



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

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

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1. 9:00 a.m.      **Call to Order.** Quorum determined. Land Acknowledgement.  
*We are on the ancestral homeland of the Nooksack, Lummi and other Coast Salish peoples. They have been its stewards since time immemorial, respecting the land, river and ocean with the understanding that everything is connected, related and alive. We acknowledge the elders and their collective and individual plights and achievements. We consider the legacies of violence, displacement, migration, and settlement that bring us together today. And we pursue ongoing action, to build lasting relationships and grow together so that all may prosper.*
2. 9:05 a.m.      **Open Public Comment Opportunity**  
*This period is set aside for persons wishing to address the Board. Each person may have up to three minutes for this purpose. Written comments may be submitted to [Rheannan.Pfnister@wcls.org](mailto:Rheannan.Pfnister@wcls.org) prior to the meeting.*
3. 9:10 a.m.      **Service Anniversary Recognition – Kris Lomedico**
4. 9:15 a.m.      **Consent Agenda**
  - a. Meeting Minutes
  - b. Expenditures
5. 9:20 a.m.      **Financial Report and Resolutions**
  - a. Finance Committee Report
6. 9:25 a.m.      **Whatcom County ARPA Grant for Birch Bay Vogt Library Express**
7. 9:35 a.m.      **Trustee Education: Training Staff to Manage Difficult Behaviors with Empathy**
8. 9:45 a.m.      **Policy Update**
  - a. Confidentiality of Patron Records Policy 5.01
  - b. Management Benefits and Leave Policy 12.20
  - c. Sick Leave Policy 12.22
  - d. Public Records Policy 21.01
9. 10:00 a.m.     **Freedge at NF Library**
10. 10:15 a.m.    **BREAK**
11. 10:25 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, March 18, 2024. Written comments may be submitted to [Rheannan.Pfnister@wcls.org](mailto:Rheannan.Pfnister@wcls.org) prior to the meeting.*

12. 10:50 a.m. **Performance Measures and Committee Reports**
  - a. Performance Measures
  - b. IT Services Committee
  - c. Personnel Committee
  - d. Whatcom County Library Foundation
  
13. 11:15 a.m. **Announcements and Adjourn**
  - a. Finance Director Jackie Saul will be in charge April 1 – 6 while the Executive Director is on vacation.
  - b. Library Giving Day is April 3.
  - c. National Library Week is April 7 through April 13; Monday, April 8 is Right to Read Day.
  - d. New date for October Board meeting – shift to October 22.

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## Board Meeting Agenda Item Cover Sheet

Meeting Date:	3/19/2024
Committee or Department:	Administration Department
Subject:	Consent Agenda – Board Meeting Minutes, Monthly Expenditures
Prepared By:	Jackie Saul
Impact upon Budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Supporting Documents:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**Recommendation or Request:** Approval of consent agenda items

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

**Summary:**

Meeting Minutes:

- February 20, 2024 Regular Board Meeting

Expenditures:

General Fund:

- January 16-31, 2024 payroll: check nos. 1037464956-1037464957 and voucher nos. 557751-557900 totaling \$239,080.34 and February 1-15, 2024 payroll: check nos. 1037621328-1037621329 and voucher nos. 557907-558059 totaling \$234,092.55.
- ACH transactions for employee benefits, telecommunication services and monthly sales/use tax filings totaling \$97,313.79; \$37,238.71 of this is for employee funded contributions to dental insurance premiums, Health Savings Accounts, PERS and deferred compensation plans (made via payroll deduction).
- Claim 2024-05G: warrant nos. 1184984-1184997 totaling \$13,713.29
- Claim 2024-06G: warrant nos. 1184984-1184997 totaling \$205,951.36
- Claim 2024-07G: warrant nos. 1185647-1185659 totaling \$7,613.00
- Claim 2024-08G: warrant nos. 1186324-1186344 totaling \$111,016.63

Capital Fund:

- Claim 2024-02C: warrant no. 1184998 totaling \$18,913.79
- Claim 2024-03C: warrant no. 118525 totaling \$1,086.10
- Claim 2024-04C: warrant no. 1186345 totaling \$1,024.08

**Alternatives:** N/A

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

**Comments:** The Finance Committee has reviewed the General and Capital Fund claims listed above.



## UNAPPROVED MINUTES

### Library Board of Trustees Regular Meeting

February 20, 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; Matthew Santos, Holly Robinson, John Miller and Danielle Gaughen.

**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; Geoff Fitzpatrick, IT Services Manager; Ryan Cullup, Facilities Services Manager; Beth Andrews, Human Resources Manager; Jennifer Rick, Foundation Development Director; Maggie Mae Nase, Learning Coordinator; Rheannan Pfnister, Records Management Specialist & Executive Assistant; Angelina Kuchar, Youth Services 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 9:00 a.m., followed by a reading of the WCLS Land Acknowledgement by Michael.

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#### Open Public Comment

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No public comment.

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#### Trustee Education: Serving Neurodivergent Preschoolers

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Youth Services Assistant Angelina Kuchar joined the Board of Trustees meeting to give a presentation on Serving Neurodivergent Preschoolers and speak about the Sensory Storytime interventions she hosts at the Deming and North Fork branches. Angelina has also created a sensory kit to keep at the front desk for neurodivergent patrons to use as needed. Patron responses regarding these kits have been positive.

Holly inquired if these kits would also assist WCLS staff to be more vocal about their neurodivergent needs. There may be more staff feedback once kits are available at every branch.

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#### Consent Agenda

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The Consent Agenda included minutes of the January 16, 2024, Board of Trustees Regular Meeting as well as the following:

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 with Washington Learning Source

***John moved to remove the 2024-01-16 UNAPPROVED Minutes from the consent agenda and vote on them separately without the new Trustees. Seconded. Passed unanimously.***

***Matthew moved to approve the 2024-01-16 UNAPPROVED Minutes. Seconded. Approved with abstentions from John and Danielle.***

***John moved to accept the remaining Consent Agenda items. Seconded. Passed unanimously.***

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Financial Report and Resolutions: Finance Committee Report

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Jackie reviewed her report, including the 2023 End of Year budget review and proposed 2024 budget amendment. Jackie reported that there were two property tax valuation disputes that resolved in 2023 and impacted our property tax revenue. In one case the property owner was required to pay back taxes and WCLS's share of this was around \$230,000. This money is in abeyance and will be withheld from our 2024 levy. The second case resulted in a tax payment refund to the property owner. WCLS's share of this was approximately \$63,000. Overall, we ended the year with an operating deficit of \$17,779.

The 2024 General Fund budget amendment shows a reduction in estimated property tax and timber tax revenues, as well as an overall reduction in operating expenditures. The Capital Fund budget does not include any new projects but moves forward projects that were budgeted for 2023 but not completed. Rod inquired if there were any planned new positions for WCLS in 2024. There are no new positions planned for 2024.

Christine stated that the legal representative for WCLS, Dan Gotlieb, is retiring soon. Dan has been providing services to WCLS at a discounted rate and is assisting WCLS in finding someone at his firm to take on his library

clients. The new representation may not bill at a discounted rate, and this will be considered for the budget beyond 2024.

Christine spoke about the budget, previous board decisions, and the upcoming Levy Lid Lift. Danielle inquired about the timeline for the Levy Lid Lift.

***Rod moved to accept the Budget amendment. Seconded. Passed unanimously.***

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### Birch Bay Vogt Library Express Update

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Michael reviewed the findings of the Birch Bay Library Express Design Committee from interviews with the architectural firms. The Committee appreciated the enthusiasm, energy, and familiarity that Osborn Architects, Inc. demonstrated for this venture and made the decision to recommend the firm for the Birch Bay Vogt Library Express Project. More information will be shared at a public meeting to discuss the choices and recommendations for moving forward with the Birch Bay Vogt Library Express Project.

***Rod moved to approve Christine to engage in contract negotiations with the design firm recommended by the Birch Bay Library Express Design Committee. Seconded. Passed unanimously.***

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### WA State Auditor's Office Exit Conference

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Scott Hylton, Assistant Audit Manager, and Christy Fazio, Audit Lead, from the Washington State Auditor's Office presented the results of the 2022-2023 state audit for WCLS. Overall, it was a great audit and WCLS had no issues or areas of concern.

The state audit team would like to thank Jackie Saul and the Finance team for all the wonderful communication and organization that assisted in a smooth audit on both sides.

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### Break

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Rod adjourned for a break from 10:24 to 10:35 a.m.

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### Policy Updates

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**Information Technology Services Policy 9.01** – Geoff presented this new policy. 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. Background about the 2022 cyber security event that WCLS experienced which prompted this policy to be drafted was also given for context to trustees who were not sitting on the Board during that time.

Christine recognized Geoff for all the work that has gone into this policy and review and updating of existing IT policies and procedures by the IT Department.

***Rod moved to approve the new Information Technology Services Policy 9.01, as presented. Seconded. Passed unanimously.***

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### Annual General Meeting

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Election of officers and assignments to committees was discussed. Christine shared the previous practices of the Board of Trustees concerning the appointment of Trustees to vacant officer positions. The Board reviewed the slate of officers:

President – Rod Lofdahl

Vice President – Matthew Santos

Secretary – Holly Robinson

***Danielle moved to approve the slate of officers. Seconded. Passed unanimously.***

Discussion continued about committee assignments and the following was decided:

John Miller – Personnel Committee, IT Services Committee

Holly Robinson – Marketing Committee, Personnel Committee

Rod Lofdahl – Finance Committee, WCLF Liaison, Birch Bay Vogt Library Express Design Committee

Danielle Gaughen – Finance Committee

Matthew Santos – Marketing Committee, IT Services Committee, Birch Bay Vogt Library Express Design Committee

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#### Staff Reports: Executive Director

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In addition to her written report, Christine highlighted the Study Session held by the Blaine City Council regarding the affordable housing and library project. The topic was left unresolved at the end of the Council meeting. WCLS management team has done a risk assessment related to the project and Christine touched on a few of the potential concerns, risks, and financial implications associated with this project.

Part of WCLS's Strategic Action Plan is to offer day-of election voter registration assistance at the branches. This is not feasible for the Whatcom County Auditor's Office at this time but may be revisited in the future.

Naloxone kits, provided by Washington State Department of Health, have been supplied to the branches for distribution to patrons.

WCLS has been awarded \$45,000 in funding to install Electric Vehicle charging stations at a few of our locations. Christine recognized Ryan Cullup for his work on the grant application.

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#### Staff Reports: Deputy Director

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In addition to his written report, Michael shared that exhibit spaces across our libraries assist in creating uniqueness among the branches. Some spaces double as meeting and exhibit spaces. These spaces help us learn about the patrons in each community and the local culture.

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#### Staff Reports: Youth Services Manager

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Thom shared his written report and highlighted the book Marjory Saves the Everglades and the patron experience that encountering this book in the library had for a local family. He spoke about how patrons from different backgrounds can make connections when reading the same book. After hearing a story about a teen using her ConnectED account to access materials, Thom reminded the Board that the statistics shown each month are real experiences happening and impacting patrons.

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#### Staff Reports: Community Relations Manager

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Mary discussed her written report. She noted that Whatcom READs events are happening now. She encourages Trustees to attend some of these events. Tamar and Christine have been working on a digital literacy project for WCLS. There is quite a bit of interest in this project by the public as indicated by website visits and patron interaction with the webpage and links.

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#### Performance Measures & Committee Reports: Performance Measures

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In addition to his written report, Michael shared that the trend of growth in the use of digital materials and the decrease of the use of print and physical materials has continued. Door counts for the branches have continued to increase as well as new patrons signing up for library cards.

Holly questioned if there was a way to see if the new patrons are using digital or physical materials. Christine says we can investigate this. Christine mentioned that Community Relations does send out welcome emails to new patrons reminding them of services WCLS offers that the new patron may have missed when they signed up for their cards.

Rod inquired if WCLS is on the same level as other library systems in the state regarding physical and digital item checkouts after the pandemic. Christine will do a deeper dive into the state library statistics and compare them to the numbers WCLS is experiencing.

Kanopy usage as well as usage of other databases, such as LinkedIn, has continued to steadily grow.

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#### Performance Measures & Committee Reports: Personnel Committee

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No report.

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

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Jenn reported that Debbie Alleman and Kathy Hartgraves were elected to the WCLF Board. The WCLF Board passed their 2024 budget which increased significantly, due in no small part to Open Book – which they are excited to continue to help fund. Jenn was invited to be a part of the Whatcom County Funders Round Table. The WCLF Board retreat takes place in April. Jenn is happy to have Rod coming in as the WCLF Liaison.

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#### Announcements and Adjourn

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Christine announced that the Library Advocacy & Fundraising Conference is happening this summer. It is all online and can be attended remotely. Christine will investigate the possibility of Board members being able to split an attendance.

A reminder that All Staff Learning Day is March 8 at Cornwall Church. Christine highly encourages Trustees to attend both events.

Rod adjourned the meeting at 11:48 a.m.

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#### Next Meeting

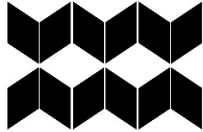
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The next Board of Trustees meeting will be held on March 19, 2024, at 9:00 a.m. online via Microsoft Teams and at Administrative Services, 5205 Northwest Drive, Bellingham, WA 98226.

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Holly Robinson, Board Secretary	03/19/2024 Date	Rheannan Pfnister, Exec. Assistant
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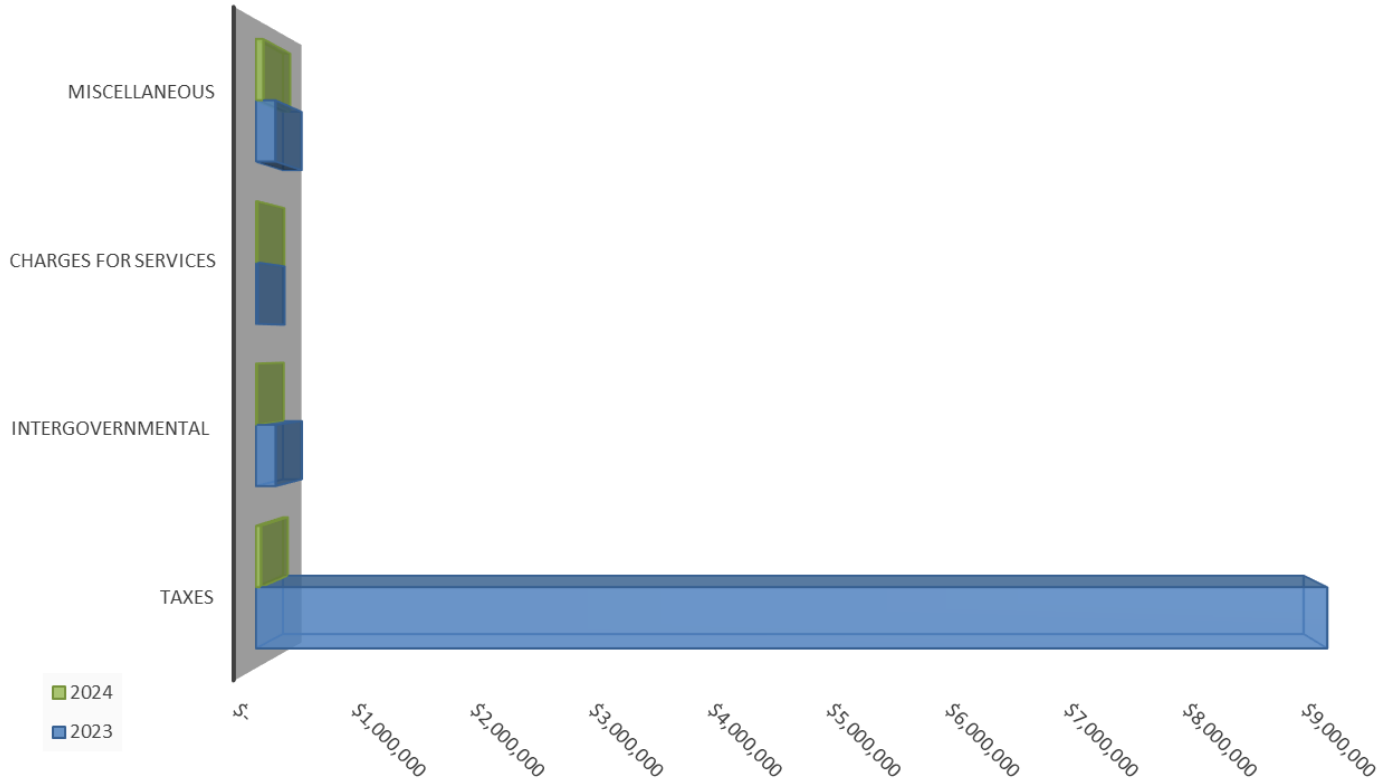
whatcom county  
library system

Finance Committee Report  
March 2024

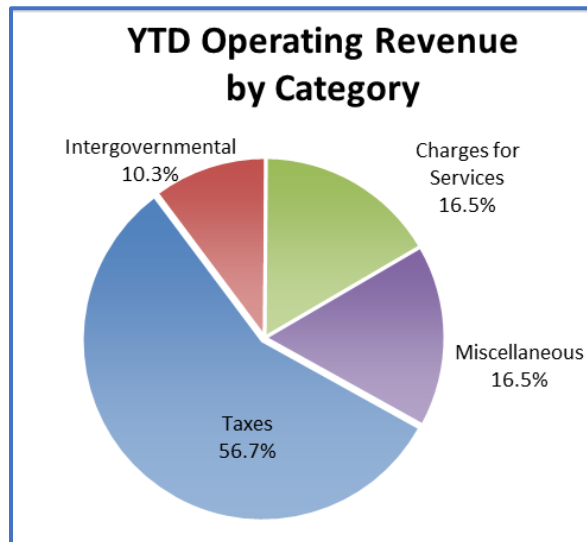
February Revenue

2024 Budget Revenues - Year-To-Date						
February 2024 (17% 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	\$ 9,769,533	\$ 44,748	33.89%	0.46%	\$ (9,724,785)
	<b>TOTAL TAXES</b>	<b>\$ 9,769,533</b>	<b>\$ 44,748</b>	<b>33.89%</b>	<b>0.46%</b>	<b>\$ (9,724,785)</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	70,000	30	0.02%	0.04%	(69,970)
337.2000	Leasehold Excise Tax	30,000	8,118	6.15%	27.06%	(21,882)
	<b>TOTAL INTERGOV. REVENUE</b>	<b>\$ 102,500</b>	<b>\$ 8,147</b>	<b>6.17%</b>	<b>7.95%</b>	<b>\$ (94,353)</b>
340	<b>CHARGES FOR GOODS &amp; SERVICES</b>					
347.2001	Printing & Duplication Services	\$ 4,000	\$ 794	0.60%	19.85%	\$ (3,206)
347.2002	Library Use Fees	12,300	12,200	9.24%	99.19%	(100)
	<b>TOTAL CHARGES FOR SERVICES</b>	<b>\$ 16,300</b>	<b>\$ 12,994</b>	<b>9.84%</b>	<b>79.72%</b>	<b>\$ (3,306)</b>
360	<b>MISCELLANEOUS REVENUES</b>					
361.1100	Investment Interest	\$ 215,000	\$ 53,564	40.56%	24.91%	\$ (161,436)
362.1000	Rents & Leases	3,500	480	0.36%	13.71%	(3,020)
367.1000	Contributions & Donations	67,500	5,775	4.37%	8.56%	(61,725)
369.1000	Sale of Surplus	100	50	0.04%	50.00%	(50)
369.8100	Cashier's Overages or Shortages	-	(0.23)	0.00%	0.00%	(0)
369.9101	Other Misc. Revenue	20,000	4,178	3.16%	20.89%	(15,822)
369.9102	Reimburse Lost/Damaged Books	11,000	2,114	1.60%	19.22%	(8,886)
369.9106	COBRA Reimbursement	-	-	0.00%	0.00%	-
	<b>TOTAL MISC. REVENUES</b>	<b>\$ 317,100</b>	<b>\$ 66,161</b>	<b>50.10%</b>	<b>20.86%</b>	<b>\$ (250,939)</b>
	<b>TOTAL OPERATING REVENUE</b>	<b>\$ 10,205,433</b>	<b>\$ 132,050</b>	<b>100.00%</b>	<b>1.29%</b>	<b>\$ (10,073,383)</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>\$ 10,435,433</b>	<b>\$ 132,050</b>	<b>100.00%</b>	<b>1.27%</b>	<b>\$ (10,303,383)</b>

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



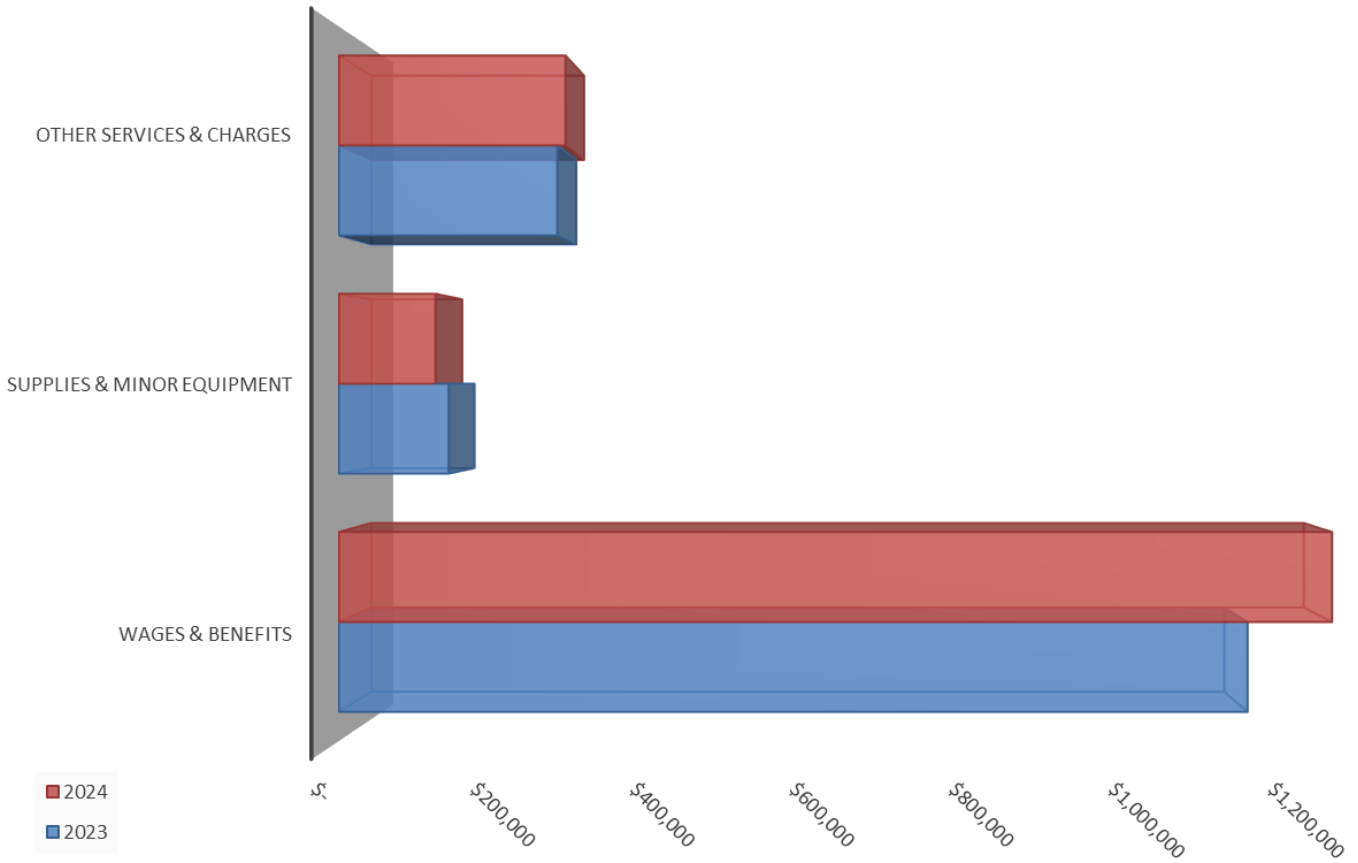
Actual General Fund Revenue Year to Date Comparison			
	2023	2024	% Change
Taxes	\$ 103,684	\$ 44,748	-56.84%
Intergovernmental	56,971	8,147	-85.70%
Charges for Services	12,642	12,994	2.78%
Miscellaneous	43,809	66,161	51.02%
<b>Total Operating Revenue</b>	<b>\$ 217,106</b>	<b>132,050</b>	<b>-39.18%</b>
Other Financing Sources	\$ -	-	0.00%
<b>Total Revenue</b>	<b>\$ 217,106</b>	<b>\$ 132,050</b>	<b>-39.18%</b>



# February Expenditures

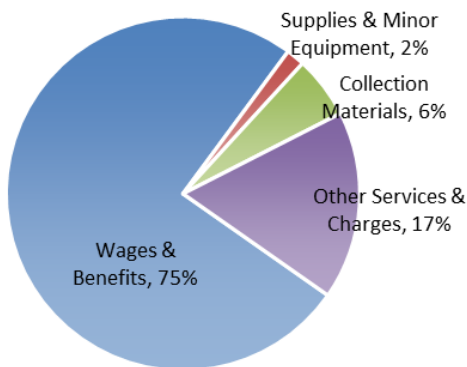
2024 Budget Expenditures - Year-To-Date						
February 2024 (17% of FY)						
Acct No	Description	Budgeted Expenditures	Actual Expenditures YTD	% of Actual Expenditures YTD	% of Budgeted Expenditures Spent YTD	Budget Variance
572	<b>SALARIES, WAGES, &amp; BENEFITS</b>					
572.1000	Salaries and Wages	\$ 6,028,193	\$ 967,903	55.79%	16.06%	\$ (5,060,290)
572.2000	Benefits	2,141,573	340,692	19.64%	15.91%	(1,800,881)
	<b>TOTAL SALARIES, WAGES, &amp; BENEFITS</b>	<b>\$ 8,169,766</b>	<b>\$ 1,308,595</b>	<b>75.42%</b>	<b>16.02%</b>	<b>\$ (6,861,171)</b>
572.30	<b>SUPPLIES &amp; MINOR EQUIPMENT</b>					
572.3031	Office & Operating Supplies	\$ 146,450	\$ 19,638	1.13%	13.41%	\$ (126,812)
572.3032	Fuel	26,050	1,726	0.10%	6.63%	(24,324)
572.3034	Collection Materials	1,250,000	98,395	5.67%	7.87%	(1,151,606)
572.3035	Small Tools & Minor Equipment	202,575	7,878	0.45%	3.89%	(194,697)
	<b>TOTAL SUPPLIES &amp; MINOR EQUIPMENT</b>	<b>\$ 1,625,075</b>	<b>127,637</b>	<b>7.36%</b>	<b>7.85%</b>	<b>\$ (1,497,438)</b>
572.40	<b>OTHER SERVICES &amp; CHARGES</b>					
572.4041	Professional Services	\$ 541,038	\$ 126,604	7.30%	23.40%	\$ (414,434)
572.4042	Communication	134,780	23,769	1.37%	17.64%	(111,011)
572.4043	Travel	43,850	4,062	0.23%	9.26%	(39,788)
572.4044	Taxes & Operating Assessments	400	77	0.00%	19.27%	(323)
572.4045	Operating Rentals & Leases	18,737	4,082	0.24%	21.79%	(14,655)
572.4046	Insurance	91,874	89,635	5.17%	97.56%	(2,239)
572.4047	Utilities	171,176	19,341	1.11%	11.30%	(151,835)
572.4048	Repair & Maintenance	131,440	18,280	1.05%	13.91%	(113,160)
572.4049	Miscellaneous	92,910	12,957	0.75%	13.95%	(79,953)
	<b>TOTAL OTHER SERVICES &amp; CHARGES</b>	<b>\$ 1,226,206</b>	<b>298,808</b>	<b>17.22%</b>	<b>24.37%</b>	<b>\$ (927,397)</b>
	<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 11,021,047</b>	<b>1,735,041</b>	<b>100.00%</b>	<b>15.74%</b>	<b>\$ (9,286,007)</b>
590	<b>OTHER FINANCING USES</b>					
597.1000	Transfers to Capital	\$ 94,135	\$ -	0.00%	0.00%	\$ -
	<b>TOTAL OTHER FINANCING USES</b>	<b>\$ 94,135</b>	<b>\$ -</b>	<b>0.00%</b>	<b>0.00%</b>	<b>\$ -</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 11,115,182</b>	<b>\$ 1,735,041</b>	<b>100.00%</b>	<b>15.61%</b>	<b>\$ (9,380,142)</b>
	<b>NET INCOME (LOSS)</b>	<b>\$ (679,749)</b>	<b>(1,602,991)</b>			<b>\$ (923,242)</b>
	<b>FUND BALANCE SUMMARY</b>					
	Beginning Fund Balance	\$ 10,612,545	\$ 10,612,545			
	Net Income	(679,749)	(1,602,991)			(923,242)
	Transfer to (from) Reserves	(230,000)	-			230,000
	Ending Fund Balance	<b>\$ 9,702,796</b>	<b>\$ 9,009,554</b>			<b>\$ (693,242)</b>

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

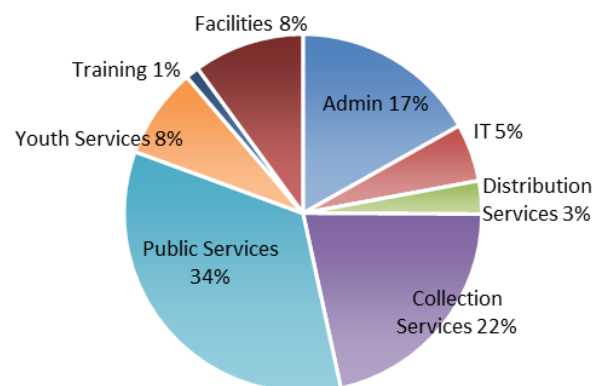


Actual General Fund Revenue Year to Date Comparison				
	2023	2024	% Change	
Wages & Benefits	\$ 1,197,182	\$ 1,308,595	9.31%	
Supplies & Minor Equipment	144,901	127,637	-11.91%	
Other Services & Charges	287,914	298,808	3.78%	
Total Operating Expenditures	1,629,998	1,735,041	6.44%	
Other Financing Uses	\$ -	-	0.00%	
Total Expenditures	\$ 1,629,998	\$ 1,735,041	6.44%	

### YTD Expense by Category



### YTD Expense by Department



Fund Balance Summary	2024		
	2023 Actual	2024 Budgeted	Actual to Date
Beginning Fund Balance	\$ 10,630,324	\$ 10,612,545	\$ 10,612,545
Revenue	10,305,797	10,435,433	132,050
Expenditures	(10,553,576)	(11,115,182)	(1,735,041)
Transfer to (from) Reserves	230,000	(230,000)	-
<b>Ending Fund Balance</b>	<b>\$ 10,612,545</b>	<b>\$ 9,702,796</b>	<b>\$ 9,009,554</b>
<b>Ending Fund Balance Designation Detail</b>			
	<b>2023 Actual</b>	<b>2024 Budgeted</b>	<b>Actual to Date</b>
Designated Ending Fund Balance - Cash Flow	\$ 3,502,655	\$ 3,639,587	\$ 3,073,990
Designated Ending Fund Balance - Emergency	892,009	926,588	926,588
Designated Ending Fund Balance - Capital Transfer	45,000	130,000	130,000
Designated Ending Fund Balance - Unemployment Comp Reserve	14,403	14,662	14,662
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	172,000	172,000	172,000
Designated Ending Fund Balance - Abeyance Fund	230,000	-	-
Total Designated Ending Fund Balance	9,548,382	9,575,151	9,009,554
Beginning Fund Balance less designated funds	1,081,942	1,037,394	1,602,991
Transfer to (from) Reserves	230,000	(230,000)	-
Net Income	(247,779)	(679,749)	(1,602,991)
Ending Unassigned Funds with no designation	1,064,163	127,645	-
Ending Designated Funds	9,548,382	9,575,151	9,009,554
<b>Total Ending Fund Balance</b>	<b>\$ 10,612,545</b>	<b>\$ 9,702,796</b>	<b>\$ 9,009,554</b>

## February Summary

- Property tax revenue is lagging, as is typical this time of year. We have received just \$44,748 as of the end of February. We have dipped into the Cash Flow reserve fund by \$142,984, and will likely do so again in March. These funds will be replenished in April, which is the first of two annual property tax payment deadlines.
- Revenue from annual funding sources, including a service contract with the Whatcom Co. Jail (\$12,000) and annual support from the Whatcom County Library Foundation (\$5,151), has been received.
- Upfront, annual payments have also been made to certain vendors, including for IT and collection service contracts, including to Innovative Interfaces, Inc. for the Polaris ILS.
- Annual premiums have been paid for property/flood/liability/auto insurance premiums. Although there were increases to flood insurance costs at some locations, there was no increase in flood coverage at our Sumas or Everson locations.

## WCLS Account Summary

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

### Revenue Accounts:

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

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

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

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

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

### Expense Accounts:

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

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

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

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



## Board Meeting Agenda Item Cover Sheet

Meeting Date:	3/19/2024
Committee or Department:	Administration
Subject:	Whatcom County ARPA Funding 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:** Review funding agreement with Whatcom County for American Rescue Plan Act (ARPA) funding to support the Birch Bay Vogt Library Express

**Suggested Motion for Consideration:** Approve Executive Director to sign funding agreement with Whatcom County.

**Summary:**

As mentioned at the December 19, 2023 Board of Trustees Meeting, Whatcom County has awarded WCLS a grant of \$315,000 for the Birch Bay Vogt Library Express project. The grant comes from funding the County received through the American Rescue Plan Act (ARPA).

We have received a draft agreement from the County. There are a few points in the agreement that we are negotiating with the County. Specifically, Item 6 states that WCLS shall not sell or dispose of the property without County approval. We would like to see a ten-year time period for this clause, to match our state Department of Commerce funding. The County prefers that the funds be spent on Architecture and Engineering costs, which we estimate will up to around \$250,000. The remaining funds will be spent on fixtures, furnishings and equipment. We are still working out the exact division of costs, which is currently listed in Exhibit B.

**Alternatives:** Seek alternate funding sources for the Birch Bay project.

**Fiscal Impact:** This grant provides \$315,000 toward the project.

**Comments:** We are grateful for the efforts of the Friends of the Birch Bay Library that helped to secure this funding.

**INTERLOCAL AGREEMENT BETWEEN WHATCOM COUNTY LIBRARY SYSTEM  
AND WHATCOM COUNTY FOR CAPITAL COSTS IN ESTABLISHING A BIRCH BAY  
LIBRARY EXPRESS**

This **LIBRARY CAPITAL PROJECT INTERLOCAL AGREEMENT** (hereafter the **“Agreement”**) is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and between the **WHATCOM COUNTY LIBRARY SYSTEM** (hereafter **“the CONTRACTOR”**) and **WHATCOM COUNTY** (hereafter **“the County”**).

**WHEREAS**, the Whatcom County Library System (WCLS) has determined that an additional library facility is needed in the Birch Bay area to accommodate the fast-growing community, which includes approximately 2,000 children; and

**WHEREAS**, in April 2017, WCLS purchased property at 7948 Birch Bay Drive for a proposed library; and

**WHEREAS**, the Washington State Legislature designated \$1,950,000 in funding to WCLS to support capital construction of a library; and

**WHEREAS**, additional funding is needed to accomplish the project; and

**WHEREAS**, the Whatcom County Council and County Executive elected to include \$315,000 in funding toward this project to address this community need; and

**WHEREAS**, the COUNTY has determined that the proposed project is a general government services that can be funded through the American Rescue Plan Act (ARPA) fund and/or the Community Priorities Fund; and

**WHEREAS**, Chapter 39.34, Revised Code of Washington provides for cooperation between local governmental entities through contractual agreement.

**NOW, THEREFORE**, it is agreed by and between the County and the CONTRACTOR as follows:

**1. Purpose.** The purpose of this Agreement is to support the Contractor’s Birch Bay Library construction project to provide library services to the Birch Bay area. The funding will contribute to project costs associated with renovating the historic home at 7948 Birch Bay Drive. Once completed, the library will provide a small collection of library materials, after-hours hold pick up, public computers and meeting space. This Agreement will provide support for the



project by providing the fund match of \$315,000 towards the overall project budget of \$2,626,477. The County funding will utilize Whatcom County ARPA SLFRF funds.

**2. General Scope of Services.**

The Contractor will rehabilitate a historic home to be a limited-service public library for the Birch Bay area, located at 7948 Birch Bay Drive, Blaine, WA 98230.

The CONTRACTOR will be reimbursed for Architecture and Engineering Costs and Furniture, Fixture and Equipment Costs, to be completed no later than December 31, 2025. Anticipated completion of the full project is December 31, 2027. The Contractor will own and operate the completed library. The key objective of the project is to bring library services to the Birch Bay area.

The interior of the main level is slated for a full remodel with all mechanical and electrical to be replaced. The home's second level will remain inaccessible to the public due to ADA requirements, but it may be used by staff and for storage. The crawlspace is to be filled in per Whatcom County permitting requirements and Washington State Department of Archaeological and Historic Preservation rules, and a new slab and concrete stem walls with flood vents will be added. Exterior cladding and all windows will be replaced. Parking areas, landscaping and a new fire hydrant are required as indicated on the site plan (attached).

When complete, the renovated first floor of the historic structure will encompass a 1,700 square foot library and a 6,000 square foot outdoor programming space to support continued partnerships with community organizations. This destination library is ideally situated along a new 1.6-mile-long pedestrian walkway along Birch Bay Drive.

**3. Compensation.** Whatcom County will reimburse the Contractor for Architecture and Engineering and Furniture, Fixtures, and Equipment to implement the scope of the remodel described in Section 2. Compensation will occur as described in Exhibit B. Unless otherwise agreed to by the Parties and approved pursuant to Whatcom County Purchasing Policies (Whatcom County Code 3.08), services provided by staff of either Party pursuant to this Agreement shall be at the cost of the Party providing the services. In the event a Party seeks to enter into a contract with another Party, a separate interlocal agreement shall be executed. Funding for this project is American Rescue Plan Act State and Local Fiscal Recovery Funds, Assistance Listing Number 21.027.

**4. Contact Persons.** The following persons, referred to as Contact Person(s), are responsible for the administration of this Agreement for each Party:

For the CONTRACTOR: Executive Director or their staff designee

For the County: Strategic Initiatives Manager

or such other persons as may be specified from time to time in writing by either Party.

**5. Notice of Federal Award** Whatcom County was awarded federal funds under the American Rescue Plan Act (ARPA) on March 11, 2021 by the U.S. Department of Treasury under CFDA number 21.027. This grant is considered a contractor agreement between

Whatcom County and WCLS. See Exhibit A, Federal Award, outlining applicable terms and conditions of a federal award and incorporated herein by reference.

**6. Treatment of Assets and Property.** The CONTRACTOR will own the property and improvements located at 7948 Birch Bay Drive and will be responsible for all maintenance associated with the facility. Under no circumstances may the CONTRACTOR sell or otherwise dispose of the property without the approval of the COUNTY.

**7. Term of Agreement.** This Agreement shall be effective on the date of such recording (“Effective Date”) and shall terminate on December 31, 2026.

**8. Termination.** The County or the CONTRACTOR may withdraw from this Agreement by providing thirty (30) days written notice to the other Parties. Whenever the Agreement is terminated in accordance with this paragraph, the Contractor shall be entitled to payment for actual work performed at unit contract prices for completed items of work. An equitable adjustment in the contract price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this Agreement by the County at any time during the term, whether for default or convenience, shall not constitute breach of contract by the County.

**9. Assignment.** This Agreement shall not be assigned by any Party to any third Party without the prior written consent of the other Parties, which consent may be withheld for any reason or no reason.

**10. Release and Indemnify.** To the extent permitted by law, each Party agrees to release, defend, indemnify, and hold harmless the other Parties, its officers, agents, employees, and representatives from all claims, actions, suits, losses, harm, liabilities, damages, costs, and expenses, including but not limited to, reasonable attorneys’ fees arising out of the negligent acts or omissions arising in connection with performance of this Agreement. Where negligence by all Parties is concurrent and contributes to a claim, the Parties shall be responsible and liable in proportion to the degree of their own negligence. Nothing in this Agreement shall be construed to preclude any Party from pursuing any remedy against a third Party.

**11. Public Records Act.** All records received by the Parties pursuant to this Agreement shall be a public record and therefore subject to the Public Records Act.

**12. Miscellaneous Provisions.**

a. Notices. Any notice, request, authorization, direction, or other communication as required under this Agreement shall be given in writing and shall be delivered in person or by first class United States mail, properly addressed and stamped with the required postage, to the intended recipient as follows:

Whatcom County Library System  
5205 Northwest Drive  
Bellingham, WA 98226-9050  
Attention: Christine Perkins, Executive Director

Whatcom County  
311 Grand Avenue, Suite 108  
Bellingham, WA 98225  
Attention: Kayla Schott-Bresler, Strategic Initiatives Manager

Either Party may change its address specified above by giving the other Party notice of such change in accordance with this Section. All notices, requests and authorization of directions or other communications by a Party shall be deemed delivered when mailed as provided in this Section or personally delivered to the other Party.

b. Governmental Authority. This Agreement is subject to the rules, regulations, orders, and other requirements, now or hereafter in effect, of all governmental authorities having jurisdiction over this Agreement, and/or the Parties, or either of them.

c. Labor Standards: The Contractor agrees to comply with all applicable state and federal requirements, including but not limited to those pertaining to payment of wages and working conditions, in accordance with RCW 39.12.040, the Prevailing Wage Act; the Americans with Disabilities Act of 1990; the Davis-Bacon Act; and the Contract Work Hours and Safety Standards Act providing for weekly payment of prevailing wages, minimum overtime pay, and providing that no laborer or mechanic shall be required to work in surroundings or under conditions which are unsanitary, hazardous, or dangerous to health and safety as determined by regulations promulgated by the Federal Secretary of Labor and the State of Washington.

d. No Partnership. This Agreement shall not be interpreted or construed to create an association, joint venture, or partnership between the Parties, nor to impose any partnership obligations or liabilities of any Party. Furthermore, no Party shall have any right, power, or authority to enter into any agreement or undertaking for or on behalf of, to act as or be an agent or representative of, or to otherwise bind the other Parties.

e. Nonwaiver. The failure of any Party to insist upon or enforce strict performance by the other Parties of any provision of this Agreement or to exercise any right under this Agreement shall not be construed as a waiver or relinquishment to any extent of such Party's right to assert or rely upon any such provision or right in that or any other instance; rather, the same shall be and remain in full force and effect.

f. Entire Agreement. This Agreement embodies the entire agreement and understanding of the Parties hereto with respect to the subject matter contained herein. This Agreement supersedes all prior and contemporaneous agreements and understandings between the Parties with respect to such subject matter. This Agreement may be amended only by a subsequent writing signed by all Parties and expressly stating the intention to amend this Agreement.

g. No Specified Third-Party Beneficiaries. Except as otherwise specifically provided in this Agreement, there are no third-party beneficiaries of this Agreement. Nothing contained in this Agreement is intended to confer any rights or interest on anyone other than the Parties, their respective successors, assigns, and legal representatives.

h. Amendment. No change, amendment, or modification of any provision of this Agreement shall be valid unless set forth in a written amendment to this Agreement signed by all Parties.

i. Implementation. Each Party shall take such action (including, but not limited to, the execution, acknowledgement, and delivery of documents) as may reasonably be requested by the other Party for the implementation or continuing performance of this Agreement.

j. Invalid Provision. The invalidity or unenforceability of any provision of this Agreement shall not affect the other provisions hereof, and this Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

k. Applicable Law. This Agreement shall be interpreted, construed, and enforced in accordance with the laws of the State of Washington, except to the extent such laws may be pre-empted by the laws of the United States of America.

l. Venue. The venue of any litigation arising out of this Agreement shall be in Whatcom County, State of Washington, or such other place as all Parties may agree to in writing.

m. Interpretation and Fair Construction of Contract. This Agreement has been reviewed and approved by both Parties. In the event it should be determined that any provision of this Agreement is uncertain or ambiguous, the language in all parts of this Agreement shall be in all cases construed as a whole according to its fair meaning and shall not be construed either for or against either Party as the drafter.

n. Non-Discrimination in Employment: (Must be included in every contract as per Ord. 2021-016)

The County's policy is to provide equal opportunity in all terms, conditions and privileges of employment for all qualified applicants and employees without regard to race, color, creed, religion, national origin, sex, sexual orientation (including gender identity), age, marital status, disability, or veteran status. The Contractor shall comply with all laws prohibiting discrimination against any employee or applicant for employment on the grounds of race, color, creed, religion, national origin, sex, sexual orientation (including gender identity), age, marital status, disability, political affiliation, or veteran status, except where such constitutes a bona fide occupational qualification.

Furthermore, in those cases in which the Contractor is governed by such laws, the Contractor shall take affirmative action to insure that applicants are employed, and treated during employment, without regard to their race, color, creed, religion, national origin, sex, age, marital status, sexual orientation (including gender identity), disability, or veteran status, except where such constitutes a bona fide occupational qualification. Such action shall include, but not be limited to: advertising, hiring, promotions, layoffs or terminations, rate of pay or other forms of compensation benefits, selection for training including apprenticeship, and participation in recreational and educational activities. In all solicitations or advertisements for employees placed by them or on their behalf, the Contractor shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

The foregoing provisions shall also be binding upon any subcontractor, provided that the foregoing provision shall not apply to contracts or subcontractors for standard commercial supplies or raw materials, or to sole proprietorships with no employees.

o. Recordation. Upon execution of this Agreement, it shall be recorded with the office of its County Auditor pursuant to the requirements of RCW 39.34; PROVIDED, that any delay in effecting compliance with this Section shall not affect the stated term, expiration or renewal dates hereof.

**IN WITNESS WHEREOF**, the CONTRACTOR, and the County have executed this Agreement as of the day and year according to the signatures below.

**EXECUTED THIS** \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**WHATCOM COUNTY LIBRARY SYSTEM:**

\_\_\_\_\_  
Christine Perkins  
Executive Director

**WHATCOM COUNTY:**

\_\_\_\_\_  
Satpal S. Sidhu  
Whatcom County Executive

**Exhibit A**  
**FEDERAL COMPLIANCE**

Funding under this agreement is provided by U.S. Department of the Treasury grant CFDA Number 21.027 Coronavirus State and Local Fiscal Recovery Funds as authorized by Sections 602 and 603 of the Social Security Act as added by section 9901 of the American Rescue Plan Act of 2021, Public Law No. 117-2 (March 11, 2021).

CONTRACTOR will comply with all applicable terms and conditions for Coronavirus State and Local Fiscal Recovery Funds as issued by the U.S. Department of the Treasury.

CONTRACTOR will cooperate with the County concerning any requests for information related to this Project that may be needed for the County to fulfill its reporting obligations to U.S. Treasury.

**General information about this program can be found at:**

<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>

**Specific compliance requirements can be found in:**

Compliance and Reporting Guidance

<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>

**These funds are subject to:**

**Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 (the “Uniform Guidance”)**

The Contractor is not considered a Subrecipient for the purposes of this agreement.

Property, supplies, or equipment acquired with revenue loss funds are exempt from the use and disposition requirements of the Uniform Guidance, regardless of award size

**Single Audit Requirements.** Recipients and subrecipients that expend more than \$750,000 in Federal awards during their fiscal year will be subject to an audit under the Single Audit Act and its implementing regulation at 2 CFR Part 200, Subpart F regarding audit requirements.<sup>8</sup> Recipients and subrecipients may also refer to the Office of Management and Budget (OMB) Compliance Supplements for audits of federal funds and related guidance and the Federal Audit Clearinghouse to see examples and single audit submissions.

**Civil Rights Compliance.** Recipients of Federal financial assistance from the Treasury are required to meet legal requirements relating to nondiscrimination and nondiscriminatory use of Federal funds. Those requirements include ensuring that

entities receiving Federal financial assistance from the Treasury do not deny benefits or services, or otherwise discriminate on the basis of race, color, national origin (including limited English proficiency), disability, age, or sex (including sexual orientation and gender identity), in accordance with the following authorities: Title VI of the Civil Rights Act of 1964 (Title VI) Public Law 88-352, 42 U.S.C. 2000d-1 et seq., and the Department's implementing regulations, 31 CFR part 22; Section 504 of the Rehabilitation Act of 1973 (Section 504), Public Law 93-112, as amended by Public Law 93-516, 29 U.S.C. 794; Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. 1681 et seq., and the Department's implementing regulations, 31 CFR part 28; Age Discrimination Act of 1975, Public Law 94-135, 42 U.S.C. 6101 et seq., and the Department implementing regulations at 31 CFR part 23.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions:**

- The Contractor certifies, by signing this contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- Where the lower tier Contractor is unable to certify to any of the statements in this contract, such Contractor will attach an explanation to this contract.
- The Contractor further agrees by signing this contract that it will not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.

**Clean Air Act**

- The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
- The Contractor agrees to report each violation to the County and understands and agrees that the County will, in turn, report each violation as required to assure notification to U.S. Treasury, and the appropriate Environmental Protection Agency Regional Office.
- The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by ARPA SLFRF funding.

**Federal Water Pollution Control Act**

- The Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
- The Contractor agrees to report each violation to the County and understands and agrees that the County will, in turn, report each violation as required to assure notification to U.S. Treasury, and the appropriate Environmental Protection Agency Regional Office.

- The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by ARPA SLFRF funding.

**Prohibition on Contracting for Covered Telecommunications Equipment or Services**

(a) Definitions. As used in this clause, the terms backhaul; covered foreign country; covered telecommunications equipment or services; interconnection arrangements; roaming; substantial or essential component; and telecommunications equipment or services have the meaning as defined in FEMA Policy 405-143-1, Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services (Interim), as used in this clause—

(b) Prohibitions.

(1) Section 889(b) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232, and 2 C.F.R. § 200.216 prohibit the head of an executive agency on or after Aug. 13, 2020, from obligating or expending grant, cooperative agreement, loan, or loan guarantee funds on certain telecommunications products or from certain entities for national security reasons.

(2) Unless an exception in paragraph (c) of this clause applies, the Subrecipient and its subcontractors may not use grant, cooperative agreement, loan, or loan guarantee funds from the Federal Emergency Management Agency to:

- (i) Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
- (ii) Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
- (iii) Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system; or
- (iv) Provide, as part of its performance of this contract, subcontract, or other contractual instrument, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

(c) Exceptions.

(1) This clause does not prohibit Contractors from providing—



- (i) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or Contract Provisions Guide 28
  - (ii) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.
- (2) By necessary implication and regulation, the prohibitions also do not apply to:
- (i) Covered telecommunications equipment or services that:
    - (i) Are not used as a substantial or essential component of any system; and
    - (ii) Are not used as critical technology of any system.
  - (ii) Other telecommunications equipment or services that are not considered covered telecommunications equipment or services.

(d) Reporting requirement.

- (1) In the event the Contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the Contractor is notified of such by a subcontractor at any tier or by any other source, the Contractor shall report the information in paragraph (d)(2) of this clause to the recipient or Contractor, unless elsewhere in this contract are established procedures for reporting the information.
- (2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause:
  - (i) Within one business day from the date of such identification or notification: The contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.
  - (ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: Any further available information about mitigation actions undertaken or recommended. In addition, the Contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

(e) Subcontracts. The Contractor shall insert the substance of this clause, including this paragraph (e), in all subcontracts and other contractual instruments.

## **Domestic Preference for Procurements**

As appropriate, and to the extent consistent with law, the Contractor should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. This includes, but is not limited to iron, aluminum, steel, cement, and other manufactured products. For purposes of this clause: Produced in the United States means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. Manufactured products mean items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.”

**Exhibit B**  
(Financial Commitment)

Funding, in the amount of \$315,000 will be disbursed to Whatcom County Library System (WCLS) on a reimbursement basis for eligible project costs in accordance with the below budget. Funding will be provided by the American Rescue Plan Act Fund.

Architecture & Engineering - \$250,000  
Furniture, Fixtures, & Equipment - \$65,000

The contractor may shift budget between these two line items with the written approval of the County Contact Persons. Written approval can be sought by emailing Kayla Schott-Bresler at [kschottb@co.whatcom.wa.us](mailto:kschottb@co.whatcom.wa.us).

Invoices must include copies of receipts or paid invoices and reference the Whatcom County assigned interlocal agreement number. Upon request by the County, the Contractor will provide the County with additional documentation needed to determine cost eligibility.

Contractor will send invoices for Project expenses to:

Whatcom County Executive Office  
311 Grand Ave, Suite 108  
Bellingham, WA 98225  
[kschottb@co.whatcom.wa.us](mailto:kschottb@co.whatcom.wa.us)  
[areynold@co.whatcom.wa.us](mailto:areynold@co.whatcom.wa.us)  
[thelms@co.whatcom.wa.us](mailto:thelms@co.whatcom.wa.us)

Funds will be made available immediately upon execution of this Agreement and will be disbursed within 30 days following receipt of complete and accepted invoices.

The Contractor shall not bill the County for services performed or provided under this contract, and the County shall not pay the Contractor, if the Contractor has been or will be paid by any other source, including grants, for those costs used to perform or provide the services in this contract and invoiced to the County. The Contractor is responsible for any audit exceptions or disallowed amounts paid as a result of this contract.

## EXHIBIT C – FEDERAL REGULATIONS FOR ARPA SLFRF GRANT FUNDING

### 1. Use of Funds.

- a. CONTRACTOR understands and agrees that the funds disbursed under this award may only be used in compliance with section 603(c) of the Social Security Act (the Act), Treasury’s regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
- b. CONTRACTOR will determine prior to engaging in any project using this assistance that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of such project.

### 2. Maintenance of and Access to Records

- a. CONTRACTOR shall maintain records and financial documents sufficient to evidence compliance with section 603(c) of the Act, Treasury’s regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
- b. The Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, shall have the right of access to records (electronic and otherwise) of CONTRACTOR in order to conduct audits or other investigations.
- c. Records shall be maintained by CONTRACTOR for a period of five (5) years after all funds have been expended or returned to Treasury, whichever is later.

### 3. Conflicts of Interest. CONTRACTOR understands and agrees it must maintain a conflict of interest policy consistent with 2 C.F.R. § 200.318(c) and that such conflict of interest policy is applicable to each activity funded under this award. CONTRACTOR and subrecipients must disclose in writing to Treasury or the pass-through entity, as appropriate, any potential conflict of interest affecting the awarded funds in accordance with 2 C.F.R. § 200.112.

### 4. Compliance with Applicable Law and Regulations.

- a. CONTRACTOR agrees to comply with the requirements of section 602 of the Act, regulations adopted by Treasury pursuant to section 602(f) of the Act, and guidance issued by Treasury regarding the foregoing. CONTRACTOR also agrees to comply with all other applicable federal statutes, regulations, and executive orders, and CONTRACTOR shall provide for such compliance by other parties in any agreements it enters into with other parties relating to this award.
- b. Federal regulations applicable to this award include, without limitation, the following:
  - i. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award.
  - ii. Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part

25 is hereby incorporated by reference.

- iii. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference.
- iv. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19.
- v. Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference.
- vi. Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.
- vii. New Restrictions on Lobbying, 31 C.F.R. Part 21.
- viii. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations.
- ix. Generally applicable federal environmental laws and regulations.



## Board Meeting Agenda Item Cover Sheet

Meeting Date:	3/19/2024
Committee or Department:	Administration
Subject:	Confidentiality of Patron Records Policy 5.01
Prepared By:	Christine Perkins
Impact upon Budget?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supporting Documents:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**Recommendation or Request:** Approved update to Confidentiality of Patron Records Policy 5.01.

**Suggested Motion for Consideration:** Move approval of the update the Confidentiality of Patron Records Policy 5.01.

**Summary:**

As our Freedom to Read training planning team finalizes its curriculum and presentation materials, they identified a need to clarify our Confidentiality of Patron Records Policy 5.01 regarding confidentiality as it applies to minor patrons. Our Collection Policy affirms WCLS’s adherence to the ALA Library Bill of Rights, Freedom to Read Statement, and Free Access to Libraries for Minors, and our current practice and Confidentiality of Patron Records Procedure 5.01.01 and Patron Confidentiality Procedure 5.01.02 – Frequently Asked Questions for staff provides methods for parents or guardians to access their children’s account information without having staff compromise confidentiality. This update makes these practices more overt at the policy level.

**Alternatives:** As discussed.

**Fiscal Impact:** None.

**Comments:** None.



## CONFIDENTIALITY OF PATRON RECORDS POLICY

### **POLICY NUMBER: 5.01**

**SCOPE:** This policy outlines the manner in which the Whatcom County Library System will protect the confidentiality of library patrons pursuant to state and federal law.

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The Whatcom County Library System (also referred to as the “System”) upholds Washington state (the “State”) and federal laws intended to protect the privacy of individuals who access library materials. Privacy is essential to free speech, free thought, and free association.

The Whatcom County Library System collects information and maintains records in order to conduct operations of the library. These records include but are not limited to borrower registration records, circulation records, materials request lists, financial information, and computer booking records. While all these records are “public records” under State law, where the System’s primary purpose in maintaining these records is to maintain control of library materials or to gain access to information that discloses or could be used to disclose the identity of a library user, such records are exempt from disclosure under the State’s Public Records Act. Information from the exempt confidential records shall not be made available in response to a request from any individual, organization, entity, or any agency of federal, State or local government except as pursuant to a valid court order or other applicable legal authority under applicable State or federal law.

The System will take action as necessary to determine that any court order or process issued by any court or pursuant to any purported legal authority requires that such records be made available.

The System also maintains other public records that are not exempt from disclosure but that may contain personally identifiable information, such as information regarding financial transactions with the System.

As required by State law, the System retains and disposes of all public records, exempt or not, according to the current version of the *Local Government Common Records Retention Schedule (CORE)*. The System strives to minimize the amount of time during which it retains personal information of its patrons, while maintaining its compliance with CORE. The System supports the ALA’s Library Bill of Rights, its Freedom to Read statement, its Policy on the Confidentiality of Patron Records, and its interpretations of these that affirm the importance of patron privacy. Therefore, the System disposes of records that contain personal information, including financial records, names, addresses, phone numbers or other information that may tie a specific patron to library services, once they are no longer needed for System operations.

Any patron is entitled to information in the patron’s account, such as items on loan, items on hold, items overdue and fines. ~~A parent or legal guardian may have access to the same information for his or her unemancipated minor child under the age of eighteen (18).~~ Minor patrons under the age of eighteen (18) are entitled to the same confidentiality as other patrons. A parent or legal guardian who assumes financial responsibility for physical items checked out to a minor patron’s account may request information for items with fees, fines, or missing parts associated with them.

The System may enter into agreements with reputable third-party partners in order to provide certain services to library patrons. Information that a patron submits to a third party voluntarily is not subject to library control, and therefore the System cannot guarantee the same level of confidentiality and privacy. Patrons are encouraged to read and become familiar with the privacy policy of these third-party partners before submitting any personally identifiable information.

The System website contains links to external websites not maintained by the Whatcom County Library System. The System cannot be responsible for user privacy when visiting other websites. Once patrons link to

another website, they are no longer subject to the System’s Confidentiality of Patron Records Policy, but the privacy policy or statement of the website to which they have linked.

Names and contact information of adult patrons eighteen (18) years of age or older may be extracted from the patron records for use by the Whatcom County Library Foundation for the purposes of notifying patrons of upcoming events in support of the System or one or more of its branches, or to invite patrons to monetarily support Whatcom County Library Foundation activities in support of the Whatcom County Library System. The System will not provide access to personal information to other groups unless required by law.

Library facilities are public places and persons entering Whatcom County Library System facilities have no expectation of privacy beyond the confidentiality of their library records as described in this policy.

The Executive Director is responsible for establishing administrative procedures necessary to carry out this policy.

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**STATUTORY REFERENCE:** RCW 42.56.050 Invasion of privacy, when; RCW 42.56.310 Library records. This policy incorporates edits made by the law firm of Hillis, Clark, Martin and Peterson (HCMP) made June 4, 2019.

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ADOPTED by the Whatcom County Library System Board of Trustees February 18, 2003.

**REVISED:** March 19, 2024; June 18, 2019; June 17, 2014; March 19, 2013; July 15, 2003.





## CONFIDENTIALITY OF PATRON RECORDS POLICY

POLICY NUMBER: 5.01

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Library facilities are public places and persons entering Whatcom County Library System facilities have no expectation of privacy beyond the confidentiality of their library records as described in this policy. The Executive Director is responsible for establishing administrative procedures necessary to carry out this policy.

**STATUTORY REFERENCE:** RCW 42.56.050 Invasion of privacy, when; RCW 42.56.310 Library records. This policy incorporates edits made by the law firm of Hillis, Clark, Martin and Peterson (HCMP) made June 4, 2019.

**APPROVALS AND UPDATES**

<b>Date</b>	<b>Action</b>	<b>Reviewer</b>	<b>Approved By</b>	<b>Approval Signature</b>
February 18, 2003	Approved.	-	Whatcom County Library System Board of Trustees	/s/
July 15, 2003	Revised.	-	Whatcom County Library System Board of Trustees	/s/ Armory Peck
March 19, 2013	Revised.	-	Whatcom County Library System Board of Trustees	/s/ Deb Lambert
June 17, 2014	Revised.	-	Whatcom County Library System Board of Trustees	/s/ Marvin Waschke
June 18, 2019	HCMP edits.	-	Whatcom County Library System Board of Trustees	/s/ Marvin Waschke
March 19, 2024	Revised wording to align with WCLS practices.	Christine Perkins & Lisa Gresham	Whatcom County Library System Board of Trustees	



## COLLECTION POLICY

### **POLICY NUMBER: 3.01**

**SCOPE:** This policy designates responsibility for selecting materials for the library's collection to library staff and provides guidelines for selection.

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### **STATEMENT OF PURPOSE**

The Whatcom County Library System exists because of its collection, both physical and electronic. This policy guides the library staff in the management of WCLS's collection (books, magazines, audio-visual materials, electronic and other information sources) and informs the public of the principles used by the staff to build and maintain the collection.

1. WCLS's collections will be designed to meet the particular needs of Whatcom County's population, taking into account its economy, lifestyle, demographics and the elements of WCLS's Strategic Plan. The Board of Trustees recognizes that within the service area there are groups and individuals with widely separate and diverse interests, backgrounds, cultural heritages, social values, and needs. The Board further recognizes that WCLS serves all the people within the service area of the region regardless of age, race, sex, creed, national origin, sexual orientation, or ideology, including those who are physically or mentally disabled, or in institutions. The interests and needs of all are taken into account in the selection of WCLS's collection.
2. The Board believes that censorship is purely an individual matter and declares that, while anyone is free to reject for themselves materials of which they do not approve, they cannot exercise this right of censorship to restrict the freedom of others to read or inquire. The Board also recognizes that parents have the primary responsibility to guide and direct the reading, listening, and viewing of their own minor children. WCLS does not stand *in loco parentis* (that is, in place of a parent, or charged with a parent's rights, duties and responsibilities).

The Library Board further defends the principles of the freedom to read and declares that whenever censorship is involved, WCLS material shall not be removed from the library save under the order of a court of competent jurisdiction, nor will library materials be sequestered except for the express purpose of protecting them from damage or theft.

The Library Board adopts and declares that it will adhere to and support:

- [Library Bill of Rights](#): Adopted June 19, 1939 by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996; amended January 29, 2019.
- [Freedom to Read Statement](#): Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.
- [Free Access to Libraries for Minors](#): Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991, June 30, 2004.
- [WLA Intellectual Freedom Statement](#): Ratified April 6, 2001.

3. To serve Whatcom County's diverse community, library selectors shall choose a balance of materials representing a wide range of non-fiction topics, fiction genres, authors, performers, and style. The focus of

the collection is breadth rather than depth, and materials suitable for the general reader rather than the advanced student or the expert.

Materials acquired by WCLS support library patrons who are:

- a. Pursuing life-long learning;
- b. Using leisure time to enjoy books and other library materials;
- c. Improving skills in daily life and pursuing hobbies;
- d. Keeping abreast of new ideas;
- e. Examining various sides of issues;
- f. Becoming informed citizens of the community, the nation and the world;
- g. Improving business success and occupational performance;
- h. Discovering and developing creativity.

Over the years, the share of the budget and shelf space allotted to each of these purposes will shift according to use and demand, but each one will always be represented in WCLS's collection.

- 4. Materials are selected according to one or more of the following guidelines:
  - a. Favorable reviews and/or critical acclaim;
  - b. Community requests and/or anticipated popular demand;
  - c. Enduring quality and renown;
  - d. Attention of critics, reviewers and the public;
  - e. Reputation of author or publisher;
  - f. Artistic, literary, and/or scientific merit;
  - g. Practical usefulness;
  - h. Suitability for the lay person;
  - i. Contribution to the balance of the collection;
  - j. Support for school reports;
  - k. Contribution to a diversity of taste and opinion;
  - l. Representation of ideas that are unique, alternative, experimental or controversial;
  - m. Anticipation of new trends in literature, technology, leisure and culture;
  - n. Durability sufficient to withstand its intended use;
  - o. Technical quality (nonprint);
  - p. Price.
- 5. WCLS accepts gifts of books and other materials as outlined in the Gift Acceptance Policy 20.12.
- 6. WCLS has an established process for regularly assessing the materials in its collection for retention or withdrawal. Except for local history and local documents, WCLS does not serve an archival function. (See Disposal of Library Materials Policy 3.02)
- 7. WCLS welcomes the comments of library patrons about library materials and has established a process for reviewing and responding to those comments if a library patron wishes to initiate the process. Library patrons submitting written comments to WCLS will receive a written response in a timely fashion. As part of this process, materials under review will remain available to patrons.

**RELATED POLICIES:** Disposal of Library Materials Policy 3.02; Borrower’s Policy 4.01; Postings, Petitions and Exhibit Policy 7.04; Gift Acceptance Policy 20.12.

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**STATUTORY REFERENCE:** U.S. Constitution Amendment I; RCW 27.12.210(9) Library trustees — Organization — Bylaws — Powers and duties; RCW 27.12.270 Rules and regulations – Free use of libraries.

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

**REVISED: March 19, 2019;** December 20, 2016; March 18, 2014; July 22, 2008; December 16, 2003; September 17, 2002.



## Board Meeting Agenda Item Cover Sheet

Meeting Date:	3/19/2024
Committee or Department:	Administration, Human Resources
Subject:	Management Benefits and Leave Policy 12.20, Sick Leave Policy 12.22 Updates
Prepared By:	Jackie Saul
Impact upon Budget?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supporting Documents:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**Recommendation or Request:** Approval of updates to Management Benefits and Leave Policy 12.20 and Sick Leave Policy 12.22

**Suggested Motion for Consideration:** Approve updates to Management Benefits and Leave Policy 12.20 and Sick Leave Policy 12.22

**Summary:**  
Management Benefits and Leave Policy:

Historically, benefits for WCLS management employees mirror the benefits offered to bargaining unit employees, with some variances as noted in the Management Benefits and Leave Policy. During our recent state audit, the auditors recommended clarifying language around vacation cashout for management employees. We’ve also added a section for Sick Leave, as it is referenced in the Sick Leave Policy.

Sick Leave Policy:

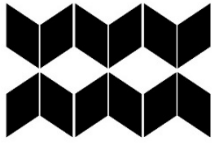
This policy’s scope is currently non-exempt staff only, which has caused some confusion. The Bargaining Agreement refers to this policy even though its scope doesn’t include all bargaining unit members. We are updating the policy to cover all staff, and clarifying sick leave guidelines for bargaining unit and management employees versus other employees.

We are also adding language from the Bargaining Agreement, so that all staff members may use sick leave for the care of persons other than those defined as a close relative with approval of the Executive Director or Human Resources Manager.

**Alternatives:** Leave policies as is.

**Fiscal Impact:** None; these changes clarify existing benefit guidelines without changing benefits offered.

**Comments:** Changes to the Management Benefits and Leave Policy were recommended by the State Auditor’s Office as part of our recent 2021-2022 audit.



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## SCOPE

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

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

## VACATION LEAVE

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

## ADMINISTRATIVE LEAVE (COMPENSATORY TIME)

- Purpose: Many Management employees experience variations in work schedule due to work-load demands, as well as requirements to attend meetings and events outside the normal work day and beyond a normal 40-hour work week. When these variations occur (including those resulting from ~~non-work hours such as~~ holiday pay/leave), an equal amount of time away from work is permitted without the use of sick or vacation leave, as long as established principles of public accountability are maintained.
- Timesheets: Management employees will record actual time worked on timesheets to ensure that established principles of public accountability are maintained.

- Carry over: If a full-time salaried Management employee is unable to take time away from work as described above during the current year, up to 40 hours of Administrative Leave may be carried over to the following year.
- Cash Out: Under exceptional circumstances, and with the prior approval of the Executive Director, a payout at the employee’s regular pay rate (not overtime), may be authorized according to FLSA regulations. This exception is only for time over and above the 40-hour allowable Administrative Leave carryover when taking Administrative Leave is clearly not possible. The accumulation of unused compensatory time of any amount that exceeds two hundred forty hours will be paid through the normal payroll process.

**HOLIDAY PAY**

- WCLS grants time off with pay to Management employees for the holidays listed in Holidays procedure 12.07.07, with the exception of Easter, which is a closed day as described in said procedure.
- WCLS ~~will also grants~~ time off with pay for one floating (personal) holiday annually, of the Management employee’s choice. Holiday pay ~~will be~~ pro-rated for part-time Management employees.
- If a Management employee’s duties require that they work on a Holiday, they are encouraged to take the Holiday at another time within the calendar month. If this is not possible, or if the Holiday results in a Management employee’s hours exceeding 40 hours in a work week, the excess hours will be considered as Administrative Leave.
- Management employees are not eligible to cash out holidays.

**Sick Leave**

- Sick Leave accrual, carry over and cash out for Management employees is identical to the sick leave accrual guidelines in the current bargaining agreement.
- Guidelines for use of Sick Leave are outlined in the Sick Leave Policy 12.22.

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**RELATED POLICIES:** Employee Benefits Policy 12.07; [Sick Leave Policy 12.22](#).

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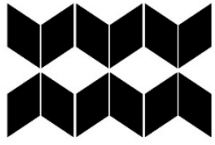
**APPROVALS AND UPDATES**

Date	Action	Reviewer	Approved By	Approval Signature
November 20, 2001	Approved.		Whatcom County Library System Board of Trustees	/s/
December 16, 2003	Revised.		Whatcom County Library System Board of Trustees	/s/
March 15, 2005	Revised.		Whatcom County Library System Board of Trustees	/s/
February 19, 2008	Revised.		Whatcom County Library System Board of Trustees	/s/ Amory Peck



<b>Date</b>	<b>Action</b>	<b>Reviewer</b>	<b>Approved By</b>	<b>Approval Signature</b>
March 19, 2019	Revised.		Whatcom County Library System Board of Trustees	/s/ Marvin Waschke
November 16, 2021	Revised.		Whatcom County Library System Board of Trustees	/s/ Marvin Waschke
May 16, 2023	Revised.		Whatcom County Library System Board of Trustees	/s/ Rodney Lofdahl
June 20, 2023	Revised.		Whatcom County Library System Board of Trustees	/s/ Rodney Lofdahl

DRAFT



whatcom county  
**library system**

## MANAGEMENT BENEFITS AND LEAVE POLICY

**POLICY NUMBER: 12.20**

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### **SCOPE**

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

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

### **VACATION LEAVE**

- Purpose: The express purpose of vacation leave is to allow Management employees to take time away from work.
- Accruals: Unless stated otherwise in an employment contract, full-time Management employees accrue vacation leave at the rate of 16 hours per month. Accrual is prorated for part-time employment.
- Carry Over: No more than 240 hours (prorated for part-time employment) may be carried over from one year to the next unless, under extraordinary circumstances, prior approval from the Board of Trustees is obtained.
- Forfeiture: Unused vacation accruals in excess of the maximum carry over on December 31 shall be forfeited unless approved for carry over in accordance with item above.
- Cash Out: Cash out of vacation leave for Management employees is identical to the vacation cash out provisions in the current bargaining agreement.

### **ADMINISTRATIVE LEAVE (COMPENSATORY TIME)**

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

- Cash Out: Under exceptional circumstances, and with the prior approval of the Executive Director, a payout at the employee’s regular pay rate (not overtime), may be authorized according to FLSA regulations. This exception is only for time over and above the 40-hour allowable Administrative Leave carryover when taking Administrative Leave is clearly not possible. The accumulation of unused compensatory time of any amount that exceeds two hundred forty hours will be paid through the normal payroll process.

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- Guidelines for use of Sick Leave are outlined in the Sick Leave Policy 12.22.

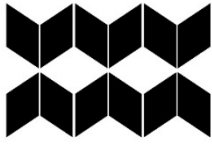
**RELATED POLICIES:** Employee Benefits Policy 12.07; Sick Leave Policy 12.22.

**APPROVALS AND UPDATES**

<b>Date</b>	<b>Action</b>	<b>Reviewer</b>	<b>Approved By</b>	<b>Approval Signature</b>
November 20, 2001	Approved.	-	Whatcom County Library System Board of Trustees	/s/
December 16, 2003	Revised.	-	Whatcom County Library System Board of Trustees	/s/
March 15, 2005	Revised.	-	Whatcom County Library System Board of Trustees	/s/
February 19, 2008	Revised.	-	Whatcom County Library System Board of Trustees	/s/ Amory Peck
March 19, 2019	Revised.	-	Whatcom County Library System Board of Trustees	/s/ Marvin Waschke

<b>Date</b>	<b>Action</b>	<b>Reviewer</b>	<b>Approved By</b>	<b>Approval Signature</b>
November 16, 2021	Revised.	-	Whatcom County Library System Board of Trustees	/s/ Marvin Waschke
May 16, 2023	Revised.	-	Whatcom County Library System Board of Trustees	/s/ Rodney Lofdahl
June 20, 2023	Revised.	-	Whatcom County Library System Board of Trustees	/s/ Rodney Lofdahl
March 19, 2024	Revised to clarify vacation cashout and sick leave accrual.	Jackie Saul & Beth Andrews	Whatcom County Library System Board of Trustees	

DRAFT



whatcom county  
library system

## SICK LEAVE POLICY

POLICY NUMBER: 12.22

### SCOPE

All ~~non-exempt~~ employees of the Whatcom County Library System.

Paid sick leave is available for employees to care for their health and the health of their family members. The Whatcom County Library System follows Washington State Paid Sick Leave Law [RCW 49.46.210](#). ~~Sick leave accrual rates and carryover for bargaining unit employees are detailed in the current bargaining agreement. Sick leave accrual rates and carryover for exempt management employees are detailed in the Management Benefits and Leave Policy.~~

### ACCRUAL RATE, CARRY OVER AND CAP

~~Sick leave accrual rates, cap, and carry over for bargaining unit employees are detailed in the current bargaining agreement. Sick leave accrual rates, cap, and carry over for exempt management employees are detailed in the Management Benefits and Leave Policy.~~

~~For all other employees, sick leave will accrue at a rate of one (1) hour of paid sick leave for every forty (40) hours worked. Sick leave begins to accrue at the start of employment, and is available upon accrual. Any unused paid sick leave will carry over to the following year with a cap of two hundred (200) hours.~~

~~Effective January 1, 2018, all non-exempt employees not covered by a bargaining agreement will accrue one (1) hour of paid sick leave for every forty (40) hours worked. For new employees, paid sick leave begins to accrue at the start of employment. Any unused paid sick leave will carry over to the following year with a cap of two hundred (200) hours.~~

### FAMILY MEMBER DEFINITION

For the purpose of this policy, the term “family member” includes the employee’s spouse or domestic partner, and the employee’s child, parent, grandparent, grandchild, and sibling (including biological, adopted, foster, step or legal guardian); and the child, parent, and sibling of the spouse or domestic partner of the employee, as further outlined in RCW 49.46.210 (2). Use of sick leave for the care of persons other than those defined as a close relative may be considered at the discretion of the Executive Director and Human Resources Manager.

### ELIGIBLE REASONS FOR USE

Employees may use accrued paid sick leave to cover absences due to:

- Employee’s illness (mental or physical), injury, or health condition, and for preventive care.
- Employee’s care for a family member’s illness (mental or physical), injury, or health condition, and for preventive care.
- Public health closures of WCLS facilities or a dependent’s school or care facility.
- Absences due to domestic violence, sexual assault, or stalking.

### **RATE OF PAY FOR SICK LEAVE**

Paid sick leave hours will be compensated at an employee's regular rate of pay. The minimum increment of paid sick leave use is fifteen (15) minutes. Paid sick leave hours will not count towards the calculation of overtime.

### **ABSENCES EXCEEDING THREE DAYS**

When paid sick leave usage exceeds three consecutive scheduled work days, WCLS may ask the employee for verification from a health care provider that the absence is for an eligible reason. WCLS will NOT require an explanation about the nature of the condition. Verification must be provided within ten (10) calendar days of the first day an employee used paid sick leave to care for themselves or a family member.

If an employee believes obtaining verification for use of paid sick leave would result in an unreasonable burden or expense, they should contact the Human Resources Manager orally or in writing. They must indicate that the absence is for an authorized purpose and explain why verification would result in an unreasonable burden or expense. Within ten (10) calendar days of receiving the request, the Human Resources Manager will work with the employee to identify an alternative for the employee to meet the verification requirement in a way that does not result in an unreasonable burden or expense.

### **REASONABLE NOTICE OF ABSENCE**

If an employee's absence is unforeseeable, the employee must contact their supervisor as soon as possible. When the need for leave arises before the start of their shift, the employee must notify their supervisor of their inability to work at least one (1) hour prior to the beginning of their shift. When possible, the notification should include the expected duration of the absence.

If an absence is foreseeable, the employee will provide notice at least ten (10) days, or as early as possible, before the first day paid sick leave is used.

### **RETALIATION PROHIBITED**

WCLS will not discipline or retaliate against an employee for the lawful use of paid sick leave.

### **SEPARATION FROM EMPLOYMENT**

If an employee separates from employment, there will not be a financial or other reimbursement to the employee for accrued, unused paid sick leave at the time of separation.

### **REINSTATEMENT OF HOURS UPON REHIRE**

If rehired within twelve months in the same calendar year, the separated employee will have 100% of unused paid sick leave accruals reinstated. If rehired in the following year, WCLS will reinstate no more than 200 hours of a rehired employee's previously accrued unused sick leave.

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**RELATED POLICIES:** Attendance and Punctuality Policy 12.14; Management Benefits and Leave Policy 12.20; Unpaid Personal Leave Policy 12.21; Family and Medical Leave (FMLA) Policy 12.23; Domestic Violence Leave Policy 12.24; Time and Attendance Records Policy 12.40.

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**STATUTORY REFERENCE:** RCW 49.46.210 Paid sick leave—Authorized purposes—Limitations—“Family member” defined.

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**APPROVALS AND UPDATES**

<b>Date</b>	<b>Action</b>	<b>Reviewer</b>	<b>Approved By</b>	<b>Approval Signature</b>
December 19, 2017	Approved.	-	Whatcom County Library System Board of Trustees	/s/ Marvin Waschke

DRAFT



## SICK LEAVE POLICY

POLICY NUMBER: 12.22

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### SCOPE

All employees of the Whatcom County Library System.

Paid sick leave is available for employees to care for their health and the health of their family members. The Whatcom County Library System follows Washington State Paid Sick Leave Law [RCW 49.46.210](#).

### ACCURAL RATE, CARRY OVER AND CAP

Sick leave accrual rates, cap, and carry over for bargaining unit employees are detailed in the current bargaining agreement. Sick leave accrual rates, cap, and carry over for exempt management employees are detailed in the Management Benefits and Leave Policy.

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Employees may use accrued paid sick leave to cover absences due to:

- Employee’s illness (mental or physical), injury, or health condition, and for preventive care.
- Employee’s care for a family member’s illness (mental or physical), injury, or health condition, and for preventive care.
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**RELATED POLICIES:** Attendance and Punctuality Policy 12.14; Management Benefits and Leave Policy 12.20; Unpaid Personal Leave Policy 12.21; Family and Medical Leave (FMLA) Policy 12.23; Domestic Violence Leave Policy 12.24; Time and Attendance Records Policy 12.40.

**STATUTORY REFERENCE:** RCW 49.46.210 Paid sick leave—Authorized purposes—Limitations—“Family member” defined.

**APPROVALS AND UPDATES**

Date	Action	Reviewer	Approved By	Approval Signature
December 19, 2017	Approved.	-	Whatcom County Library System Board of Trustees	/s/ Marvin Waschke
March 19, 2024	Revised to clarify sick leave guidelines for all staff.	Jackie Saul & Beth Andrews	Whatcom County Library System Board of Trustees	



## Board Meeting Agenda Item Cover Sheet

Meeting Date:	3/19/2024
Committee or Department:	Administration
Subject:	Public Records Policy 21.01 Update
Prepared By:	Rheannan Pfnister
Impact upon Budget?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supporting Documents:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**Recommendation or Request:** Approval of update to Public Records Policy 21.01

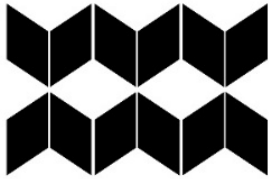
**Suggested Motion for Consideration:** Move to approve updates to Public Records Policy 21.01.

**Summary:**  
The Public Records Policy has been updated to change the WCLS designated Public Records Officer from the Director of Finance and Administration to the Records Management Specialist.

**Alternatives:** Leave policy as is.

**Fiscal Impact:** None.

**Comments:** None.



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## PUBLIC RECORDS POLICY

**POLICY NUMBER:** 21.01

**REPLACES:** Records Retention Policy (1990)

**SCOPE:** Whatcom County Library System (WCLS) records subject to RCW 42.56.

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### **Purpose**

Pursuant to RCW 42.56, it is the policy of WCLS to make available for inspection and copying, upon request, its public records. WCLS espouses open government and, therefore, promotes full access to its public records, provided that when making records available WCLS shall prevent invasions of privacy.

### **Definitions**

A **public record** includes any writing which contains information relating to the conduct of government or the performance of any governmental or proprietary function.

A **writing** includes any form of communication or representation. The forms of communication or representation include documents (paper and electronic), minutes, email, pictures, audio recordings, film, electronic databases, budgets, and charts.

The **requestor** is the person requesting a public record for inspection or copying.

**Redact** means to remove, delete, or black out information that is exempt from public disclosure.

### **Public Records Officer Designation**

WCLS designates the ~~Director of Finance and Administration~~ **Records Management Specialist** as its Public Records Officer. The Public Records Officer shall ensure compliance with the Public Records Act, track all requests for public records, respond to all requests for public records, and coordinate the review and retention of records.

### **Public Records Requests**

All requests either for inspection or for copying of public records shall be made in writing using WCLS' Request for Disclosure of Public Records form. The Public Records Officer or his or her designee shall respond to the request within five (5) business days. The response shall be one of the following based on the information provided by the requestor:

- 1) Make records available for inspection and/or copying.
- 2) Deny the request based on legal reasons.
- 3) Acknowledge receipt and provide an estimate of how much time it will take to provide the record.
- 4) Ask for clarification of the request.

Pursuant to RCW 42.56, the requestor has 30 calendar days to respond to WCLS' request for clarification. If the requestor does not respond by 30 calendar days, WCLS shall consider the public records request abandoned. The Public Records Officer shall send a closing letter to the requestor stating that the request has been closed.

WCLS' public records are available at Administrative Services. WCLS will make available its public records at Administrative Services Monday through Friday, 8:00 a.m. to 5:00 p.m. WCLS public records shall not be removed, disassembled, or altered by the requestor.

WCLS is not obligated to create records that do not exist, obtain records from another agency that WCLS does not have, mail records at WCLS expense, or respond to unclear requests.

### **Statutory Exemptions**

RCW 42.56 prohibits the use of lists of individuals for commercial purposes. Therefore, WCLS shall require that the requestor certify that the request for public records will not be used for commercial purposes. (The certification can be found on the Request for Disclosure of Public Records form.)

According to RCW 42.56.310, any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, which discloses or could be used to disclose the identity of a library user is exempt from public disclosure to protect user privacy.

According to RCW 42.56.230, personal information that would violate one's right to privacy is exempt from public inspection and copying. Any personal information, such as residential addresses and phone numbers, medical records, and social security numbers, in files maintained for employees, appointees, or public officials of WCLS are exempt. Routine performance evaluations which do not discuss specific instances of gross misconduct are also exempt. Other items that are exempt include industrial insurance (workers' compensation) claim files and records and any tax information.

According to RCW 42.56.250, applications for employment, including resumes and other related materials submitted with respect to an applicant, are exempt as well as test questions and scoring.

Certain other exemptions are defined in RCW 42.56. If any record is withheld, the Public Records Officer shall cite the legal exemption that authorizes such withholding as well as an explanation for the withholding.

If certain public records contain some material that is subject to public disclosure and some material that is exempt, WCLS shall redact the material that is exempt before providing the records for inspection or copying.

### **Copying and Mailing Costs**

According to RCW 42.56.120, WCLS will charge the requestor at a minimum \$0.15 per page for copying of public records. Actual costs of postage, delivery, and the container will also be charged to the requestor.

WCLS may require a deposit of up to 10% for the estimated costs of copying for large requests and that the requestor make full payment of the copying and mailing costs before providing the records.

Per RCW 42.56.120, WCLS shall not charge for staff time spent in locating a public record, or for making a record available for inspection.

### **Records Retention Schedules**

WCLS adopts the State of Washington Local Records Committee's Local Government General Records Retention Schedule and Records Management guidelines as its public records retention schedule and authorization for destruction. These State guidelines have been reviewed by the State Attorney General and

the State Auditor offices. A copy of the Local Government General Records Retention Schedule and Records Management guidelines is on file in the Public Records Officer's office at Administrative Services.

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**RELATED POLICIES:** Confidentiality of Patron Records Policy 5.01.

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**STATUTORY REFERENCE:** RCW 42.56 Public Records Act; WAC 44-14 PUBLIC RECORDS ACT—MODEL RULES.

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ADOPTED by the Whatcom County Library System Board of Trustees November 20, 2007.

DRAFT



## PUBLIC RECORDS POLICY

**POLICY NUMBER:** 21.01

**REPLACES:** Records Retention Policy (1990)

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### SCOPE

Whatcom County Library System (WCLS) records subject to RCW 42.56.

### PURPOSE

Pursuant to RCW 42.56, it is the policy of WCLS to make available for inspection and copying, upon request, its public records. WCLS espouses open government and, therefore, promotes full access to its public records, provided that when making records available WCLS shall prevent invasions of privacy.

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The *requestor* is the person requesting a public record for inspection or copying.

*Redact* means to remove, delete, or black out information that is exempt from public disclosure.

### PUBLIC RECORDS OFFICER DESIGNATION

WCLS designates the Records Management Specialist as its Public Records Officer. The Public Records Officer shall ensure compliance with the Public Records Act, track all requests for public records, respond to all requests for public records, and coordinate the review and retention of records.

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WCLS' public records are available at Administrative Services. WCLS will make available its public records at Administrative Services Monday through Friday, 8:00 a.m. to 5:00 p.m. WCLS public records shall not be removed, disassembled, or altered by the requestor.

WCLS is not obligated to create records that do not exist, obtain records from another agency that WCLS does not have, mail records at WCLS expense, or respond to unclear requests.

### **STATUTORY EXEMPTIONS**

RCW 42.56 prohibits the use of lists of individuals for commercial purposes. Therefore, WCLS shall require that the requestor certify that the request for public records will not be used for commercial purposes. (The certification can be found on the Request for Disclosure of Public Records form.)

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Certain other exemptions are defined in RCW 42.56. If any record is withheld, the Public Records Officer shall cite the legal exemption that authorizes such withholding as well as an explanation for the withholding.

If certain public records contain some material that is subject to public disclosure and some material that is exempt, WCLS shall redact the material that is exempt before providing the records for inspection or copying.

### **COPYING AND MAILING COSTS**

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WCLS may require a deposit of up to 10% for the estimated costs of copying for large requests and that the requestor make full payment of the copying and mailing costs before providing the records.

Per RCW 42.56.120, WCLS shall not charge for staff time spent in locating a public record, or for making a record available for inspection.

### **RECORDS RETENTION SCHEDULES**

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the State Auditor offices. A copy of the Local Government General Records Retention Schedule and Records Management guidelines is on file in the Public Records Officer’s office at Administrative Services.

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**RELATED POLICIES:** Confidentiality of Patron Records Policy 5.01.

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**STATUTORY REFERENCE:** RCW 42.56 Public Records Act; EAC 44-14 PUBLIC RECORDS ACT – MODEL RULES.

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**APPROVALS AND UPDATES**

Date	Action	Reviewer	Approved By	Approval Signature
November 20, 2007	Approved.	-	Whatcom County Library System Board of Trustees	/s/ Amory Peck
March 19, 2024	Updated Public Records Officer.	Christine Perkins	Whatcom County Library System Board of Trustees	

DRAFT





## Board Meeting Agenda Item Cover Sheet

Meeting Date:	3/19/2024
Committee or Department:	Administration
Subject:	Freedge at NF Library
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:** Authorize Executive Director to move forward with formalizing partnerships to install and maintain a Freedge at the North Fork Library.

**Suggested Motion for Consideration:** Move we authorize the Executive Director to move forward with partnerships to install and maintain a Freedge at the North Fork Library.

**Summary:** Whatcom County Health Department approached us about the possibility of installing a Freedge at the North Fork Library. Christine will present some background about what Freedges are and why this could be an important thing to provide to the Kendall community.

**Alternatives:** As discussed.

**Fiscal Impact:** There may be costs to install necessary electrical outlets or to construct a shed to protect the Freedge, above and beyond what our community partners can cover. Costs TBD. Small cost for staff members to get food handlers’ permits.

**Comments:**

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## COMMUNITY



We recently learned that former trustee Ruth Oltman passed away on January 22. She served two terms on the WCLS Board of Trustees, from 1992 to 2001. She taught at Meridian High School and Blaine Middle School, and lived for many years at Gooseberry Point, where “she was always finishing one book, then moving right on to another one.”

### ACCESS

On February 29, representatives from Kulshan Community Land Trust hosted a public presentation at the Blaine Community Center regarding the affordable housing/public library project. Approximately 60 people attended and interest was positive.

## RESOURCES

Several sessions at our annual All Staff Learning Day this month highlighted aspects of our library collection and the work of our Collection Services Department. Cataloger Kim Patterson and interim cataloger Sarah Miller taught staff about MACHine Readable Catalog (MARC) records and the importance of subject headings and accurate cataloging. Lisa Gresham led a session on “Database Speed Dating” to match patrons with online tools, and collaborated with Emma Radosevich and Carmi Parker on “Libby: Collections Behind the Scenes”. Another group (Mary Kinser, Thom Barthelmess and Rika Lee Vanderhorst) shared “Recent Favorites: Books We’ve Read and Loved”. Finally, Elizabeth Stewart and Grace Snitselaar talked about our shelf pull process in “Weeding Rainbow & the Wonderful World of Collection Maintenance”. It was great to see such a strong showing from Collection Services. These sessions complemented others by knowledgeable staff throughout the system.

## EQUITY, DIVERSITY AND INCLUSION

We are in discussions with Whatcom County Health Department about installing a [Freedge](#) at the North Fork Library. Freedges are free community refrigerators that distribute packaged prepared foods to the public. We’re excited by the possibility of leveraging our highly visible community locations to address food insecurity.

## STEWARDSHIP

Facilities Manager Ryan Cullup is on a roll! His grant application for PSE’s Up & Go Electric project for Fleet has progressed to the design phase. PSE estimates that (covered) infrastructure upgrade costs will come to \$42,351. We will have up to \$250,000 from PSE to do this work and complete the rest of the project which would install two high speed charging stations for WCLS fleet vehicles. Any costs over \$250,000 would be our responsibility. This grant requires us to purchase 2 EVs for our fleet. We planned on replacing two vehicles this year and will now select EVs for this purpose.

**Christine Perkins**, Executive Director

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## STEWARDSHIP

All WCLS libraries were closed on March 8<sup>th</sup> to allow all WCLS staff to gather and learn together. This annual practice moved from Fall to Spring in 2023 when staff selected from three different bus tours visiting multiple branch libraries. With ten locations and a bookmobile, we often focus on how to tweak services to best serve each community uniquely. All Staff Learning Day, however, provides an opportunity to explore and build on what makes WCLS services consistent across Whatcom County. This year, staff from a variety of positions and locations delivered 13 different sessions. Learning from peers is powerful and motivating. Building relationships with and learning from each other increases familiarity with the system and creates a fabric of support. Staff are more likely to help out when needed as a result of working together in this way.

A keynote session by Senior Trainer, Channie Waites from Right to Be sparked discussion and provided tools in support of bystander intervention. Staff learned how to respond, intervene, and heal from harassment with the core belief that we all have the right to be who we are.



**Michael Cox**  
Deputy Director

## RESOURCES

On Saturday, February 17, 2024, Western Washington University welcomed hundreds of attendees to the 21<sup>st</sup> annual Children’s Literature Conference, a day-long symposium featuring four internationally recognized authors and illustrators who shared their craft, process, and inspiration with educators and librarians from across the region. WCLS was well represented, with eight members of the Youth Services Department and six members of the Public Services Department in attendance.



Hispanic Cultural Liaisons Diana Antaño and Amelia Martinez introduced the first presenter, David Bowles, a Mexican American author and translator whose work includes everything from picture book texts to translations of Meso-American legends. Their introduction touched on the themes in his work that reflected their own experiences, and the ways his books had special meaning for migrant communities in Whatcom County. It

was splendid, and very moving.

Dashka Slater writes long form nonfiction for teens, often built on her reporting for publications like the New York Times and the New Yorker, as well as picture books for young children and middle grade fantasy fiction. With Teen Services Coordinator Tamar Clarke, Dashka presented to all of the seventh and eighth graders at Mount Baker Junior High about her book *The 57 Bus: A True Story of Two Teenagers and the Crime That Changed Their Lives*. Her writing is characterized by her unflinching journalistic objectivity, and the students met it with their own curiosity and wonder.



Other presenters included E.B. Lewis, a decorated watercolorist who has illustrated more than 90 books for children, many of them concerning the civil rights movement in the United States and celebrating illustrious black Americans. And Jillian Tamaki, a graphic novelist and picture book illustrator from Edmonton presented in conjunction with the Western Washington University’s Center for Canadian-American Studies.

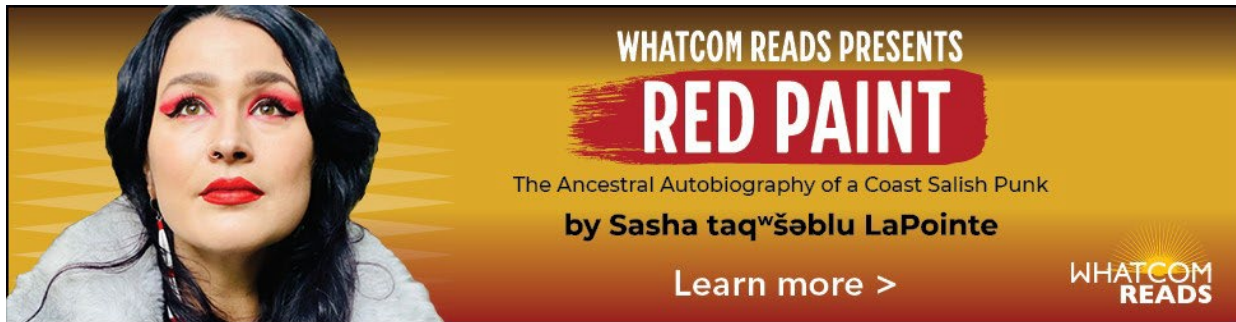
The entire day was informative, inspirational and connecting, and it is an honor to serve on the conference’s Steering Committee.

**Thom Barthelmess**  
Youth Services Manager

## COMMUNITY/RESOURCES



The Power of Sharing campaign now features Mango, the library’s language learning app. Mango is WCLS’s fifth most popular database. We’ll be tracking to see if the campaign moves it up in popularity. In addition to in-branch promotion, digital, audio and video ads (in English and Spanish) are appearing across various channels. In 2023, the top five languages learned by WCLS cardholders were Spanish, Japanese, French, Italian and German. What will you learn?



WCLS Community Relations also planned and executed a successful marketing campaign for Whatcom READS (*Red Paint: The Ancestral Autobiography of a Coast Salish Punk* by *Sasha taqʷšəblu LaPointe*). Many of the March 13-16 events were sold out. A recap of the 16<sup>th</sup> Whatcom READS season as well as a brief history of Northwest Washington’s premier annual literary event will be shared at the April Board of Trustees meeting.

### News Releases/Columns

- [WCLS asks: Can you spot a scam?](#)
- [WCLS partners with state, county health departments to respond to opioid crisis](#)

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

- Episode 44: Digital Literacy with Christine Perkins and Tamar Clarke
- Episode 45 AI Podcast with Sasha taqʷšəblu LaPointe

### Book Reviews

- *Cascadia Daily News*, Feb. 28, 2024, [The Lost Journals of Sacajawea](#) by Debra Magpie Earling
- *Cascadia Daily News*, Feb. 13, 2024, [Cold Victory](#) by Karl Malantes
- *Bellingham Alive*, February 2024 (clip below)

**Book Reviews**  
WRITTEN BY EMMA RADOSEVICH



**"Still Life with Bones: Genocide, Forensics, and What Remains"**  
by Alexa Hagerty

**I**N THIS UNIQUE memoir, anthropologist Alexa Hagerty brings us behind the scenes of her time working with globally-renowned forensic anthropology teams in Guatemala and Argentina. Together, they exhume and identify bodies from the mass graves left behind by dictatorial violence. Decades later, families of the "disappeared" still suffer from knowing their loved ones weren't properly laid to rest.

Hagerty's mantra while working in grave sites is "Don't faint. Don't vomit." The work is physically and emotionally difficult, but it is rewarding when victims' bodies are identified and reunited with their families. Hagerty attends burials where community members find healing by sharing their testimonies and creating new death rituals. Along with survivors' stories and necessary historical context, Hagerty weaves in her own meditations on death, grief, and how we can create meaning for ourselves out of tragedy.

This is a difficult but powerful read. In beautiful and highly readable prose, Hagerty unearths questions about humanity and our complicity in genocide. Gripping, poetic, and perennially important.



**"Paved Paradise: How Parking Explains the World"**  
by Henry Grabar

**W**HY ARE SO many places expensive, unsafe, and unwalkable? In "Paved Paradise: How Parking Explains the World," journalist Henry Grabar argues that in most American towns, the answer is parking.

In chapters that read like podcast episodes (think "99% Invisible" or "Planet Money"), this book digs into the reasons why our culture became so car-centric. Grabar's eye for compelling anecdotes turns what could otherwise be a dry topic into a wild journey through American history. For example: did you know that parking tickets fueled New York City's "Ice Cream Truck Wars?" Grabar also introduces readers to local heroes worth rooting for, like a Chicago pastor whose plan to build a church in his walkable neighborhood is foiled by parking minimums.

"Paved Paradise" illuminates how parking is connected to so many social forces: affordable housing, public safety, pollution, and the prosperity of our downtowns. You'll never look at the parking lot the same way again. ◀

## Media Coverage

- *Bellingham Herald*, Feb. 7, 2024, [Ruth Oltman Obituary \(1926 - 2024\) - Bellingham, WA](#)
- *The Northern Light*, Feb. 7, 2024, [State awards \\$85 million for electric vehicle charging stations, Birch Bay and Point Roberts included](#)
- *Cascadia Daily News*, Feb. 14, 2024, [Cocoa's Picks](#) (South Whatcom Storytime)
- *The Northern Light*, Feb. 14, 2024, [Blaine Chamber of Commerce planning volunteer fair](#)
- *Western Front*, Feb. 20, 2024, [Registration now open for 2024 Whatcom READS events featuring Red Paint by Sasha taqʷšəblu LaPointe](#)
- *Ferndale Record*, Feb. 22, 2024, [GUEST OPINION: WCLS asks, can you spot a scam?](#)
- *Lynden Tribune*, Feb. 22, 2024, [GUEST OPINION: WCLS asks, can you spot a scam? | Community | lyndentribune.com](#)
- *Western Front*, Feb. 26, 2024, [BRIEF: Light therapy lamps shine through the winter months](#)
- *KPUG*, Feb. 26, 2024, [Whatcom County hosts meetings to discuss water rights adjudication for local farmers](#)
- *The Northern Light*, Feb. 27, 2024, [Community meeting scheduled on Blaine library, affordable condominium project](#)

- *Cascadia Daily News*, Feb. 28, 2024, [Cocoa's Picks](#) (cedar weaving, Lynden Library)
- *Bellingham Herald*, Feb. 28, 2024, [These Bellingham entry-level jobs pay above minimum wage](#)
- *Salish Current*, Feb. 2, 2024, and Feb. 7, 2024, Whatcom READS (clips below)

**Whatcom READS.** This year's book to read is "Red Paint: The Ancestral Autobiography of a Coast Salish Punk" by Sasha taq<sup>w</sup>šəblu LaPointe." On Feb. 27, Bellingham Reads will discuss the book from Noon–1 p.m. in the Central Library Lecture Room. Check out the schedule of all Whatcom READS events [here](#).

**Whatcom READS.** This year's book to read is "Red Paint: The Ancestral Autobiography of a Coast Salish Punk" by Sasha taq<sup>w</sup>šəblu LaPointe." On Feb 17. from 6 to 7 p.m. John Halliday speaks on "What is a Chief? How Native Values Can Teach Resilience." On Feb. 27, Bellingham Reads will discuss the book from 12–1 p.m. in the Central Library Lecture Room. Check out the schedule of all Whatcom READS events [here](#).

- *All Point Bulletin*, Feb. 29, 2024, Library events (clips below)

**LOL 101 - Jokes for Kids:** Saturday, March 16, 2-3 p.m., Point Roberts Library. Why don't eggs tell jokes? They'd crack each other up! Come to the Point Roberts Library to learn how to write hilarious jokes, and how to tell them with side-splitting style. We'll dig into the elements of what makes a good joke, figure out how to milk them for big laughs, and finish with a comedy club open mic. Come to practice or just guffaw.

**Advanced Care Directive workshop:** Tuesday, March 19, 2-5 p.m., Point Roberts Library. Facilitated by Circle of Care director Annelle Norman. In addition to the Washington State-approved, Peace Health advance care document, we will also discuss a dementia care directive and provide information on the various funeral homes that service Point Roberts. Please secure your seat by emailing [prcircleofcare@gmail.com](mailto:prcircleofcare@gmail.com).

**Mary Vermillion**

Community Relations Manager

Collection Size	Physical	Electronic	Total
	309,119	344,333	653,452

Circulation	Feb 2023	Feb 2024	YTD 2023	YTD 2024	YTD % chg
<b>Physical Circulation</b>					
Blaine	11,332	12,135	23,848	22,908	-3.9%
Bookmobile & Outreach	4,398	4,679	8,894	8,630	-3.0%
Deming	7,192	8,273	15,412	15,616	1.3%
Everson	9,394	8,647	19,576	16,613	-15.1%
Ferndale	29,744	31,974	61,742	61,288	-0.7%
Island	1,758	1,683	3,777	3,279	-13.2%
Lynden	36,368	35,606	75,289	68,416	-9.1%
North Fork	4,047	3,874	8,594	7,322	-14.8%
NWIC	8	3	23	10	-56.5%
Point Roberts + PRX	2,019	1,922	4,490	3,677	-18.1%
Sumas + SLX	963	2,328	1,198	4,298	258.8%
South Whatcom	7,309	7,456	14,753	14,098	-4.4%
NDX	3,176	3,173	6,458	6,181	-4.3%
<b>Physical Circulation Total</b>	<b>117,708</b>	<b>121,753</b>	<b>244,054</b>	<b>232,336</b>	<b>-4.8%</b>
Disc materials: DVDs, CDs	25,936	25,969	54,155	50,765	-6.3%
All other materials	90,732	94,484	187,939	179,251	-4.6%
<b>Electronic Circulation</b>					
eBooks/eAudiobooks	31,450	34,407	63,263	71,163	12.5%
eMagazines	1,561	5,633	3,308	11,763	255.6%
eMusic	10,186	11,506	18,555	20,739	11.8%
Streaming Video	1,692	3,126	3,594	6,385	77.7%
<b>Digital Circulation Total</b>	<b>44,889</b>	<b>54,672</b>	<b>88,720</b>	<b>110,050</b>	<b>24.0%</b>
<b>Grand Total</b>	<b>162,597</b>	<b>176,425</b>	<b>332,774</b>	<b>342,386</b>	<b>2.9%</b>

Visitors (Door counts)	Feb 2023	Feb 2024	YTD 2023	YTD 2024	YTD % chg	Feb 2019
Blaine	6,235	6,807	12,070	12,997	7.7%	8,857
Deming	2,359	2,830	4,703	5,605	19.2%	3,905
Everson	2,888	3,215	5,648	6,132	8.6%	5,668
Ferndale	10,654	13,022	20,748	24,234	16.8%	17,333
Island	750	1,075	1,501	2,073	38.1%	1,450
Lynden	9,699	11,261	18,061	21,921	21.4%	17,316
NDX	283	322	582	626	7.6%	
North Fork	1,229	1,499	2,588	3,015	16.5%	2,826
Point Roberts + PRX	1,009	1,240	2,090	2,539	21.5%	1,318
Sumas + SLX	25	1,005	25	1,950	7700.0%	1,724
South Whatcom	1,675	2,911	3,424	5,287	54.4%	2,207
<b>Total</b>	<b>36,806</b>	<b>45,187</b>	<b>71,440</b>	<b>86,379</b>	<b>20.9%</b>	<b>62,604</b>



New Borrowers	Feb 2023	Feb 2024	YTD 2023	YTD 2024	YTD % chg
	593	586	1,273	1,320	3.7%

Interlibrary Loan	Feb 2023	Feb 2024	YTD 2023	YTD 2024	YTD % chg
Borrowed from BPL	10,930	12,125	23,313	23,102	-0.9%
Lent to BPL	21,004	22,680	43,740	43,855	0.3%
Borrowed: other libraries	510	732	935	1,304	39.5%
Lent: other libraries	517	632	1,016	1,197	17.8%

Electronic Resources	Feb 2023	Feb 2024	YTD 2023	YTD 2024	YTD % chg
WCLS.org Sessions	35,933	38,586	74,396	77,002	3.5%
Bibliocommons Sessions	50,060	92,608	105,980	189,339	78.7%
Internet Sessions	2,682	3,620	5,544	6,843	23.4%
Wifi Clients / Sessions	6,718	6,136	12,777	11,381	-10.9%

Volunteers	Feb 2023	Feb 2024	YTD 2023	YTD 2024	YTD % chg
	757	683	1,387	1,290	-7.0%

Activities	Feb 2023	Feb 2024	YTD 2023	YTD 2024	YTD % chg
Programs					
Adults	42	58	85	109	28.2%
Teens	19	15	37	27	-27.0%
Children	95	104	150	159	6.0%
Total	156	177	272	295	8.5%
Attendance					
Adults	526	479	1,001	915	-8.6%
Teens	633	1,090	1,259	1,315	4.4%
Children	2,184	2,520	3,981	3,813	-4.2%
Total	3,343	4,089	6,241	6,043	-3.2%

Notes/Corrections:

SU Library closed; reopened 2/11/23 but door counter not functional

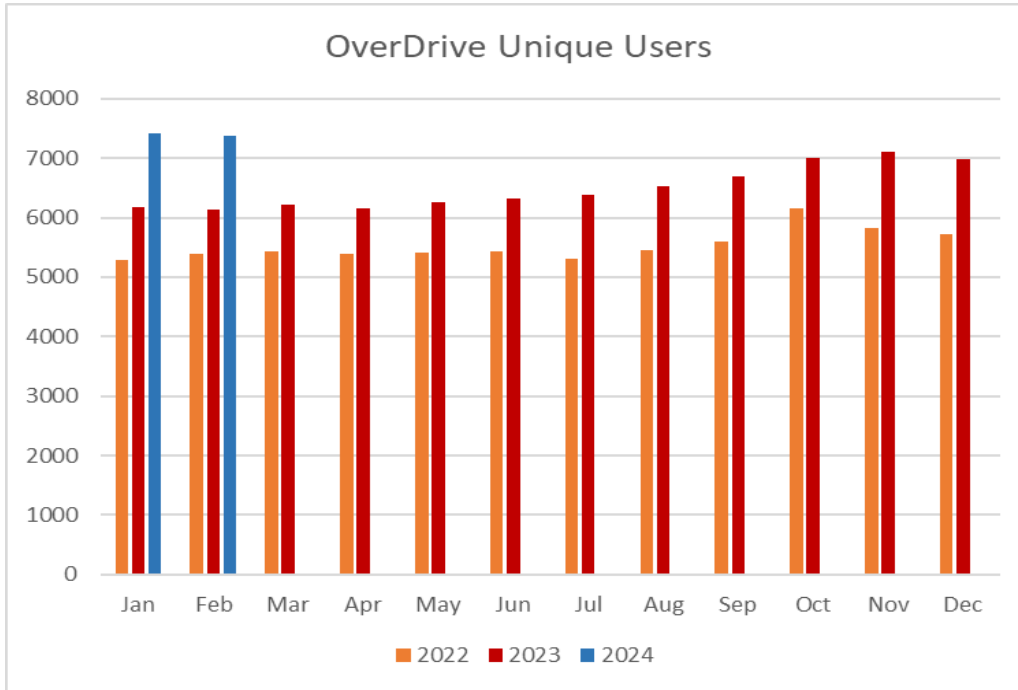
As of mid-September 2023, OverDrive changed the way it counts magazine circulations

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

Analytics update in July 2023

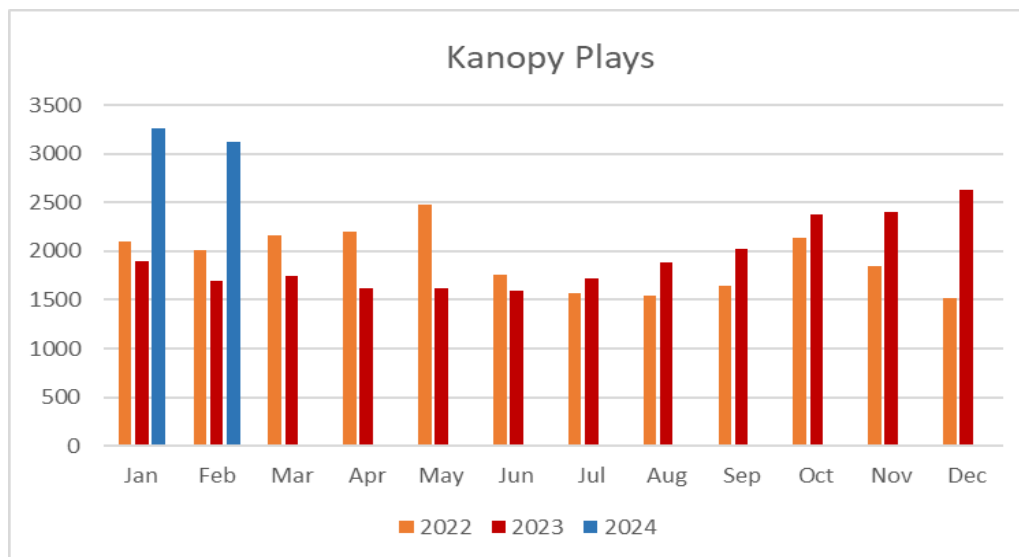
## OVERDRIVE UNIQUE USERS

A very slight drop in OverDrive unique users in February but still maintaining numbers of monthly users far exceeding all previous years. 365 of these users were WCLS cardholders new to using OverDrive. 46% of all checkouts in February were eAudio, 40% were eBook, and 14% were eMagazine. The most circulated eBook and eAudio title was *Unplugged* by Gordon Korman, a Young Readers Choice award nominee which we have made available as a cost-per-circ, no wait title. This was closely followed by *Red Paint* by Sasha taqʷšəblu LaPointe, which is this year's Whatcom READs title selection.



## KANOPY PLAYS - JANUARY TO DECEMBER COMPARISON

The WCLS Community Relations campaign focusing on Kanopy which ended recently drove our highest ever Kanopy usage; as the next campaign turns to promoting Mango Languages, it will be interesting to see if these users will make Kanopy a regular habit. For most popular content viewed, besides the usual suspects of BBC Studios series (*Call the Midwife*, *Father Brown*, *The Coroner*), movie lovers sought out Oscar nominees past and present - *Past Lives* and *The Whale* were top-viewed titles in February.



## DATABASE USAGE

Database use in February 2024 slightly exceeded use the previous year but is still lower than some of our high-use months during the past year. School use of database resources was strong in February, with Britannica, Gale products and Culturegrams all performing well. Value Line, Reference Solutions and NoveList all also had strong use in February. Newsbank was responsible for the biggest offsetting drop in usage compared to the previous month (I'll keep an eye on this to see if it was an anomaly or indicative of a change).

