



whatcom county
library system

BOARD OF TRUSTEES MEETING
Whatcom County Library System
December 19, 2023

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

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

1. 9:00 a.m. **Call to Order.** Quorum determined. Land Acknowledgement.
We are on the ancestral homeland of the Nooksack, Lummi and other Coast Salish peoples. They have been its stewards since time immemorial, respecting the land, river and ocean with the understanding that everything is connected, related and alive. We acknowledge the elders and their collective and individual plights and achievements. We consider the legacies of violence, displacement, migration, and settlement that bring us together today. And we pursue ongoing action, to build lasting relationships and grow together so that all may prosper.
2. 9:05 a.m. **Open Public Comment Opportunity**
This period is set aside for persons wishing to address the Board. Each person may have up to three minutes for this purpose. Written comments may be submitted to Ruth.Nail@wcls.org prior to the meeting.
3. 9:10 a.m. **Service Anniversary Recognition – Erin Suda**
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. Resolutions: A Resolution of the Board of Trustees of the Whatcom County Rural Library District...
 - 12/19/23-13: Adopting the 2024 General and Capital Fund Budgets
 - 12/19/23/14: Adopting the 2024-2028 Capital Plan
6. 9:40 a.m. **Executive Session to Discuss the Executive Director’s Annual Review** per RCW 42.30.110 (1)(g)
No final action will be taken during the Executive Session. At the beginning of the session, the Library Board Chair will state the time when the session is expected to end. If the session ends early, the Board will not reconvene in open session until the stated time. If the session is not over at the stated time, the Library Board Chair will briefly reconvene the Board in open session at the stated time to announce the time to which the session will be extended.
7. 10:00 a.m. **Executive Director’s Annual Performance Review**
8. 10:05 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 before 4:00 p.m. Monday, December 18, 2023. Written comments may be submitted to Ruth.Nail@wcls.org prior to the meeting.

9. 10:15 a.m. **Staff Reports**
 - a. Executive Director
 - b. Deputy Director
 - c. Youth Services Manager
 - d. Community Relations Manager

10. 10:35 a.m. **Performance Measures and Committee Reports**
 - a. Performance Measures
 - b. Personnel Committee – Trustee Recruitment
 - c. Whatcom County Library Foundation

11. 10:45 a.m. **Announcements and Adjourn**
 - a. All Staff Learning Day – Friday, March 8 from 9:00 a.m. – 4:00 p.m.
Registration deadline: January 3
Registration link: <https://www.surveymonkey.com/r/ASLD2024>

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Board Meeting Agenda Item Cover Sheet

Meeting Date:	12/19/2023
Committee or Department:	Administration Department
Subject:	Consent Agenda – Board Meeting Minutes, Monthly Expenditures
Prepared By:	Jackie Saul
Impact upon Budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Supporting Documents:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Recommendation or Request: Approval of consent agenda items

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

Summary:

Meeting Minutes:

- November 21, 2023 Regular Board Meeting

Expenditures:

General Fund:

- October 16-31, 2023 payroll: check nos. 1036320851-1036320855 and voucher nos. 556809-556956 totaling \$229,347.21 and November 1-15, 2023 payroll: check nos. 1036507380-1036507383 and voucher nos. 556964-557116 totaling \$225,846.69.
- ACH transactions for employee benefits, telecommunication services and monthly sales/use tax filings totaling \$219,303.52; \$116,887.86 of this is for employee funded contributions to dental insurance premiums, Health Savings Accounts, state paid family medical leave and long-term care fund premiums, PERS and deferred compensation plans (made via payroll deduction).
- Claim 2023-43G: warrant nos. 1179807-1179824 totaling \$112,077.16
- Claim 2023-44G: warrant nos. 1179852-1179883 totaling \$46,711.10
- Claim 2023-45G: warrant nos. 1180387-1180408 totaling \$22,089.34
- Claim 2023-46G: warrant nos. 1180684-1180713 totaling \$152,536.88

Capital Fund:

- Claim 2023-21C: warrant nos. 1179836-1179838 totaling \$1,861.69
- Claim 2023-22C: warrant no. 1179884 totaling \$9,360.00
- Claim 2023-23C: warrant no. 1180714 totaling \$981.80

Alternatives: N/A

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

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



Location

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

In Attendance

Trustees: Rodney Lofdahl, Chair; Lori Jump, Vice Chair; 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; Lisa Gresham, Collection Services Manager; Ryan Cullup, Facilities Services Manager; Beth Andrews, Human Resources Manager; Dianne Marrs-Smith, Lynden Library Manager and Friends of the Birch Bay Library (FOBBL) President; Alix Prior, Ferndale Library Manager; Jennifer Rick, Foundation Development Director; Maggie Mae Nase, Learning Coordinator; Rheannan Pfnister, Lynden Library Clerk; Ruth Nail, Minutes Recorder.

Guests: None.

Call to Order

Rod determined quorum and called the meeting to order at 9:00 a.m., followed by a reading of the WCLS Land Acknowledgement by Michael. Michael directed attendees to the WCLS Land Acknowledgement banner at the bottom of the WCLS.org webpage and the "Read more" link that displays an expanded version of our statement and more information about land acknowledgements and associated resources.

Open Public Comment

No public comment.

Consent Agenda

The Consent Agenda included minutes of the October 17, 2023, Board of Trustees Regular Meeting and the October 31, 2023, Board of Trustees Special Meeting, as well as the following:

Expenditures:

General Fund:

- September 16-30, 2023 payroll: check nos. 1035987561-1035987563 and voucher nos. 556485-556632 totaling \$213,402.86 and October 1-15, 2023 payroll: check nos. 1036151588-1036151595 and voucher nos. 556641-556799 totaling \$236,850.28.
- ACH transactions for employee benefits, telecommunication services and monthly sales/use tax filings totaling \$107,346.06; \$56,733.15 of this is for employee funded contributions to dental insurance

premiums, Health Savings Accounts, state long-term care fund premiums, PERS and deferred compensation plans (made via payroll deduction).

- Claim 2023-38G: warrant nos. 1177169-1177180 totaling \$5,744.70
- Claim 2023-39G: warrant nos. 1177704-1177718 totaling \$94,446.59
- Claim 2023-40G: warrant nos. 1178059-1178085 totaling \$16,727.54
- Claim 2023-41G: warrant nos. 1178479-1178507 totaling \$118,378.10
- Claim 2023-42G: warrant nos. 1178969-1178981 totaling \$25,876.34

Capital Fund:

- Claim 2023-18C: warrant no. 1177181 totaling \$1,400.00
- Claim 2023-19G: warrant nos. 1178218-1178219 totaling \$1,785.10
- Claim 2023-20G: warrant nos. 1178708-1178709 totaling \$2,742.20

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

EV Charging Stations Discussion

Ryan delivered a presentation regarding the potential installation of public electric vehicle (EV) charging stations at the library system's branches, as well as fast-charging stations at the Administrative Services facility for fleet vehicles. He emphasized that such measures would help meet the needs of EV drivers in our county and support our strategic goal of environmental stewardship. Ryan reviewed some benefits and fiscal impacts of these charging stations and transitioning the system's fleet vehicles to EVs, noting that initial capital expenses can be fully or partially funded by granting organizations. He provided lifecycle cost analyses of both propositions, including ongoing budgetary effects and maintenance considerations for the library system.

Ryan outlined the parameters and requirements of two grants that are of current interest to WCLS. One is available via the Washington State Department of Commerce (DOC) and the other from Puget Sound Energy (PSE). The DOC grant could provide partial funding for public (Level 2) charging stations at certain branches. The PSE grant could provide funding, up to a maximum amount of \$250,000, for the installation of fast-charging (Level 3) EV chargers specifically for WCLS fleet EVs at Administrative Services. This grant requires the purchase of two EV fleet vehicles. He estimated a cost of \$120,000 to replace two of our fleet vehicles, which are already scheduled for replacement in 2024 and included in the 2024 preliminary budget and capital plan. Ryan noted that there is a ten-year service agreement required with the PSE grant, during which PSE will service the fleet EV charging equipment.

Ryan answered trustees' questions about the grants and equipment, clarifying that, with the DOC grant for public charging stations:

- There is a December 1, 2023, deadline to apply. If the application is successful, WCLS has a choice to accept or decline the DOC grant contract.
- The number of charging stations per branch is scalable.
- There may be fines associated with non-electric vehicles parking in EV designated spaces.
- There would be a charge to the public to use the EV charging stations at the branches, and WCLS would likely pursue a third-party service to maintain the chargers and process payment transactions to recover costs to provide electricity.
- For branches not owned by WCLS, an additional Memorandum of Understanding (MOU) may be required that addresses the EV charging stations.
- Not all branches are currently being considered for EV charging stations. For example, the City of Lynden is independently pursuing charging stations, and the City of Ferndale has other public works projects slated for the near future.
- There may be additional insurance requirements associated with the charging stations. Jackie and Ryan will investigate the requirements and costs further.

Conversation occurred about county demographics, the availability and location of EV charging stations, equitable usage of parking spaces, range anxiety and other obstacles to EV conversion from combustion-engine vehicles, the length of time required for charging, and infrastructure technology and possible software requirements for charger payment and maintenance systems. Matthew asked for the input of branch managers in attendance, Lynden Manager Dianne Marrs-Smith and Ferndale Manager Alix Prior. Dianne noted that the Lynden Library has a large parking lot, and she could see the value of the public being able to charge their EV while using the library's WiFi. She voiced concerns about the impact on library staff and patrons if the chargers or the payment service were inoperable, or if users had to wait for a station to become available or for their EV to charge. Alix echoed Ryan's earlier statement regarding the City of Ferndale's focus on working on a new city hall building. She added that, since city hall is adjacent to the library, assessing the parking lot will be a part of that project, so EV charging stations in Ferndale may be something to explore in the future.

Matthew moved to approve the December 1, 2023, application for the DOC grant for public chargers at the branches. Seconded. Discussion followed. After the vote, motion did not carry.

Rod moved to approve the December 1, 2023, application for the DOC grant for public chargers at the branches, provided there are no negative impacts for reapplication if this application is successful and we do not accept the grant contract at this time. Seconded. Unanimously carried.

There is not an immediate deadline to submit a request for the PSE grant for fast-charging stations for fleet vehicles at Administrative Services, so infrastructure discussions can continue in the following months. Initial replacement costs for the two fleet vehicles preliminarily budgeted for 2024 are comparable between combustion-engine and EV models, with varying operational costs over a ten-year lifecycle. Current next steps include Board approval of the preliminary budget and capital plan at this meeting, followed by approval of the final budget next month. Future changes to the budget would require an approved resolution by the Board.

Erika departed the meeting at 10:17 a.m.

2024 Strategic Action Plan

Christine presented the 2024 Strategic Action Plan, which has not had significant changes since she presented it to the Board at the Budget Retreat on October 31. She has added some more details and a couple programs, which she highlighted, including repeat scheduling of Open Book and Pride in the Park. Christine reported that both programs were a great success previously and have been scheduled again for next year. The funding for Open Book has not been included in the preliminary budget for 2024, and the cost is estimated at \$25,000. The Whatcom County Library Foundation is interested in supporting next year's festival and will seek additional sponsors. If the Board approves the 2024 Strategic Action Plan today, Jackie will include additional pertinent expense and revenue lines in the final 2024 budget to be presented to the Board for approval next month.

Rod moved to approve the 2024 Strategic Action Plan, as presented. Seconded. Passed unanimously.

Financial Report and Resolutions: Finance Committee Report

Jackie reviewed her report, including the October Notes and Highlights section. As of the end of October we have received \$9,196,755 in property tax revenue, with another \$694,000 expected in November and December. This influx of revenue has allowed us to replenish the Cash Flow reserve fund, which was utilized in September. With anticipated receipts, we should have sufficient cash reserves to operate through 2023.

PUBLIC HEARING: Proposed 2024 Operating Budget Revenue Sources and Preliminary Budget

Rod announced the beginning of the public hearing on proposed 2024 operating budget revenue sources and preliminary budget.

Jackie stated the 2024 Preliminary Budget has been discussed at length at the October 31 Board Budget Retreat. She presented Resolution 11/21/23-10 Authorizing an Increase in the Regular Property Tax Levy and summarized its contents. There were no questions.

Rod moved approval of Resolution 11/21/23-10 Authorizing an Increase in the Regular Property Tax Levy. Seconded. Unanimously approved.

Jackie reviewed the 2024 Preliminary Budget, highlighting what has been updated since the October 31 Board Budget Retreat and the estimated net operating deficit of roughly \$635,000. She presented the proposed 2024 Operating Budget Revenue Sources and Preliminary Budget, detailing items contained therein, fiscal impacts upon them, and changes from 2023. Jackie outlined General Facilities Services projects planned for 2024, followed by larger projects included in the 5-year Capital Plan for 2024-2028. There were no questions.

Jackie presented Resolution 11/21/23-11 Adopting the Fiscal Year 2024 Preliminary General and Capital Fund Budgets and Resolution 11/21/23-12 Adopting the 2024 Preliminary Capital Plan.

Rod moved approval of Resolution 11/21/23-11 Adopting the Fiscal Year 2024 Preliminary General and Capital Fund Budgets, as presented. Seconded. Unanimously approved.

Matthew moved approval of Resolution 11/21/23-12 Adopting the 2024-2028 Preliminary Capital Plan. Seconded. Unanimously approved.

Rod announced the conclusion of the Public Hearing.

2024 Addendum to Agreement with the Whatcom County Library Foundation

Christine presented Addendum No. 13 (2024) to the Agreement with the Whatcom County Library Foundation, noting the modest changes made since the prior Addendum No. 12 (2023). There were no questions.

Matthew moved approval of the 2024 Addendum No. 13 to the Whatcom County Library Foundation Agreement as presented. Seconded. Unanimously approved.

Break

Rodney adjourned for a break from 11:03-11:10 a.m.

Staff Reports: Executive Director

In addition to her written report, Christine highlighted the success of the Open Book festival. She expressed thanks to Mary Vermillion for her vision and Michael for his execution. The festival spotlighted the wide variety of services available at WCLS and attendees represented communities county-wide.

Christine noted her inclusion of a *Lynden Tribune* opinion piece to her written report and the appreciation of Lynden Library services expressed therein. She also included a *Cascadia Daily News* article on property taxes and levies, which provided valuable explanations of these often-complicated topics and may be a good resource for future conversations with community members.

Staff Reports: Deputy Director

In addition to his written report, Michael shared photos from the Día de los Muertos (Day of the Dead) program, which was held at the Everson Library as a coordinated effort between Everson Library Hispanic Cultural Liaison PSA Diana Antaño and Lynden Library Hispanic Cultural Liaison PSA Amelia Martinez. There were around 150 in attendance. Next year, this program may be presented at the Ferndale Library.

Michael highlighted other community-building programs. The camas bulb cultivation program centered around this edible staple of our Indigenous communities. Fresh bulbs were available to take home for cultivation and boiled bulbs were offered to taste at the event. In September and October, the North Fork Library opened early to hold Post Drop-Off Pick-Me-Up opportunities for parents to gather after dropping off their children at the school across the street.

Michael announced that WCLS has accepted the approved DOC grant contract that provides the majority of funding for the Birch Bay Vogt Library Express (BBX) location. He outlined the planning timeline, including the solicitation for Requests for Quotation and the process to hire an architect and other contractors. A BBX Design Committee will be established to facilitate this process. Christine gave a brief description of the involvement requirements of the committee members. Matthew and Rod volunteered for assignment to the BBX Design Committee. Michael will coordinate committee meeting dates and candidate interviews with Matthew and Rod. A site visit is currently scheduled for December 7, with a possible architect recommendation being presented for Board approval at the February 20 meeting. Upon successful candidate selection and contract negotiations, March 1 is the target date for design services to begin.

Staff Reports: Youth Services Manager

Christine reported that Thom was unable to attend today's meeting because he was covering for absences within the Youth Services team. With recent departures and internal shifting in personnel, the team is spread thin now. Interviews are underway and we're looking forward to a full Youth Services roster soon.

Staff Reports: Community Relations Manager

Mary discussed her written report. She noted Open Book's success and shared photos of the billboard on Interstate 5, along with resoundingly positive post-festival comments from emails and survey responses. The Washington State Arts commission also noted the palpable community spirit felt at the event. With this year's success, Mary hopes for even more media coverage next year. Another aspect of Open Book was the creation of the 2023 WCLS Gift Guide, which features a broad spectrum of wonderful reading recommendations and top checkout titles of 2023. The guide is available in print and online, as well as at all WCLS branches.

Mary highlighted that November is Native American Heritage Celebration month and that Friday is Native American Heritage Day. She directed attendees to the [booklists for adults](#) and [young people](#) that have been curated by Cultural Liaison PSAs Joshua Olsen and Coreen Kurtz.

Performance Measures & Committee Reports: Performance Measures

In addition to his written report, Michael noted that October's physical circulation at North Fork Library has surpassed last October's numbers. He is pleased with the continuing positive trends in eMusic and eMagazine circulation. WCLS continues to see increases in door counts across all locations, compared to 2022. Michael indicated that the 2019 column was our previous high-water mark, and both Ferndale and South Whatcom branches have exceeded their 2019 door counts.

Michael reported that we continue to see new borrower registrations and that more Adult Programming is being planned in coordination with branch managers.

Digital and database usage remains strong, with sustained increases in Overdrive unique new users. The new ticket system is in full swing on our video streaming platform service, Kanopy. Use reached new highs in October with the hit title, *A French Village*.

Performance Measures & Committee Reports: Personnel Committee

The Personnel Committee reported that they have met with several potential trustee candidates, with possibly more to be scheduled. This candidate will fill the position being vacated by Vice Chair Lori Jump, whose second term expires January 31, 2024. The committee will bring its report to the Board in December. Christine added that, if there were multiple strong candidates, Erika would support a second trustee's nomination to allow her step away from her position on the WCLS Board.

Performance Measures & Committee Reports: Whatcom County Library Foundation

Jenn reported that the Foundation has exceeded its fundraising goal for the year. She expressed thanks for the Foundation's many and varied donors. WCLF has two open board positions and welcomes interested applicants.

Executive Session to Discuss the Executive Director's Annual Review per RCW 42.30.110(1)(g)

At 11:46 a.m., Board Chair Rod Lofdahl moved the meeting to Executive Session, as per RCW 42.30.110(1)(g), to discuss the Executive Director's annual performance review. He announced that the Executive Session would end at 12:05 p.m.

At 12:05 p.m., Rod briefly reconvened Open Session to announce the Executive Session would be extended until 12:10 p.m.

At 12:10 p.m., Rod reconvened Open Session.

Executive Director's Annual Review

Rod reported that the Board has decided to continue the discussion Executive Director's annual performance review at the December meeting when trustee Erika Lautenbach could be present.

Announcements and Adjourn

All-Staff Learning Day is scheduled for Friday, March 8, 2024, and trustees are encouraged to attend.

Rod adjourned the meeting at 12:12 p.m.

Next Meeting

Next meeting will be December 19, 2023, at 9:00 a.m. online via Microsoft Teams and at Administrative Services. Address: 5205 Northwest Drive, Bellingham.

Rodney Lofdahl, Board Chair

12/19/2023

Date

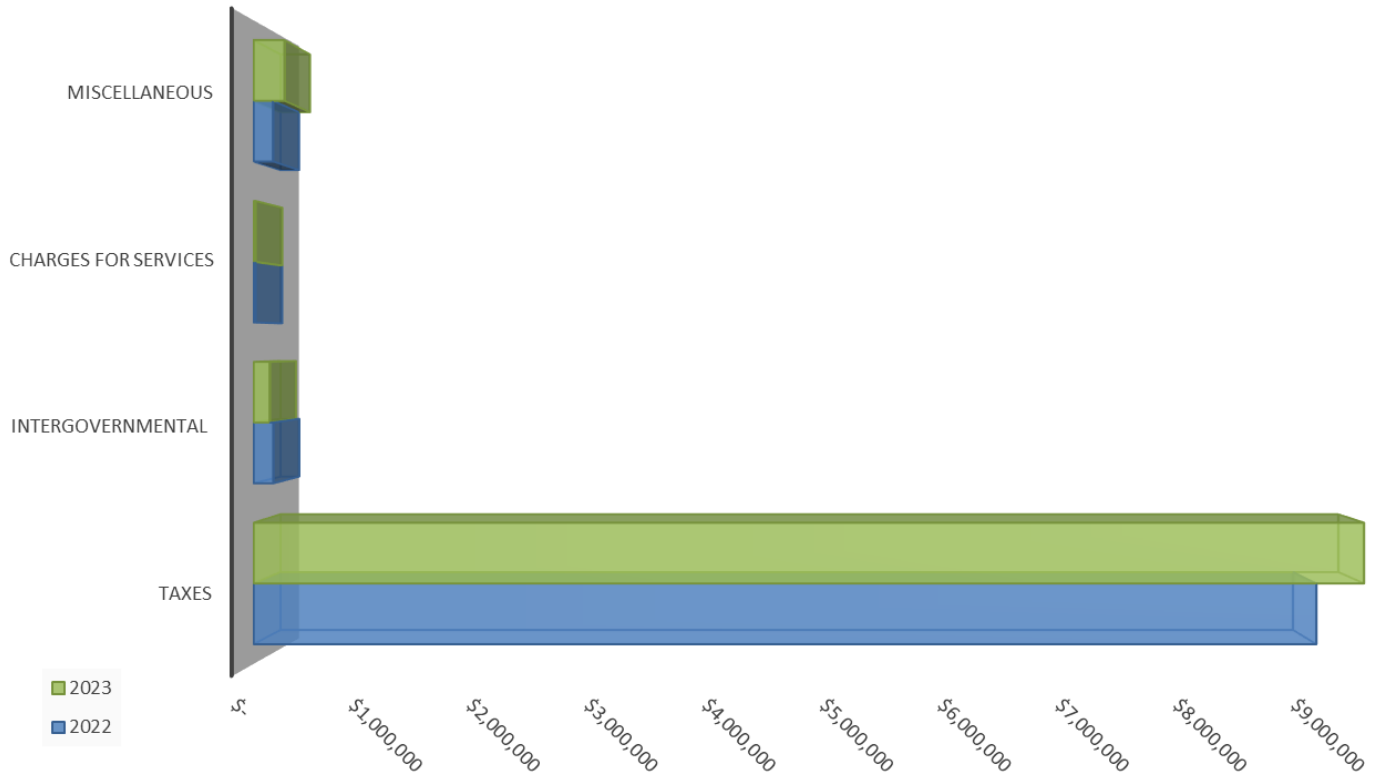
Ruth Nail, Minutes Recorder



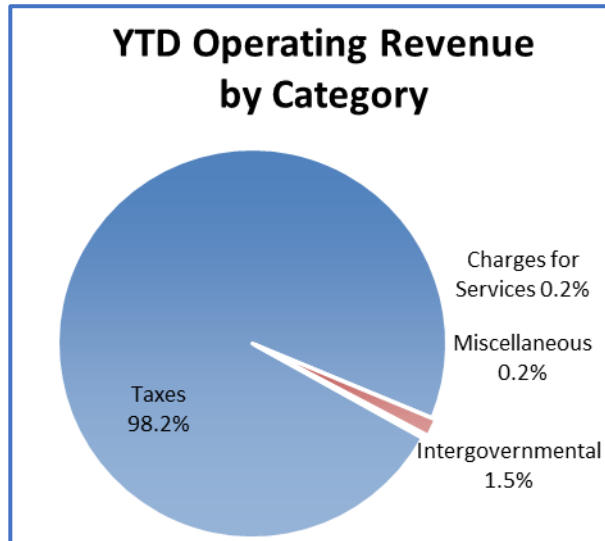
November Revenue

2023 Budget Revenues - Year-To-Date						
November 2023 (92% of FY)						
Acct No	Description	Budgeted Revenues*	Actual Revenues YTD	% of Actual Revenues YTD	% of Budgeted Revenues Received YTD	Budget Variance
310	TAXES					
311.10	General Property Taxes	\$ 9,890,921	\$ 9,782,273	95.77%	98.90%	\$ (108,648)
	TOTAL TAXES	\$ 9,890,921	\$ 9,782,273	95.77%	98.90%	\$ (108,648)
330	INTERGOVERNMENTAL REVENUE					
333.4530	Fed Indirect Grant - IMLS	\$ 19,546	\$ 19,546	0.19%	100.00%	\$ (0)
333.9700	Fed Indirect Grant - DHS	43,947	43,568	0.43%	99.14%	(379)
334.0690	State Grant from Other Agencies	650	650	0.01%	100.00%	-
337.1000	Local Grants, Entitlements & Other	175,000	54,400	0.53%	31.09%	(120,600)
337.2000	Leasehold Excise Tax	25,000	24,276	0.24%	97.11%	(724)
	TOTAL INTERGOV. REVENUE	\$ 264,142	\$ 142,440	1.39%	53.93%	\$ (121,702)
340	CHARGES FOR GOODS & SERVICES					
347.2001	Printing & Duplication Services	\$ 4,000	\$ 4,151	0.04%	103.77%	\$ 151
347.2002	Library Use Fees	12,100	12,252	0.12%	101.26%	152
	TOTAL CHARGES FOR SERVICES	\$ 16,100	\$ 16,403	0.16%	101.88%	\$ 303
360	MISCELLANEOUS REVENUES					
361.1100	Investment Interest	\$ 120,000	\$ 201,609	1.97%	168.01%	\$ 81,609
362.1000	Rents & Leases	2,000	\$ 3,340	0.03%	167.00%	1,340
367.1000	Contributions & Donations	34,000	\$ 35,554	0.35%	104.57%	1,554
369.1000	Sale of Surplus	100	\$ 53	0.00%	53.30%	(47)
369.4100	Judgements & Settlements	1,546	\$ 1,546	0.02%	100.00%	0
369.8100	Cashier's Overages or Shortages	-	\$ 9	0.00%	0.00%	9
369.9101	Other Misc. Revenue	20,000	\$ 18,209	0.18%	91.04%	(1,791)
369.9102	Reimburse Lost/Damaged Books	10,000	\$ 11,009	0.11%	110.09%	1,009
369.9106	COBRA Reimbursement	1,151	\$ 1,624	0.02%	141.09%	473
	TOTAL MISC. REVENUES	\$ 188,797	\$ 272,953	2.67%	144.58%	\$ 84,156
	TOTAL OPERATING REVENUE	\$ 10,359,960	\$ 10,214,070	100.00%	98.59%	\$ (145,891)
390	OTHER FINANCING SOURCES					
395.1000	Proceeds from Sales	\$ -	\$ -	0.00%	0.00%	\$ -
395.2000	Insurance Recoveries	-	-	0.00%	0.00%	-
	TOTAL OTHER FINANCING SOURCES	\$ -	\$ -	0.00%	0.00%	\$ -
	TOTAL REVENUE	\$ 10,359,960	\$ 10,214,070	100.00%	98.59%	\$ (145,891)
	*As amended 10/17/23					

General Fund Operating Revenue to Date-Compared to Prior Year



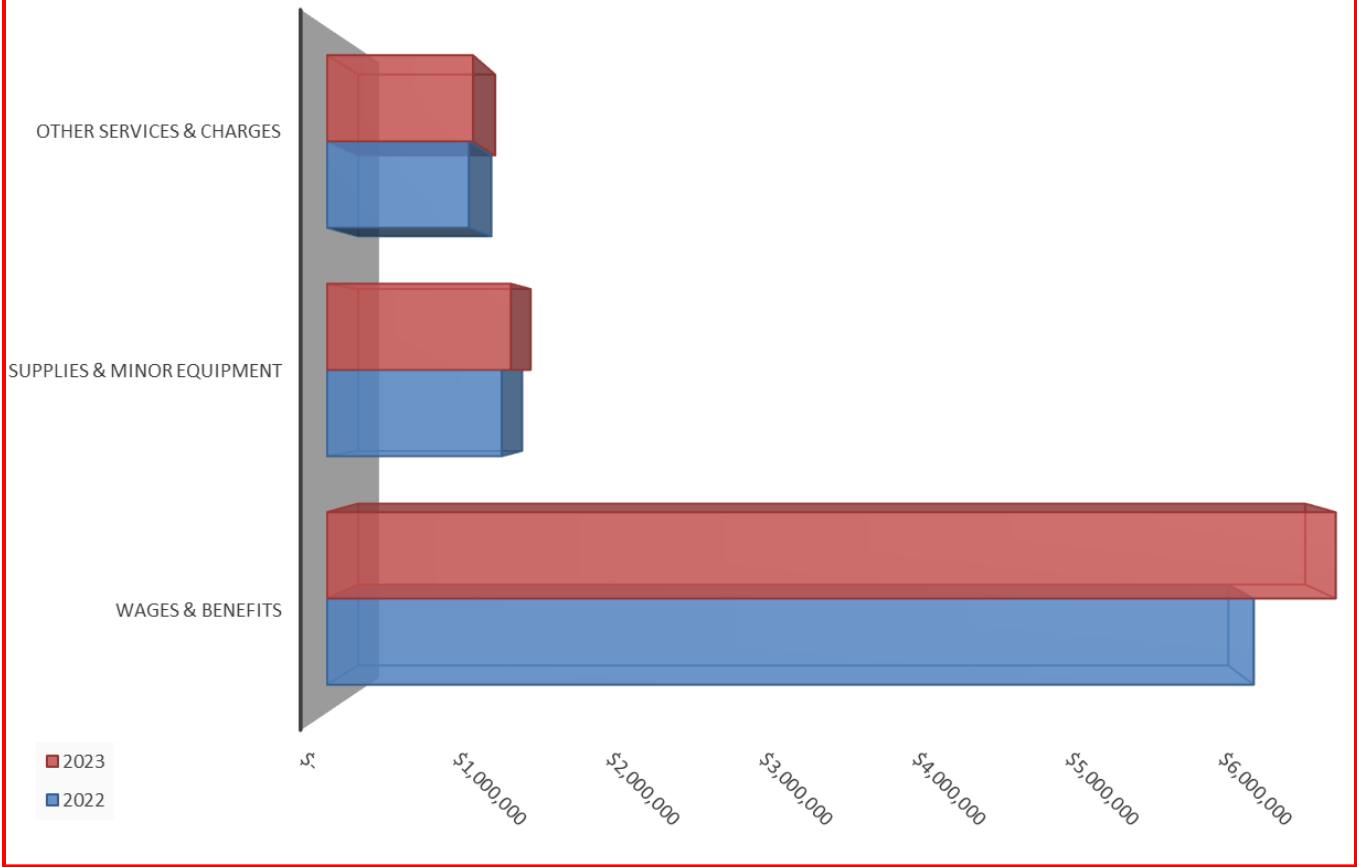
Actual General Fund Revenue Year to Date Comparison			
	2022	2023	% Change
Taxes	\$ 9,362,493	\$ 9,782,273	4.48%
Intergovernmental	173,572	142,440	-17.94%
Charges for Services	15,574	16,403	5.32%
Miscellaneous	171,164	272,953	59.47%
Total Operating Revenue	\$ 9,722,803	10,214,070	5.05%
Other Financing Sources	\$ 179,642	-	-100.00%
Total Revenue	\$ 9,902,445	\$ 10,214,070	3.15%



November Expenditures

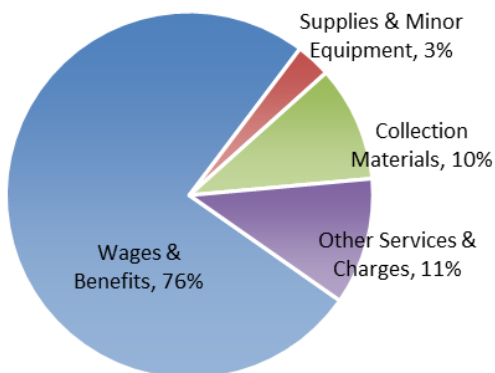
2023 Budget Expenditures - Year-To-Date						
November 2023 (92% of FY)						
Acct No	Description	Budgeted Expenditures*	Actual Expenditures YTD	% of Actual Expenditures YTD	% of Budgeted Expenditures Spent YTD	Budget Variance
572	SALARIES, WAGES, & BENEFITS					
572.1000	Salaries and Wages	\$ 5,730,222	\$ 5,106,988	55.30%	89.12%	\$ (623,235)
572.2000	Benefits	2,056,993	1,817,407	19.68%	88.35%	(239,586)
	TOTAL SALARIES, WAGES, & BENEFITS	\$ 7,787,215	\$ 6,924,395	74.98%	88.92%	\$ (862,820)
572.30	SUPPLIES & MINOR EQUIPMENT					
572.3031	Office & Operating Supplies	\$ 125,800	\$ 127,913	1.39%	101.68%	\$ 2,113
572.3032	Fuel	28,900	18,471	0.20%	63.91%	(10,429)
572.3034	Collection Materials	1,250,000	987,951	10.70%	79.04%	(262,049)
572.3035	Small Tools & Minor Equipment	222,610	128,435	1.39%	57.69%	(94,175)
	TOTAL SUPPLIES & MINOR EQUIPMENT	\$ 1,627,310	1,262,769	13.67%	77.60%	\$ (364,541)
572.40	OTHER SERVICES & CHARGES					
572.4041	Professional Services	\$ 569,327	\$ 443,430	4.80%	77.89%	\$ (125,897)
572.4042	Communication	133,118	125,114	1.35%	93.99%	(8,004)
572.4043	Travel	40,182	28,028	0.30%	69.75%	(12,154)
572.4044	Taxes & Operating Assessments	500	355	0.00%	71.03%	(145)
572.4045	Operating Rentals & Leases	28,018	23,713	0.26%	84.63%	(4,305)
572.4046	Insurance	89,482	75,405	0.82%	84.27%	(14,077)
572.4047	Utilities	153,176	133,279	1.44%	87.01%	(19,897)
572.4048	Repair & Maintenance	164,780	99,672	1.08%	60.49%	(65,108)
572.4049	Miscellaneous	102,055	74,297	0.80%	72.80%	(27,758)
	TOTAL OTHER SERVICES & CHARGES	\$ 1,280,638	1,003,293	10.86%	78.34%	\$ (277,345)
	TOTAL OPERATING EXPENDITURES	\$ 10,695,163	9,190,457	99.51%	85.93%	\$ (1,504,706)
590	OTHER FINANCING USES					
597.1000	Transfers to Capital	\$ 45,000	\$ 45,000	0.49%	100.00%	\$ -
597.2000	Transfers to Designated Fund Balance	230,000	-	0.00%	0.00%	(230,000)
	TOTAL OTHER FINANCING USES	\$ 275,000	\$ 45,000	0.49%	16.36%	\$ -
	TOTAL EXPENDITURES	\$ 10,970,163	\$ 9,235,457	100.00%	84.19%	\$ (1,734,706)
	NET INCOME (LOSS)	\$ (610,203)	978,612			\$ 1,588,815
	FUND BALANCE SUMMARY					
	Beginning Fund Balance	\$ 10,630,324	\$ 10,630,324			
	Net Income	(610,203)	978,612			1,588,815
	Ending Fund Balance	\$ 10,020,121	\$ 11,608,936			\$ 1,588,815
	*As amended 10/17/23					

General Fund Operating Expenditures to Date-Compared to Prior Year

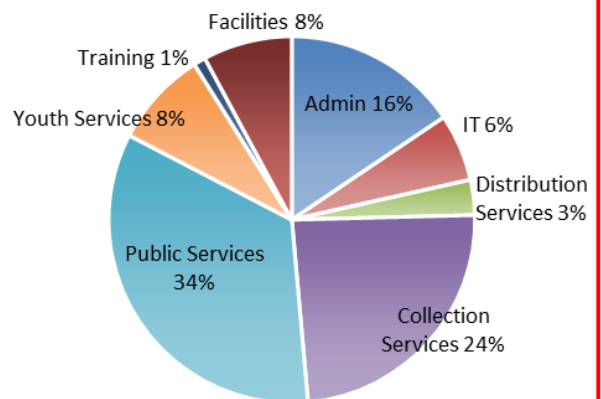


Actual General Fund Revenue Year to Date Comparison			
	2022	2023	% Change
Wages & Benefits	\$ 6,361,653	\$ 6,924,395	8.85%
Supplies & Minor Equipment	1,200,325	1,262,769	5.20%
Other Services & Charges	975,107	1,003,293	2.89%
Total Operating Expenditures	8,537,085	9,190,457	7.65%
Other Financing Uses	\$ 350,581	45,000	-87.16%
Total Expenditures	\$ 8,887,666	\$ 9,235,457	3.91%

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	10,359,960	10,214,070
Expenditures	(9,948,211)	(10,970,163)	(9,235,457)
Ending Fund Balance	\$ 10,630,324	\$ 10,020,121	\$ 11,608,936
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	\$ 3,502,655
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
Designated Ending Fund Balance - Abeyance Fund	-	230,000	230,000
Total Designated Ending Fund Balance	9,210,557	9,548,382	9,548,382
Beginning Fund Balance less designated funds	1,373,428	1,081,942	1,081,942
Net Income	46,339	(610,203)	978,612
Ending Unassigned Funds with no designation	1,419,767	471,739	2,060,554
Ending Designated Funds	9,210,557	9,548,382	9,548,382
Total Ending Fund Balance	\$ 10,630,324	10,020,121	\$ 11,608,936

November Update

- Our 2021-2022 audit by the State Auditor's Office is scheduled to start in early January. No rest for the weary!

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.

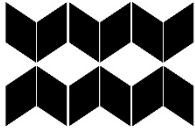
Expense Accounts:

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:	12/19/2023
Committee or Department:	Administration/Finance
Subject:	Resolution 12/19/23-13 Adopting the Fiscal Year 2024 General and Capital Fund Budgets and Resolution 12/19/23-14 Adopting the 2024-2028 Capital Improvement Plan
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 12/19/23-13 adopting the Fiscal Year 2024 General and Capital Fund budgets and approval of Resolution 12/19/23-14 adopting the 2024-2028 Capital Improvement Plan.

Suggested Motion for Consideration:

Approve Resolution 12/19/23-13 adopting the 2024 General and Capital Fund Budgets.

Approve Resolution 12/19/23-14 adopting the 2024-2028 Capital Plan.

Summary:

See budget document for detail of General and Capital Fund budgeted revenues and expenditures for fiscal year 2024, and for a summary of the 2024-2028 Capital Improvement Plan.

Alternatives: None

Fiscal Impact: See budget document for detail of fiscal impacts.

Comments: None



2024 Budget

December 19, 2023

WHATCOM COUNTY LIBRARY SYSTEM WHATCOM COUNTY, WASHINGTON

FINAL OPERATING AND CAPITAL BUDGET FISCAL YEAR 2024

BOARD OF TRUSTEES

Rodney Lofdahl
Chair

Lori Jump
Board Member

Erika Lautenbach
Board Member

Holly Robinson
Board Member

Matthew Santos
Board Member

Prepared By

Jackie Saul
Director of Finance and Administration

With Assistance From:

Christine Perkins, *Executive Director*

Michael Cox, *Deputy Director*

Beth Andrews, *Human Resources Manager*

Thom Barthelmess, *Youth Services Manager*

Ryan Cullup, *Facilities Services Manager*

Geoff Fitzpatrick, *Information Technology Manager*

Lisa Gresham, *Collection Services Manager*

Mary Vermillion, *Community Relations Manager*

WHATCOM COUNTY LIBRARY SYSTEM
WHATCOM COUNTY, WASHINGTON

OPERATING AND CAPITAL BUDGET
FISCAL YEAR 2024

To obtain copies of this document, or for questions regarding its content, please contact:

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This document is also available online at www.wcls.org/library-board-of-trustees.

2024 Budget Introduction – Executive Director’s Message

This year’s budget includes the largest projected deficit in Whatcom County Library System’s history, something we do not take lightly and which gives staff and trustees tremendous pause. Years of frugal spending and favorable market conditions contributed a surplus to our bottom line and we are now in the position where we need to access these funds to offset our fiscal commitments. We have a brief window in the next year or two before it will be essential to go out to voters to seek an increase to our levy rate.

Over the year ahead, Whatcom County Library System’s focus will be on two things: preparing for a possible levy lid lift election in 2025 and addressing facilities maintenance projects systemwide. Although a levy lid lift effort is at least one year away, we will be maximizing our visibility in 2024 to remind all Whatcom County residents about the value of WCLS. We will be marching in parades, popping-up at community events and continuing our marketing campaigns. Staff will be scheduling as many public presentations as possible to prepare opinion leaders and community stakeholders for our levy lid lift “ask”. We will also convene a levy advisory committee towards the end of 2024.

In 2023, we created the new Facilities Services Manager position. Now that our Facilities Services Manager has had a chance to come up to speed, our Facilities team is ready to address critical facilities construction and maintenance projects. First up: the long-awaited Birch Bay Vogt Library Express. We will be working with an architectural firm to develop construction drawings and bid specifications before seeking a contractor. With a \$2 million Washington State Department of Commerce grant now under contract, private funding and ARPA funding provided by Whatcom County, we have raised the full amount budgeted for this project.

We plan to seek local grant support to build meeting spaces at the Deming and North Fork libraries. These small meeting rooms could support public access to telemed appointments, online job interviews, face-to-face tutoring sessions, group work on homework projects and more.

Our Facilities Services Manager also oversees our fleet of vehicles. With our eye on long-term environmental sustainability, we’re exploring some grant opportunities to install EV charging stations for the public at several locations, and at Administrative Services for two of our passenger vehicles which are due for replacement.

Speaking of Administrative Services, we’ve included funds in the Capital Budget for a Feasibility Study that will look at the long-term needs of our headquarters building and whether the current facility and/or site is sufficient to support these needs.

We’ve had a number of personnel changes in 2023 and into 2024, including our North Fork Branch Manager position which was filled internally by a long-time staff member who lives in the area. We restructured our Administrative Assistant position into a Records Management Specialist & Executive Assistant who will be responsible for coordinating our records retention process in addition to serving as our Board liaison. Significant staff turnover over the past few years has necessitated our adoption of an applicant tracking system, which our Human Resources Manager will roll out in January. This will allow us to have a more professional, streamlined hiring process. Once new staff start their position, they will be folded into our new learning management system, which will give our Learning Coordinator a better way to track onboarding and other training expectations.

This year will be the last year of our current union contract. During our 2023 wage and benefit re-opener, we negotiated a 3.2% COLA and 2% proficiency increases. This allowed us to stay on pace with increases to Washington State minimum wage and acknowledge staff members’ increased competency based on their experience. We have a strong interest in conducting a Compensation Study as soon as we pass a levy lid lift.

-- Christine Perkins
Executive Director

Whatcom County Library System Services Summary

Service Area

Whatcom County Library System (WCLS) provides library services in the unincorporated areas of Whatcom County, Washington and five annexed cities and towns.

WCLS served an estimated population of 139,840 in 2023. WCLS offers more than 364,000 books, audiobooks, DVDs, digital resources and other items. In 2023, WCLS patrons checked out over 2,050,000 items, made more than 505,000 visits to branch libraries and there were over 42,000 participants in online and in-person programming and events.

WCLS services are available to anyone who lives, works, attends school or owns property in the WCLS service area, as well as individuals who live in Bellingham and any Washington resident with a public library card. Library materials are available to teachers in public and independent schools, homeschools, preschools and childcare centers in the service area.

WCLS holds formal reciprocal borrowing agreements with Bellingham Public Library, the Fraser Valley Library System, Upper Skagit Library District and La Conner Regional Library District.

Services

WCLS provides services through ten branch libraries, a bookmobile, three express libraries, homebound and jail services, outreach, its website and in partnership with public and independent school districts across the county.

WCLS service hours provide access to a branch seven days a week. Hours are designed so that as much as possible, there is access to library services mornings, afternoons and evenings to meet the needs of the diverse population. Express libraries offer extended holds pick-up hours seven days a week from 6:00 AM to 11:00 PM.

In addition to branch locations, the WCLS Mobile Services team provides services to those unable to visit a library. Mobile Services staff provided library materials to fourteen health care, retirement, residential treatment and assisted living facilities, the Whatcom County Jail and to those who are homebound. In 2022 WCLS introduced the Books-by-Mail program to reach even more patrons. The bookmobile serves four communities on a weekly basis.

Teen and Children's Services partner with Whatcom County school districts and independent schools to provide annual book talks and programming at elementary, middle and high schools throughout the county.

In Whatcom County Library System's branch libraries, people can access:

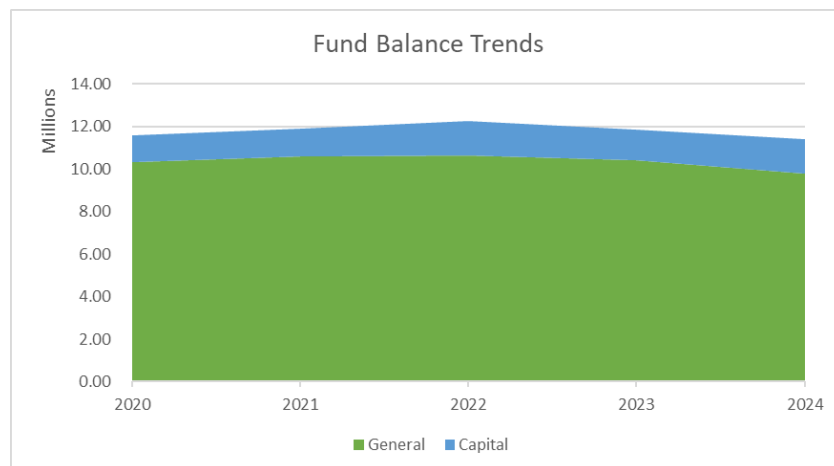
- Books, movies, music, games and more available for checkout
- No-contact curbside pickup of items, including curated "to-go" bags, and printing services
- Free internet access on public library computers, personal laptops and other devices on the Library's WiFi network
- Drive-up WiFi internet service and loaner laptops
- Early learning programs and support for children ages birth-to-5, along with programs for children, teens and adults
- Job and business development assistance
- Materials and programs in world languages including Punjabi, Russian and Spanish
- Public meeting rooms
- Private spaces and equipment for online meetings
- Local history collections
- Staff to provide expert support for information access and reading recommendations
- Staff members who speak ASL, Punjabi, Russian and Spanish and staff who are members of Lummi Nation and the Nooksack Tribe

Online, people can access:

- Digital audiobooks, eBooks and eMagazines
- Online streaming of music, movies and documentaries
- Online versions of adult and youth programs including prerecorded storytime videos and online book clubs for adults and teens
- Credible, reliable information from online resources including newspaper and magazine articles, consumer information, vehicle repair manuals, encyclopedias and more
- Online reference and homework help
- Help for writing resumes, career planning and finding jobs
- A robust website, podcast and social media accounts to learn more about library services
- Online language learning for over 70 world languages, including Spanish, French, Italian, German and Japanese, as well as English courses for speakers of 21 world languages

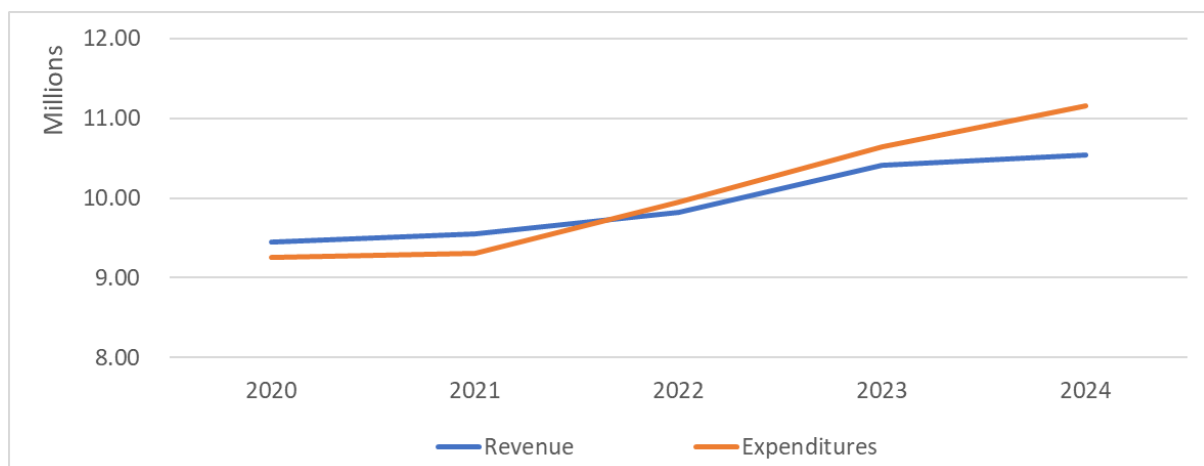
2024 Major Fund Balance Summary

	General Fund	Capital Fund	Total Funds
Beginning Fund Balance	\$ 10,405,396	\$ 1,428,215	\$ 11,833,611
Assigned Beginning Fund Balance - Capital	-	1,196,315	1,196,315
Designated Beginning Fund Balance - Cash Flow	3,502,655	-	3,502,655
Designated Beginning Fund Balance - Emergency	892,009	231,900	1,123,909
Designated Beginning Fund Balance - Capital Transfer	45,000	-	45,000
Designated Beginning Fund Balance - Unemployment Comp Reserve	14,403	-	14,403
Designated Beginning Fund Balance - Birch Bay Operating Fund Reserve	600,000	-	600,000
Designated Beginning Fund Balance - Facility Ownership & Library Svcs Fund Reserve	3,192,315	-	3,192,315
Designated Beginning Fund Balance - Facility Maintenance Fund	650,000	-	650,000
Designated Beginning Fund Balance - Operating Cost Stabilization Fund	250,000	-	250,000
Designated Beginning Fund Balance - Collection Project Fund	172,000	-	172,000
Designated Beginning Fund Balance - Abeyance Fund	230,000	-	230,000
Total Assigned & Designated Beginning Fund Balance	9,548,382	1,428,215	10,976,597
Unassigned, Undesignated Beginning Fund Balance	857,014	-	857,014
Total Estimated Beginning Fund Balance	\$ 10,405,396	\$ 1,428,215	\$ 11,833,611
Total Revenues	\$ 10,533,597	\$ 3,027,280	\$ 13,560,877
Total Expenditures	11,159,050	2,714,193	13,873,243
Total Revenues Net of Total Expenditures	\$ (625,453)	\$ 313,087	\$ (312,366)
Ending Fund Balance	\$ 9,779,943	\$ 1,741,302	\$ 11,521,245
Assigned Beginning Fund Balance - Capital	-	1,509,402	1,509,402
Designated Beginning Fund Balance - Cash Flow	3,639,587	-	3,639,587
Designated Beginning Fund Balance - Emergency	926,588	231,900	1,158,488
Designated Beginning Fund Balance - Capital Transfer	130,000	-	130,000
Designated Beginning Fund Balance - Unemployment Comp Reserve	14,662	-	14,662
Designated Beginning Fund Balance - Birch Bay Operating Fund Reserve	600,000	-	600,000
Designated Beginning Fund Balance - Facility Ownership & Library Svcs Fund Reserve	3,192,315	-	3,192,315
Designated Beginning Fund Balance - Facility Maintenance Fund	650,000	-	650,000
Designated Beginning Fund Balance - Operating Cost Stabilization Fund	250,000	-	250,000
Designated Beginning Fund Balance - Collection Project Fund	172,000	-	172,000
Designated Beginning Fund Balance - Abeyance Fund	-	-	-
Total Assigned & Designated Ending Fund Balance	9,575,151	1,741,302	11,316,453
Unassigned, Undesignated Ending Fund Balance	204,792	-	204,792
Total Estimated Ending Fund Balance	\$ 9,779,943	\$ 1,741,302	\$ 11,521,245



2024 General Fund Budget Summary

Budget Number	Description	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Budgeted	% Change over 2023 Projected
308.0000	Beginning Fund Balance	\$ 10,141,772	\$ 10,338,086	\$ 10,583,985	\$ 10,630,324	\$ 10,405,396	-2.12%
	Operating Revenue						
310.0000	Taxes	\$ 8,953,253	\$ 9,206,508	\$ 9,408,229	\$ 9,924,654	\$ 9,837,697	-0.88%
330.0000	Intergovernmental Revenue	284,562	193,695	195,188	193,764	132,500	-31.62%
340.0000	Charges for Goods and Services	18,979	12,409	16,089	16,300	16,300	0.00%
360.0000	Fines and Forfeitures	3	-	-	-	-	0.00%
360.0000	Miscellaneous Revenue	185,195	137,837	195,402	278,720	317,100	13.77%
	Total Operating Revenue	9,441,992	9,550,448	9,814,908	10,413,438	10,303,597	-1.05%
	Operating Expenditures						
572.1000	Salaries and Wages	\$ 4,786,615	\$ 4,897,366	\$ 5,131,974	\$ 5,616,093	\$ 6,028,193	7.34%
572.2000	Personnel Benefits	1,961,972	1,715,921	1,805,438	1,979,990	2,141,573	8.16%
	Total Salaries, Wages, & Benefits	6,748,587	6,613,287	6,937,412	7,596,083	8,169,766	7.55%
572.3000	Supplies	1,421,064	1,570,726	1,583,026	1,598,656	1,683,537	5.31%
572.4000	Services	775,679	851,259	1,077,193	1,168,626	1,175,747	0.61%
572.5000	Intergovernmental Services	2,590	-	-	-	-	0.00%
	Total Operating Expenditures	8,947,920	9,035,271	9,597,630	10,363,365	11,029,050	6.42%
	Net Operating Income (Loss)	494,072	515,176	217,278	50,073	(725,453)	-1548.79%
390.0000	Total Other Financing Sources	10,678	3,347	179,642	-	230,000	
590.0000	Total Other Financing Uses	308,436	272,624	350,581	275,000	130,000	-52.73%
	Net Other Financing Sources (Uses)	(297,758)	(269,277)	(170,939)	(275,000)	100,000	-136.36%
	Net Income (Loss)	\$ 196,314	\$ 245,899	\$ 46,339	\$ (224,927)	\$ (625,453)	178.07%
508.0000	Ending Fund Balance	\$ 10,338,086	\$ 10,583,985	\$ 10,630,324	\$ 10,405,396	\$ 9,779,943	-6.01%



2024 General Fund Revenues

Budget Number	Description	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Budgeted	% Change over 2023 Projected
308.0000	Estimated Beginning Fund Balance	\$ 10,141,772	\$ 10,338,086	\$ 10,583,985	\$ 10,630,324	\$ 10,405,396	-2.12%
311.1000	General Property Taxes	\$ 8,953,253	\$ 9,206,508	\$ 9,408,229	\$ 9,924,654	\$ 9,837,697	-0.88%
311.3000	Sale of Tax Title Property	-	-	-	-	-	0.00%
310.0000	Total Taxes	8,953,253	9,206,508	9,408,229	9,924,654	9,837,697	-0.88%
333.4530	Federal Indirect Grant IMLS	4,000	-	13,634	19,546	2,500	-87.21%
333.9700	Federal Indirect Grant DHS	7,938	7,809	40,207	43,568	-	
334.0690	State Grant Other	-	-	-	650	-	-100.00%
337.1000	Local Entitlements	250,532	163,899	115,572	100,000	100,000	0.00%
337.2000	Leasehold Excise Tax	22,093	21,987	25,775	30,000	30,000	0.00%
330.0000	Total Intergovernmental Revenues	284,562	193,695	195,188	193,764	132,500	-31.62%
341.8000	Printing and Duplication Services	6,807	3,409	3,709	4,000	4,000	0.00%
347.2000	Library Use Fees	12,172	9,000	12,380	12,300	12,300	0.00%
340.0000	Total Charges for Goods and Services	18,979	12,409	16,089	16,300	16,300	0.00%
359.7000	Library Fines	3	-	-	-	-	0.00%
350.0000	Total Fines and Forfeitures	3	-	-	-	-	0.00%
361.1100	Investment Interest	148,618	81,417	104,090	205,000	215,000	4.88%
361.4000	Other Interest Earnings	-	3	0	-	-	0.00%
362.0000	Rents and Leases	150	803	2,225	3,500	3,500	0.00%
367.0000	Contributions and Donations	10,747	21,246	53,142	36,000	67,500	87.50%
369.1000	Sale of Discards	80	314	272	50	100	100.00%
369.4100	Judgements and Settlements	-	-	-	1,546	-	
369.8100	Overage/Underage	7	(2)	22	-	-	0.00%
369.9101	Other Miscellaneous	17,393	22,686	25,037	20,000	20,000	0.00%
369.9102	Lost/Damaged Materials	8,231	11,317	10,088	11,000	11,000	0.00%
369.9103	NSF Fee Recoveries	(30)	-	-	-	-	0.00%
369.9106	COBRA Reimbursement	-	53	527	1,624	-	-100.00%
360.0000	Total Miscellaneous Revenues	185,195	137,837	195,402	278,720	317,100	13.77%
	Total Operating Revenues	9,441,992	9,550,448	9,814,908	10,413,438	10,303,597	-1.05%
395.1000	Proceeds from Sale of Cap. Assets	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
395.2000	Insurance Recoveries	10,678	3,347	179,642	-	-	0.00%
397.3000	Transfer from Designated Fund Balance	-	-	-	-	230,000	0.00%
	Total Other Financing Sources	10,678	3,347	179,642	-	230,000	0.00%
	Total General Fund Revenues	\$ 9,452,670	\$ 9,553,794	\$ 9,994,550	\$ 10,413,438	10,533,597	1.15%

Taxes: Taxes on real and personal property are the primary revenue source for the Library System, making up 96% of operating revenues received.

Amounts presented in this budget are based on preliminary valuations provided by the Whatcom County Assessor. Assessed valuations are projected to increase by 17.8% to \$38.1 billion, based on valuations of existing properties within the WCLS taxing district. The impact of this, along with the value of new construction and state assessed properties, has been factored in to 2024 budgeted property tax collections. Given this scenario, the 2024 levy rate is expected to be \$.26408 per \$1,000 of assessed valuation.

The amount budgeted for property tax revenue is \$230,000 less than the actual amount levied. This is due to a payment received in 2023 and intended to be withheld from the 2024 levy.

Revenue from the sale of tax title property, along with the debiting of property tax refund interest, is not budgeted but recorded in mid-year budget adjustments.

Intergovernmental Revenue: Sources of intergovernmental revenue include grant revenues received from state and federal sources and revenues resulting from the sale of timber and other products from state forest lands that are managed by the Department of Natural Resources.

In 2022 and 2023 WCLS received reimbursement from the Federal Emergency Management Agency (FEMA) for certain costs associated with the COVID-19 pandemic and for replacement of items lost in the 2021 flooding event in Sumas. These reimbursements are expected to be discontinued in 2024.

Additional state or federal grants received in 2024 will be added as mid-year adjustments as needed.

Private harvest timber tax and the leasehold excise tax are also included in this revenue category. When timber is harvested from private lands, the person or business who owns the timber at the time of the harvest pays a harvest tax. The leasehold excise tax is a tax paid by persons or businesses that use or lease publicly owned property. These sources are budgeted at levels consistent with prior year amounts.

Historically, revenues from the sale of timber and other products from state forest lands have fluctuated from year to year as market forces, including variations in the housing market, impact the rate of harvest in Whatcom County. 2024 revenues have been budgeted to be consistent with prior years. Due to the variability in the distribution of these revenues, WCLS will budget to reserve these and other similar shared revenues for transfer to the Capital Fund.

Charges for Goods & Services: Sources of revenues from charges for goods and services include printing and photocopy fees and library use fees.

All WCLS branches provide printers and copiers for public use. The amount budgeted for 2024 reflects a waiver of the fees for this service of up to \$7.00 per patron per week in accordance with Resolution 07/20/21-10.

Library use fee revenues are generated from the sale of library cards to non-residents and through contracted services with other entities. Patrons who are not residents of the library district and who are not covered by a reciprocal borrowing agreement with another library system, can check out materials from any WCLS branch by obtaining a non-resident card. WCLS currently contracts with the Whatcom County Sheriff's Office to provide library services at the Whatcom County Jail, with fees paid each year for services provided in the previous year.

Miscellaneous Revenues: This source of revenue includes investment interest, rents and leases (meeting room use fees), donations, COBRA reimbursements, charges for lost or damaged library materials and other miscellaneous revenue.

On a monthly basis, WCLS invests any substantial amount of excess cash available after calculating immediate expenditure needs. WCLS participates in the Whatcom County Investment Pool program administered by the Whatcom County Treasurer. The program is a stable investment pool with various taxing district participants. Given the recent rate of return of the investment pool, the amount budgeted for 2024 is \$215,000, a 4.9% increase over projected 2023 interest revenue.

No significant changes are anticipated for revenue from rents and leases, sales of discards or payments for lost or damaged library materials. Contributions and donations are expected to increase due to anticipated one-time funding opportunities.

Other miscellaneous revenues come from reimbursements from Bellingham Public Library for distributing patron notices and other miscellaneous cash receipts.

COBRA reimbursements are from separated employees or those who lose health insurance coverage because of reduced work hours; federal law allows these employees to purchase group health insurance coverage for themselves and their families for limited periods of time. Due to the nature of COBRA revenues, no amount will be budgeted for 2024, but the budget will be amended throughout the year to reflect actual collections.

Other Financing Sources: This source of revenue includes proceeds from the sale of capital assets and insurance recoveries. In 2024, this category also includes a transfer from the Designated Fund Balance equal to the 2023 property tax payment in abatement. Any other revenues received in this category will be added as mid-year adjustments.

2024 General Fund Expenditures

Budget Number	Description	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Budgeted	% Change over 2023 Projected
572.1000	Total Salaries and Wages	\$ 4,786,615	\$ 4,897,366	5,131,974	\$ 5,616,093	\$ 6,028,193	7.34%
572.2010	Retirement	550,095	519,306	477,319	497,142	527,196	6.05%
572.2030	Social Security	354,701	366,738	382,466	429,631	458,530	6.73%
572.2045	Health Insurance	1,006,812	765,699	890,723	949,491	1,080,446	13.79%
572.2055	Disability Insurance	8,510	9,190	9,752	11,688	12,444	6.47%
572.2059	Industrial Insurance	39,086	53,729	43,603	49,468	46,214	-6.58%
572.2069	Paid Family Medical Leave	-	-	1,575	41,819	12,923	-69.10%
572.2079	Unemployment Compensation	2,769	1,259	-	-	3,820	0.00%
572.2099	Qualified Moving	-	-	-	750	-	-100.00%
572.2000	Total Personnel Benefits	1,961,972	1,715,921	1,805,438	1,979,990	2,141,573	8.16%
	Total Salaries, Wages, & Benefits	6,748,587	6,613,287	6,937,412	7,596,083	8,169,766	7.55%
572.3031	Office and Operating Supplies	86,973	108,244	132,873	125,170	146,450	17.00%
572.3032	Fuel Consumed	6,787	15,930	27,471	23,826	26,050	9.34%
572.3034	Collection Materials	1,107,168	1,227,586	1,238,277	1,250,000	1,250,000	0.00%
572.3035	Small Tools and Minor Equipment	220,135	218,966	184,405	199,660	261,037	30.74%
572.3000	Total Supplies	1,421,064	1,570,726	1,583,026	1,598,656	1,683,537	5.31%
572.4041	Professional Services	306,620	339,887	436,967	499,197	486,753	-2.49%
572.4042	Communication	121,614	131,781	140,989	138,776	134,780	-2.88%
572.4043	Travel	13,712	6,387	29,965	29,024	43,850	51.08%
572.4044	Taxes and Operating Assessments	644	294	326	400	400	0.00%
572.4045	Operating Rentals and Leases	17,854	21,751	23,127	24,957	18,737	-24.92%
572.4046	Insurance	58,436	64,194	63,232	77,723	86,435	11.21%
572.4047	Utility Services	107,878	130,801	144,325	161,730	171,176	5.84%
572.4048	Repairs and Maintenance	78,838	69,872	140,554	141,190	131,440	-6.91%
572.4049	Miscellaneous	70,083	86,291	97,708	95,629	102,175	6.84%
572.4000	Total Services	775,679	851,259	1,077,193	1,168,626	1,175,747	0.61%
572.5051	Intergovernmental Professional Services	2,590	-	-	-	-	0.00%
572.5000	Total Intergovernmental Services	2,590	-	-	-	-	0.00%
	Total Operating Expenditures	8,947,920	9,035,271	9,597,630	10,363,365	11,029,050	6.42%
597.1000	Transfer to Capital	308,436	272,624	350,581	45,000	130,000	
597.2000	Transfer to Designated Fund Balance	-	-	-	230,000	-	
	Total Other Financing Uses	308,436	272,624	350,581	275,000	130,000	-52.73%
	Total General Fund Expenditures	\$ 9,256,356	\$ 9,307,895	\$ 9,948,211	\$ 10,638,365	\$ 11,159,050	4.89%

Salaries and Benefits: WCLS continually monitors staffing levels, allocating staff to maintain appropriate service needs while balancing current and future budgetary constraints. This budget includes one new position in 2024: a second system-wide Public Services Assistant (PSA) sub. The cost of wages for this position is included in the existing sub budget.

A 3.2% Cost-of-Living Adjustment (COLA) and a 2% proficiency increase are included in staff salaries and wages based on the results of Interest-Based Bargaining union negotiations. The COLA is intended to keep WCLS wages in step with state minimum wage requirements and increased inflation.

Benefit costs include employer contributions for employees enrolled in the State of Washington Public Employee Retirement System (PERS), contributions into the Social Security and Medicare systems, medical and dental insurance premiums and Health Savings Account contributions, workers' compensation (Labor and Industries), Paid Family and Medical Leave, long-term disability insurance and unemployment compensation.

Retirement contributions are based on rates set by the State of Washington Department of Retirement Systems. The current employer contribution rate is 9.53% of gross wages.

The employer contribution for Social Security and Medicare is 7.65% of gross wages and salaries. This rate is set by the Social Security Administration and is not projected to increase in 2024.

Medical and dental insurance premium costs are covered at 100% for eligible employees. Costs for dependents are shared by WCLS and employees. WCLS participates in the Washington State Public Employees Benefits Board (PEBB), which offers multiple medical plan options including QHDHP (Qualified High Deductible Health Plan) combined with a Health Savings Account and PPO (Preferred Provider Organization) plans.

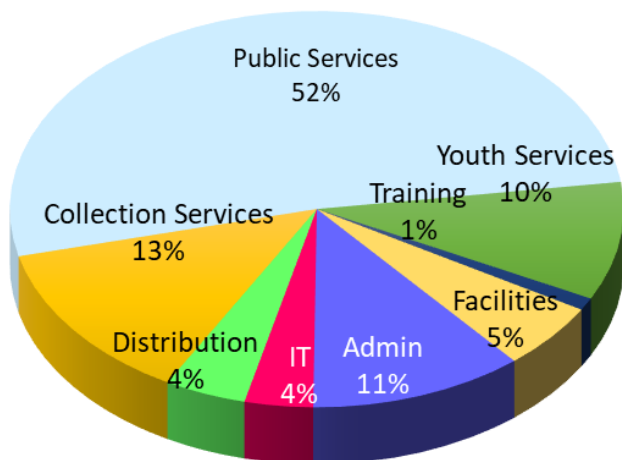
PEBB premiums will increase between 2% and 19% in 2024. Dental and long-term disability coverage is provided by a private carrier. Dental rates will increase by 4.5% while rates are flat for long-term disability.

Based on 2024 rate information provided by the State of Washington Department of Labor and Industries, costs for industrial insurance (workers compensation) will decrease by 6.6%.

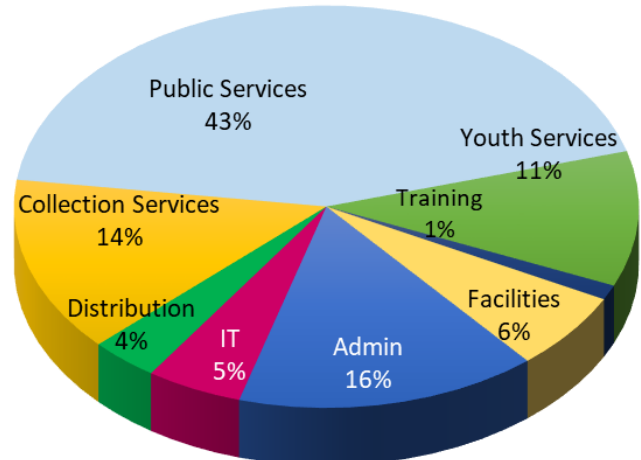
WCLS is on a reimbursable plan with the State of Washington for unemployment compensation. 0.06% of gross wages are budgeted for possible reimbursements, in addition to a fund reserve made up of 0.25% of wages.

Paid Family and Medical Leave is a state-mandated paid leave program that began in 2019. Leave is available to qualifying employees and premium costs are shared by the employer and employees. Rates are set by the Washington State Employment Services Division (ESD). In 2024 employers will contribute 0.2857% of 0.74% of gross wages.

FTE By Department



Personnel Budget By Department



Office and Operating Supplies: The supplies category includes office supplies, custodial and maintenance supplies, computer, copier and printer supplies, materials processing supplies, mailing and shipping supplies, vehicle supplies and replacement parts. Expenses in this category are expected to increase 17% over 2023 spending. The increase is for a planned replacement of the totes used to transport library materials.

Fuel: This is diesel and gasoline for WCLS' Bookmobile and other fleet vehicles. The amount budgeted for 2024 has increased by 9.3% from 2023 due to anticipated usage and rising fuel costs.

Collection Materials: The collection materials budget provides for the books, magazines, audiobooks, music CDs, DVDs and other items that comprise the heart of the library's traditional lending collection. WCLS provides its patrons a continuous supply of new materials in print, sound, video and digital format, and current information to support school, work and recreational activities. WCLS has set a target of 13% of operating expenditures for collection spending; this is made up of collection materials as well as the cost of services needed to maintain the collection, such as the integrated library system (ILS) and various cataloging, interlibrary loan, data maintenance and processing costs.

Small Tools and Minor Equipment: This category includes small furnishings, computers, computer hardware, software, printers, shelving, book returns and book carts. The 2024 budget includes a 30.7% increase over 2023 in order to accommodate several planned facilities projects.

Professional Services: The amount budgeted in this category includes costs for legal services, payroll services, the collection services described above, advertising, consultant services and participation in an Employee Assistance Program (EAP) program. This category also includes costs for adult and youth programming at libraries or online. Professional services costs are expected to decrease by 2.5% in 2024, as a one-time expense in 2023 will not carry forward.

This category also includes payments to local fire districts for emergency and fire protection services at WCLS owned properties. According to Washington State statute, this payment to local fire districts is in lieu of property taxes because as a government entity, WCLS does not pay property taxes on the property it owns.

Communications: This category includes postage, UPS, FedEx and other courier services, local and long-distance voice service, fiber optic circuits which link Administrative Services to the integrated library system, the branches, the library network and the Internet, DSL circuits in the smaller branches to meet patron demand for additional Internet services and cable data circuits for Bookmobile sites. Although rate increases are anticipated for the services listed, WCLS will be reducing the number of paper notices mailed to patrons, reducing postage costs. This will result in an overall expense decrease of 2.9% in 2024.

Travel: This includes reimbursement to employees and Trustees for use of personal automobiles on WCLS business and travel expenses associated with attendance at continuing education events, conferences and seminars. The WCLS mileage reimbursement rate mirrors the national IRS reimbursement rate, currently set at \$0.655 per mile. Costs in 2024 are expected to increase by 51.1% so that staff can participate in various conference and learning opportunities as out of town training and conference opportunities resume after the pandemic, and in response to anticipated mileage reimbursement increases.

Taxes and Operating Assessments: This category includes the sales taxes paid on printing and duplication services provided to patrons. Budgeted amounts are consistent with prior years.

Rentals: This category includes costs for leasing a postage meter, copiers (located at Administrative Services and the Ferndale and Lynden Libraries) and post office box rentals. This category also includes rental costs associated with usage of the Sudden Valley Adult Center for the South Whatcom branch. Budgeted amounts will decrease by 24.9% in 2024 as a one-time expense in 2023 will not carry forward.

Insurance: This includes insurance for WCLS’ real and personal property, flood insurance, vehicle insurance, errors and omissions coverage, employment practices and an umbrella liability plan. 2024 costs are budgeted to increase by 11.2% over 2023.

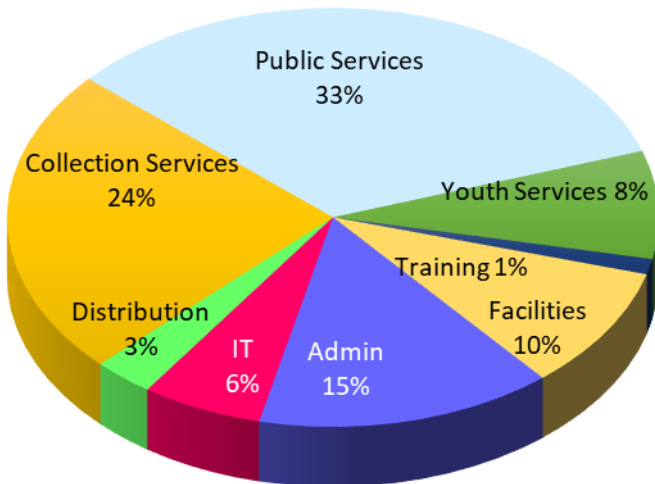
Utilities: This category includes costs for electricity, natural gas, water, sewer and refuse collection for all WCLS locations. A 5.8% increase is included to reflect anticipated rate increases.

Repair & Maintenance: This category includes costs for office and telecommunications equipment maintenance, software maintenance and on-going facilities maintenance. It also includes a contingency for unanticipated vehicle and facility repairs. Funds budgeted will decrease by 6.9% in 2024, however, any additional amounts needed will be added through mid-year budget amendments.

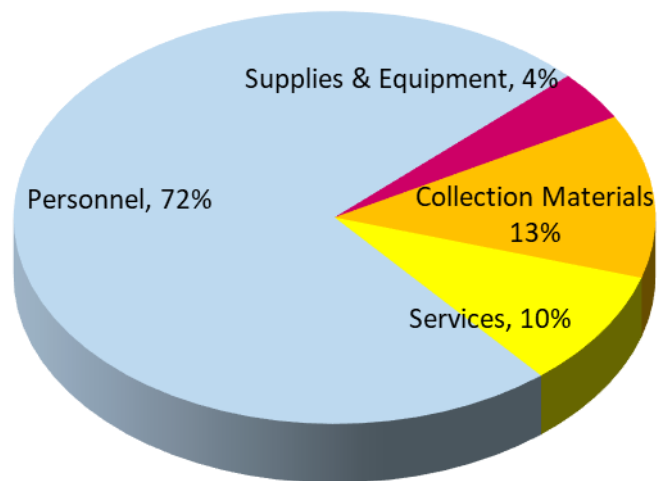
Miscellaneous: This expense category includes trustee and staff WCLS memberships in the Washington Library Association (WLA) and other professional organizations, refunds to patrons who have paid for lost items and later found and returned them, along with training registrations, printing services and other and miscellaneous fees. An increase of 6.8% is budgeted over 2023 spending.

Other Financing Uses: Each year WCLS transfers from the General to the Capital fund an amount that is equal to the previous year’s revenue received from certain intergovernmental sources such as those resulting from the sale of timber and other products from state forest lands. In 2024 the Capital fund transfer is expected to be \$130,000.

Budget By Department



Budget By Category



Schedules of Fines and Fees

Administrative Procedure 4.01.04 Schedule of Fines and Fees

Policy Authority: 4.01 Borrower's Policy

1. Nonresident card fees:	
a. Family Fee	\$52.00 (up to 8 cards)
b. Adult Fee (18-65)	\$40.00
c. Child Fee (under 18)	\$20.00
d. Senior (65 and older)/Disabled Fee	\$20.00
2. If library materials are returned late:	
No overdue fines; items that are more than 28 days overdue will be considered lost. Damaged and lost fees may apply.	
3. If the account is submitted to collection agency:	\$10.00
4. Lost items or missing parts:	
Lost items will be charged to the patron's account based on their replacement value.	

Adopted by the Whatcom County Library System Board of Trustees May 18, 2010.

Revised: August 17, 2021, January 21, 2020, September 17, 2019; August 15, 2017; December 20, 2016; March 15, 2016; November 27, 2012; December 13, 2011; December 17, 2010.

7.03 Meeting Room and Facilities Use Policy Attachment A Schedule of Fees

Base Rental Fees (Rate covers 2 hours of use)			
Meeting Room	Capacity	Schedule A	Schedule B
Blaine Library Multi-Use Space	45	No Fee	\$30
Deming Library Meeting Room	58	No Fee	\$30
Ferndale Library Meeting Room	80	No Fee	\$30
Ferndale Library Conference Room	10	No Fee	\$25
Ferndale Library Study Room	3	No Fee	\$15
Lynden Library Meeting Room	80	No Fee	\$30
Lynden Library Conference Room	10	No Fee	\$25
Lynden Library Study Room	3	No Fee	\$15
North Fork Library Outdoor Side Lot	40' x 40'	No Fee	\$15
Point Roberts Library Meeting Room	30	No Fee	\$30
Additional Fees			
<p>The following is charged in addition to the base rental fee:</p> <ol style="list-style-type: none"> 1. Additional time incurs additional fees charged in two hour blocks. 2. Before/Afterhours use fee will be assessed by WCLS, the building owner, or Friends of the Library group on a case-by-case basis. Staff time is assessed at \$20 per hour and subject to availability. 3. If special cleaning or repair is required as a result of use by a person or group, WCLS may charge the contact person an amount equal to the cost incurred by WCLS to return the meeting room to its previous condition. 			

Adopted by the Whatcom County Library System Board of Trustees May 17, 2016

Revised: July 20, 2021, August 17, 2018, March 28, 2017



Whatcom County Library System Five-Year Capital Improvement Plan 2024-2028

Whatcom County Library System’s Capital Budgeting Policy requires that the Five-Year Capital Improvement Plan be updated annually. The purpose of this plan is to forecast and facilitate adequate capital spending levels, and to help ensure WCLS’s future financial health and the continued delivery of services as WCLS continues to grow and change.

The Capital Improvement Plan outlines revenues and expenditures for current and new capital projects necessary to support WCLS operations and meet the service demands of the residents of Whatcom County. As most library buildings that WCLS operates are owned by the cities and communities that WCLS serves, WCLS works with building owners to maintain, improve and expand facilities to meet community needs.

In 2021 WCLS conducted a system-wide Facilities Assessment that focused on structural and mechanical integrity, current conditions and future needs of the buildings housing WCLS libraries and its Administrative Services center. Recommendations from that assessment are included in the Capital Plan and the assessment will be referred to each year for planning purposes.

The Capital Fund is primarily funded through interest earnings on its fund balance and transfers from the WCLS General Fund. WCLS transfers shared revenues distributed by the Washington State Department of Natural Resources and others to the WCLS Capital Fund on an annual basis to fund capital expenditures. In 2023 these funds were retained in the General Fund to offset an expected operating deficit; the annual Capital Fund Transfer is expected to resume in 2024.

Although not specifically mentioned below, capital purchases in 2024 may also include items or projects identified and approved for 2023 but carried forward into 2024. When this is the case, the 2024 budget will be amended to reflect the revised spending amounts.

Project Descriptions

Building and Furnishings Enhancement and Replacement Program

Projects in this category are intended to further WCLS’s efforts to replace aging furnishings and make improvements in its branch libraries. With these projects WCLS hopes to create welcoming public areas that improve patrons’ experiences while also increasing staff efficiency and safety through the creation of well-designed, ergonomic workspaces.

2024

- Purchase fixtures, furnishings and equipment (FFE) for the new Birch Bay Vogt Library Express
- Complete updates in teen areas at the Blaine, Deming, North Fork and South Whatcom Libraries

2025

- Miscellaneous catalog station and shelving updates at Blaine
- Reconfigure the circulation, Local History, teen and staff work areas at Deming, including partnering with the Friends of the Deming Library to replace carpeting.

2026-2028

- Funds are set aside for projects not yet identified.

Building Repair and Maintenance Program

This category includes major improvement, repair and maintenance projects at WCLS facilities, including those recommended in the 2021 Facilities Assessment. Funds are budgeted to update aging or outdated exterior signage at branch libraries and to address infrastructure needs at Administrative Services. Additional projects may be added.

2024

- Install a backup generator at Administrative Services to strengthen IT resilience.
- Repair, reseal and update ADA elements of the parking lot at Administrative Services.
- Evaluate sanitary and stormwater systems at Administrative Services.
- Partner with the City of Lynden to replace carpeting and flooring at the Lynden Library.
- Update monument and wayfinding signage at various libraries.
- Install electric vehicle charging stations at various locations, including making necessary power infrastructure updates. Costs for this project will be offset by various public and private grants, including the State Department of Commerce and Puget Sound Energy.

2025

- Reseal and restripe parking lot at North Fork.
- Continue efforts to update monument and wayfinding signage.
- Replace roof at Administrative Services.

2026

- Continue efforts to update monument and wayfinding signage.
- Funds are set aside for additional projects not yet identified.

2027

- Funds are set aside for projects not yet identified.

2028

- Repair exterior steel canopies at Administrative Services.
- Replace exterior wooden fencing and make repairs to patio at Administrative Services.
- Funds are set aside for additional projects not yet identified.

Equipment Replacement Program

WCLS budgets to replace aging equipment, particularly vehicles, on a regular basis. In accordance with our Strategic Plan focus of Stewardship, both fiscal and environmental, WCLS will aim to purchase electric vehicles when possible. The vehicle replacement schedule is as follows:

2024

- Toyota Prius or similar mid-sized passenger car.
- Dodge Grand Caravan or similar style mini-van.
- Storage container (to be housed at Administrative Services) for items currently stored in the outbuildings on Birch Bay property.

2025

- Nissan NV or similar style work van.

2026

- Dodge Grand Caravan or similar style mini-van.

2027-2028:

- Isuzu NPR box truck or similar.

Land Purchases, New Branches, Branch Upgrades

This category includes costs related to new or updated library facilities, including real estate purchases, architectural design and construction costs. In 2024 we have budgeted for architectural design and construction of the new Birch Bay Vogt Library Express. We have also budgeted for a feasibility study to further investigate options for our Administrative Services location, including possibly updating the existing facility or relocating.

2024 Capital Budget

Project	2023 Projected Actual	2024	2025	2026	2027	2028	Est. plan Total
Building and Furnishings Enhancement and Replacement program							
Everson Renovation	\$ 2,260	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sumas Renovation	121,749	-	-	-	-	-	-
Birch Bay New Branch Furnishings	-	150,000	-	-	-	-	150,000
Branch Renovations/Upgrades	61,973	24,500	75,000	75,000	75,000	75,000	324,500
Sub-Total Building and Furnishings Enhancement and Replacement Program	185,981	174,500	75,000	75,000	75,000	75,000	474,500
Building Repair and Maintenance Program							
Admin Services Maintenance & Improvements	-	130,000	300,000	125,000	125,000	125,000	805,000
Branch Lighting Retrofit Upgrades	95,620	-	-	-	-	-	-
Branch Building Updates	2,400	41,500	45,000	50,000	50,000	50,000	236,500
Exterior Signage Updates	-	25,000	25,000	25,000	-	-	75,000
Electric Vehicle Charging Initiative	-	375,000	-	-	-	-	375,000
Sub-Total Building Repair and Maintenance Program	98,020	571,500	370,000	200,000	175,000	175,000	1,491,500
Equipment Replacement Program							
Vehicle Replacement	-	120,000	100,000	80,000	100,000	-	400,000
Storage Container	-	10,000	-	-	-	-	10,000
Sub-Total Equipment Replacement Program	-	130,000	100,000	80,000	100,000	-	400,000
Land Purchase/New Branch/Branch Upgrades							
Birch Bay Library Design and Construction	-	1,788,193	-	-	-	-	1,788,193
AS Feasibility Study	-	50,000	-	-	-	-	50,000
Sub-total Land Purchase/New Branch/Branch Upgrades	-	1,838,193	-	-	-	-	1,788,193
Total Expenditures	\$ 284,002	\$ 2,714,193	\$ 545,000	\$ 355,000	\$ 350,000	\$ 250,000	\$ 4,154,193

Funding Summary:		2023 Projected Actual	2024	2025	2026	2027	2028	Est. Plan Total
	Investment Interest	\$ 32,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 175,000
	Grants/Reimbursements	5,640	2,862,280	-	-	-	-	2,862,280
	Transfer From General Fund	45,000	130,000	150,000	150,000	150,000	150,000	730,000
	Prior Period Ending Fund Balance	1,629,577	1,428,215	1,741,302	1,381,302	1,211,302	1,046,302	
	Total Funding	\$ 1,712,217	\$ 4,455,495	\$ 1,926,302	\$ 1,566,302	\$ 1,396,302	\$ 1,231,302	
Fund Balance:		2023 Projected Actual	2024	2025	2026	2027	2028	
	Assigned Beginning Fund Balance	\$ 1,397,677	\$ 1,196,315	\$ 1,509,402	\$ 1,149,402	\$ 979,402	\$ 814,402	
	Designated Beginning Fund Balance - Emergency	231,900	231,900	231,900	231,900	231,900	231,900	
	Total Beginning Fund Balance	1,629,577	1,428,215	1,741,302	1,381,302	1,211,302	1,046,302	
	Revenues	37,640	2,897,280	35,000	35,000	35,000	35,000	
	Transfer From General Fund	45,000	130,000	150,000	150,000	150,000	150,000	
	Expenditures	284,002	2,714,193	545,000	355,000	350,000	250,000	
	Net Income	(201,362)	313,087	(360,000)	(170,000)	(165,000)	(65,000)	
	Ending Fund Balance	\$ 1,428,215	\$ 1,741,302	\$ 1,381,302	\$ 1,211,302	\$ 1,046,302	\$ 981,302	

Note: Projected revenues and expenditures represent current estimates. The priority, timing and available funding for budgeted projects are subject to change based on the changing needs of WCLS, its staff and the patrons and communities that it serves.



RESOLUTION NO. 12/19/23-13

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
WHATCOM COUNTY RURAL LIBRARY DISTRICT ADOPTING
THE 2024 GENERAL AND CAPITAL FUND BUDGETS**

WHEREAS, after study and discussion by the Whatcom County Rural Library District Board of Trustees, Executive Director, and staff, the fiscal year 2024 General Fund and Capital Fund Budgets have been finalized; and,

WHEREAS, Resolution 11/21/23-10 authorized an increase in the regular property tax levy of .85819% from the previous year plus additional revenues resulting from the addition of new construction and improvements to property, any increase in the value of state assessed property, and any additional amounts resulting from any annexations that have occurred and refunds made; and,

WHEREAS, changes have been made to the Preliminary 2024 Budgets, including the estimated beginning and ending fund balances;

NOW, THEREFORE, BE IT RESOLVED that the attached General Fund Budget be adopted as the Whatcom County Rural Library District’s official General Fund Budget for the year 2024 in the amount of \$20,938,993; and,

ALSO, BE IT FURTHER RESOLVED that the attached Capital Fund Budget be adopted as the Whatcom County Rural Library District’s official Capital Fund Budget for the year 2024 in the amount of \$4,455,495 and,

ALSO, BE IT FURTHER RESOLVED that the attached Schedules of Fines and Fees remain in effect in support of the 2024 General Fund Budget.

General Operating Fund - Budgetary Accounts		
308 Beginning Fund Balance	\$10,405,396	
310-360 Total Revenue	10,303,597	
397 Transfers In	230,000	
572 Operating Expenditures		\$11,029,050
597 Transfers Out		130,000
508 Ending Fund Balance		9,779,943
Total	\$20,938,993	\$20,938,993

Capital Fund - Budgetary Accounts		
308 Beginning Fund Balance	\$1,428,215	
360 Miscellaneous Revenue	2,897,280	
397 Transfers In	130,000	
594 Capital Expenditures		\$2,714,193
508 Ending Fund Balance		1,741,302
Total	\$4,455,495	\$4,455,495

Adopted by the Whatcom County Rural Library District Board of Trustees this 19th day of December 2023.

Rodney Lofdahl, Chair



RESOLUTION NO. 12/19/23-14

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
WHATCOM COUNTY RURAL LIBRARY DISTRICT ADOPTING
THE 2024-2028 CAPITAL PLAN**

WHEREAS, at the August 18, 2009 Board of Trustees meeting, the Whatcom County Library System Board of Trustees adopted the Capital Budgeting Policy for the District, and;

WHEREAS, said policy requires that the District develop a five-year plan for capital improvements and update it annually, and;

WHEREAS, the District has updated its initial capital improvement program based on identified needs, anticipated available funding, and the priorities established by the District's Strategic Plan;

NOW, THEREFORE, BE IT RESOLVED that the attached 2024-2028 Capital Plan be adopted as the Whatcom County Rural Library District's capital improvement program.

Adopted by the Whatcom County Rural Library District Board of Trustees this 19th day of December 2023.

Rodney Lofdahl, Chair



COMMUNITY

Our Friends of the Library groups know how to throw great parties! This time of year, several groups host “holiday teas” which often involve refreshments and music. We thank them for their hospitality and cheer!

ACCESS

Now that the rainy season is upon us, we’re making sure to keep an eye on river levels. Facilities Services Manager Ryan Cullup developed a draft Flooding Risk Response Matrix with input from Everson and Sumas Branch Manager Paul Fullner and Deputy Director Michael Cox. Once the Safety Committee has had a chance to review it, we will share it with trustees so there is a mutual understanding of how we will respond during and after a flood event.

RESOURCES

Our Collection Services team is putting the finishing touches on our newest additions to the “Library of Things”: framed children's book illustrations. Collection Services Manager Lisa Gresham personally sewed padded bags to transport the framed art in. The art was donated by Youth Services Manager Thom Barthelme. When not in use by library patrons, it will be on display in the Blaine Library Children’s Area. Search “framed art” in the library catalog.

EQUITY, DIVERSITY AND INCLUSION

Several years ago, photographer Matika Wilbur visited WCLS and led two presentations about her ambitious project to photograph people from the 562 federally-recognized Native American Tribal Nations. Her book, [*Project 562: Changing the Way We See Native America*](#), is now available for checkout. *Project 562* features beautiful, arresting, poignant photos of contemporary indigenous people, along with illuminating narrative that “aims to counteract the relentlessly one-dimensional, archaic, insipid stereotypes of Native Americans circulating in mainstream media, textbooks, and the culture industry.”

STEWARDSHIP

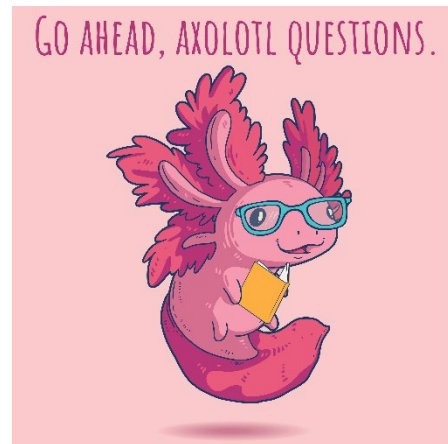
Ryan Cullup has been spending significant time in Kendall lately, overseeing repairs to a leaky water pipe at the North Fork Library that required repeated excavations to troubleshoot and replace. We are fortunate to have sufficient funds in our facilities maintenance budget to address emergency repairs like this, and to have a Facilities Manager who can drop everything to ensure we have safe drinking water at our libraries.

Christine Perkins, Executive Director

RESOURCES

Each year we are encouraged to report the number of reference questions asked annually. To determine this number, it is acceptable to track for a sample period and extrapolate. This year, the Community Relations Department helped us have some fun with the process. During the week of 12/10, some of the topics asked about included:

- Can you help look over my resume?
- Is there a local notary?
- Can you help me find a book on grief?
- I need help finding a book in Russian or Ukrainian to talk with my teen about puberty.
- Identify an album with a particular song then place it on hold for them.
- Tech help: how to attach documents to email, set up iPad, scan to email, etc.
- Help finding a book on dieting for those with diabetes.



EQUITY, DIVERSITY AND INCLUSION

North Fork Library Branch Manager, Mariya Farmagey, has been leading the Ukrainian Refugee Support Project which culminated in November with two community gatherings to share resources, foster connection, and gather information from Ukrainian refugees living in Whatcom County. Organizations including World Relief, Refugee & Immigrant Services NW, Bellingham Technical College, and others act as service providers for a number of services important to this refugee community. This project helps bring information about the variety of services available together. Two events at the North Fork Library brought people together to share resources, and an important part of these events was how people connected over sharing stories of their recent experiences.



Michael Cox
Deputy Director



RESOURCES

At our December meeting the Youth Services Team collected our favorite reads of the year and published them as BiblioCommons lists:

[2023 Staff Picks - Early Years | Whatcom County Library System | BiblioCommons](#)
[2023 Staff Picks - Kids | Whatcom County Library System | BiblioCommons](#)
[2023 Staff Picks - Teens | Whatcom County Library System | BiblioCommons](#)

The lists include selections of books as varied as the team itself, featuring everything from sweet board books to sinister teen horror. BiblioCommons lists are not especially discoverable so we have built places on our website where we can point young people, educators, and other interested adults to find them. These best-of lists will be featured on the Early Years, Kids, and Teens pages of wcls.org as well as in the list of lists on the Youth Services Staff Shelf page. Lists like these, that front load staff expertise as readers and recommenders, land especially well with young people. They make for a particularly resonant calling card as we introduce ourselves to young people when visiting their schools, and we can see bumps in requests for titles represented on them after those visits.

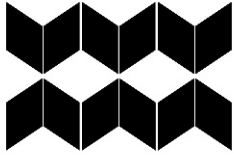
We have also created lists to accompany each of the monthly system-wide programs for kids happening in winter/spring 2024:

February: [Me, Myself, and I - Self Care for Kids | Whatcom County Library System | BiblioCommons](#)
March: [LOL 101 - Jokes for Kids | Whatcom County Library System | BiblioCommons](#)
April: [Whole Round Earth | Whatcom County Library System | BiblioCommons](#)
May: [A Salmon's Journey | Whatcom County Library System | BiblioCommons](#)

We begin each of the kids' programs with a shared story, and having a list of other topical books allows us to reinforce our goal to support young people's reading lives even in contexts where reading isn't front and center to their experience.

With a big influx of new lists, we have also taken some time to purge old lists from each of the three Youth Services accounts, removing dozens and dozens of outdated resources. Older lists clog up the system, making it harder to look for more relevant content, and the titles on them are older, too, and increasingly unavailable or hard to come by.

Thom Barthelmess
Youth Services Manager



whatcom county
library system

COMMUNITY



Friends of the Ferndale Library hosted a Nov. 28 farewell celebration for Norine Amend. Norine and her husband, Jamie, were leaders in the effort to build the current Ferndale Library. The event, which was held in the library’s large meeting room, was a reminder of the incredible contributions made by Friends of the Library volunteers. Ferndale Record Editor Bill Helm wrote a news article regarding the event and Norine’s accomplishments. The feature quoted former Ferndale Mayor Gary Jensen, who said, “It’s fitting that we gather on this giving day to give thanks to Norine Amend, whose efforts made it possible for us to be in this lovely space today.” The Amends have moved to Bothell to be closer to family.

Community Relations staff and Adult Programming Coordinator Claire McElroy are finalizing events and marketing for Whatcom READS 16th season. Visit whatcomreads.org. Northwest Washington’s premier annual literary event, Whatcom READS celebrates reading, readers and strong communities through the shared experience of a book. This year’s featured title is *Red Paint: The Ancestral Autobiography of a Coast Salish Punk* by Sasha taq^wšəblu LaPointe.



News Releases

- [RFQ for Architectural Design Services for Birch Bay Vogt Library Express](#)
- [WCLS announces emergency repairs at North Fork Library](#)

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

- [Episode 40: Open Book recap](#)
- [Episode 41: WCLS Gift Guide](#)

Book Reviews

- *The Northern Light*, Nov. 1, 2023, [Blaine book club review: “The Midnight Library” by Matt Haig](#)
- *The Northern Light*, Nov. 1, 2023, [Birch Bay book club review: “Remarkably Bright Creatures” by Shelby Van Pelt](#)
- *Cascadia Daily News*, Nov. 6, 2023, [Where the Language Lives: VI Hilbert and the Gift of the Lushootseed by Janet Yoder](#)
- *The Northern Light*, Nov. 29, 2023, [Birch Bay book club review: “The Paris Library” by Janet Skeslien Charles](#)
- *The Northern Light*, Nov. 29, 2023, [Blaine book club review: “Red Paint” by Sasha taqwšəblu LaPointe](#)
- *Bellingham Alive*, November 2023 (see clip below)

Book Reviews

WRITTEN BY EHIMA RADOSEVICH



Congratulations, the Best is Over!
Essays by
R. Eric Thomas

IN THIS NEW COLLECTION of laugh-out-loud funny essays, R. Eric Thomas picks up where his last memoir (“Here For It, 2020”) left off. Newly married and enjoying professional success, Thomas’ life is upended when his husband, a Presbyterian pastor, takes a job in Thomas’ hometown of Baltimore. He wonders if, after more than a decade away, it’s possible to go home again. And does he even want to? Between musings about Oprah and gay frogs, Thomas finds humor in his life’s upheaval. He struggles with depression and making new friends. He buys a house in the suburbs and feels weird about it. He supports his grieving partner after the loss of a parent. Throughout, Thomas confides his fears and insecurities with his signature self-deprecating, over-the-top style. Even in dark places—the cemetery, the ER, a class reunion where no one remembers his name—R. Eric Thomas’ writing is joyful and uplifting. This book is for anyone out there struggling with getting older and embracing change.



The Book of (More) Delights
by Ross Gay

IN THIS SEQUEL to “The Book of Delights” (2019), Ross Gay is back with even more digressions about delight. This book is the result of Gay’s project to notice and record everyday moments of gratitude for one year, starting in August 2021. As the world opens back up after months of pandemic restrictions, Gay appreciates all the little ways that “bumbling, flailing, hurting, failing, changing” people show up for each other. The magical thing about reading Gay’s Delights books: his delights will become your delights, too. I hadn’t previously considered the “nefariousness” of QR code menus or the intimacy of clothes on an outdoor clothesline; now, I’ll smile the next time I encounter them in the real world. Reading Ross Gay will inspire you to notice the things in life that you find delightful. “The Book of (More) Delights” is ideal reading material for watching the world go by. Bring this book with you to the airport, a cafe, or your front porch.

Media Coverage

- *Whatcom Talk*, Nov. 3, 2023, [WCLS Presents Golden Apple Educator Awards to Three Ferndale School District Educators and Leaders](#)
- KGMI, Nov. 3, 2023, see clip below

Golden apples. Ferndale educators will be honored on Nov. 5 at the Whatcom County Library System's Open Book Festival for their work supporting reading and public libraries: Tim Kiegley, a special projects coordinator for the school district; Sharon Lawler, a para educator at the Eagleridge Elementary School library; and Amy Nylen, a language arts teacher at Vista Middle School. ([KGMI](#))

- *Cascadia Daily News*, Nov. 6, 2023, [Where to donate in Whatcom, Skagit counties this season](#) (mentions Blaine Library)
- *Cascadia Daily News*, Nov. 10, 2023, [On Lummi Island, veteran Paul Davis has dedicated 50 years to his community](#) (mentions Island Library)
- *Bellingham Herald*, Nov. 21, 2023, [Jeroldine Payne Obituary](#) (donations to WCLF)
- *The Northern Light*, Nov. 21, 2023, [Local artists on display at Blaine library](#)
- *Point Roberts Press*, November clips below

The Night Before Christmas: Saturday, November 4, 2 p.m., PR Library. It is the bicentennial of the poem *The Night Before Christmas*. Everyone is welcome to come hear Pamela McColl read and explain the history of the poem.

Advance Care Directive workshop: Wednesday, November 15, from 3 to 5 p.m. at the Point Roberts Library. Sponsored by Circle of Care. The event will be facilitated by Circle of Care's executive director, Annelle Norman. In addition to the Washington state-approved Peace Health advance care document, we will also discuss a dementia care directive and provide information on the various funeral homes that service Point Roberts. Please email to secure your seat prcircleofcare@gmail.com.

Open Book. Whatcom County Library System hosts "Open Book: A Festival for Readers" celebrating 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. Nov. 5, Noon–5 p.m., Ferndale Events Center. [Information.](#)

- *Lummi Island Tome*, November 2023, see clips below

Friends of Island Library Events

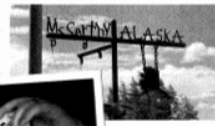
By Joan Keiper

Be sure to check out Mary and Buffy's next display-All things Paris!

StoryTime: For early years (ages 2-6), 30 minutes. An open program that includes stories, rhymes, and songs with opportunities for movement and interactive participation. **Meets the first Saturday of the month. Saturday, Dec. 2, 2023 from 10:30-11:00AM.**

Story Snowflakes with Brooke Pederson: Join our artist Brooke Pederson for an engaging look at her paper-cut story snowflakes. Learn about her process and learn how to fold and cut snowflakes yourself. All ages are welcome. **Saturday, Dec. 2, 2023. 3:00-4:30pm at the Island Library.**

Art in Alaska: Join librarian Brooke Pederson for a slideshow of her 2 weeks "Artist in Residency" program at the Wrangell Mountains Center in McCarthy, AK. **Sunday, Dec. 3rd, 2023 at the Island Library.**



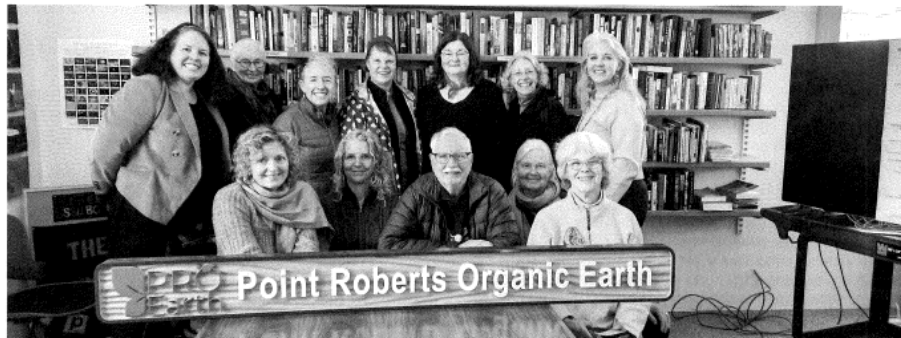
Scandinavian Wild Life: Stories and slides by Swedish Photographer Peter Bergquist. **Monday, Nov. 27th, 2023, 6:30-7:30pm.** This program is sponsored by FOIL.

The Friends of Island Library(FOIL) is a local non-profit that supports the Island Library through fundraising and promoting the purposes and activities of the Island Library and its community. The FOIL Board meets bi-monthly on the third Monday of the month. The next meeting will be on Jan 15th at 4:00 PM at the library. All library patrons are welcomed.

If you'd like to support FOIL's work, contributions can be sent to PO Box 204 or made through Paypal on friendsofislandlibrary.org.

Resilient Lummi Happenings

By Lindy Early-Rosen



Community Composting Field Trip

Community composting is one of the primary areas of focus for Resilient Lummi, as a way to avoid organic matter ending up in the dump where it produces green house gases as it decomposes. In late October, five members of Resilient Lummi, along with Susan Hutton of the Heritage Trust, joined Senator Sharon Shewmake for a field trip to Point Roberts to learn about their proposed Community Composting project. Senator Shewmake is a professor of Economics and Energy Policy at Western Washington University and a champion of the pursuit of a solution to the current situation of biomass ending up in landfill, producing methane.

WA state has mandated curbside pickup for kitchen waste, however Point Roberts and Lummi Island are exempt. Inquiries with SSC in Bellingham confirmed that they were unable to offer the Food Plus recycling option to us, due to constraints on how much they can charge for this service.

Point Roberts and Lummi Island share several characteristics; both communities are physically isolated from the rest of Whatcom County, our populations are similar in size and age, both contribute substantially to the county tax base and both communities experience certain omissions of services enjoyed by the rest of the County.

One of the ways that our two communities differ is that Point Roberts has poor soil and not much of it. An offshoot of the Point Roberts Garden Club, Point Roberts Organic Earth (or PRO Earth) was formed as a community based non-profit

with the purpose of facilitating the retention of organic waste material in Point Roberts. PRO Earth was awarded a \$10,000 grant in support of their mission to offer community composting for yard and food waste for the production of mulch and compost that could be used by residents and landscape businesses in Point Roberts. With the grant money PRO Earth hired 2 consulting firms to analyze the proposed project. A community survey was also conducted to determine interest.

Resilient Lummi and Senator Shewmake were invited to the Point for an overview of the work that has been done so far. It was an educational and enjoyable outing, meeting with this committed group of people who bring determination, enthusiasm, professional expertise and dedication to this undertaking to capture the biomass that is currently leaving the Point in the trash collection system. If the project is able to proceed, it will also address the current issue of residents having to import mulch and compost across an international border. However there are significant issues to deal with including site location, zoning, pest control, and materials management, to name a few.

Please join us at the next **Resilient Lummi meeting on Nov. 28th, 5:45 at the Library** (rescheduled from the 3rd Tuesday of the month, due to holiday scheduling conflicts). We'll be following up on our Field Trip to Point Roberts. As well, Ruchi Stair will be giving an overview of recent federal incentives on home improvements and electric appliances - Tax Incentives to Bring Clean Energy Home.

Mary Vermillion
Community Relations Manager

Collection Size	November				
	Physical	Electronic	Total		
	313,046	324,681	637,727		
Circulation<	November		Year to Date		% Chg
	2022	2023	2022	2023	
Physical Circulation					
Blaine	11,720	12,268	151,524	137,579	-9.2%
Bookmobile & Outreach	4,503	3,775	52,072	43,572	-16.3%
Deming	7,966	7,631	102,007	86,051	-15.6%
Everson	9,803	8,659	110,995	100,854	-9.1%
Ferndale	31,731	33,323	374,875	356,810	-4.8%
Island	2,251	1,611	23,092	20,678	-10.5%
Lynden	37,369	36,549	444,653	420,958	-5.3%
North Fork	4,277	4,168	49,958	48,790	-2.3%
NWIC	15	8	125	107	-14.4%
Point Roberts + PRX	2,327	2,154	27,162	27,113	-0.2%
Sumas + SLX	62	2,011	3,133	22,068	604.4%
South Whatcom	7,552	6,971	85,218	84,975	-0.3%
NDX	3,629	1,611	39,033	33,422	-14.4%
Total	123,205	120,739	1,463,847	1,382,977	-5.52%
Disc materials: DVDs and CDs	27,072	28,685	372,003	301,031	-19.1%
All other materials	95,213	94,184	1,078,435	1,079,796	0.1%
Electronic Circulation					
eBooks/eAudiobooks	29,814	33,079	315,352	355,115	12.6%
eMusic	8,477	12,095	96,686	130,736	35.2%
Streaming Video	1,842	2,409	21,460	20,592	-4.0%
eMagazines	1,579	6,039	17,664	28,193	59.6%
Total	41,712	53,622	451,162	534,636	18.50%
Total Circulation	164,917	174,361	1,915,009	1,917,613	0.14%

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

< Sumas Library Express opened 2/11/23.

Visitors (Door Counts)	November			Year to Date		% Chg
	2019	2022	2023	2022	2023	
Blaine	8,279	6,220	6408	69,085	71,902	4.1%
Deming	4,091	2,438	2760	26,251	27,693	5.5%
Everson	5,734	2,468	3109	23,816	33,829	42.0%
Ferndale	13,451	10,994	9596	113,959	141,088	23.8%
Island	1,806	898	1025	13,648	11,547	-15.4%
Lynden	14,148	10,090	10514	117,265	114,395	-2.4%
Northwest Drive Express		248	280	3,725	3,184	-14.5%
North Fork	2,367	1,681	2122	18,510	19,344	4.5%
Point Roberts + PRX	1,582	1,164	1370	13,618	16,582	21.8%
Sumas + SLX	2,943	0	1,166	0	11,656	
South Whatcom	2,095	1,992	2563	26,071	25,521	-2.1%
Total	56,496	38,193	40,913	425,948	476,741	11.92%

* Sumas door counter installed on March 1, 2023.

New Borrowers	November		Year to Date		% Chg
	2022	2023	2022	2023	
Registered	387	611	4,695	7,146	52.20%

Patron Service	November		Year to Date		% Chg
	2022	2023	2022	2023	
Interlibrary Loan					
Borrowed from BPL	11,539	11,793	129,834	127,224	-2.0%
Lent to BPL	20,691	21,440	246,933	241,210	-2.3%
Borrowed from other libraries	523	574	6,455	6,102	-5.5%
Lent to other libraries	477	538	5,564	5,249	-5.7%

Electronic Resources	November		Year to Date		% Chg
	2022	2023	2022	2023	
WCLS.org Sessions	37,007	38,150	402,901	412,731	2.4%
Bibliocommons Sessions	49,431	80,229	565,154	699,117	23.7%
Internet Sessions	2,639	4,297	26,673	36,970	38.6%
Wifi Clients / Sessions	6,648	7,876	65,432	78,654	20.2%

Volunteers	November		Year to Date		% Chg
	2022	2023	2022	2023	
Volunteer Hours	641.00	818.25	8,463.50	9,461.25	11.8%

Activities	November		Year to Date		% Chg
	2022	2023	2022	2023	
Programs					
Adults	42	49	346	640	85.0%
Teens	20	20	215	208	-3.3%
Children	90	100	520	860	65.4%
Total	152	169	1,081	1,708	58.0%

Attendance					
Adults	285	1,228	4083	7405	81.4%
Teens	97	404	5308	8361	57.5%
Children	7,727	2,523	23459	27287	16.3%
Total	8,109	4,155	32,850	43,053	31.1%

Corrections:

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

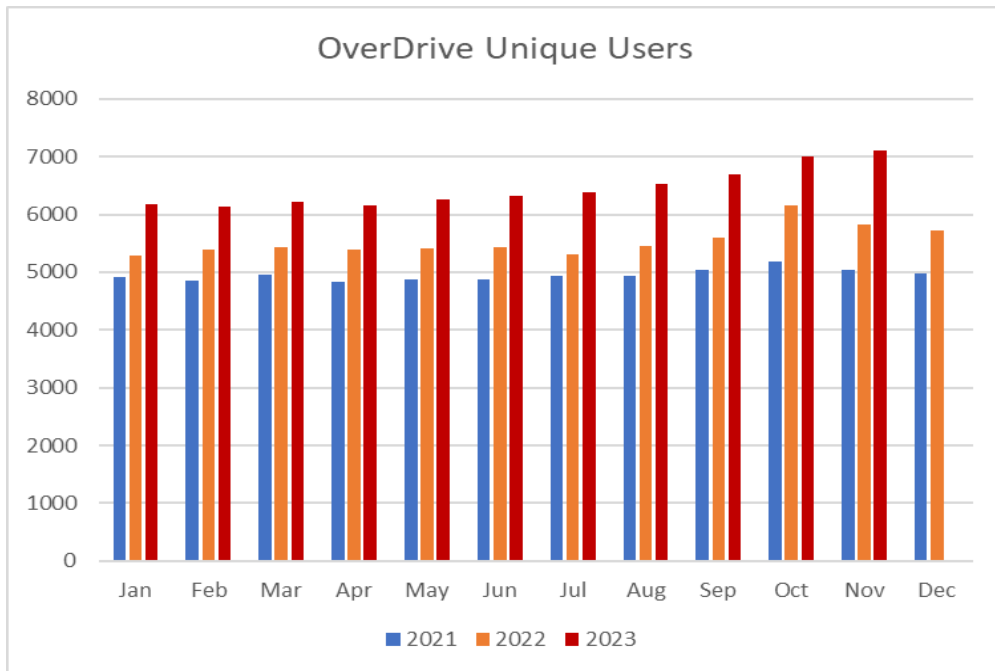
As of mid-September 2023, OverDrive changed the way it counts magazine circulations.

Stats for streaming video for 2022 and 2023 have been updated to "Plays" rather than "Credits" due to a Kanopy platform update.

Missing volunteer hours for IS.

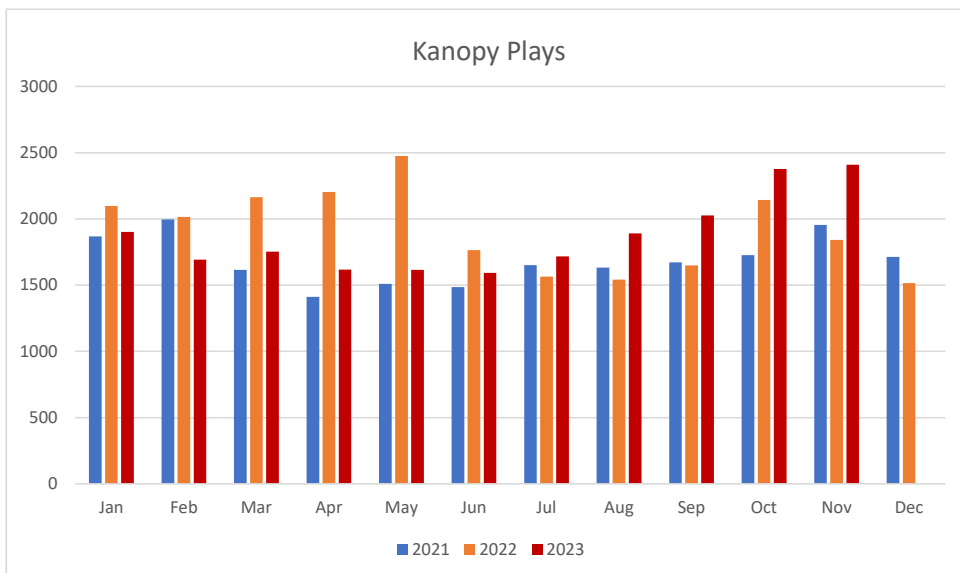
OVERDRIVE UNIQUE USERS

November set yet another high point for OverDrive Unique Users (7,110); and 414 of these patrons are new users! eAudiobooks still represent the highest demand (45% of OverDrive circulation), with eBooks accounting for 40% of circulation and eMagazines 15%. eMagazines dominate the list of items with the most checkouts in November with many interests represented: *The New Yorker* (#1) and *Us Weekly* (#2) at the top of the list; also, *Prevention* (#5), *Airgun Shooter* (#11) and *Family Handyman* (#14).



KANOPY PLAYS - JANUARY TO DECEMBER COMPARISON

Kanopy Plays rose slightly over October and continue to represent some of our highest usage ever. It is worth noting that Visits increased significantly in October and November during the social media campaign promoting Kanopy, suggesting that the campaign is successfully getting users to visit Kanopy although they may not watch a video at that time. BBC content appears to be a primary draw, with 7 of the top 10 played titles supplied by BBC Studios.



DATABASE USAGE

School use databases are the heroes once again, contributing to our highest ever month for aggregated usage; kudos to Youth Services staff for continuing to remind teachers and students about these resources! In addition to great usage months from Britannica, Gale reference suite and Proquest Culturegrams, Valueline usage was higher in November than it has ever been. with 1,528 report views (over 50 a day).

