



**BOARD OF TRUSTEES MEETING**  
**Whatcom County Library System**  
**February 20, 2024**

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

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

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1. 9:00 a.m. **Call to Order.** Quorum determined. Land Acknowledgement. Welcome new trustees.  
*We are on the ancestral territory of the Lummi and Nooksack people. They are the original inhabitants of this place. They are fishers, hunters, gatherers and harvesters of nature's abundance, and have been so since time immemorial. We are neighbors and friends, and we are grateful for our numerous opportunities to learn, live and grow together, building lasting relationships 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 [rheannan.pfnister@wcls.org](mailto:rheannan.pfnister@wcls.org) prior to the meeting.*
3. 9:10 a.m. **Trustee Education: Serving Neurodivergent Preschoolers** – Angelina Kuchar
4. 9:30 a.m. **Consent Agenda**
  - a. Meeting Minutes
  - b. Expenditures
  - c. Authorization to Void Warrants
  - d. Approval of Interlocal Purchasing Agreement
5. 9:35 a.m. **Financial Report and Resolutions**
  - a. Finance Committee Report
  - b. Resolution 02/20/24-03 Amending the 2024 General and Capital Fund Budgets
6. 9:50 a.m. **Birch Bay Vogt Library Express** – Contract for Architectural Services
7. 10:00 a.m. **WA State Auditor's Office Exit Conference**
8. 10:30 a.m. **BREAK**
9. 10:40 a.m. **IT Services Policy Update**
  - a. Information Technology Services Policy 9.01
10. 10:50 a.m. **Annual General Meeting** – Election of Officers & Committee Assignments
11. 11:00 a.m. **Staff Reports**
  - a. Executive Director
  - b. Deputy Director
  - c. Youth Services Manager
  - d. Community Relations Manager

*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 [Rheannan.Pfnister@wcls.org](mailto:Rheannan.Pfnister@wcls.org) before 4:00 p.m. Monday, February 19, 2024. Written comments may be submitted to [Rheannan.Pfnister@wcls.org](mailto:Rheannan.Pfnister@wcls.org) prior to the meeting.*

12. 11:20 a.m.      **Performance Measures and Committee Reports**
- a. Performance Measures
  - b. IT Services Committee
  - c. Personnel Committee
  - d. Whatcom County Library Foundation
13. 11:30 a.m.      **Announcements and Adjourn**
- a. Library Advocacy & Fundraising Conference, online, July 24 – 26, 2024  
(Early Bird Registration Deadline is April 22, cost is \$275 per person)
  - b. All Staff Learning Day, March 8 at Cornwall Church

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## Board Meeting Agenda Item Cover Sheet

Meeting Date:	2/20/2024
Committee or Department:	Administration Department
Subject:	Consent Agenda – Board Meeting Minutes, Monthly Expenditures, Resolutions to Void Warrants, Interlocal Purchasing Agreement
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:

- January 16, 2024 Regular Board Meeting

Expenditures:

General Fund:

- December 16-31, 2023 payroll: check nos. 1036724673- 1036724675 and voucher nos. 557123-557271 totaling \$210,257.30 and January 1-15, 2024 payroll: check nos. 1036896920-1036896921 and voucher nos. 557278-557428 totaling \$ 223,065.15.
- ACH transactions for employee benefits, telecommunication services, annual insurance premiums and monthly sales/use tax filings totaling \$134,830.73; \$35,216.46 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 2023-51G: warrant nos. 1182958-1182976 totaling \$51,953.88
- Claim 2023-52G: warrant nos. 1183218-1183233 totaling \$31,915.88
- Claim 2023-53G: warrant nos. 1183440-1183464 totaling \$40,840.61
- Claim 2024-01G: warrant nos. 1182977-1182983 totaling \$9,912.74
- Claim 2024-02G: warrant nos. 1183465-1183472 totaling \$101,330.11
- Claim 2024-03G: warrant nos. 1184096-1184109 totaling \$81,259.36
- Claim 2024-04G: warrant nos. 1184644-1184661 totaling \$54,013.28

Capital Fund:

- Claim 2023-25C: warrant no. 1183234 totaling \$2,496.96
- Claim 2024-01C: warrant nos. 1184662-1184663 totaling \$1,412.31

Authorization to Void Warrants

- Resolution 02/20/24-01 voiding warrant 1180405
- Resolution 02/20/24-02 voiding warrant 1184987

Approval of Interlocal Purchasing Agreement

- An Interlocal Cooperative Purchasing Agreement with Washington Learning Source (WLS) is presented for approval. Such purchasing agreements are permitted in accordance with the WCLS Purchasing and Contracting Policy 20.04 and RCW 39.34.080.

**Alternatives:** N/A

**Fiscal Impact:** Expenditures for approval paid from available 2023 and 2024 budgeted funds.

**Comments:** The Finance Committee has reviewed the General and Capital Fund claims listed above. They reviewed that there were seven General Journal entries in December and January.



January 16, 2024

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Location

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

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In Attendance

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

**Staff:** Christine Perkins, Executive Director; Michael Cox, Deputy Director; Jackie Saul, Director of Finance and Administration; Thom Barthelmess, Youth Services Manager; 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; Jennifer Rick, Foundation Development Director; Alix Prior, Ferndale Library Manager; Maggie Mae Nase, Learning Coordinator; Jake Johnson, Lynden Public Services Assistant; Ruth Nail, Accountant; Rheannan Pfnister, Records Management Specialist & Executive Assistant.

**Guests:** Scott Hylton, Assistant Audit Manager, and Christy Fazio, Audit Lead, from the Washington State Auditor's Office.

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Call to Order

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Rod determined quorum and called the meeting to order at 9:05 a.m., followed by a reading of the WCLS Land Acknowledgement by Michael.

Michael highlighted that Treaty Day is Monday, January 22, 2024. Treaty Day signifies the signing of the Treaty of Point Elliot in 1855 which directly affects Whatcom County. He encourages all to learn more about this historical event by visiting the website of the [Governor's Office of Indian Affairs](#). The site can be accessed through [WCLS.org](#), clicking [Land Acknowledgement](#) under the Visit tab and scrolling to the bottom of the page. The Ferndale School District is closed on January 22 in honor of this day.

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Open Public Comment

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No public comment.

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Service Anniversary Recognition

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The Board recognized Jake Johnson, Lynden Public Services Assistant for his 10-year service anniversary. Dianne Marrs-Smith, Lynden Library Manager, attended the meeting to introduce Jake and speak a little about his time with WCLS. Jake started with WCLS as a Clerk at the South Whatcom branch when it opened. He relocated to Ferndale as a Clerk. These days, Jake is a full-time PSA at Lynden. Jake is great at working with patrons and is caring and thoughtful with both patrons and fellow staff members. Many patrons will wait for Jake because they love interacting and conversing with him and miss him on his days off. He now hosts a book club at Lynden. Recently,

Jake helped organize a pop-up story time at the Pioneer Museum in Lynden for John Deere Tractor Day. He enjoys organizing historical programs and has promoted the historical cemetery tour in Lynden. The research he does on topics and guest speakers makes him a thoughtful and engaging host for library programs. Jake has an adventurous nature and is always open to new ideas. Thank you, Jake, for 10 years of fantastic service!

Christine knew Jake from BPL and is happy WCLS was able to hire him and keep him for so long.

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## Consent Agenda

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The Consent Agenda included minutes of the December 19, 2023, Board of Trustees Regular Meeting as well as the following:

### Expenditures:

#### General Fund:

- November 16-30, 2023 payroll: check nos. 1036724673-1036724675 and voucher nos. 557123-557271 totaling \$214,933.48 and December 1-15, 2023 payroll: check nos. 1036896920-1036896921 and voucher nos. 557278-557428 totaling \$ 223,065.15.
- ACH transactions for employee benefits, telecommunication services and monthly sales/use tax filings totaling \$96,898.37; \$36,793.84 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 2023-47G: warrant nos. 1181157-1181166 totaling \$6,064.82
- Claim 2023-48G: warrant nos. 1181334-1181357 totaling \$247,546.62
- Claim 2023-49G: warrant nos. 1181586-1181605 totaling \$44,692.74
- Claim 2023-50G: warrant nos. 1182370-1182395 totaling \$119,022.93

#### Capital Fund:

- Claim 2023-24C: warrant nos. 1182633-1182634 totaling \$3,444.52

***Holly moved to accept the Consent Agenda as presented. Seconded. Unanimous board approval.***

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## Financial Report and Resolutions: Finance Committee Report

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Jackie reviewed her report, including 2023 Debt Write-Off and 2023 Small Works Awards. The report this month is brief because the 2023 year closes out on January 20. The report shared in February will include year-end numbers.

Jackie has requested information from the County Assessor's Office regarding the large property tax back-payment received mid-year in 2023. This was in addition to our regular levy amount and in abeyance for 2024. Jackie is confirming the amount in abeyance and if necessary, will include an adjustment in the 2024 budget amendment to be shared at the February meeting.

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## Review of 2023 Incident Reports

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Jackie presented a summary of 2023 Incident Reports, providing details about incident occurrences across the system.

The majority of incidents are concentrated at the Ferndale Library. Christine, Michael, Thom and Alix spoke about the different ways that WCLS is responding to the increase in incidents at this branch. Many proactive relationships

with local officials and organizations have been created and fostered. These relationships will continue to grow and serve to benefit WCLS and the community long after the resolution of the incidents.

Michael reminded the Board that they have access to the same Ryan Dowd training that staff does and encourages them to take it. Maggie Mae will send out the links to the training to trustees.

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## Policy Updates

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**Public Communication Policy 12.57** – Mary presented this new policy. The objective of this policy is to ensure WCLS external communications are accurate, thorough, timely and representative of the library system's brand.

***Holly moved to approve the updated Public Communication Policy 12.57, as presented. Seconded. Passed unanimously.***

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## Staff Reports: Executive Director

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In addition to her written report, the recent weather has caused Christine to reflect that libraries are a place people often go to stay warm and when extreme weather happens over a holiday closure, which affects some patrons.

Happy lamps are coming to WCLS! BPL recently added some UV light therapy lamps to their collection and the holds list for them is already very large.

In January, Friends of the Birch Bay Library received a pledge of \$100,000 in unrestricted funds from an anonymous donor. Fantastic work by all the Friends to foster a relationship with Whatcom Community Foundation, which led to this gift.

Christine included an article about Future Libraries. Such a big concept! She asked trustees to consider what WCLS could be doing to set our libraries up for the future in such an imaginative way? Christine loves the foresight that projects like the “Future Library” encompass. She hopes the board can support ideas and provide some of their own for potential projects that are reflective of this.

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## Staff Reports: Deputy Director

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In addition to his written report, Michael shared an update about the Community Resources page. The page will be updated soon to direct people to one collaborative site for the county to use.

Suggestions for updates to Community Resources can be sent to Michael Cox via email. WCLS is recommending about forty new resources being brought onto the list. Michael thanked Lori for her leadership on this project. It is an evolving tool and part of a bigger effort.

Interviews start this week for the Punjabi Community Liaison and include applicants from around the county. Michael is looking forward to diving into figuring out what new programs and ideas come from this new position.

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## Staff Reports: Youth Services Manager

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Thom shared his written report and highlighted the newest edition of Whatcomics. One of the requirements for submissions is that they cannot be fan art. Our Teen Intern, Bibi Brown, was crucial in assisting in identifying these types of submissions.

The annual Whatcomics celebration was held this past Saturday in Lynden. Seventy-two artists were in attendance. Their art is still on display in the meeting room and Teen area in Lynden for viewing. Whatcomics art has been installed inside and outside a brand-new WTA bus.

Thom noted that the dollar amount we waived for ConnectED accounts for 2023 was under \$200. Thom believes that the reason it is so low is because of the item limitations on the ConnectED cards. These limits require borrowers to return items to check out more, reinforcing good borrowing behavior.

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### Staff Reports: Community Relations Manager

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Mary discussed her written report. She noted that the Power of Sharing campaign running from December through March features Kanopy. Results so far have been impressive. Click-through rates have been strong and 154 new Kanopy accounts were activated in December.

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### Break

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Rod adjourned for a break from 10:22 to 10:37 a.m.

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### Agreement Between BPL and WCLS for the Operation and Maintenance of an ILS

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Christine reviewed the 2024 updated draft of the Agreement Between Bellingham Public Library (BPL) and Whatcom County Library System (WCLS) for the Operation and Maintenance of an Integrated Library System (ILS). WCLS and Bellingham Public Library have partnered on the costs to operate and maintain an Integrated Library System since we first became automated in the 1990s. This update will provide WCLS with increased remuneration for our work done to distribute paper notices on behalf of Bellingham Public Library, accounting for staff time as well as increased postage rates.

***Erika moved to approve the updated agreement, as presented. Seconded. Passed unanimously.***

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### Performance Measures & Committee Reports: Performance Measures

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In addition to his written report, Michael shared there was a reduction of about 5% in the circulation of physical materials – CDs and DVDs this month versus December 2022. End of year circulation numbers were up overall thanks to our digital services. This year, eMagazines were integrated into Libby which helped promote the circulation of digital magazines. Christine referenced Bellingham Public Library circulation numbers. Their numbers were also down for the circulation of physical materials. It is a trend that is not unique to WCLS.

2023 seems to represent more of a “return to normal” after the pandemic. Branches have more patrons walking through the doors and attending programs. Rod is encouraged by the door count numbers. Numbers are still not up to 2019 levels but steadily increasing. The board would like to keep 2019 numbers on the charts for now as an easy way to make comparisons.

Interlibrary Loan (ILL) activity has decreased and could be due to the general decrease in physical materials being used across the country.

Internet sessions have increased 35% year-over-year. Many factors could be contributing to this trend including inflation, post-pandemic habits returning, Canadian traffic, etc.

The plan is to keep adding hot spots as they become available from vendors. There is a long holds list for the ones in the system.

People are discovering eMagazines, which is great, and circulation numbers are increasing. Kanopy has had its highest three months ever in 2023.

Chilton’s auto repair database is getting strong use lately.

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### Performance Measures & Committee Reports: Personnel Committee

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The Personnel Committee reported it has been a good year!



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

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Jenn reported that year-end numbers reflect a 10% increase in gift transactions and 26% increase in dollars from individuals. Total revenue is down about \$5,000 from last year but that is likely due to a few large, one-time gifts that were received in 2022. The WCLF Board approved an increase to the 2024 grant to WCLS from \$5,000 to \$7,000. They will also increase their contribution to Whatcom READS by \$1,000.

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## WA State Auditor's Office Entrance Conference

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Scott Hylton, Assistant Audit Manager, and Christy Fazio, Audit Lead, from the Washington State Auditor's Office joined the meeting for an Audit Entrance Conference.

The Accountability and Financial Statement audit started last week. This occurs every two years and will take place over the next few weeks. It will be focusing on January 2021 through December 2022.

The auditors team recognizes that a lot of preparation by WCLS goes into place for an audit. Organization of the documents and boxes helps to keep audit costs down. Jackie and her team have done a great job.

The audit team will be meeting with Jackie on a weekly basis to go over the findings. WCLS and the Board of Trustees should expect an exit conference in the next few months.

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## Trustee Recognition

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The Board and management recognized Vice Chair Lori Jump and Secretary Erika Lautenbach for their service and support.

Rod read two proclamations in their honor, included in these minutes as attachments A and B.

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## Announcements and Adjourn

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Christine reminded the trustees of the IT Services Committee meeting being held on Thursday, January 25, at 10:00 a.m. at Administrative Services.

Christine asked that everyone to be aware of the weather conditions in the coming days. We may need to consider branch closures if road conditions are hazardous.

Rod adjourned the meeting at 11:45 a.m.

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## Next Meeting

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The next Board of Trustees meeting will be held February 20, 2024, at 9:00 a.m. online via Microsoft Teams and at Administrative Services, 5205 Northwest Drive, Bellingham, WA 98226

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Rodney Lofdahl, Board Chair

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02/20/2024

Date

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Rheannan Pfnister, Exec. Assistant



**RESOLUTION NO. 02/20/24-01**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
WHATCOM COUNTY RURAL LIBRARY DISTRICT  
AUTHORIZING THE CANCELLATION OF A WARRANT**

**WHEREAS**, the following warrant was issued as payment to a vendor; and,

**WHEREAS**, payment was lost or not received by the vendor and has not been redeemed; and,

**WHEREAS**, the vendor has completed an application for duplicate instrument;

**NOW, THEREFORE, BE IT RESOLVED** that the County Administrative Services and County Treasurer are hereby authorized to execute the cancellation of the warrant shown below.

<b>Warrant #</b>	<b>Date</b>	<b>Vendor</b>	<b>Amount</b>
1180405	November 21, 2023	Washington Library Association	\$2,285.00

Adopted by the Whatcom County Library System Board of Trustees this 20<sup>th</sup> day of February, 2024:

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Rodney Lofdahl, Board Chair



**RESOLUTION NO. 02/20/24-02**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
WHATCOM COUNTY RURAL LIBRARY DISTRICT  
AUTHORIZING THE CANCELLATION OF A WARRANT**

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**WHEREAS**, the following warrant was issued for payment of Interlibrary Loan charges; and,

**WHEREAS**, the payee listed on the warrant is incorrect; and,

**WHEREAS**, the warrant is in the possession of WCLS and has not been redeemed;

**NOW, THEREFORE, BE IT RESOLVED** that the County Administrative Services and County Treasurer are hereby authorized to execute the cancellation of the warrant shown below.

<b>Warrant #</b>	<b>Date</b>	<b>Vendor</b>	<b>Amount</b>
1184987	February 6, 2024	Henderson District Public Libraries	\$27.98

Adopted by the Whatcom County Library System Board of Trustees this 20<sup>th</sup> day of February, 2024:

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Rodney Lofdahl, Board Chair

## INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT

Pursuant to Chapter 28A.RCW and Chapter 39.34 RCW and other provisions of the law that authorize intergovernmental agreements for cooperative purchasing, Puget Sound Educational Service District (PSESD), a political subdivision of the State of Washington and **Whatcom County Library System (Purchasing Agency)**, hereby agree to enter into this agreement for the cooperative purchasing of various technology goods and services subject to the following terms and conditions:

1. PSESD operates the Washington Learning Source (WLS) purchasing program under which competitive bids and proposals are solicited on behalf of school districts and other educational organizations for the purchase of technology goods and services. PSESD agrees to extend the terms and conditions of said contract(s) to the Purchasing Agency, to the extent permitted by law, and agreed upon by all parties.
2. PSESD represents and warrants it has complied with its statutory requirements under Washington State law regarding notice for bids or proposals for goods or services subject to this Agreement. PSESD further represents and warrants that it posted the solicitations on the Washington's Electronic Business Solutions website.
3. The Purchasing Agency agrees to accept responsibility for compliance with any additional or varying laws and regulations governing purchase they make. PSESD makes no representation or warranty that this Agreement complies with the requirements of the statutes, regulations, policies, or rules applicable to each participating Purchasing Agency.
4. To purchase various technology goods and services under the vendor contract(s), Purchasing Agency shall send a purchase order or contract directly to the vendor(s) or vendor's subcontractors that are furnishing specified technology goods and services using a specified WLS contract number.
5. PSESD accepts no responsibility for any vendor or vendor's subcontractors' performance of any purchasing contract and accepts no responsibility for the payment of the purchase price by the Purchasing Agency.
6. It is not the intent of the parties to this Agreement, nor shall this Agreement be interpreted, to create a new or separate legal entity for the performance of this Agreement. Instead, the boards or other governing body of both parties shall jointly administer this Agreement in accordance with the terms contained herein.
7. The Purchasing Agency shall be solely responsible for acquiring the products or property, and all such products or property shall be held in Purchasing Agency's name. The Purchasing Agency shall also have primary responsibility for disposing of such property for the duration of the Agreement and upon termination of the Agreement.
8. The manner of financing the purchased technology goods and services under this Agreement shall be through budgeted funds or other available funds of the Purchasing Agency. Said Purchasing Agency shall be responsible for all budget and accounting procedures related to its purchases.

9. The terms of this Agreement shall be governed by the laws of the State of Washington.
10. This Agreement has been approved by the governing bodies of the Purchasing Agency and PSESD by resolution, motion, or other means specifically authorized by law.
11. This Agreement shall become effective once it is fully executed and, pursuant to RCW 39.34.040, filed with the County Auditor or listed by subject on the public agency's web site or other electronically retrievable public source. The Purchasing Agency shall file or list the Agreement on their website prior to purchasing items from the WLS contract(s).
12. This Agreement shall remain in force until terminated by either party according to the terms herein. Either party may terminate this Agreement upon sixty (60) days written notice to the other party.

**Purchasing Agency:**

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Washington Learning Source**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Puget Sound ESD**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Interlocal for Washington Learning Source

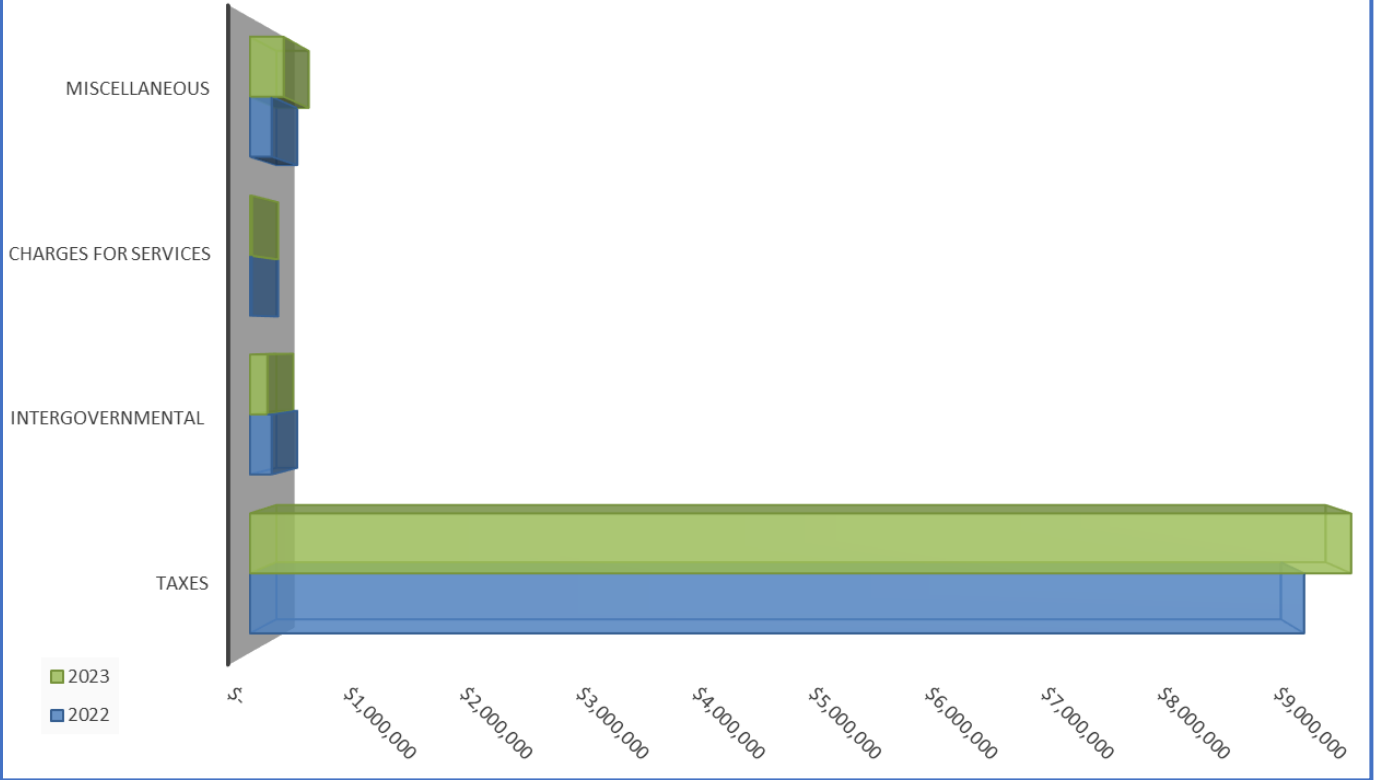
Puget Sound ESD 800 Oakesdale AVE SW Renton, WA 98057



2023 General Fund

2023 Budget Revenues - Year-To-Date						
December 2023 (100% of FY)						
Acct No	Description	Budgeted Revenues*	Actual Revenues YTD	% of Actual Revenues YTD	% of Budgeted Revenues Received YTD	Budget Variance
310	<b>TAXES</b>					
311.10	General Property Taxes	\$ 9,890,921	\$ 9,827,497	95.36%	99.36%	\$ (63,424)
	<b>TOTAL TAXES</b>	<b>\$ 9,890,921</b>	<b>\$ 9,827,497</b>	<b>95.36%</b>	<b>99.36%</b>	<b>\$ (63,424)</b>
330	<b>INTERGOVERNMENTAL REVENUE</b>					
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	0.42%	99.14%	(379)
334.0690	State Grant from Other Agencies	650	650	0.01%	100.00%	-
337.1000	Local Grants, Entitlements & Other	175,000	69,660	0.68%	39.81%	(105,340)
337.2000	Leasehold Excise Tax	25,000	24,475	0.24%	97.90%	(525)
	<b>TOTAL INTERGOV. REVENUE</b>	<b>\$ 264,142</b>	<b>\$ 157,899</b>	<b>1.53%</b>	<b>59.78%</b>	<b>\$ (106,244)</b>
340	<b>CHARGES FOR GOODS &amp; SERVICES</b>					
347.2001	Printing & Duplication Services	\$ 4,000	\$ 4,659	0.05%	116.48%	\$ 659
347.2002	Library Use Fees	12,100	12,332	0.12%	101.92%	232
	<b>TOTAL CHARGES FOR SERVICES</b>	<b>\$ 16,100</b>	<b>\$ 16,991</b>	<b>0.16%</b>	<b>105.53%</b>	<b>\$ 891</b>
360	<b>MISCELLANEOUS REVENUES</b>					
361.1100	Investment Interest	\$ 120,000	\$ 230,261	2.23%	191.88%	\$ 110,261
362.1000	Rents & Leases	2,000	3,720	0.04%	186.00%	1,720
367.1000	Contributions & Donations	34,000	35,642	0.35%	104.83%	1,642
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	18,989	0.18%	94.94%	(1,011)
369.9102	Reimburse Lost/Damaged Books	10,000	11,385	0.11%	113.85%	1,385
369.9106	COBRA Reimbursement	1,151	1,804	0.02%	156.76%	653
	<b>TOTAL MISC. REVENUES</b>	<b>\$ 188,797</b>	<b>\$ 303,410</b>	<b>2.94%</b>	<b>160.71%</b>	<b>\$ 114,613</b>
	<b>TOTAL OPERATING REVENUE</b>	<b>\$ 10,359,960</b>	<b>\$ 10,305,797</b>	<b>100.00%</b>	<b>99.48%</b>	<b>\$ (54,163)</b>
	<b>TOTAL REVENUE</b>	<b>\$ 10,359,960</b>	<b>\$ 10,305,797</b>	<b>100.00%</b>	<b>99.48%</b>	<b>\$ (54,163)</b>
	*As amended 10/17/23					

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

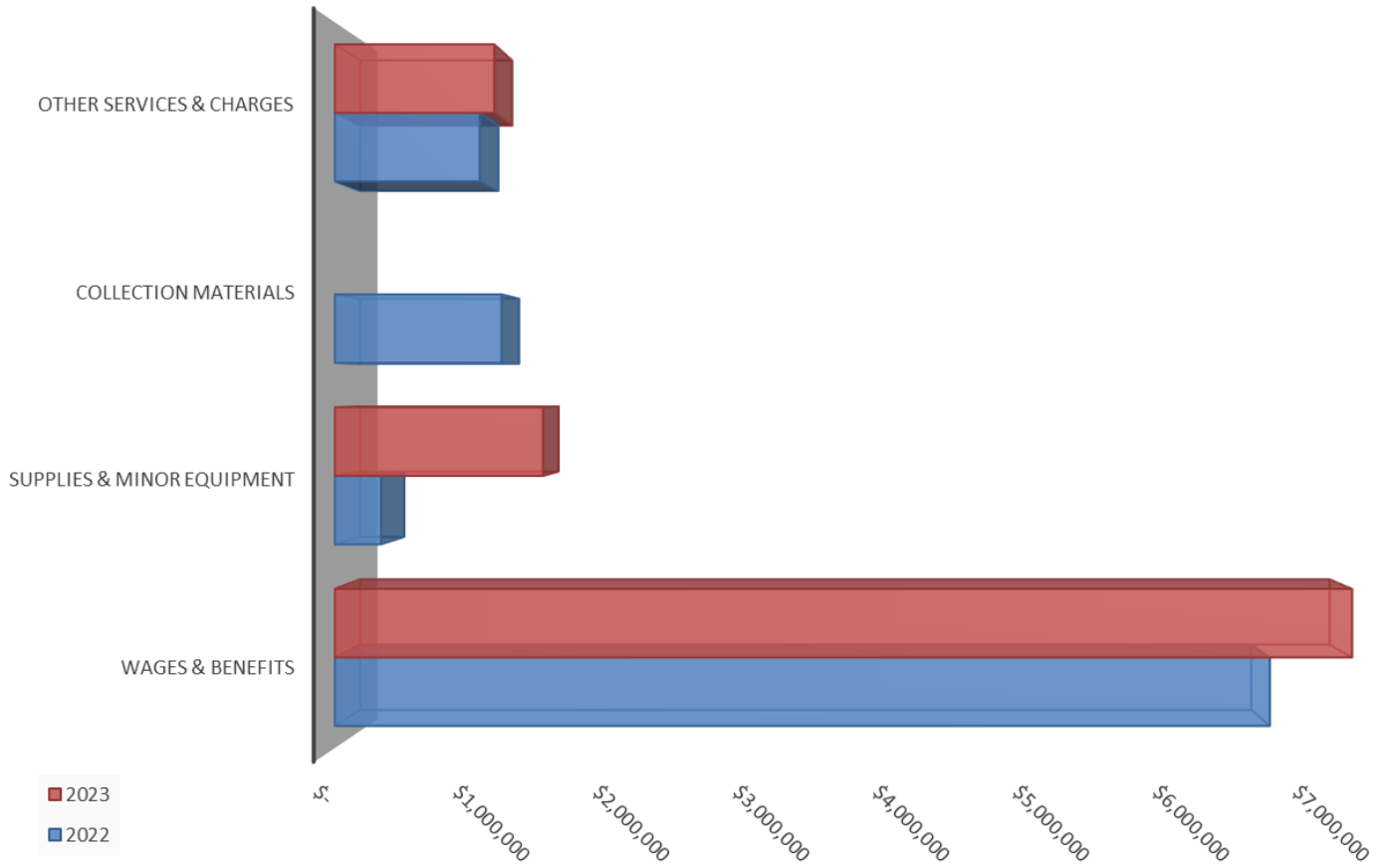


Actual General Fund Revenue Year to Date Comparison			
	2022	2023	% Change
Taxes	\$ 9,408,229	\$ 9,827,497	4.46%
Intergovernmental	195,188	157,899	-19.10%
Charges for Services	16,089	16,991	5.61%
Miscellaneous	195,402	303,410	55.27%
<b>Total Operating Revenue</b>	<b>\$ 9,814,908</b>	<b>10,305,797</b>	<b>5.00%</b>
Other Financing Sources	\$ 179,642	-	-100.00%
<b>Total Revenue</b>	<b>\$ 9,994,550</b>	<b>\$ 10,305,797</b>	<b>3.11%</b>

<b>2023 Budget Expenditures - Year-To-Date</b>						
<b>December 2023 (100% of FY)</b>						
<b>Acct No</b>	<b>Description</b>	<b>Budgeted Expenditures*</b>	<b>Actual Expenditures YTD</b>	<b>% of Actual Expenditures YTD</b>	<b>% of Budgeted Expenditures Spent YTD</b>	<b>Budget Variance</b>
572	<b>SALARIES, WAGES, &amp; BENEFITS</b>					
572.1000	Salaries and Wages	\$ 5,730,222	\$ 5,573,808	52.81%	97.27%	\$ (156,415)
572.2000	Benefits	2,056,993	1,973,700	18.70%	95.95%	(83,293)
	<b>TOTAL SALARIES, WAGES, &amp; BENEFITS</b>	<b>\$ 7,787,215</b>	<b>\$ 7,547,508</b>	<b>71.52%</b>	<b>96.92%</b>	<b>\$ (239,708)</b>
572.30	<b>SUPPLIES &amp; MINOR EQUIPMENT</b>					
572.3031	Office & Operating Supplies	\$ 125,800	\$ 144,131	1.37%	114.57%	\$ 18,331
572.3032	Fuel	28,900	24,787	0.23%	85.77%	(4,113)
572.3034	Collection Materials	1,250,000	1,275,608	12.09%	102.05%	25,608
572.3035	Small Tools & Minor Equipment	222,610	101,545	0.96%	45.62%	(121,065)
	<b>TOTAL SUPPLIES &amp; MINOR EQUIPMENT</b>	<b>\$ 1,627,310</b>	<b>1,546,070</b>	<b>14.65%</b>	<b>95.01%</b>	<b>\$ (81,240)</b>
572.40	<b>OTHER SERVICES &amp; CHARGES</b>					
572.4041	Professional Services	\$ 569,327	\$ 528,286	5.01%	92.79%	\$ (41,041)
572.4042	Communication	133,118	139,618	1.32%	104.88%	6,500
572.4043	Travel	40,182	37,304	0.35%	92.84%	(2,878)
572.4044	Taxes & Operating Assessments	500	378	0.00%	75.60%	(122)
572.4045	Operating Rentals & Leases	28,018	20,812	0.20%	74.28%	(7,206)
572.4046	Insurance	89,482	75,718	0.72%	84.62%	(13,764)
572.4047	Utilities	153,176	156,255	1.48%	102.01%	3,079
572.4048	Repair & Maintenance	164,780	140,483	1.33%	85.25%	(24,297)
572.4049	Miscellaneous	102,055	86,143	0.82%	84.41%	(15,912)
	<b>TOTAL OTHER SERVICES &amp; CHARGES</b>	<b>\$ 1,280,638</b>	<b>1,184,998</b>	<b>11.23%</b>	<b>92.53%</b>	<b>\$ (95,640)</b>
	<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 10,695,163</b>	<b>10,278,576</b>	<b>97.39%</b>	<b>96.10%</b>	<b>\$ (416,587)</b>
590	<b>OTHER FINANCING USES</b>					
597.1000	Transfers to Capital	\$ 45,000	\$ 45,000	0.43%	100.00%	\$ -
597.2000	Transfers to Designated Fund Balance	230,000	230,000	2.18%	100.00%	-
	<b>TOTAL OTHER FINANCING USES</b>	<b>\$ 275,000</b>	<b>\$ 275,000</b>	<b>2.61%</b>	<b>100.00%</b>	<b>\$ -</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 10,970,163</b>	<b>\$ 10,553,576</b>	<b>100.00%</b>	<b>96.20%</b>	<b>\$ (416,587)</b>
	<b>NET INCOME (LOSS)</b>	<b>\$ (610,203)</b>	<b>(247,779)</b>			<b>\$ 362,424</b>
	<b>FUND BALANCE SUMMARY</b>					
	Beginning Fund Balance	\$ 10,630,324	\$ 10,630,324			
	Net Income	(610,203)	(247,779)			362,424
	Transfer to (from) Reserves	230,000	230,000			-
	Ending Fund Balance	<b>\$ 10,250,121</b>	<b>\$ 10,612,545</b>			<b>\$ 362,424</b>
	*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	\$ 6,937,412	\$ 7,547,508	8.79%
Supplies & Minor Equipment	344,749	1,546,070	348.46%
Collection Materials	1,238,277		
Other Services & Charges	1,077,193	1,184,998	10.01%
<b>Total Operating Expenditures</b>	<b>9,597,630</b>	<b>10,278,576</b>	<b>7.09%</b>
Other Financing Uses	\$ 350,581	275,000	-21.56%
<b>Total Expenditures</b>	<b>\$ 9,948,211</b>	<b>\$ 10,553,576</b>	<b>6.09%</b>

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	10,305,797
Expenditures	(9,948,211)	(10,970,163)	(10,553,576)
Transfer to (from) Reserves	-	230,000	230,000
<b>Ending Fund Balance</b>	<b>\$ 10,630,324</b>	<b>\$ 10,250,121</b>	<b>\$ 10,612,545</b>

Ending Fund Balance Designation Detail			2023
	2022 Actual	2023 Budgeted	Actual to Date
Designated Ending Fund Balance - Cash Flow	\$ 3,369,707	\$ 3,502,655	\$ 3,502,655
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
<b>Total Designated Ending Fund Balance</b>	<b>9,210,557</b>	<b>9,548,382</b>	<b>9,548,382</b>
Beginning Fund Balance less designated funds	1,373,428	1,081,942	1,081,942
Net Income	46,339	(610,203)	(247,779)
Transfer from Operating to Reserves	-	230,000	230,000
Ending Unassigned Funds with no designation	1,419,767	701,739	1,064,163
Ending Designated Funds	9,210,557	9,548,382	9,548,382
<b>Total Ending Fund Balance</b>	<b>\$ 10,630,324</b>	<b>10,250,121</b>	<b>\$ 10,612,545</b>

## 2023 General Fund Summary

Operating Revenues totaled \$10,305,797, which is \$54,163 (.5%) below budget. Of note:

- Revenue from property taxes was \$63,424 less than budgeted, although \$166,576 more than the 2023 levy amount. This variance is due to two factors:
  - In 2023 WCLS received \$230,000 in unexpected property tax revenue, resulting from the resolution of a property valuation in dispute, however, these funds are in abeyance and will reduce the 2024 property tax levy.
  - Property tax revenues were reduced due to another property valuation dispute resolution that resulted in a refund of property taxes to the property owner.
- Revenues from other governmental sources (in our case these are primarily excise taxes on private timber sales) were \$106,244 (40%) below budget. Revenue from timber taxes has declined in the past couple of years, so this amount will be amended in the 2024 budget.
- 2023 investment interest exceeded budget by \$110,261 (92%). This amount has been increased in the 2024 budget.

Operating expenditures totaled \$10,278,576, 4% below budget. Of note:

- Personnel costs were \$239,708 (3%) below budget due to position vacancies and the benefits associated with them.
- Small tool and equipment spending was \$121,065 (54%) under budget. This is primarily due to certain online and IT service agreement costs being reallocated to Professional Services in accordance with the state Budgeting, Accounting and Reporting System (BARS), as well as IT equipment updates that were delayed until January 2024.
- Professional services spending was \$41,041 (7%) under budget, due to postponement of the 2021-2022 audit by the State Auditor's Office, and unused legal and other contingency funding.
- Repair and maintenance costs are \$24,297 (16%) under budget due to unused contingency funds.

- Total expenditures, which include a transfer to the Capital Fund and shifting the above mentioned \$230,000 property tax revenue in abeyance to the fund balance, are \$10,553,576, resulting in a decrease to the ending fund balance of \$17,779.

## 2023 Capital Fund

<b>2023 CAPITAL IMPROVEMENT PLAN AND BUDGET</b>			
	<b>Project</b>	<b>2023 Budget</b>	<b>2023 Actual</b>
<b>Building and Furnishings Enhancement and Replacement program</b>			
	Everson Renovation	\$ 2,260	\$ 1,255
	Sumas Renovation	134,108	119,343
	Birch Bay New Branch Furnishings	150,000	-
	Branch Renovations/Upgrades	87,248	16,665
<b>Sub-Total Building and Furnishings Enhancement and Replacement Program</b>		<b>373,616</b>	<b>137,263</b>
<b>Building Repair and Maintenance Program</b>			
	Admin Services Maintenance & Improvements	20,000	-
	Branch Lighting Retrofit Upgrades	89,729	87,925
	Branch Building Updates	-	2,282
	Exterior Signage Updates	25,000	-
<b>Sub-Total Building Repair and Maintenance Program</b>		<b>134,729</b>	<b>90,207</b>
<b>Equipment Replacement Program</b>			
	Vehicle Replacement	30,000	-
<b>Sub-Total Equipment Replacement Program</b>		<b>30,000</b>	<b>-</b>
<b>Access Improvement Program</b>			
	School Book Returns	23,000	-
	Library Express	41,882	1,304
<b>Subtotal Access Improvement Programs</b>		<b>64,882</b>	<b>1,304</b>
<b>Land Purchase/New Branch/Branch Upgrades</b>			
	Birch Bay Library Design and Construction	-	730
	AS Feasibility Study	-	-
<b>Sub-total Land Purchase/New Branch/Branch Upgrades</b>		<b>-</b>	<b>730</b>
<b>Total Expenditures</b>		<b>\$ 603,226</b>	<b>\$ 229,504</b>
<b>Funding Summary:</b>		<b>2023 Budget</b>	<b>2023 Actual</b>
	Investment Interest	14,000	\$ 35,529
	Grants/Reimbursements	5,640	45,640
	Transfer From General Fund	60,000	45,000
	Prior Period Ending Fund Balance	1,629,577	1,629,577
<b>Total Funding</b>		<b>\$ 1,709,217</b>	<b>\$ 1,755,746</b>
<b>Fund Balance:</b>		<b>2023 Budget</b>	<b>2023 Actual</b>
	Assigned Beginning Fund Balance	\$ 629,577	\$ 629,577
	Designated Beginning Fund Balance - Emergency	1,000,000	1,000,000
<b>Total Beginning Fund Balance</b>		<b>1,629,577</b>	<b>1,629,577</b>
	Revenues	19,640	81,169
	Transfer From General Fund	60,000	45,000
	Expenditures	603,226	229,504
	Net Income	(523,586)	(103,335)
<b>Ending Fund Balance</b>		<b>\$ 1,105,991</b>	<b>\$ 1,526,242</b>

## 2023 Capital Fund Summary

- The following projects were completed (or almost completed) in 2023:
  - Sumas Library renovation and Library Express
  - Deming Library LED lighting retrofit
  - Island Library staff area refurbish
- Additional projects that were budgeted for 2023 will be continued in 2024. These include:
  - North Fork Library staff area refurbish
  - Teen area updates at the Blaine, Deming, Lynden, North Fork and South Whatcom Libraries
  - Procurement and installation of a generator at Administrative Services
  - Continued work on updating library monument and wayfinding signage
  - Purchasing additional book returns to be placed at school campuses
  - Planned vehicle replacements

# January 2024 General Fund Report

<b>2024 Budget Revenues - Year-To-Date</b>						
<b>January 2024 (8% of FY)</b>						
<b>Acct No</b>	<b>Description</b>	<b>Budgeted Revenues</b>	<b>Actual Revenues YTD</b>	<b>% of Actual Revenues YTD</b>	<b>% of Budgeted Revenues Received YTD</b>	<b>Budget Variance</b>
310	<b>TAXES</b>					
311.10	General Property Taxes	\$ 9,837,697	\$ 21,564	32.23%	0.22%	\$ (9,816,133)
	<b>TOTAL TAXES</b>	<b>\$ 9,837,697</b>	<b>\$ 21,564</b>	<b>32.23%</b>	<b>0.22%</b>	<b>\$ (9,816,133)</b>
330	<b>INTERGOVERNMENTAL REVENUE</b>					
333.4530	Fed Indirect Grant - IMLS	\$ 2,500	\$ -	0.00%	0.00%	\$ (2,500)
337.1000	Local Grants, Entitlements & Other	100,000	-	0.00%	0.00%	(100,000)
337.2000	Leasehold Excise Tax	30,000	10	0.02%	0.03%	(29,990)
	<b>TOTAL INTERGOV. REVENUE</b>	<b>\$ 132,500</b>	<b>\$ 10</b>	<b>0.02%</b>	<b>0.01%</b>	<b>\$ (132,490)</b>
340	<b>CHARGES FOR GOODS &amp; SERVICES</b>					
347.2001	Printing & Duplication Services	\$ 4,000	\$ 384	0.57%	9.60%	\$ (3,616)
347.2002	Library Use Fees	12,300	12,130	18.13%	98.62%	(170)
	<b>TOTAL CHARGES FOR SERVICES</b>	<b>\$ 16,300</b>	<b>\$ 12,514</b>	<b>18.71%</b>	<b>76.77%</b>	<b>\$ (3,786)</b>
360	<b>MISCELLANEOUS REVENUES</b>					
361.1100	Investment Interest	\$ 215,000	\$ 27,893	41.70%	12.97%	\$ (187,107)
362.1000	Rents & Leases	3,500	360	0.54%	10.29%	(3,140)
367.1000	Contributions & Donations	67,500	408	0.61%	0.60%	(67,092)
369.1000	Sale of Surplus	100	20	0.03%	20.00%	(80)
369.8100	Cashier's Overages or Shortages	-	3	0.00%	0.00%	3
369.9101	Other Misc. Revenue	20,000	2,861	4.28%	14.31%	(17,139)
369.9102	Reimburse Lost/Damaged Books	11,000	1,263	1.89%	11.49%	(9,737)
369.9106	COBRA Reimbursement	-	-	0.00%	0.00%	-
	<b>TOTAL MISC. REVENUES</b>	<b>\$ 317,100</b>	<b>\$ 32,809</b>	<b>49.04%</b>	<b>10.35%</b>	<b>\$ (284,291)</b>
	<b>TOTAL OPERATING REVENUE</b>	<b>\$ 10,303,597</b>	<b>\$ 66,897</b>	<b>100.00%</b>	<b>0.65%</b>	<b>\$ (10,236,700)</b>
390	<b>OTHER FINANCING SOURCES</b>					
397.3000	Transfers from Designated Fund Balance	\$ 230,000	\$ -	0.00%	0.00%	(230,000)
	<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$ 230,000</b>	<b>\$ -</b>	<b>0.00%</b>	<b>0.00%</b>	<b>\$ (230,000)</b>
	<b>TOTAL REVENUE</b>	<b>\$ 10,533,597</b>	<b>\$ 66,897</b>	<b>100.00%</b>	<b>0.64%</b>	<b>\$ (10,466,700)</b>

<b>2024 Budget Expenditures - Year-To-Date</b>						
<b>January 2024 (8% of FY)</b>						
<b>Acct No</b>	<b>Description</b>	<b>Budgeted Expenditures</b>	<b>Actual Expenditures YTD</b>	<b>% of Actual Expenditures YTD</b>	<b>% of Budgeted Expenditures Spent YTD</b>	<b>Budget Variance</b>
572	<b>SALARIES, WAGES, &amp; BENEFITS</b>					
572.1000	Salaries and Wages	\$ 6,028,193	\$ 468,907	58.30%	7.78%	\$ (5,559,287)
572.2000	Benefits	2,141,573	173,632	21.59%	8.11%	(1,967,941)
	<b>TOTAL SALARIES, WAGES, &amp; BENEFITS</b>	<b>\$ 8,169,766</b>	<b>\$ 642,539</b>	<b>79.89%</b>	<b>7.86%</b>	<b>\$ (7,527,227)</b>
572.30	<b>SUPPLIES &amp; MINOR EQUIPMENT</b>					
572.3031	Office & Operating Supplies	\$ 146,450	\$ 2,848	0.35%	1.94%	\$ (143,602)
572.3032	Fuel	26,050	-	0.00%	0.00%	(26,050)
572.3034	Collection Materials	1,250,000	33,278	4.14%	2.66%	(1,216,722)
572.3035	Small Tools & Minor Equipment	261,037	680	0.08%	0.26%	(260,357)
	<b>TOTAL SUPPLIES &amp; MINOR EQUIPMENT</b>	<b>\$ 1,683,537</b>	<b>36,805</b>	<b>4.58%</b>	<b>2.19%</b>	<b>\$ (1,646,732)</b>
572.40	<b>OTHER SERVICES &amp; CHARGES</b>					
572.4041	Professional Services	\$ 486,753	\$ 10,619	1.32%	2.18%	\$ (476,134)
572.4042	Communication	134,780	11,794	1.47%	8.75%	(122,986)
572.4043	Travel	43,850	253	0.03%	0.58%	(43,597)
572.4044	Taxes & Operating Assessments	400	44	0.01%	11.02%	(356)
572.4045	Operating Rentals & Leases	18,737	2,213	0.28%	11.81%	(16,524)
572.4046	Insurance	86,435	87,951	10.94%	101.75%	1,516
572.4047	Utilities	171,176	3,551	0.44%	2.07%	(167,625)
572.4048	Repair & Maintenance	131,440	3,048	0.38%	2.32%	(128,392)
572.4049	Miscellaneous	102,175	5,442	0.68%	5.33%	(96,733)
	<b>TOTAL OTHER SERVICES &amp; CHARGES</b>	<b>\$ 1,175,747</b>	<b>124,915</b>	<b>15.53%</b>	<b>10.62%</b>	<b>\$ (1,050,831)</b>
	<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 11,029,050</b>	<b>804,260</b>	<b>100.00%</b>	<b>7.29%</b>	<b>\$ (10,224,790)</b>
590	<b>OTHER FINANCING USES</b>					
597.1000	Transfers to Capital	\$ 130,000	\$ -	0.00%	0.00%	\$ -
	<b>TOTAL OTHER FINANCING USES</b>	<b>\$ 130,000</b>	<b>\$ -</b>	<b>0.00%</b>	<b>0.00%</b>	<b>\$ -</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 11,159,050</b>	<b>\$ 804,260</b>	<b>100.00%</b>	<b>7.21%</b>	<b>\$ (10,354,790)</b>
	<b>NET INCOME (LOSS)</b>	<b>\$ (625,453)</b>	<b>(737,363)</b>			<b>\$ (111,910)</b>
	<b>FUND BALANCE SUMMARY</b>					
	Beginning Fund Balance	\$ 10,635,396	\$ 10,635,396			
	Net Income	(625,453)	(737,363)			(111,910)
	Transfer to (from) Reserves	(230,000)	-			230,000
	Ending Fund Balance	\$ 9,779,943	\$ 9,898,033			\$ 118,090

## 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.

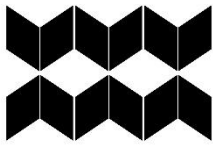
### Expense Accounts:

**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:	2/20/2024
Committee or Department:	Administration
Subject:	Resolution 02/20/24-03 Amending the 2024 General and Capital Fund Budgets
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 02/20/24-03 amending the 2024 General and Capital Fund Budgets

**Suggested Motion for Consideration:** Move approval of Resolution 02/20/24-03 amending the 2024 General and Capital Fund Budgets as presented.

**Summary:**

This resolution adjusts the General Fund Budget as follows:

- The beginning balance of each fund is updated to reflect the 2023 ending balances.
- General Fund Revenue is updated to include the final 2024 levy amount as determined by the Whatcom County Assessor’s Office and a reduction in anticipated revenue in the Local Grants and Entitlements (the “timber tax”) category.
- Funds for online or IT related services are shifted from the Small Tools & Equipment and Miscellaneous categories to the Professional Services category to in accordance with the state Budgeting, Accounting and Reporting System (BARS).
- General Fund expenditures are increased to include additional funding for property, auto and liability insurance premiums and for staff training.
- The amount budgeted for transfer from the General to Capital fund is updated to reflect 2023 intergovernmental revenues.
- Capital Fund revenues for the Birch Bay Library Express project are reduced as a portion of this funding was received in 2023 (and is therefore reflected in the increased beginning fund balance).
- Capital Fund expenditures are increased to reflect projects that were incomplete at the end of 2023 and will carry forward into 2024.



**Alternatives:** N/A

**Fiscal Impact:**

General Fund: a decrease of \$22,852 to the Beginning Fund Balance, a decrease of \$98,164 in Operating Revenue, a decrease of \$8,003 in Operating Expenditures, and a decrease of \$35,865 to the transfer to the Capital Fund, resulting in a net decrease of \$77,147 to the Ending Fund Balance.

Capital Fund: an increase of \$98,027 to the Beginning Fund Balance, a decrease of \$40,000 in Revenue, a decrease of \$35,865 to the transfer from the General Fund to the Capital Fund and an increase of \$60,725 in Expenditures, resulting a net decrease of \$38,563 to the ending fund balance.

**Comments:** N/A

WHATCOM COUNTY LIBRARY SYSTEM  
2024 General Fund Budget Amendment  
February 20, 2024

Revenue					
Acct No.	Description	2024 Budget Adopted	Amended Amount	Adjustment Amount	Notes
308	<b>BEGINNING FUND BAL*</b>	10,635,396	10,612,545	(22,852)	Revised per 2023 ending
310	<b>TAXES</b>				
311.10	General Property Taxes	\$ 9,837,697	\$ 9,769,533	(68,164)	Actual per County Assessor
	<b>TOTAL TAXES</b>	<b>\$ 9,837,697</b>	<b>\$ 9,769,533</b>	<b>(68,164)</b>	
330	<b>INTERGOVERNMENTAL REVENUE</b>				
333.4530	Fed Indirect Grant - IMLS	\$ 2,500	\$ 2,500	-	
337.1000	Local Grants, Entitlements & Other	100,000	70,000	(30,000)	Reduced per 2023 trend
337.2000	Leasehold Excise Tax	30,000	30,000	-	
	<b>TOTAL INTERGOV. REVENUE</b>	<b>\$ 132,500</b>	<b>\$ 102,500</b>	<b>(30,000)</b>	
340	<b>CHARGES FOR GOODS &amp; SERVICES</b>				
347.2001	Printing & Duplication Services	\$ 4,000	\$ 4,000.00	-	
347.2002	Library Use Fees	12,300	12,300	-	
	<b>TOTAL CHARGES FOR SERVICES</b>	<b>\$ 16,300</b>	<b>\$ 16,300</b>	<b>-</b>	
360	<b>MISCELLANEOUS REVENUES</b>				
361.1100	Investment Interest	\$ 215,000	\$ 215,000	-	
362.1000	Rents & Leases	3,500	3,500	-	
367.1000	Contributions & Donations	67,500	67,500	-	
369.1000	Sale of Surplus	100	100	-	
369.8100	Cashier's Overages or Shortages	-	-	-	
369.9101	Other Misc. Revenue	20,000	20,000	-	
369.9102	Reimburse Lost/Damaged Books	11,000	11,000	-	
369.9103	NSF Checks	-	-	-	
369.9106	COBRA Reimbursement	-	-	-	
	<b>TOTAL MISC. REVENUES</b>	<b>\$ 317,100</b>	<b>\$ 317,100</b>	<b>-</b>	
	<b>TOTAL OPERATING REVENUE</b>	<b>\$ 10,303,597</b>	<b>\$ 10,205,433</b>	<b>(98,164)</b>	
390	<b>OTHER FINANCING SOURCES</b>				
397.3000	Transfer from Reserves to Operating	\$ 230,000	\$ 230,000	-	
	<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$ 230,000</b>	<b>\$ 230,000</b>	<b>-</b>	
	<b>TOTAL REVENUE</b>	<b>\$ 10,533,597</b>	<b>\$ 10,435,433</b>	<b>(98,164)</b>	

\*The 2024 beginning fund balance as originally presented incorrectly excluded \$230,000 received as 2023 Property Tax revenue and in abeyance for 2024.

**WHATCOM COUNTY LIBRARY SYSTEM**  
**2024 General Fund Budget Amendment**  
**February 20, 2024**

**Expenditures**

Acct No.	Description	2024 Budget Adopted	Amended Amount	Adjustment Amount	Notes
572	<b>SALARIES, WAGES, &amp; BENEFITS</b>				
572.1000	Salaries and Wages	\$ 6,028,193	\$ 6,028,193	-	
572.2000	Benefits	2,141,573	2,141,573	-	
	<b>TOTAL SALARIES, WAGES, &amp; BENEFITS</b>	<b>\$ 8,169,766</b>	<b>\$ 8,169,766</b>	<b>-</b>	
572.30	<b>SUPPLIES &amp; MINOR EQUIPMENT</b>				
572.3031	Office & Operating Supplies	\$ 146,450	\$ 146,450	-	
572.3032	Fuel	26,050	26,050	-	
572.3034	Collection Materials	1,250,000	1,250,000	-	
572.3035	Small Tools & Minor Equipment	261,037	202,575	(58,462)	Costs moved to Professional Services Costs reduced for 3 departments
	<b>TOTAL SUPPLIES &amp; MINOR EQUIPMENT</b>	<b>\$ 1,683,537</b>	<b>1,625,075</b>	<b>(58,462)</b>	
572.40	<b>OTHER SERVICES &amp; CHARGES</b>				
572.4041	Professional Services	\$ 486,753	\$ 541,038	54,285	Costs moved from Small Tools, Misc Cost reduced per ILS renewal amount
572.4042	Communication	134,780	134,780	-	
572.4043	Travel	43,850	43,850	-	
572.4044	Taxes & Operating Assessments	400	400	-	
572.4045	Operating Rentals & Leases	18,737	18,737	-	
572.4046	Insurance	86,435	91,874	5,439	Higher than anticipated renewals
572.4047	Utilities	171,176	171,176	-	
572.4048	Repair & Maintenance	131,440	131,440	-	
572.4049	Miscellaneous	102,175	92,910	(9,265)	Costs moved to Professional Services Additional staff training costs
	<b>TOTAL OTHER SERVICES &amp; CHARGES</b>	<b>\$ 1,175,747</b>	<b>1,226,206</b>	<b>50,459</b>	
	<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 11,029,050</b>	<b>11,021,047</b>	<b>(8,003)</b>	
590	<b>OTHER FINANCING USES</b>				
597.1000	Transfers to Capital	\$ 130,000	\$ 94,135	(35,865)	Updated per 2023 Intergov. Rev.
597.2000	Transfers to Designated Fund Balance	-	-	-	
	<b>TOTAL OTHER FINANCING USES</b>	<b>\$ 130,000</b>	<b>\$ 94,135</b>	<b>(35,865)</b>	
	<b>TOTAL EXPENDITURES</b>	<b>\$ 11,159,050</b>	<b>\$ 11,115,182</b>	<b>(43,868)</b>	
	<b>NET INCOME (LOSS)</b>	<b>\$ (625,453)</b>	<b>(679,749)</b>	<b>(54,296)</b>	
	<b>FUND BALANCE SUMMARY</b>				
	Beginning Fund Balance	\$ 10,635,396	\$ 10,612,545	(22,852)	
	Net Income	(625,453)	(679,749)	(54,296)	
	Transfer to (from) Reserves	(230,000)	(230,000)	-	
	Ending Fund Balance	<b>\$ 9,779,943</b>	<b>\$ 9,702,796</b>	<b>(77,147)</b>	

**WHATCOM COUNTY LIBRARY SYSTEM**  
**2024 General Fund Budget Amendment**  
**February 20, 2024**

**Fund Balance Summary**

	<b>2024 Budget Adopted</b>	<b>Amended Amount</b>	<b>Adjustment Amount</b>
Beginning Fund Balance	\$ 10,635,396	\$ 10,612,545	\$ (22,852)
Revenue	10,533,597	10,435,433	(98,164)
Expenditures	(11,159,050)	(11,115,182)	43,868
Use of Fund Balance	(230,000)	(230,000)	-
Ending Fund Balance	<u>\$ 9,779,943</u>	<u>\$ 9,702,796</u>	<u>\$ (77,147)</u>
 Committed and Unreserved-Designated Fund Balances			
Cash Flow Reserve	\$ 3,639,587	\$ 3,639,587	\$ -
Emergency Reserve	926,588	926,588	-
Capital Transfer Reserve	130,000	130,000	-
Unemployment Compensation Reserve	14,662	14,662	-
Birch Bay Operating Fund Reserve	600,000	600,000	-
Facility Ownership Fund	3,192,315	3,192,315	-
Facility Maintenance Fund	650,000	650,000	-
Operating Cost Stabilization Fund	250,000	250,000	-
Collection Project Fund	172,000	172,000	-
Abeyance Fund	-	-	-
Total Committed and Assigned Ending Fund Balance	<u>9,575,151</u>	<u>9,575,151</u>	<u>-</u>
Unassigned Ending Fund Balance	204,792	127,645	(77,147)
Total Ending Fund Balance	<u>\$ 9,779,943</u>	<u>\$ 9,702,796</u>	<u>\$ (77,147)</u>

2024-2028 CAPITAL IMPROVEMENT PLAN AND BUDGET							
Project	2024 Budget	2024 Amendment	2025	2026	2027	2028	Est. plan Total
<b>Building and Furnishings Enhancement and Replacement program</b>							
Birch Bay New Branch Furnishings	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Branch Renovations/Upgrades	24,500	85,225	75,000	75,000	75,000	75,000	385,225
<b>Sub-Total Building and Furnishings Enhancement and Replacement Program</b>	<b>174,500</b>	<b>235,225</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>535,225</b>
<b>Building Repair and Maintenance Program</b>							
Admin Services Maintenance & Improvements	130,000	130,000	300,000	125,000	125,000	125,000	805,000
Branch Lighting Retrofit Upgrades	-	-	-	-	-	-	-
Branch Building Updates	41,500	41,500	45,000	50,000	50,000	50,000	236,500
Exterior Signage Updates	25,000	25,000	25,000	25,000	-	-	75,000
Electric Vehicle Charging Initiative	375,000	375,000	-	-	-	-	375,000
<b>Sub-Total Building Repair and Maintenance Program</b>	<b>571,500</b>	<b>571,500</b>	<b>370,000</b>	<b>200,000</b>	<b>175,000</b>	<b>175,000</b>	<b>1,491,500</b>
<b>Equipment Replacement Program</b>							
Vehicle Replacement	120,000	120,000	100,000	80,000	100,000	-	400,000
Storage Container	10,000	10,000	-	-	-	-	10,000
<b>Sub-Total Equipment Replacement Program</b>	<b>130,000</b>	<b>130,000</b>	<b>100,000</b>	<b>80,000</b>	<b>100,000</b>	<b>-</b>	<b>400,000</b>
<b>Land Purchase/New Branch/Branch Upgrades</b>							
Birch Bay Library Design and Construction	1,788,193	1,788,193	-	-	-	-	1,788,193
AS Feasibility Study	50,000	50,000	-	-	-	-	50,000
<b>Sub-total Land Purchase/New Branch/Branch Upgrades</b>	<b>1,838,193</b>	<b>1,838,193</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,788,193</b>
<b>Total Expenditures</b>	<b>\$ 2,714,193</b>	<b>\$ 2,774,918</b>	<b>\$ 545,000</b>	<b>\$ 355,000</b>	<b>\$ 350,000</b>	<b>\$ 250,000</b>	<b>\$ 4,214,918</b>
<b>Funding Summary:</b>							
	<b>2024 Budget</b>	<b>2024 Amendment</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>Est. Plan Total</b>
Investment Interest	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 175,000
Grants/Reimbursements	2,862,280	2,822,280	-	-	-	-	2,822,280
Transfer From General Fund	130,000	94,135	150,000	150,000	150,000	150,000	694,135
Prior Period Ending Fund Balance	1,428,215	1,526,242	1,702,739	1,342,739	1,172,739	1,007,739	
<b>Total Funding</b>	<b>\$ 4,455,495</b>	<b>\$ 4,477,657</b>	<b>\$ 1,887,739</b>	<b>\$ 1,527,739</b>	<b>\$ 1,357,739</b>	<b>\$ 1,192,739</b>	
<b>Fund Balance:</b>							
	<b>2024 Budget</b>	<b>2024 Amendment</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	
Assigned Beginning Fund Balance	\$ 1,196,315	\$ 1,294,342	\$ 1,470,839	\$ 1,110,839	\$ 940,839	\$ 775,839	
Designated Beginning Fund Balance - Emergency	231,900	231,900	231,900	231,900	231,900	231,900	
<b>Total Beginning Fund Balance</b>	<b>1,428,215</b>	<b>1,526,242</b>	<b>1,702,739</b>	<b>1,342,739</b>	<b>1,172,739</b>	<b>1,007,739</b>	
Revenues	2,897,280	2,857,280	35,000	35,000	35,000	35,000	
Transfer From General Fund	130,000	94,135	150,000	150,000	150,000	150,000	
Expenditures	2,714,193	2,774,918	545,000	355,000	350,000	250,000	
Net Income	313,087	176,497	(360,000)	(170,000)	(165,000)	(65,000)	
<b>Ending Fund Balance</b>	<b>\$ 1,741,302</b>	<b>\$ 1,702,739</b>	<b>\$ 1,342,739</b>	<b>\$ 1,172,739</b>	<b>\$ 1,007,739</b>	<b>\$ 942,739</b>	



**RESOLUTION NO. 02/20/24-03**

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

**WHEREAS**, at the December 19, 2023 Board of Trustees meeting the Board approved the Final 2024 General and Capital Fund budgets; and,

**WHEREAS**, the beginning fund balances of each fund need to be adjusted to reflect the actual balance at the beginning of the 2024 budget year; and,

**WHEREAS**, General Fund revenues need to be adjusted to reflect the final 2024 Property Tax Levy amount and reduced revenue expected for Local Grants, Entitlements and Other; and,

**WHEREAS**, General Fund expenditures need to be adjusted to reflect costs reallocated between BARS accounts; and,

**WHEREAS**, General Fund expenditures need to be adjusted to include additional expenditures for insurance and staff training; and,

**WHEREAS**, Capital Fund revenues need to be reduced to reflect Grants and Reimbursements revenue received earlier than expected in 2023; and,

**WHEREAS**, Capital Fund expenditures need to be adjusted to include additional funds for projects that were incomplete at the end of 2023 and will carry forward into 2024; and,

**WHEREAS**, amendments to the 2024 General and Capital Fund budgets are needed to reflect these transfers, adjustments, and estimated fund balances;

**NOW, THEREFORE, BE IT RESOLVED** that budget amendment Resolution No. 02/20/24-03 be adopted, amending the 2024 General Fund Budget to \$21,047,978 and the 2024 Capital Fund budget to \$4,477,657 as follows:

<b>General Operating Fund - Budgetary Accounts</b>		
308 Beginning Fund Balance	\$10,612,545	
310-360 Operating Revenue	10,205,433	
397 Transfers In	230,000	
572 Operating Expenditures		\$11,021,047
590 Transfers Out		94,135
Use of Reserves		230,000
508 Ending Fund Balance		9,702,796
<b>Total</b>	<b>\$21,047,978</b>	<b>\$21,047,978</b>



**RESOLUTION NO. 02/20/24-03**

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

<b>Capital Fund - Budgetary Accounts</b>		
308 Beginning Fund Balance	\$1,526,242	
360 Miscellaneous Revenue	2,857,280	
397 Transfers In	94,135	
594 Capital Expenditures		\$2,774,918
508 Ending Fund Balance		1,702,739
<b>Total</b>	<b>\$4,477,657</b>	<b>\$4,477,657</b>

Adopted by the Whatcom County Library System Board of Trustees this 20th day of February, 2024:

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Rodney Lofdahl, Board Chair



## Board Meeting Agenda Item Cover Sheet

Meeting Date:	2/20/2024
Committee or Department:	Birch Bay Library Express Design Committee
Subject:	Architect Firm Selection Recommendation
Prepared By:	Michael Cox
Impact upon Budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Supporting Documents:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Recommendation or Request:** Consider the recommendation of the Birch Bay Library Express Design Committee and approve action to move forward the process of engaging the services of an architectural firm through completion of the Birch Bay Vogt Library Express.

**Suggested Motion for Consideration:** Approve Christine Perkins to engage in contract negotiations with the design firm recommended by the Birch Bay Library Express Design Committee.

**Summary:**

The Birch Bay Library Express Design Committee engaged in an RFQ process, selected three firms for interviews, and is now recommending an architectural firm with much confidence. The committee recommends entering into contract negotiations with Osborn Architects, Inc. OAI came very prepared, demonstrating familiarity with the site, project history, and local context. A presentation about potential challenges was thorough and thoughtful. Ideas to mitigate potential impact to cultural resources were insightful and specific to our project details. The project timeline with discussion of key milestones and anticipated areas more difficult to control emphasized planning based on funding deadlines associated with grant funds. Hearing this team talk about a project we've been managing since 2018 with in-depth knowledge and an eagerness to get started on meeting the deadline ASAP brought a sense of momentum and energy to the committee. The BBAY Library Express project is a small project with big needs, and OAI proved they are they right firm to take on a project of this scope.

**Committee members:**

- Michael Cox, Project Manager
- Rod Lofdahl, WCLS Board Chair
- Dianne Marrs-Smith, Branch Manager of Lynden & Birch Bay Libraries
- Christine Perkins, Executive Director
- Matthew Santos, WCLS Trustee

**Alternatives:**

**Fiscal Impact:** Funding for this project is approved in the 2024 Capital Budget.

**Comments:** Michael will share a brief overview of committee discussion that led to the selection of the recommended firm.





## Board Meeting Agenda Item Cover Sheet

Meeting Date:	2/20/2024
Committee or Department:	IT Services Committee
Subject:	IT Services Policy 9.01
Prepared By:	Geoff Fitzpatrick, IT Services Manager
Impact upon Budget?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supporting Documents:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Recommendation or Request:** IT Services Committee recommends approval of a new IT Services Policy 9.01.

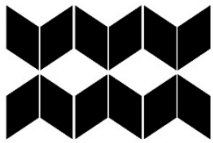
**Suggested Motion for Consideration:** Move approval of IT Services Policy 9.01 as presented.

**Summary:** The final high-priority recommendation resulting from last year’s Cybersecurity Audit was the implementation of an IT Services Policy that clarifies the IT Services Department’s responsibilities and role in providing technology services to staff. That policy is complete and ready for approval.

**Alternatives:** None.

**Fiscal Impact:** None.

**Comments:** The IT Services Committee met on January 25 to finalize this policy, and now recommends to the full board that it be approved.



whatcom county  
**library system**

## INFORMATION TECHNOLOGY SERVICES POLICY

### **POLICY NUMBER: 9.01**

**SCOPE:** This policy applies to all WCLS employees, trustees, contractors, and vendors that provide services to the System. It applies to those services under the purview of the Information Technology Services Department.

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### **PURPOSE**

The Information Technology Department of the Whatcom County Library System is responsible for:

- Provisioning digital tools required by the staff and trustees of the System to fulfill the System's Mission and to adhere to WCLS Policy;
- Securing these tools to the highest extent possible while still allowing staff to fulfill the System's Mission;
- Maintaining data created and used by staff and trustees in the fulfillment of the System's Mission, including assuring its availability to staff for business purposes, public records requests, and archival purposes;
- Providing secure and accessible tools and services to the System's patrons as needed to fulfill the System's Mission.

This policy establishes guidelines to help ensure the safety, security, availability and integrity of the data and tools used by the System, as well as those offered to patrons.

### **DEFINITIONS**

*Information Owner:* Staff responsible for a technology tool, allowing or disallowing access to that tool, and any information stored within that tool. This is not necessarily Information Technology Department staff.

*IT Services:* Information Technology Services Department, or its staff.

*System:* The Whatcom County Library System, WCLS.

*Tools:* Within the context of this policy, the term "tools" refers to hardware, software and services provided by third-party vendors and contractors, and which may fall under the maintenance, security and support responsibility of IT Services.

*Remote:* Locations not owned or operated by WCLS.

*On-Premises:* Locations owned or operated by WCLS.

### **I. PURCHASE AND INSTALLATION OF IT HARDWARE & SOFTWARE**

To efficiently, securely and sustainably provide necessary technology tools for staff, it is optimal to minimize the diversity of hardware and software tools deployed within the System. In consultation with other Department Heads, the IT Services Manager will approve purchases, procure hardware, software, and services, and engage contractors and vendors in accordance with this Policy. As the safety, efficiency, accessibility and security of the System's technology environment is critical to the continued fulfillment of the System's Mission,

careful consideration is required during the selection process of any new tools. This consideration will weigh the costs and benefits of additional tools as they pertain to security, efficiency, and efficacy in fulfilling the tool's purpose.

The IT Services Department will develop and maintain a list of tools that are currently "supported" for use by System staff. Staff use of tools outside of this list is prohibited unless *written* consent is obtained from both the pertinent Department Head and IT Services Manager. Use of these tools must be critical to the fulfillment of the System's Mission. This consent may be accompanied by limitations, for example to the unsupported tool's allowed use, or to the ability of IT Services to provide technical support regarding its use. The consent may be revoked at any time.

Information Owners, in close collaboration with IT Services, shall manage and maintain relationships with third-party vendors who provide services or IT tools and software to WCLS. Prior to contracting with third parties for services, IT tools and software, WCLS shall require information from the vendor regarding:

- compliance standards;
- service-level agreements;
- vendor liability in the event of a data breach;
- disaster recovery and redundancies implemented by the vendor;
- termination of contracts when security requirements are not met;
- auditing requirements;
- other security-related information about the vendor that are essential to WCLS ability to provide services to the public.

The System shall comply with all software and hardware licensing requirements and restrictions.

## **II. STAFF USE OF TECHNOLOGY**

Technology resources and tools are provided to employees and trustees for use in the performance of their work. The equipment, data and other tools used always remain the property of the Whatcom County Library System. Data on System computers, or stored on platforms owned, leased, or subscribed to by WCLS, is not private, whether or not the data is personal or work-related, including email and voicemail.

IT Services will provide staff and trustees with requirements, limitations, procedures, and guidelines for the proper use of tools in accordance with current security and efficiency practices.

WCLS reserves the right to monitor and audit computer or information use at any time without prior notice to employees. WCLS may monitor and audit for legitimate business reasons.

IT Services monitors inventory of all tools for proper and secure use. Staff tools may also be monitored for the purposes of securing patron data in accordance with the *Confidentiality of Patron Records Policy 5.01*. Staff use of tools shall not jeopardize the data or operations of the System. Staff use of tools must never violate any other WCLS Policy or Procedure, nor shall such use be allowed if it is in violation of Local, State or Federal law.

Staff shall not install any software on System computers unless *written* consent is obtained from both the pertinent Department Head and IT Services Manager.

Minimal personal use of WCLS-owned tools is allowed during breaks, lunch hours, or other off-work time during an employee's scheduled workday. Employees may make limited personal use of printers or copiers during breaks, lunch hours or other off-work time on the same terms and at the same rates that apply to patrons using these resources (see: *Photocopying and Printing Services for Patrons Policy 4.02*).

Volunteers or others who are not library employees may use System computer resources when authorized by a supervisor, but only for the purpose of performing library business WCLS has engaged them to perform on a paid or volunteer basis. Non-WCLS employees using library technology resources are subject to all restrictions set forth in this policy.

**A. Email Usage**

WCLS email accounts are provided to staff and trustees for WCLS business purposes only. Personal use of WCLS email accounts is prohibited. WCLS-provided email accounts shall not serve as an employee's primary personal e-mail account. Employees and trustees should be aware that WCLS-provided email accounts may be subject to public disclosure.

As email can be used for external communication, care must be taken by staff to assure the privacy of patron data as directed in the *Confidentiality of Patron Records Policy 5.01*.

No action shall be taken to disable malware- or spam-filtering measures deployed by IT Services.

**B. Internet Usage**

Internet access is provided in all WCLS locations. Access should always be used diligently by patrons and staff, with consideration of best security practices in mind. Use of social media tools shall only occur in accordance with the *Internet Use and Social Networking Policy 4.06*.

Procedures, guidelines, and limitations for Internet access will be provided by IT Services.

**III. USER ACCOUNT MANAGEMENT**

User accounts for technology tools and services are often required for staff access. These accounts should be secured according to best practices, using secure passwords and other authentications methods to prevent access by unknown parties. "Information Owners," or those responsible for the use of tools, may or may not be IT Services staff. Information Owners shall maintain user accounts with an eye towards preserving the security and integrity of the data accessed by users. Procedures and guidelines, such as password/authentication requirements or procedures for adding/removing user accounts, will be provided by IT Services.

**IV. NETWORK SECURITY**

Devices, software, and hardware required for providing access to tools shall be maintained according to documented best practices for operating system and software patching, software and firmware updates, and security updates. These practices will be documented in procedures updated regularly according to current conditions and practices.

Remote access to on-premises tools will be strictly limited and only granted upon written consent by the IT Services Manager in coordination with the Executive Director, or vice versa. Both IT Services Manager and Executive Director should have knowledge of this permission when granted.

**V. PHYSICAL SECURITY**

Physical access to tools, including systems required to provide on-premises services, shall be denied by physical means whenever possible. Such access will be allowed as minimally as possible to prevent access by unknown parties to tools critical to staff and patron service. Such measures may include:

- Disconnecting unused network jacks from equipment that provides access to WCLS networks,
- Limiting physical access to server and communications closets through use of locked doors or locked cabinets whose keys are inventoried and tracked,

- Limiting access to WCLS tools by non-staff by limiting the number of computers to the minimum required for daily operations,
- Implementing security processes that prevent use by unknown parties (such as “locking” a computer when staff is not monitoring it).

## **VI. DATA SECURITY**

IT Services supports the Public Records Officer in maintaining the System’s compliance with the Public Records Act (RCW 42.56). In so doing, IT Services provides tools such as storage to maintain both public records and data important to the operation of the System. IT Services also works with Department Heads and Information Owners to minimize the amount of data retained by the System to mitigate the risk of downtime and other operational losses in the case of security breaches.

IT Services also develops procedures that will enhance the integrity, confidentiality, and security of operational and patron data. These procedures may include access to, or limitations to, tools and processes that pertain to creation, access, usage, modification, sharing, retention, archiving or deleting of data. These procedures will be provided to Information Owners for their own use in securing the data for which they are responsible.

IT Services will implement technology access control procedures and audit data access as appropriate to maintain and secure the System’s data. It will work with Information Owners to help them follow best practices not only with providing or limiting access to tools that fall under their purview, but also with maintaining, minimizing, and securing any data housed within those tools.

IT Services will implement and maintain a Disaster Recovery Plan to be used in instances of data breach, data loss, or accidental destruction. The Plan will include system restoration priority, data backup requirements, communications plans, and vendor contact information. It will also include a process for regular review and updates, as well as regular discussion and practice in the use of the Plan.

## **VII. CYBERSECURITY PRACTICES**

IT Services will implement practices and procedures that will mitigate the cybersecurity risks inherent in the use of technology tools. These mitigation techniques may include limiting, enabling, and monitoring of:

- Use of software, applications, and browser extensions;
- Use of USB or portable storage media or peripheral devices such as printers or hard drives.

Further mitigation may include:

- Implementation of regular data backups for the purposes of disaster recovery or business continuity,
- Design and conduct of required training on IT security and best practices;
- Password complexity requirements and alternative authentication methods;
- Use or limitations for mobile device management and “Bring-Your-Own-Device” tools;
- Auditing the use of WCLS tools and data.

IT Services will coordinate regular cybersecurity audits, performed by third-party professionals, that will assess the current state of the Systems practices. Audits are iterative and provide opportunities for constant improvement. Suggestions to procedures and processes developed through the audit process will be assessed and implemented as possible, considering cost/benefit of each suggestion.

**VIII. RESPONSIBILITY FOR PROCEDURES**

The IT Services Manager is responsible for establishing, maintaining, and ongoing monitoring of procedures that support this Policy. The IT Services Manager is also responsible for adherence to this Policy and related procedures.

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**RELATED POLICIES:** Photocopying and Printing Services for Patrons Policy 4.02; Internet Use and Social Networking Policy 4.06; Confidentiality of Patron Records Policy 5.01; Staff Use of WCLS Computers and Other Information Technology Resources Policy 12.37; Public Records Policy 21.01

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**STATUTORY REFERENCE:** RCW 42.56 Public Records Act

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ADOPTED by the Whatcom County Library System Board of Trustees February 20, 2024.

DRAFT



## Board Meeting Agenda Item Cover Sheet

Meeting Date:	2/20/2024
Committee or Department:	Administration
Subject:	Annual General Meeting
Prepared By:	Christine Perkins
Impact upon Budget?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supporting Documents:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Recommendation or Request:** Elect Board officers for 2024 and make committee assignments.

**Suggested Motion for Consideration:** Move approval of officers and committee assignments as discussed.

**Summary:** The Board of Trustees holds its Annual General Meeting in February each year. Board Members vote on officers and committee assignments.

Officers

Chair:	Rod Lofdahl	Presides over meetings, sets agenda, signs contracts
Vice Chair:	Matthew Santos	Presides over meetings when Chair is unavailable
Secretary:	Holly Robinson	Signs minutes and other correspondence

Committee assignments (maximum of 2 trustees per committee)

Finance:	Rod Lofdahl and TBD	Meets monthly to review claims
Personnel:	Rod Lofdahl and TBD	Annual union negotiations, Executive Director review, Trustee Interviews
Marketing:	TBD (2 trustees)	Meets quarterly to review marketing plan
IT Services:	TBD (2 trustees)	Meets quarterly to review IT Services plan
WCLF Liaison:	TBD	Attends WCLF meeting monthly
Birch Bay Vogt Library Express Design:	Rod Lofdahl and Matthew Santos	Meets ad hoc to review design requirements for the Birch Bay Vogt Library Express

**Alternatives:** None.

**Fiscal Impact:** None.

**Comments:** Committee assignments noted above by “TBD” will be discussed further at today’s meeting.



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## **COMMUNITY**

Earlier this month I led the Public Libraries of Washington Winter Meeting at the KCLS Burien Library. More than 30 directors from library systems across the state attended, sharing updates and participating in discussions about the impact of Artificial Intelligence on libraries and society, trauma informed care for library staff and patrons, and how to apply for Library Capital Improvement Program grants. We also reviewed proposed legislation, such as SB 5770 which would have allowed local taxing districts to exceed the 1% cap on increases, up to 3%. This bill failed to move forward this legislative session. Next year, I would like to bring two trustees with me to Olympia for Library Legislative Day, which is typically held in February or March.

## **ACCESS**

The Blaine City Council held a Study Session on January 22 to review the latest iteration of a preliminary conceptual design for a library/affordable housing project.

## **RESOURCES**

I met with two representatives from the Whatcom County Auditor's Office recently to gauge interest in offering Voter Assistance Points at WCLS locations. Unfortunately, it sounds like providing patrons the ability to register to vote on Election Day at WCLS libraries might be difficult for our Elections Department to support at this time. They agreed to check in with our counterparts in Pierce County, who have been doing this successfully for several election cycles. In the meantime, they gave us excellent suggestions on how to clarify our [Vote – Whatcom County Library System \(wcls.org\)](https://www.wcls.org) web page.

## **EQUITY, DIVERSITY AND INCLUSION**

As we have discussed previously, Whatcom County is in the midst of an [opioid epidemic](#). WCLS is now distributing free naloxone nasal spray kits to the public. Naloxone can be used to respond to suspected opioid overdose. Members of the public can pick up a kit or two to keep on hand in case of emergency. We have ordered a limited number of kits through the Washington State Department of Health and our ability to distribute them is dependent on this free supply.

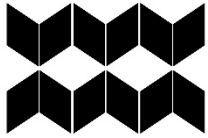
## **STEWARDSHIP**

Our AFSCME Staff Representative Joe Downes has left Council 2. We do not yet know who his replacement will be. We enjoyed working with Joe and are optimistic that our new staff representative will be equally copasetic.

Some excellent news: WCLS has been selected to receive \$45,000 in grant funding to install Electric Vehicle charging stations for the public at the North Fork Library in Kendall and the future Birch Bay Vogt Library Express! Grants for other WCLS locations may be forthcoming in the future, as funds allow. Thank you to Ryan Cullup for submitting these applications!

**Christine Perkins**, Executive Director





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**library system**

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**COMMUNITY**

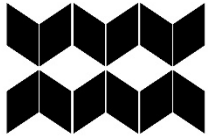
If you were to tour every WCLS library location, you'd notice a long list of things that are similar. Choices regarding signage, furniture, and even shelving along with staff procedures taught consistently across the system help create a somewhat common, branded experience. You'd also notice things that are unique to each location. Exhibit spaces are one thing that help give each branch an opportunity to reflect and celebrate the community it is a part of. Policy 7.04 regarding postings, petitions, and exhibits places oversight of exhibit placement and scheduling within the discretion of each branch manager, and I asked them to share their experiences.

Displaying quilts is a long held practice at Everson, Lynden, and Sumas libraries. It's no surprise that crafting groups such as the Kept in Stiches group in Sumas are also common across branches. As Everson/Sumas Branch Manager, Paul Fullner, says, "The fastest way to get a quiet crafter to come out of their shell and start talking to staff is to put a beautiful quilt on display." A book could be made of all the quilts that have graced WCLS walls, some have even been made together as a group project, and it would tell a warm story of community.

Library walls also become exhibit spaces for local arts groups such as the Blaine Arts Council and Sudden Valley Arts Group. These groups can help curate and plan the exhibits while also connecting artists to the library. Regular patrons enjoy the constant rotation of art while friends and family of the artists may be visiting the library for the sole purpose of the exhibit. Spaces for meetings or computers can play a second role as art gallery. Other spaces such as the ends of bookshelves and in-between windows have become spaces of collaboration. Each year the Sue C. Boynton Poetry Contest winners are circulated across branches to be displayed. Books, too, can become exhibits. At the Ferndale Library, books donated by sister city Minamiboso, Japan are displayed and available for checkout. At Island Library, locals and visitors alike love looking at the unique display cabinet curated by community volunteer Buff Lapof, including items both common and curious from many residents and artisans of Lummi Island.

Sharing art is a special way of building community. Branch managers agree it has been an overwhelmingly positive thing over the years. Friends and neighbors get to learn and appreciate the talents and expertise in their community. "There is often a sense of surprise," shares Deming manager Katrina Carabba. Staff, too, sometimes share their work. Whatever the exhibit, it fosters conversations and connections.

**Michael Cox**  
Deputy Director



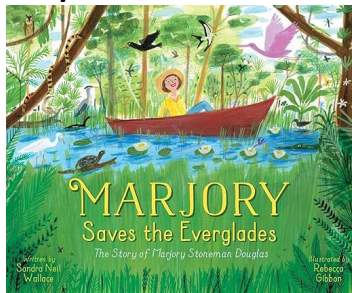
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## COMMUNITY

This month I'd like to share a few recent stories about the ways stories impact kids and teens. We know that things like this are happening all the time, but it's wonderful to learn and hear about specific instances where young readers' lives are inexorably changed.

### Early



A four-year-old child visited the library and happened upon [Marjory Saves the Everglades: The Story of Marjory Stoneman Douglas](#), a picture book biography of the journalist, conservationist, and suffragist whose staunch defense of the Everglades galvanized a movement and preserved the ecosystem as a National Park. The youngster was so taken with the story that she convinced her parents to make a trip, and the family undertook the more-than-3,000-mile journey to see the place that had so

captivated her. They returned from the trip with pictures and thanks for inspiring that kind of passion.

### Kids



Angelina Kuchar is running a book club at Mount Baker Junior High, bringing copies of a book to campus and reading aloud with interested teens. The current book, [The Remarkable Journey of Coyote Sunrise](#) by Washington Author Dan Gemeinhart, tells of a young girl on a nomadic school-bus journey with her father who is running away from the memories his deceased wife and daughter, Coyote's mother and sister. The book has resonated especially with the current book club group in surprising ways, knitting a particular kind of community among its readers.

### Teens



Recently a teen at the Whatcom County Juvenile Detention Center began reading [How to Make Friends with the Dark](#) by Kathleen Glasgow, a realistic novel about a girl struggling to make sense of her mother's sudden death after a tempestuous and complicated relationship. She got the book from the small library established there and wasn't able to finish it before release. She took her Lynden ConnectED account to the Bellingham Public Library, got a copy to finish, and took another of the author's novels for good measure.

**Thom Barthelmess**

Youth Services Manager

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COMMUNITY/RESOURCES



Celebrated each February, National Library Lovers Month is the holiday for people who love their library and the library staff for all they do. We're inviting our community to share library love at [wcls.org/love](https://wcls.org/love). Patrons can drop by any WCLS branch to request one of our new I ❤️ My Library stickers (while supplies last). We hope they'll use the stickers to wear their heart on their sleeve or laptop, water bottle, notebook, phone case. Stickers will also be distributed at pop-up library events. Promotions like this build awareness and support for WCLS.



**"I love my library because it supports my reading passion and the library supports/uplifts the community." ~ Ferndale Library patron**



**Whatcom READS events continue.**

Mark your calendar for the March 14-16 author events. The 11 a.m. March 14 book discussion at Deming Library will be led by WCLS staff Joshua Olsen, Katrina Carabba and Erin Suda. Space is limited; registration is required, [whatcomreads.org/events](https://whatcomreads.org/events).

**Web trend:** We've noticed substantial interest in WCLS's digital literacy project. The quizzes and resources were featured in the February patron email (40% open rate). Of those who opened the newsletter, 150 visited the quiz page and 63 of those people made more than one visit. The digital literacy page launched in the middle of January. To date, it has had 443 views from 257 users. The average engagement is about 1 minute and includes 1,480 click-throughs. This indicates a high level of interest in the topic and a compelling role for the library system.

**News Releases**

- [WCLS RFQ: Administrative Services Parking Lot](#)
- o Note: Facilities Manager Ryan Cullup posts RFQs/RFPs via a new webpage. We also share the announcements on the WCLS news page.

**Podcast:** [wcls.org/podcast](https://wcls.org/podcast) or subscribe on your favorite podcast platform

- [Episode 43: WCLS Adult Programming Coordinator Claire McElroy/Whatcom READS](#)

**Book Reviews**

- *Cascadia Daily News*, Jan. 20, 2024, [Hula: A Novel by Jasmin 'Iolani Hakes](#)
- *Cascadia Daily News*, Jan. 8, 2024, [The Ways of Water by Teresa H. Janssen](#)
- *The Northern Light*, Jan. 31, 2024, [Birch Bay book club review: 'Small Great Things' by Jodi Picoult](#)
- *The Northern Light*, Jan. 10, 2024, [Blaine book club review: 'How the Other Half Eats'](#)
- *Bellingham Alive*, December 2023, clip below.

## Book Reviews

WRITTEN BY MARY KINSEY AND EMMA RADOSEVICH



**Roaming**  
by Jillian Tamaki  
and Mariko Tamaki

**HIGH SCHOOL BEST FRIENDS** Zee and Dani have always dreamed of visiting New York City together. In "Roaming," they reunite in Manhattan for spring break after their freshman year at separate colleges. Tagging along is Fiona, a glamorous new friend from Dani's dorm who would rather see the "real" New York than visit the museums on Zee and Dani's bucket list.

In strikingly detailed line art with pops of periwinkle and peach, "Roaming" captures the transformative— and sometimes frustrating— experience of traveling with friends. The threesome spends as much time exploring the city as they do bickering in their youth hostel. Fantastical illustrations of Times Square, the Met, and Central Park amplify the characters' inner struggles as they face conflicting desires and hurt feelings.

This new collaboration by the award-winning Jillian and Mariko Tamaki ("Skim," "This One Summer") is an ode to New York, friendship, and figuring out who you are.

Both Dashka Slater and Jillian Tamaki will present at WWU's 21st Annual Children's Literature Conference on Saturday, February 17, 2024. Register at [wwuack.com](http://wwuack.com).



**Accountable:**  
The True Story  
of a Racist  
Social Media  
Account and the  
Teenagers Whose  
Lives It Changed  
by Dashka Slater

**IT BEGINS WITH A MEME.** A single image that an Albany High junior sees as edgy, intended to court his friends' dark sense of humor. Soon that meme is a private Instagram account. The content grows more offensive, more personal— racist and sexist, featuring images not of strangers but of other Albany students. Still private, but not for long. When the account is exposed, the small community is shaken to its core. Account victims are traumatized and angry; account followers grapple with the consequences of their choices. Protests follow, then news features, expulsions, legal actions. In telling this story, author Dashka Slater resists the lure of easy answers. Instead she presents a sensitive, nuanced look at both victims and followers that reveals the long-lasting impact of what happened without diminishing the harm caused. Though written for teens, this book is a riveting read for anyone interested in the role of social media in the lives of young people, an analysis that invites both discussion and reflection.

### Media Coverage

- *The Northern Light*, Jan. 3, 2024, [2023 Year in Review: A look back at the year that was \(January-June\)](#)
- *Ferndale Record*, Jan. 3, 2024, [Ferndale Library celebrates education partners](#)
- *Ferndale Record*, Jan. 3, 2024, [Community calendar for Jan. 3, 2024](#)
- *The Northern Light*, Jan. 3, 2024, [Birch Bay Vogt Library Express reaches funding goal](#)
- *Visit Bellingham*, Jan. 4, 2024, [Whatcom County Council Allocates \\$315,000 in ARPA Funding to Support Birch Bay Vogt Library Express](#)
- *KPUG*, Jan. 5, 2024, [WCLS seeking teenagers for annual poetry collection](#)
- *KGMI*, Jan. 8, 2024, [Dianne Marrs-Smith: New Birch Bay Library](#)



- *The Northern Light*, Jan. 10, 2024, [2023 Year in Review: A look back at the year that was ... \(July-December\)](#)
- *The Northern Light*, Jan. 10, 2024, [2023 Year in Review: Friends of Birch Bay Library](#)
- *Whatcom News*, Jan. 12, 2024, [Whatcom schools and other closures and opening delays announced for Friday, Jan. 12th](#)
- *Whatcom News*, Jan. 17, 2024, [Whatcom schools and other closures and opening delays announced for Wednesday, Jan. 17th](#)
- *Lynden Tribune*, Jan. 17, 2024, [WCLS closes libraries due to weather, road conditions](#)
- *Ferndale Record*, Jan. 17, 2024, [WCLS closes libraries due to weather, road conditions](#)
- *The Bellingham Herald*, Jan. 17, 2024, [Snow blankets lowland Whatcom County. Freezing rain is possible](#)
- *Lynden Tribune*, Jan. 18, 2024, [Lynden and all other Whatcom libraries closed Thursday due to weather, road conditions](#)
- *Ferndale Record*, Jan. 18, 2024, [Ferndale and all other Whatcom libraries closed Thursday due to weather, road conditions](#)
- *The Bellingham Herald*, Jan. 18, 2024, [Whatcom County schools close with more snow on the horizon](#)
- *Whatcom News*, Jan. 19, 2024, [UPDATED: Whatcom schools and other closures and opening delays announced for Friday, Jan. 19th](#)
- *Lynden Tribune*, Jan. 19, 2024, [Whatcom libraries open Friday; limited hours due to driving conditions](#)
- *Ferndale Record*, Jan. 19, 2024, [Whatcom libraries open Friday; limited hours due to driving conditions](#)
- *The Bellingham Herald*, Jan. 19, 2024, [Bellingham schools cancel Friday classes due to snow, ice](#)
- *The Northern Light*, Jan. 24, 2024, [Conceptual design revealed for Blaine library, affordable condominium project in downtown Blaine](#)
- *The Northern Light*, Jan. 24, 2024, [Blaine City Council roundup ...](#)
- *Salish Current*, January 2024, clip below

**Whatcom READS.** Start your year off discussing "Red Paint: The Ancestral Autobiography of a Coast Salish Punk" by Sasha taq<sup>w</sup>šəblu LaPointe with the Friends of Birch Bay Library Book Club on Jan. 17, 4–5:30 p.m. Check out the schedule of all Whatcom READS events [here](#).

**Mary Vermillion**

Community Relations Manager

Collection Size	Physical	Electronic	Total
	310,030	342,422	652,452

Circulation	Jan 2023	Jan 2024	YTD 2023	YTD 2024	YTD % chg
<b>Physical Circulation</b>					
Blaine	12,516	10,773	12,516	10,773	-13.9%
Bookmobile & Outreach	4,496	3,951	4,496	3,951	-12.1%
Deming	8,220	7,343	8,220	7,343	-10.7%
Everson	10,182	7,966	10,182	7,966	-21.8%
Ferndale	31,998	29,314	31,998	29,314	-8.4%
Island	2,019	1,596	2,019	1,596	-21.0%
Lynden	38,921	32,810	38,921	32,810	-15.7%
North Fork	4,547	3,448	4,547	3,448	-24.2%
NWIC	15	7	15	7	-53.3%
Point Roberts + PRX	2,471	1,755	2,471	1,755	-29.0%
Sumas + SLX	235	1,970	235	1,970	738.3%
South Whatcom	7,444	6,642	7,444	6,642	-10.8%
NDX	3,282	3,008	3,282	3,008	-8.3%
<b>Physical Circulation Total</b>	<b>126,346</b>	<b>110,583</b>	<b>126,346</b>	<b>110,583</b>	<b>-12.5%</b>
Disc materials: DVDs, CDs	28,219	24,796	28,219	24,796	-12.1%
All other materials	97,207	84,767	97,207	84,767	-12.8%
<b>Electronic Circulation</b>					
eBooks/eAudiobooks	31,813	36,756	31,813	36,756	15.5%
eMagazines	1,747	6,130	1,747	6,130	250.9%
eMusic	8,369	9,233	8,369	9,233	10.3%
Streaming Video	1,902	3,259	1,902	3,259	71.3%
<b>Digital Circulation Total</b>	<b>43,831</b>	<b>55,378</b>	<b>43,831</b>	<b>55,378</b>	<b>26.3%</b>
<b>Grand Total</b>	<b>170,177</b>	<b>165,961</b>	<b>170,177</b>	<b>165,961</b>	<b>-2.5%</b>

Visitors (Door counts)	Jan 2023	Jan 2024	YTD 2023	YTD 2024	YTD % chg	Jan 2019
Blaine	5,835	6,190	5,835	6,190	6.1%	8,857
Deming	2,344	2,775	2,344	2,775	18.4%	3,905
Everson	2,760	2,917	2,760	2,917	5.7%	5,668
Ferndale	10,094	11,212	10,094	11,212	11.1%	17,333
Island	751	998	751	998	32.9%	1,450
Lynden	8,362	10,660	8,362	10,660	27.5%	17,316
NDX	299	304	299	304	1.7%	
North Fork	1,359	1,516	1,359	1,516	11.6%	2,826
Point Roberts + PRX	1,081	1,299	1,081	1,299	20.2%	1,318
Sumas + SLX	0	945	0	945		1,724
South Whatcom	1,749	2,376	1,749	2,376	35.8%	2,207
<b>Total</b>	<b>34,634</b>	<b>41,192</b>	<b>34,634</b>	<b>41,192</b>	<b>18.9%</b>	<b>62,604</b>

New Borrowers	Jan 2023	Jan 2024	YTD 2023	YTD 2024	YTD % chg
	680	734	680	734	7.9%

Interlibrary Loan	Jan 2023	Jan 2024	YTD 2023	YTD 2024	YTD % chg
Borrowed from BPL	12,383	10,977	12,383	10,977	-11.4%
Lent to BPL	22,736	21,175	22,736	21,175	-6.9%
Borrowed: other libraries	425	572	425	572	34.6%
Lent: other libraries	499	565	499	565	13.2%

Electronic Resources	Jan 2023	Jan 2024	YTD 2023	YTD 2024	YTD % chg
WCLS.org Sessions	38,463	38,416	38,463	38,416	-0.1%
Bibliocommons Sessions	55,920	96,731	55,920	96,731	73.0%
Internet Sessions	2,862	3,223	2,862	3,223	12.6%
Wifi Clients / Sessions	6,059	5,245	6,059	5,245	-13.4%

Volunteers	Jan 2023	Jan 2024	YTD 2023	YTD 2024	YTD % chg
	630	607	630	607	-3.6%

Activities	Jan 2023	Jan 2024	YTD 2023	YTD 2024	YTD % chg
<b>Programs</b>					
Adults	43	51	43	51	18.6%
Teens	18	12	18	12	-33.3%
Children	55	55	55	55	0.0%
<b>Total</b>	<b>116</b>	<b>118</b>	<b>116</b>	<b>118</b>	<b>1.7%</b>
<b>Attendance</b>					
Adults	475	436	475	436	-8.2%
Teens	626	225	626	225	-64.1%
Children	1,797	1,293	1,797	1,293	-28.0%
<b>Total</b>	<b>2,898</b>	<b>1,954</b>	<b>2,898</b>	<b>1,954</b>	<b>-32.6%</b>

Notes/Corrections:

SU Library closed; reopened 2/11/23

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

Jan - June 2023 stats for Bibliocommons & WCLS.org track entrances not sessions due to Google Analytics update in July 2023



Collection Size	December		
	Physical	Electronic	Total
	310,834	316,826	627,660

Circulation<	December		Year to Date		% Chg
	2022	2023	2022	2023	
<b>Physical Circulation</b>					
Blaine	12,404	11,875	163,928	149,454	-8.8%
Bookmobile & Outreach	4,601	4,210	56,673	55,502	-2.1%
Deming	8,064	7,522	110,071	93,573	-15.0%
Everson	9,230	9,206	120,225	110,060	-8.5%
Ferndale	29,515	31,600	404,390	388,410	-4.0%
Island	2,076	1,742	25,168	22,420	-10.9%
Lynden	35,113	35,162	479,766	456,120	-4.9%
North Fork	4,209	4,134	54,167	52,924	-2.3%
NWIC	14	8	139	115	-17.3%
Point Roberts + PRX	2,198	1,974	29,360	29,087	-0.9%
Sumas + SLX	85	2,117	3,218	24,185	651.6%
South Whatcom	7,000	7,468	92,218	92,443	0.2%
NDX	3,334	3,371	42,367	38,863	-8.3%
<b>Total</b>	<b>117,843</b>	<b>120,389</b>	<b>1,581,690</b>	<b>1,513,156</b>	<b>-4.33%</b>
Disc materials: DVDs and CDs	27,198	29,531	399,201	330,562	-17.2%
All other materials	89,495	89,818	1,167,930	1,169,614	0.1%
<b>Electronic Circulation</b>					
eBooks/eAudiobooks	30,201	33,013	345,553	388,128	12.3%
eMusic	8,847	10,003	105,533	140,739	33.4%
Streaming Video	1,515	2,629	22,975	23,221	1.1%
eMagazines	1,525	5,899	19,189	34,092	77.7%
<b>Total</b>	<b>42,088</b>	<b>51,544</b>	<b>493,250</b>	<b>586,180</b>	<b>18.84%</b>
<b>Total Circulation</b>	<b>159,931</b>	<b>171,933</b>	<b>2,074,940</b>	<b>2,099,336</b>	<b>1.18%</b>

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

< Sumas Library Express opened 2/11/23.

Visitors (Door Counts)	December			Year to Date		% Chg
	2019	2022	2023	2022	2023	
Blaine	8,332	5,536	6,128	74,621	78,030	4.6%
Deming	4,038	2,044	2,441	28,295	30,134	6.5%
Everson	4,923	2,560	3,050	26,376	36,879	39.8%
Ferndale	13,450	9,994	9,825	123,953	150,913	21.8%
Island	1,412	701	1,079	14,349	12,626	-12.0%
Lynden	13,788	7,784	9,725	125,049	124,120	-0.7%
Northwest Drive Express		258	287	3,983	3,471	-12.9%
North Fork	1,993	1,299	1,740	19,809	21,084	6.4%
Point Roberts + PRX	1,271	1,196	1,413	14,814	17,995	21.5%
Sumas + SLX	2,271	0	918	0	12,574	
South Whatcom	1,968	1,644	2,685	27,715	28,206	1.8%
<b>Total</b>	<b>53,446</b>	<b>33,016</b>	<b>39,291</b>	<b>458,964</b>	<b>516,032</b>	<b>12.43%</b>

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

New Borrowers	December		Year to Date		% Chg
	2022	2023	2022	2023	
Registered	326	488	5,021	7,634	52.04%

Patron Service	December		Year to Date		% Chg
	2022	2023	2022	2023	
<b>Interlibrary Loan</b>					
Borrowed from BPL	10,725	11,667	140,559	138,891	-1.2%
Lent to BPL	20,844	23,167	267,777	264,377	-1.3%
Borrowed from other libraries	548	623	7,003	6,725	-4.0%
Lent to other libraries	472	547	6,036	5,796	-4.0%

Electronic Resources	December		Year to Date		% Chg
	2022	2023	2022	2023	
WCLS.org Sessions	31,014	34,886	433,915	447,617	3.2%
Bibliocommons Sessions	47,317	79,503	612,471	778,620	27.1%
Internet Sessions	2,405	3,223	29,078	39,211	34.8%
Wifi Clients / Sessions	5,787	6,134	71,219	84,788	19.1%

Volunteers	December		Year to Date		% Chg
	2022	2023	2022	2023	
Volunteer Hours	653.00	792.00	9,116.50	10,253.25	12.5%

Activities	December		Year to Date		% Chg
	2022	2023	2022	2023	
<b>Programs</b>					
Adults	25	34	371	674	81.7%
Teens	11	9	226	217	-4.0%
Children	51	59	571	919	60.9%
<b>Total</b>	<b>87</b>	<b>102</b>	<b>1,168</b>	<b>1,810</b>	<b>55.0%</b>

<b>Attendance</b>					
Adults	246	547	4329	7952	83.7%
Teens	106	32	5414	8393	55.0%
Children	1,573	956	25032	28243	12.8%
<b>Total</b>	<b>1,925</b>	<b>1,535</b>	<b>34,775</b>	<b>44,588</b>	<b>28.2%</b>

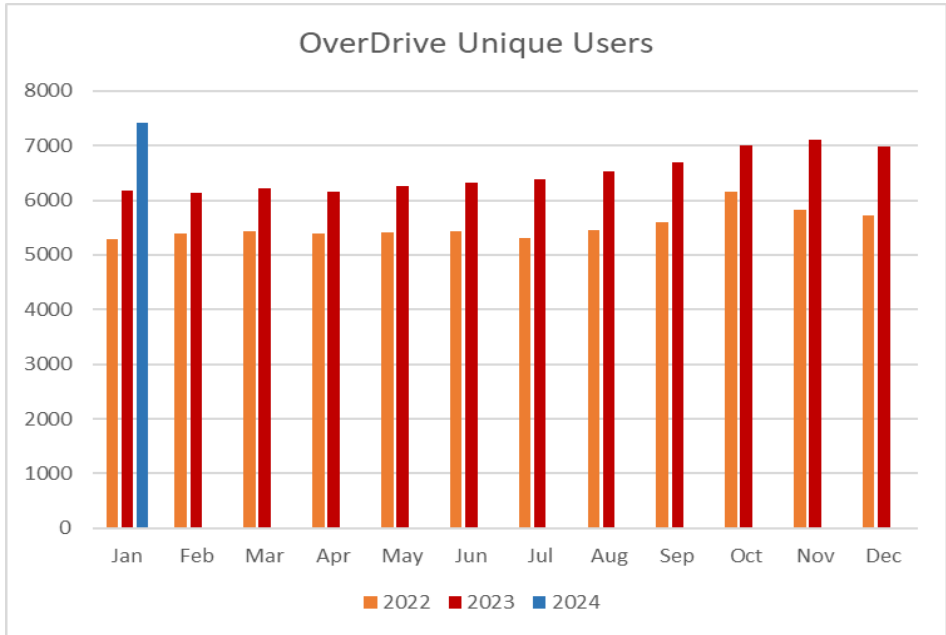
**Corrections:**

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

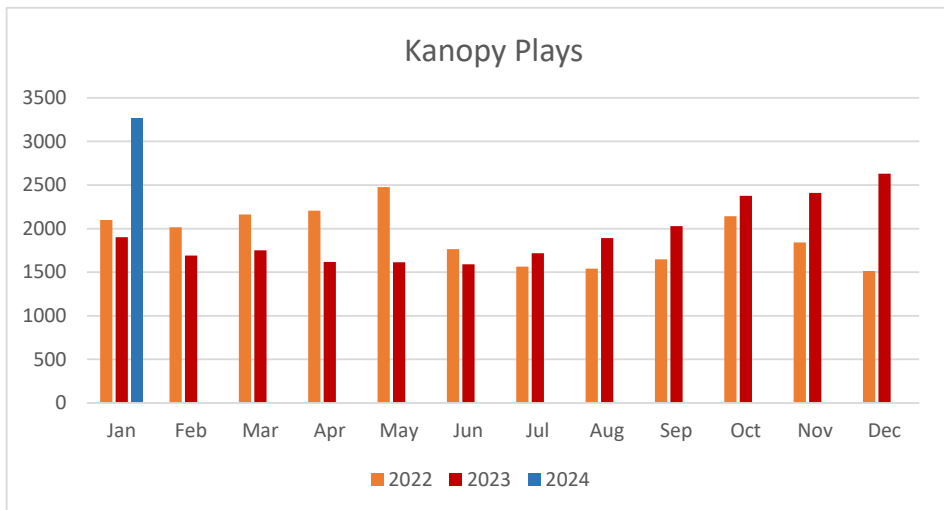
## OVERDRIVE UNIQUE USERS

OverDrive unique users continue to grow by leaps and bounds with January setting another high point for unique users who engaged with OverDrive content. Typically, between 300-400 of these unique users are new to OverDrive each month. Impressively, of the top 30 items checked out in January by WCLS patrons all but three are eMagazines; *The New Yorker* magazine led with 370 checkouts in January. Book titles that made the top 30 list: *The Woman in Me* by Britney Spears (eAudiobook), *Red Paint* by Sasha LaPointe (eBook - Whatcom READS title) and *Happy Place* by Emily Henry (eAudiobook).



## KANOPY PLAYS - JANUARY TO DECEMBER COMPARISON

The current Community Relations campaign focusing on Kanopy has been very successful in increasing Kanopy usage - Plays for October 2023 through January 2024 were the highest usage months ever with January use exceeding December by a 24% increase. Visits to the WCLS Kanopy website in January also increased over December. Some stats from 2023 - BBC Studios was the most popular content provider, 8pm was the busiest time of day for viewing, and desktops were the device most people chose to view Kanopy content.



## DATABASE USAGE

January 2024 was not a very strong usage month for databases but here are some stories of what kind of content people did access to enhance their lives. 44% of patrons using Mango Languages were learning Spanish, but other courses accessed were Hebrew (8%), Japanese (7%), Ukrainian, Shakespearean English, Hawai'ian, and Pirate. The 43 patrons who used LinkedIn Learning last month viewed 1,556 learning videos and viewed 249 different courses; popular courses include Excel essentials, efficient time management, and one called The Good Life which is intended to increase happiness. Creativebug users learned to block print, paint on cookies and mend sweaters!

