                  |
| <b>508</b>      | <b>TOTAL ENDING FUND BALANCE</b>         | <b>\$ 10,020,121</b>            | <b>10,020,121</b>         | <b>\$ -</b>                  |

\*As Amended June 20, 2023

**WHATCOM COUNTY LIBRARY SYSTEM**  
**2023 General Fund Budget Amendment**  
**October 20, 2023**

|                            | <b>2023 Budget<br/>Adopted*</b> | <b>Amended<br/>Amount</b> | <b>Adjustment<br/>Amount</b> |
|----------------------------|---------------------------------|---------------------------|------------------------------|
| Beginning Fund Balance     | \$ 10,630,324                   | \$ 10,630,324             | \$ -                         |
| Revenue                    | 10,129,960                      | 10,359,960                | 230,000                      |
| Expenditures               | (10,740,163)                    | (10,970,163)              | (230,000)                    |
| <b>Ending Fund Balance</b> | <b>\$ 10,020,121</b>            | <b>\$ 10,020,121</b>      | <b>\$ -</b>                  |

**Fund Balance Summary**

|  |                      |                      |                |
|--|----------------------|----------------------|----------------|
| <b>Beginning Fund Balance</b>                            | <b>\$ 10,630,324</b> | <b>\$ 10,630,324</b> | <b>\$ -</b>    |
| Committed and Unreserved-Designated Fund Balances        |                      |                      |                |
| Cash Flow Reserve  | 3,502,655            | 3,502,655            | -              |
| Emergency Reserve  | 892,009              | 892,009              | -              |
| Capital Transfer Reserve                                 | 45,000               | 45,000               | -              |
| Unemployment Compensation Reserve                        | 14,403               | 14,403               | -              |
| Birch Bay Operating Fund Reserve                         | 600,000              | 600,000              | -              |
| Facility Ownership Fund                                  | 3,192,315            | 3,192,315            | -              |
| Facility Maintenance Fund                                | 650,000              | 650,000              | -              |
| Operating Cost Stabilization Fund                        | 250,000              | 250,000              | -              |
| Collection Project Fund                                  | 172,000              | 172,000              | -              |
| <b>Abeyance Fund</b>                                     | <b>-</b>             | <b>230,000</b>       | <b>230,000</b> |
| <b>Total Committed and Unreserved-Designated Balance</b> | <b>9,318,382</b>     | <b>9,548,382</b>     | <b>230,000</b> |
| Beginning Balance less Unreserved-Designated             | 1,311,942            | 1,081,942            | (230,000)      |
| Net Operating Income                                     | (565,203)            | (335,203)            | 230,000        |
| Net Other Financing Sources (Uses)                       | (45,000)             | (275,000)            | (230,000)      |
| Ending Available Funds                                   | 701,739              | 471,739              | (230,000)      |
| Ending Designated Funds                                  | 9,318,382            | 9,548,382            | 230,000        |
| <b>Ending Fund Balance</b>                               | <b>\$ 10,020,121</b> | <b>\$ 10,020,121</b> | <b>-</b>       |



**RESOLUTION NO. 10/17/23-09**

**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; May 16, 2023; and June 20, 2023 Board of Trustees meetings the Board approved the amendment of the 2023 General Fund budget; and,

**WHEREAS**, General Fund revenues need to be adjusted to include additional property tax revenue received; and,

**WHEREAS**, General Fund expenditures need to be adjusted to reflect that these additional funds will be transferred to the Designated Fund Balance; and,

**WHEREAS**, these funds will be earmarked for the Abeyance Fund; and,

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

**NOW, THEREFORE, BE IT RESOLVED** that budget amendment Resolution No. 10/17/23-09 be adopted, amending the 2023 General Fund budget to \$20,990,284 as follows:

| <b>General Operating Fund - Budgetary Accounts</b> |                     |                     |
|--|---------------------|---------------------|
| 308 Beginning Fund Balance                         | \$10,630,324        |                     |
| 310-360 Operating Revenue                          | 10,359,960          |                     |
| 572 Operating Expenditures                         |                     | \$10,695,163        |
| 590 Other Financing Uses                           |                     | 275,000             |
| 508 Ending Fund Balance                            |                     | 10,020,121          |
| <b>Total</b>                                       | <b>\$20,990,284</b> | <b>\$20,990,284</b> |

Approved by the Whatcom County Rural Library District Board of Trustees this 17th day of October 2023

\_\_\_\_\_  
Board Chair



## Board Meeting Agenda Item Cover Sheet

|                          |   |
|--------------------------|---|
| Meeting Date:            | 10/17/2023  |
| Committee or Department: | Administration Department   |
| Subject:                 | Diversity Committee Policy 1.04                                     |
| Prepared By:             | Christine Perkins   |
| 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 creation of Diversity Committee Policy 1.04

**Suggested Motion for Consideration:** Move approval of Diversity Committee Policy 1.04 as presented.

**Summary:** In 2019 the Board of Trustees approved an update to the Diversity Statement first created in 2010. The Diversity Statement outlines our institutional values related to diversity and our commitment to creating and maintaining a culture of inclusion and respect for patrons and staff. In 2020, we formed a staff advisory group to provide input regarding issues related to diversity, equity and inclusion. In consultation with our Human Resources Legal Advisor Karen Funston, we recently determined that it would be helpful to establish a policy related to a diversity committee.

**Alternatives:** N/A

**Fiscal Impact:** Minimal number of staff hours for part-time employees to participate outside of their regular schedule.

**Comments:**



## DIVERSITY COMMITTEE POLICY

**POLICY NUMBER: 1.04**

**SCOPE:** Staff of the Whatcom County Library System

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In order for Whatcom County Library System (WCLS) to honor principles outlined in the Diversity Statement 1.03, the Executive Director may establish a committee to provide input to administrators regarding policy and procedures related to equity, diversity and inclusion in the workplace and in the provision of public services. If activated, this committee may establish sub-committees and facilitate peer support groups related to a common race or racial identity, gender or gender identity, national origin, sexual orientation, or disability.

All employer-supported groups shall be inclusive and open to all employees who support the group's mission, regardless of their race, gender or other characteristics. The Executive Director is responsible for developing guidelines related to staff participation, to ensure that WCLS complies with all legal obligations and stays within budgetary constraints. Participation in such committees, subgroups or peer support groups, or lack thereof, shall have no impact or influence on employment related decision making.

The committee, its subcommittees, and peer support groups are intended to provide input only. Input from these groups does not replace or supplant the rights and responsibilities of our labor union as described in our collective bargaining agreement, as provided under the National Labor Relations Act. Final decision-making responsibility rests with the management team and Executive Director.

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**RELATED POLICIES:** Mission, Vision, and Values 1.01; Diversity Statement 1.03.

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**STATUTORY REFERENCE:** NA

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ADOPTED by the Whatcom County Library System Board of Trustees October 17, 2023.



## Board Meeting Agenda Item Cover Sheet

|                          |   |
|--------------------------|---|
| Meeting Date:            | 10/17/2023  |
| Committee or Department: | IT Services Department  |
| Subject:                 | Departmental Update/Committee Report                                |
| Prepared By:             | Geoff Fitzpatrick   |
| 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:** Informational Only

**Suggested Motion for Consideration:** None

**Summary:** IT Services has been working very hard on implementing the recommendations of the Moss Adams 2023 Cybersecurity Audit. In fact, all of the operational recommendations have been completed. These include deployment of policies to workstations and on-premises servers, updates to firewall and router rules, implementation of regular “Social Engineering” and Security Awareness training for staff, and the like.

The most complex recommendation from the Audit is what remains, and what we are continuing to work on: finalizing an IT Services Policy. This Policy will codify what the IT Services Department does, from purchase and installation of services to enforcement measures that will keep all WCLS networks more secure. It provides a framework within which more detailed procedures about the nuts and bolts of how the department works. Having a distinct, documented and followable procedure for everything we do was one of the highest-priority recommendations from this year’s Audit.

The Policy will be reviewed by the IT Services Committee in January and presented to the full Board of Trustees for approval at the January Board Meeting.

**Alternatives:**

**Fiscal Impact:**

**Comments:** Questions welcome!



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## **COMMUNITY**

We celebrated the end of this year's Summer Reading Program with a Tree Planting Ceremony at the Deming Library on October 7. Michael Cox and Neil McKay played ukulele in the sunshine, I thanked our funders (WECU and Whatcom County Library Foundation) and partners from the Whatcom Million Trees project, Thom Barthelmess read Mary Oliver's poem "When I Am Among the Trees" and several helpers of all ages planted a Pacific Dogwood. We then enjoyed refreshments provided by the Friends of the Deming Library. It was a small but appreciative group gathered for a feel-good event that highlighted the great synergy between books and trees.

## **ACCESS**

Matthew Santos, Jonathan Jakobitz and I attended a Blaine City Council study session on September 25. Paul Schissler of Madrona Community Development and Andrew Krzysiek from Zervas Architects presented rough conceptual drawings to show how a mixed-use facility could be accommodated on the current site of the Blaine Library. At this early stage, the idea is for approximately 60 housing units to be built above and around the library. How the library construction costs would be funded is not yet determined. A *Northern Light* article about the meeting follows this report.

## **RESOURCES**

Our Collection Services team is in the process of purchasing ukuleles to loan out as part of our Library of Things. Patrons can also check out [The Daily Ukulele: 365 Songs for Better Living](#) or other songbooks and instructional guides.

## **EQUITY, DIVERSITY AND INCLUSION**

This month the Board will review a Diversity Committee Policy to formalize our various staff workgroups organized to provide input related to EDI issues.

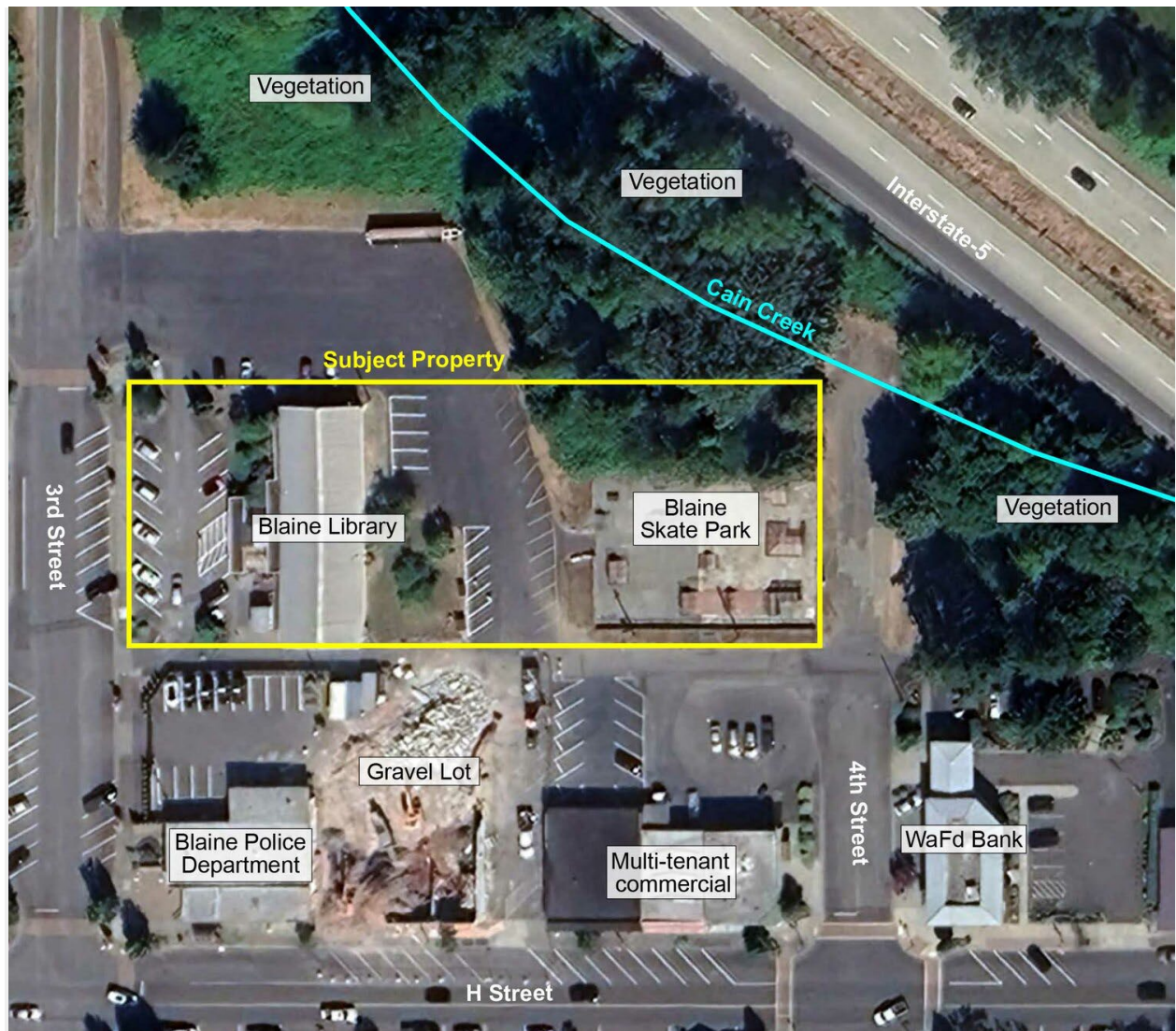
## **STEWARDSHIP**

We recently changed brokers for our supplemental insurance (vision, dental, and long-term disability) because the service we had been receiving was not sufficient. Our new broker is local and very responsive. The plans we offer remain the same.

**Christine Perkins**  
Executive Director



# Feasibility study underway for Blaine library and affordable housing



**A feasibility study is evaluating whether a mixed-use library and affordable housing project could be built where the Blaine Public Library, skate park and parking lot currently stands. The proposed property, framed by a white rectangle, is about one acre.**

MAP COURTESY PAUL SCHISLER

Posted Wednesday, September 27, 2023 4:16 pm

## **By Grace McCarthy**

Several agencies and organizations are in the early stages of considering whether a mixed-use building with a library and about 60 affordable and market-rate apartments could be constructed at the current Blaine library site.

Project spokesperson Paul Schissler, a consultant at Madrona Community Development, gave a project update to Blaine City Council during its September 25 meeting. The feasibility study, he said, is expected to be finished in December and will include a preliminary rendering and cost estimate.

“The project seemed to be well received from council members but we have a lot more analysis to do,” Schissler said.

Kulshan Community Land Trust (KCLT), an affordable housing nonprofit, initiated the project after it received funding from the Washington State Department of Commerce for the feasibility study. KCLT, which owns the land under its homes to preserve the affordability if the homeowner decides to sell, received support from its project partners, the Whatcom County Library System (WCLS) and city of Blaine.

The project geared up in late May, when city council approved a feasibility study to determine if a mixed-use building could be built at the current Blaine Public Library site and surrounding area.

Zervas Architects is designing a 10,000-square-foot library on the first floor and affordable and market-rate apartments above. The affordable units would be for households with \$60,000 to \$100,000 gross incomes and, if there’s enough subsidy, Schissler said the site could potentially have small apartments for people with household incomes of \$40,000.

Roughly 60 units could be built with current parking requirements, but Schissler added that the right-of-ways on 3rd, 4th and G streets could accommodate more parking. If there is more parking, the project could potentially have commercial space for a childcare center.

“Nothing is firm or fixed or decided yet, but it’s the concepts that could be on the property,” Schissler said.

The project would be about one acre encompassing the Blaine library, skate park and the parking area in front of and behind the library. The city of Blaine is conducting a critical areas review to determine how much land needs to be set aside for a Cain Creek buffer on the northeast end of the property.

Councilmember Richard May suggested the city vacate the dead end on G Street, adjacent to the library, to potentially become a parking garage or an additional section of the building.

The current library, a 5,400-square-foot building converted from a public works garage in 1988, would need a new structure because of condition limitations. WCLS executive director Christine Perkins said during the meeting that this new project is almost exactly the same size as the Blaine library project designed in 2020, which would serve population projections for the city and its urban growth area.

The Birch Bay Vogt Library Express would not impact the Blaine library project, Perkins added.

“I think this harkens back to an earlier iteration where we were envisioning a small community library in Birch Bay and the regional library here in Blaine,” she said.

After the feasibility study is finished, its preliminary conceptual plan will need to be further developed. Project organizers will need to find additional funding for planning and engineering, and then conduct market research before obtaining a construction loan.

“It’s possible the answer may be ‘no,’” Schissler said. “A library is really important but is it worth finding enough money to replace it? Where’s that money going to come from and how much is it?”



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**COMMUNITY**

From now until November 5, I hope everyone has an opportunity to learn about the festival for readers called Open Book, planned for the Ferndale Events Center. There will be something for everyone who is a fan of books and libraries, even weird and wonderful surprises for those who may not consider themselves particularly bookish. It's easy to learn more about the line-up of authors for the day, but other elements creating the festival-like atmosphere are harder to explain because they are so varied. Shopping at The Comics Place, Village Books, and a variety of craft vendors, dancing at the 'silent disco' promoting Freegal Music, lounging by a fireplace in a variety of reading chairs while perusing 'books you've got to see to believe' from the special collections of WWU, tasting tea, folding story snowflakes, repairing worn books, and even trying your hand at 'reverse coloring' are experiences available to all who attend. Who can you invite to a wholesome day of writers, whimsey, and wonder?

**EQUITY, DIVERSITY AND INCLUSION**

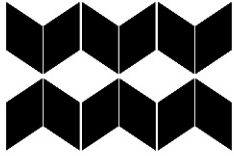
Joshua Olsen, Nooksack Cultural Liaison at the Deming Library, is participating in the [2023-2024 Heritage Arts Apprenticeship Pairs](#) program with Humanities Washington. Tribal elder, George Adams, will apprentice Joshua in learning Lhéchalosem, a Nooksack language.

**STEWARDSHIP**

Katrina Caraba and Erin Suda, Branch Manager and Public Services Assistant at the Deming Library, attended the Association of Rural and Small Libraries conference in September, presenting a session titled, "Ignite Your Meetings: Bringing All Voices to the Table." They shared a wide range of team-building techniques and facilitation strategies based in social learning that are intended to bring equity and meaningful engagement to meetings no matter the size.

Katrina Buckman, North Fork Branch Manager, is moving into the role of Head of Public Services at the Bellingham Public Library beginning December 1. Her work implementing circulating Wi-Fi hotspots, leading community conversations in the library, and sharing 'growth mindset' learning opportunities for staff have made a big impact on both her local community and on WCLS at large.

**Michael Cox**  
Deputy Director

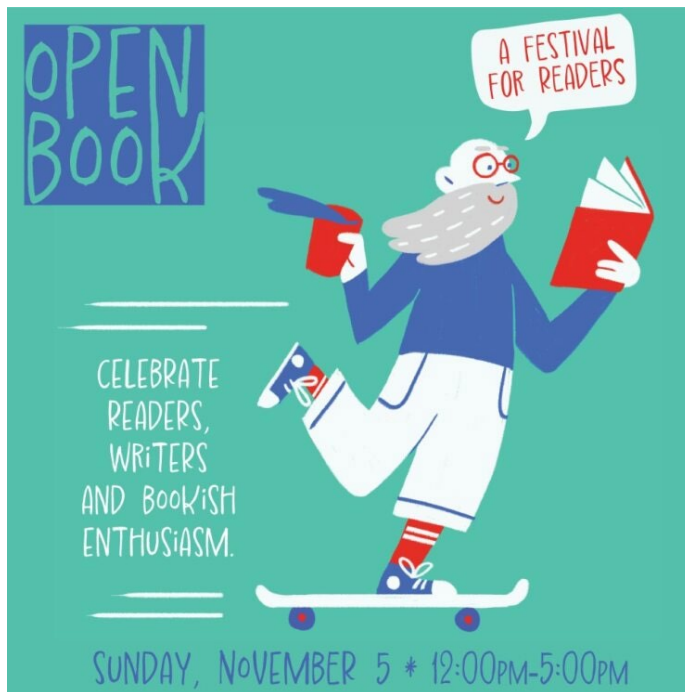


whatcom county  
library system

## Community Relations Report

October 2023

### COMMUNITY



We can't wait to welcome readers and writers to the inaugural [Open Book: A Festival for Readers](#), noon-5 p.m. Sunday, Nov. 5 at the Ferndale Events Center, 5715 Barrett Road, Ferndale. The free event presented in partnership with [Village Books and Paper Dreams](#) and the [Whatcom County Library Foundation](#) celebrates readers, writers and bookish enthusiasm with author presentations, book talks, and weird and wonderful hands-on book-related experiences at more than 20 booths and stages.

Our goal is to showcase library services, build connections with community members and center the library as part of the local literary scene. Find details and sign up for exclusive sneak peeks at [wcls.org/openbook](https://wcls.org/openbook).

We are promoting the event via media outreach, print and digital ads and social media.

Public Services Assistants Coreen Kurtz (Lummi Cultural Liaison) and Joshua Olsen (Nooksack Cultural Liaison) star in an Indigenous Peoples' Day video produced by WECU in collaboration with WCLS and Bellingham Public Library. The video was shared Oct. 9 on social media. You can also watch it via this link: [Indigenous Peoples day WECU Cut 2 v5.mov](#). Coreen and Joshua spoke thoughtfully about Indigenous Peoples' Day and provided relevant book recommendations.



On Saturday, Oct. 7 — a perfect, sunny fall morning — WCLS staff and patrons, Friends of the Deming Library and our partner Whatcom Million Trees Project planted the first of our 500 Summer Reading trees. The Pacific Dogwood will grow in the backyard of the Deming Library. A second native tree is planted at the front of the library. The remaining Summer Reading trees will be planted at three sites in the county. We are grateful for the financial support of Summer Reading sponsors WECU and the Whatcom County Library Foundation.



## News Releases

- [Oct. 7 tree planting ceremony at Deming Library honors Summer Reading achievement](#)
- [WCLS presents Open Book: A Festival for Readers](#)

## Book Reviews

- *Cascadia Daily News*, Sept. 2, 2023, [Phoebe's Diary](#) by Phoebe Wahl
- *The Northern Light*, Sept. 6, 2023, [Birch Bay book club review: "Jackdaws" by Ken Follett](#)
- *Cascadia Daily News*, Sept. 8, 2023, [I Never Dreamed You'd Leave in Summer](#) by Robert Lashley
- *Cascadia Daily News*, Sept. 13, 2023, [Trailer Park Psalms](#) by Ryler Dustin
- *Cascadia Daily News*, Sept. 23, 2023, [The Creative Act: A Way of Being](#) by Rick Rubin
- *Bellingham Alive*, September 2023. See clip below.

### Book Reviews

WRITTEN BY EMMA RADOSEVICH



**Yellowface**  
by R.F. Kuang

**BAD ART FRIEND** meets psychological thriller in this pacy, satirical page-turner. June Hayward is a struggling author whose debut novel flopped. Her college friend, Athena Liu, is a bestselling author who just landed a Netflix deal. When Athena dies in an accident, June finds herself in possession of the secret manuscript for Athena's next project: a historical novel about Chinese laborers in World War I called "The Last Front." June convinces herself that it's better to rewrite and submit the draft under her own name than to let it languish in obscurity—even though a plagiarism scandal would ruin her career. Kuang herself has been a vocal critic of Big Five publishers during the recent HarperCollins strike, and she doesn't pull any punches as she takes "The Last Front" through its fictional publishing process. "Yellowface" conveys the nuance inherent to discussions of plagiarism and cultural appropriation while remaining highly readable. Tense and compelling.



**American Mermaid**  
by Julia Langbein

**THIS SPLASHY DEBUT** novel is part Hollywood satire, part girl-power eco-thriller. High school English teacher Penny moves to LA for the summer to adapt her bestselling novel into a movie. In Penny's book, also called "American Mermaid," protagonist Sylvia is an asexual engineer who discovers that her disability—she has chronic pain in her lower body and uses a wheelchair—is due to her true nature: she's a mermaid. Despite Penny's protests, the bro-y screenwriters assigned to the project want movie-Sylvia to be sexed up, aged down, and have superpowers. Between chapters about awkward Hollywood parties are excerpts from Penny's version of "American Mermaid." Her original characters are well-rounded with complicated motives, which makes the screenwriters' attempts to flatten them ("what if [...] science?") even more cringeworthy. Author Julia Langbein is attempting a lot here, but the result is a hybrid novel that adds a feminist, sci-fi twist to mermaid lore. A dryly funny, genre-bending beach read.

## Media Coverage

- *KGMI*, Sept. 5, 2023, [WCLS seeking artists for WHATCOMICS 2023](#)
- *The Northern Light*, Sept. 6, 2023, [Letters to The Editor: September 7-13, 2023](#)
- *Visit Bellingham*, Sept. 7, 2023, [bellingham.org/pressreleases/whatcom-reads-announces-oct-15-submission-deadline-for-annual-writing-challenge](#)
- *Bellingham Herald*, Sept. 7, 2023, [Mary Case Obituary \(1944 - 2023\) - Bellingham, WA](#)

- *Lynden Tribune*, Sept. 11, 2023, [LEGALS- September 11, 2023](#)
- *Lynden Tribune*, Sept. 13, 2023, [Community calendar for Sept. 13, 2023 | Community](#)
- *Lynden Tribune*, Sept. 21, 2023 [GUEST OPINION: WCLS celebrates library card sign-up month](#)
- *Ferndale Record*, Sept. 21, 2023, [Guest Opinion: County library system celebrates library card sign-up month](#)
- *The Northern Light*, Sept. 27, 2023, [Feasibility study underway for Blaine library and affordable housing](#)

*Salish Current*, Sept. 1, 2023

**Sing Me a Song**. A free ukulele concert in memory of Joan Airoidi, ukulele enthusiast and champion of Whatcom County libraries. Deming Library, Sept. 24, 3–4:15 p.m. [Info](#).

**Mary Vermillion**

Community Relations Manager



| Collection Size               | September      |                |                  |                  |               |
|-------------------------------|----------------|----------------|------------------|------------------|---------------|
|                               | Physical       | Electronic     | Total            |                  |               |
|                               | 313,654        | 312,552        | 626,206          |                  |               |
| Circulation<                  | September      |                | Year to Date     |                  | % Chg         |
|                               | 2022           | 2023           | 2022             | 2023             |               |
| <b>Physical Circulation</b>   |                |                |                  |                  |               |
| Blaine                        | 13,399         | 13,219         | 126,687          | 112,069          | -11.5%        |
| Bookmobile & Outreach         | 5,430          | 3,586          | 42,626           | 36,271           | -14.9%        |
| Deming                        | 8,225          | 7,765          | 84,824           | 70,351           | -17.1%        |
| Everson                       | 9,998          | 9,051          | 90,805           | 83,483           | -8.1%         |
| Ferndale                      | 33,376         | 31,544         | 308,060          | 289,900          | -5.9%         |
| Island                        | 1,582          | 2,032          | 18,606           | 17,157           | -7.8%         |
| Lynden                        | 39,010         | 37,635         | 367,039          | 346,209          | -5.7%         |
| North Fork                    | 4,154          | 4,286          | 41,412           | 40,079           | -3.2%         |
| NWIC                          | 19             | 9              | 91               | 92               | 1.1%          |
| Point Roberts + PRX           | 2,693          | 2,587          | 22,226           | 22,844           | 2.8%          |
| Sumas + SLX                   | 289            | 2,140          | 2,915            | 17,798           | 510.6%        |
| South Whatcom                 | 7,629          | 7,656          | 69,810           | 70,285           | 0.7%          |
| NDX                           | 3,524          | 3,250          | 31,503           | 28,414           | -9.8%         |
| <b>Total</b>                  | <b>129,328</b> | <b>124,760</b> | <b>1,206,604</b> | <b>1,134,952</b> | <b>-5.94%</b> |
| Disc materials: DVDs and CDs  | 31,389         | 26,411         | 311,930          | 245,280          | -21.4%        |
| All other materials           | 96,789         | 98,349         | 883,105          | 885,392          | 0.3%          |
| <b>Electronic Circulation</b> |                |                |                  |                  |               |
| eBooks/eAudiobooks            | 29,374         | 32,513         | 254,632          | 288,873          | 13.4%         |
| eMusic                        | 6,356          | 11,303         | 80,653           | 107,071          | 32.8%         |
| Streaming Video               | 704            | 945            | 7,642            | 7,423            | -2.9%         |
| eMagazines                    | 1,415          | 2,816          | 14,321           | 16,281           | 13.7%         |
| <b>Total</b>                  | <b>37,849</b>  | <b>47,577</b>  | <b>357,248</b>   | <b>419,648</b>   | <b>17.47%</b> |
| <b>Total Circulation</b>      | <b>167,177</b> | <b>172,337</b> | <b>1,563,852</b> | <b>1,554,600</b> | <b>-0.59%</b> |

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

< Sumas Library Express opened 2/11/23.

| Visitors (Door Counts)  | September     |               |               | Year to Date   |                | % Chg         |
|-------------------------|---------------|---------------|---------------|----------------|----------------|---------------|
|                         | 2019          | 2022          | 2023          | 2022           | 2023           |               |
| Blaine                  | 9,088         | 6,442         | 6,848         | 56,445         | 58,557         | 3.7%          |
| Deming                  | 4,257         | 2,452         | 2,861         | 21,291         | 22,017         | 3.4%          |
| Everson                 | 4,701         | 2,350         | 3,083         | 19,010         | 27,301         | 43.6%         |
| Ferndale                | 14,386        | 11,038        | 16,479        | 91,622         | 115,013        | 25.5%         |
| Island                  | 1,632         | 1,268         | 1,126         | 11,562         | 9,326          | -19.3%        |
| Lynden                  | 15,006        | 9,777         | 10,481        | 96,635         | 92,226         | -4.6%         |
| Northwest Drive Express |               | 324           | 311           | 3,190          | 2,593          | -18.7%        |
| North Fork              | 2,222         | 1,644         | 2,357         | 15,169         | 14,893         | -1.8%         |
| Point Roberts + PRX     | 1,809         | 1,556         | 1,655         | 11,014         | 13,718         | 24.6%         |
| Sumas + SLX             | 1,820         | 0             | 737           | 0              | 8,870          |               |
| South Whatcom           | 2,264         | 2,492         | 2,782         | 21,980         | 19,838         | -9.7%         |
| <b>Total</b>            | <b>57,185</b> | <b>39,343</b> | <b>48,720</b> | <b>347,918</b> | <b>384,352</b> | <b>10.47%</b> |

\* Sumas door counter installed on March 1, 2023.

| New Borrowers | September |      | Year to Date |       | % Chg  |
|---------------|-----------|------|--------------|-------|--------|
|               | 2022      | 2023 | 2022         | 2023  |        |
| Registered    | 537       | 701  | 3,877        | 5,862 | 51.20% |

| Patron Service                | September |        | Year to Date |         | % Chg |
|-------------------------------|-----------|--------|--------------|---------|-------|
|                               | 2021      | 2023   | 2022         | 2023    |       |
| <b>Interlibrary Loan</b>      |           |        |              |         |       |
| Borrowed from BPL             | 11,072    | 11,742 | 106,517      | 103,101 | -3.2% |
| Lent to BPL                   | 21,117    | 21,456 | 203,774      | 197,618 | -3.0% |
| Borrowed from other libraries | 479       | 584    | 5,414        | 5,035   | -7.0% |
| Lent to other libraries       | 544       | 304    | 4,539        | 4,168   | -8.2% |

| Electronic Resources    | September |        | Year to Date |         | % Chg |
|-------------------------|-----------|--------|--------------|---------|-------|
|                         | 2022      | 2023   | 2022         | 2023    |       |
| WCLS.org Entrances      | 35,408    | 39,724 | 325,740      | 332,745 | 2.2%  |
| Bibliocommons Entrances | 49,455    | 85,454 | 461,799      | 530,527 | 14.9% |
| Internet Sessions       | 2,964     | 3,469  | 21,300       | 29,044  | 36.4% |
| Wifi Clients / Sessions | 6,868     | 7,983  | 51,738       | 62,622  | 21.0% |

| Volunteers      | September |        | Year to Date |          | % Chg |
|-----------------|-----------|--------|--------------|----------|-------|
|                 | 2022      | 2023   | 2022         | 2023     |       |
| Volunteer Hours | 760.00    | 719.50 | 7,039.25     | 7,456.25 | 5.9%  |

| Activities      | September  |            | Year to Date |              | % Chg        |
|-----------------|------------|------------|--------------|--------------|--------------|
|                 | 2022       | 2023       | 2022         | 2023         |              |
| <b>Programs</b> |            |            |              |              |              |
| Adults          | 45         | 72         | 252          | 515          | 104.4%       |
| Teens           | 16         | 22         | 167          | 174          | 4.2%         |
| Children        | 60         | 33         | 337          | 639          | 89.6%        |
| <b>Total</b>    | <b>121</b> | <b>127</b> | <b>756</b>   | <b>1,328</b> | <b>75.7%</b> |

| <b>Attendance</b> |              |              |               |               |              |
|-------------------|--------------|--------------|---------------|---------------|--------------|
| Adults            | 329          | 864          | 3479          | 5496          | 58.0%        |
| Teens             | 461          | 1,454        | 3488          | 7762          | 122.5%       |
| Children          | 1,050        | 1,256        | 13073         | 20947         | 60.2%        |
| <b>Total</b>      | <b>1,840</b> | <b>3,574</b> | <b>20,040</b> | <b>34,205</b> | <b>70.7%</b> |

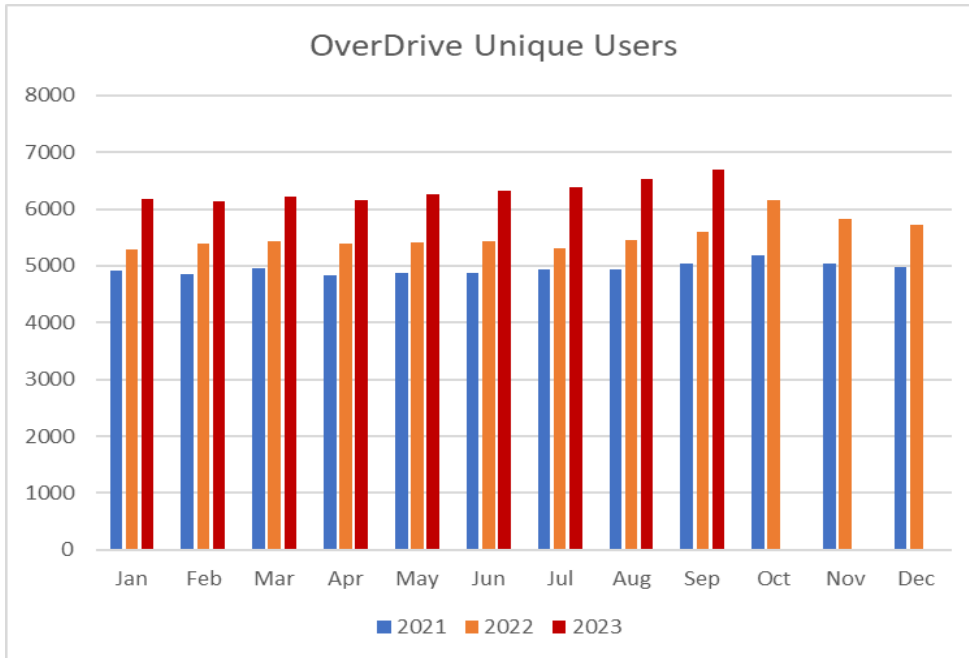
**Corrections:**

As of July 2023, WCLS.org and Bibliocommons are now tracking Sessions rather than Entrances due to a Google Analytics platform update.

Missing volunteer hours: IS

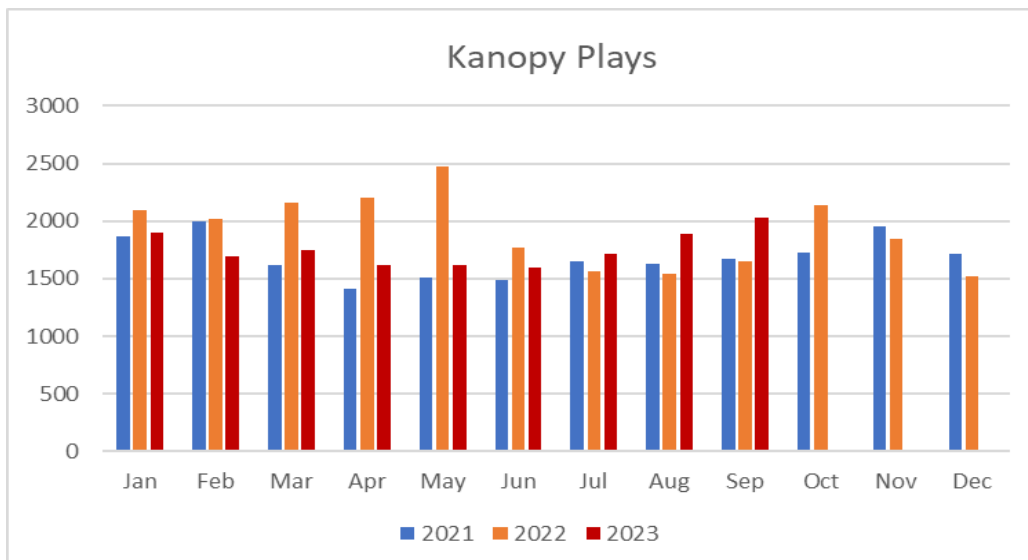
## OVERDRIVE UNIQUE USERS

OverDrive unique users continue to steadily increase with another high point reached in September 2023. Top usage remains dominated by eAudiobooks and eMagazines; top eMagazine titles for September were *Woman's World* (#1 - 124 checkouts), *Us Weekly* (#3 - 78 checkouts) and *The New Yorker* (#4 - 69 checkouts). For eAudiobooks, *Fourth Wing* was the top circulated (#2 - 81 checkouts) followed by *The Covenant of Water* (#5 - 65 checkouts).



## KANOPY PLAYS - JANUARY TO DECEMBER COMPARISON

Popular titles at Kanopy last month include episodes of the BBC series, *Father Brown*, and the 2023 Oscar Award blockbuster, *Everything Everywhere All at Once*. In addition to the U.S., Kanopy content was viewed by WCLS cardholders from Canada, Hungary, Costa Rica, South Korea, Ireland and the Netherlands, and the website was visited from Thailand, Norway, Mexico and Germany.



## DATABASE USAGE

School back in session and increased use of school support databases like Britannica, the Gale products suite and Culturegrams nudged our aggregated database use up slightly. On Mango Languages, top languages studied were Spanish, Japanese, Korean, Italian and German. Popular LinkedIn Learning course and video topics include SQL, the programming language Rust, using Docker Desktop, HTML/Web Design and Job Search Strategies.

