



BOARD OF TRUSTEES MEETING
Whatcom County Library System
July 16, 2024

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

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

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 prior to the meeting.
3. 9:15 a.m. **Service Anniversary Recognition** – Shari Sievers
4. 9:25 a.m. **Consent Agenda**
 - a. Meeting Minutes
 - b. Expenditures
5. 9:30 a.m. **Financial Report and Resolutions**
 - a. Finance Committee Report
 - b. Resolution 07/16/24-06 amending the General and Capital Fund budgets
 - c. Resolution 07/16/24-07 authorizing an interfund transfer
 - d. Resolution 07/16/24-08 appointing an Agent to Receive Claims for Damages
6. 9:50 a.m. **Trustee Education:** eBook Licensing – Carmi Parker, Lisa Gresham & Emma Radosevich
7. 10:10 a.m. **BREAK**
8. 10:20 a.m. **Policy Update**
 - a. Staff Use of WCLS Computers and Other IT Resources Policy 12.37 Removal
 - b. Public Records Policy 21.01 Update
9. 10:35 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 before 4:00 p.m. Monday, July 15, 2024. Written comments may be submitted to Rheannan.Pfnister@wcls.org prior to the meeting.

10. 10:55 a.m. **Performance Measures and Committee Reports**
 - a. Performance Measures
 - b. IT Services Committee
 - c. Personnel Committee
 - d. Whatcom County Library Foundation

11. 11:15 a.m. **Announcements and Adjourn**

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Board Meeting Agenda Item Cover Sheet

Meeting Date:	7/16/2024
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:

- June 18, 2024 Regular Board Meeting

Expenditures:

General Fund:

- May 16-31, 2024 payroll: check nos. 1038871772-1038871774 and voucher nos. 559023-559173 totaling \$233,543.68 and June 1-15, 2024 payroll: check nos. 1039057895-1039057896 and voucher nos. 559180-559330 totaling \$231,375.86.
- ACH transactions for employee benefits, telecommunication services and monthly sales/use tax filings totaling \$95,127.52; \$32,411.79 of this is for employee funded contributions to dental insurance premiums, PERS and deferred compensation plans (made via payroll deduction).
- Claim 2024-22G: warrant nos. 1192991-1193007 totaling \$10,627.16
- Claim 2024-23G: warrant nos. 1193279-1193296 totaling \$124,191.68
- Claim 2024-24G: warrant nos. 1193546-1193565 totaling \$26,440.04
- Claim 2024-25G: warrant nos. 1193940-1193966 totaling \$79,914.98

Capital Fund:

- Claim 2024-07C: warrant no. 1193008 totaling \$42,985.30

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. They reviewed one General Journal entry made in June.



Location

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

In Attendance

Trustees: Rodney Lofdahl, Chair; Matthew Santos, Vice Chair; Holly Robinson, Secretary; John Miller and Danielle Gaughen. Absent: None.

Staff: Christine Perkins, Executive Director; Michael Cox, Deputy Director; Jackie Saul, Director of Finance and Administration; Thom Barthelmess, Youth Services Manager; Mary Vermillion, Community Relations Manager; Ryan Cullup, Facilities Services Manager; Dianne Marrs-Smith, Lynden Library Manager and Friends of the Birch Bay Library (FOBBL) President; Jennifer Rick, Foundation Development Director; Maggie Mae Nase, Learning Coordinator; Rheannan Pfnister, Records Management Specialist & Executive Assistant; Alix Prior, Ferndale Branch Manager; Sarah Lavendar, Youth Services Librarian.

Guests: Danica Holt, Matthew Benedict, Marlowe Lawson, and Sofie Ferreira with W+IEMN (Women+ in Energy Mentor Network) from Western Washington University.

Call to Order

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

Open Public Comment

No public comment.

South Whatcom Lease Agreement

The Board of Trustees proceeded to this item on the agenda due to the absence of the presenter of agenda item number 3, Trustee Education: Summer Reading.

Christine spoke about the updated lease agreement between WCLS and the Sudden Valley Community Association regarding the South Whatcom Library space. There are a few final details that need to be worked out before the end of June. Overall, WCLS is satisfied with the negotiated terms.

Trustee Education: Summer Reading

Youth Services Librarian Sarah Lavendar joined the Board of Trustees to talk about Summer Reading 2024. This year's goal is to plant 250 trees with our partner, the Whatcom Million Trees Project. Sarah explained how patrons can participate and highlighted the different activities on the summer reading card. For every 100 collectively completed activities, one tree will be planted thanks to support from WCLF. She also showed the Trustees the Summer Reading page of WCLS.org and the "tree tracker." Summer Reading kickoff week is the last

week of June. There is a kickoff party at each of the branches that week. Patrons under 18 can pick out a book at this time to encourage them to start their summer reading journey. Thom pointed out that there was a vibrant discussion about the activities listed on the summer reading cards and the ability to transfer them into another language for all cultures to be able to fully participate. These activities also celebrate all patrons and readers regardless of reading ability or reading level. Christine thanked WCLF for funding the trees that will be planted this fall.

Consent Agenda

The Consent Agenda included minutes of the May 21, 2024, Board of Trustees Regular Meeting as well as the following:

Expenditures:

General Fund:

- April 16-30, 2024 payroll: check nos. 1038489282-1038489283 and voucher nos. 558749-558854 totaling \$229,783.34 and May 1-15, 2024 payroll: check no. 1038669197 and voucher nos. 558861-559016 totaling \$235,069.20.
- ACH transactions for employee benefits, telecommunication services and monthly sales/use tax filings totaling \$101,169.38; \$36,910.00 of this is for employee funded contributions to dental insurance premiums, Health Savings Accounts, PERS and deferred compensation plans (made via payroll deduction).
- Claim 2024-18G: warrant nos. 1191419-1191433 totaling \$11,149.12
- Claim 2024-19G: warrant nos. 1191698-1191722 totaling \$134,367.80
- Claim 2024-20G: warrant nos. 1191997-1192012 totaling \$11,610.79
- Claim 2024-21G: warrant nos. 1192554-1192576 totaling \$103,907.07

Capital Fund:

- Claim 2024-06C: warrant nos. 1191469-1191470 totaling \$5,668.76

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

Financial Report and Resolutions: Finance Committee Report

Jackie reviewed her report and Resolution 06/18/24-04 amending the 2024 Capital Fund budget.

WLCS received an additional portion of property tax revenue in May. This will add cash flow until the October tax payments arrive.

Whatcom County Library Foundation will be financially supporting a few projects and events throughout the second half of the year, such as Whatcom Grooves and Open Book. Last year's Intergovernmental revenue included FEMA and ARPA (American Rescue Plan Act) funds that we will not be receiving again this year.

Jackie reminded the Board of the Financial Intelligence Tool (FIT) provided by the State Auditor's Office. It is a useful tool to examine government finances across the state.

Jackie reviewed updates to the Capital Budget included in today's amendment. These include additions such as an unexpected box truck chassis replacement and additional funds needed for the AS Feasibility Study. The box truck replacement is being sourced through a state contract.

John asked if the new box truck would be electric and, if so, would it be able to handle the entire WCLS delivery route? Ryan spoke about why we are purchasing a combustion engine box truck and not an electric one at this time.

The contractor selected for the AS Feasibility study returned with a quote higher than what was previously budgeted. To help offset this increase, parking lot improvements and a generator purchase for AS have been delayed until after the study has been completed.

Matthew inquired about the AS Feasibility study proposal and if it was the lowest bid. Ryan clarified that we issued a Request for Qualifications and the cost is negotiated with the selected firm. WCLS has worked with this firm before for the system-wide facilities assessment done in 2021.

Matthew moved to approve Resolution 06/18/24-04 Amending the 2024 Capital Fund Budget as presented. Seconded. Unanimous board approval.

Administrative Services Energy Study

Ryan introduced the members of W+IEMN (Women+ in Energy Mentor Network) and WWU students; Danica Holt, Matthew Benedict, Marlowe Lawson, and Sofie Ferreira.

As part of an Energy Assessment Program (EAP), the group showed the Board a presentation and discussed the total energy consumption of the Administrative Services building in 2023. They spoke about the energy conservation options that are available to WCLS to help reduce these costs in the future. They showed the possible annual savings and the upfront costs associated with the proposed changes. The group suggested creating and implementing an energy policy at WCLS to help establish a unified system of goals and accountability.

Rod inquired about the separation of “demand” energy in the presentation. The group explained the differences between “demand” and regular energy consumption.

Matthew asked about other corporations’ energy policies and what those look like. 3M has a good one that the group referenced. The group also provided a template for an energy policy for WCLS that they created specifically for the library. Christine is excited about the WWU study and thankful for the templates of an energy policy.

Break

Rod adjourned for a break from 9:53-10:03 a.m.

Transitioning Juvenile Accounts to Adult Accounts

Earlier this year BPL began waiving lost and damaged item fees from accounts of patrons who are transitioning from Youth to Adult. Jackie noted that WCLS would like to offer a similar patron experience as BPL. She went over the potential fiscal impact.

Matthew inquired if this was currently an ongoing practice, if this required a policy and if patrons impacted by this are being notified by WCLS. This is not a current practice and does not require a policy, although it does require a Resolution. At this time, there is no plan to contact the patrons or to advertise this practice although there could be in the future. The Trustees agree that it would be very beneficial to reach out to these new adults and let them know about their fresh start with the library.

Rod moved to approve Resolution 06/18/2024-05 Waiving Lost and Damaged Item Fees When Patrons Turn 18. Seconded. Unanimous board approval.

Freedge Memorandum of Understanding Agreement

Christine discussed the MOU with Sustainable Connections and WSU Cooperative Extension Supplemental Nutrition Assistance Program (SNAP-Ed) who are partnering with WCLS to bring a Freedge to the North Fork Library.

Rod moved to approve to authorize Executive Director to sign the Memorandum of Understanding with Sustainable Connections to Implement a Freedged at the North Fork Community Library. Seconded. Unanimous board approval.

Staff Reports: Executive Director

In addition to her written report, Christine spoke about the letters of support that she has recently written for a few local organizations. It is encouraging that others look to WCLS as a resource to help support their goals.

There is an opportunity to foster a partnership with Devyn Nixon, ARNP, MSN. This collaboration could study the implementation of telehealth services to some WCLS locations which could open access for patrons to mental health and other medical services. Christine is interested in working with Devyn and seeing what develops from this collaboration.

Carmi Parker continues to be a force in the eBook world. Christine attached a recent article co-authored by Carmi to the agenda packet and encourages the Board to read it.

John inquired if Christine had been in touch with Seattle Public Library (SPL) about their recent data breach. Christine reported that SPL's public internet access is now available, as is access to eBooks and eAudiobooks.

Staff Reports: Deputy Director

In addition to his written report, Michael wants to remind everyone that this year's season of Whatcom Grooves begins this week.

WCLS recently acquired new totes for our system to utilize in moving library items across the county. These will replace older totes that are now being distributed to Friends groups. One partnership that has come about through this is with the Friends of the Blaine Library and CORE. CORE uses the old library totes to make bookworm bins for home composting.

Two dozen community members attended the Community Engagement Session at the Birch Bay Vogt Library Express location. The pre-application process for construction will begin soon. John wanted to add that the photograph in Michael's report features members of the Vogt family in attendance.

Recently, the state law allowing open carry of firearms at libraries has changed. WCLS is taking this opportunity to review and update the current WCLS Workplace Safety Procedure 12.06.01. Michael shared the updated language and the proposed changes to the procedure with the Board.

Staff Reports: Youth Services Manager

Thom shared his written report and celebrated a recent grant awarded to WCLS by the Whatcom Community Foundation's Project Neighborly program to run a Family Connections series this fall that focuses on parenting education and provides play and learn activities. Thom thanked Matthew and Jen Knudsen at Bellingham Technical College for assisting with the grant process.

Thom highlighted the cultural liaisons at the branches, the work they do, and the relationships they build within the schools through programs and storytimes. It is great to be able to meet the needs of diverse communities.

Staff Reports: Community Relations Manager

Mary discussed her written report. She noted that Cynthia French designed both images in her report and Amy Jones designed the current issue of *Explorations*. Many great things are happening this summer and are listed in *Explorations*.

Music is a good way to bring communities together. WCLS is employing the idea of using jazz to bring awareness to the unique resources available at libraries and the unexpected things that a patron can come across there.

Ferndale Library Clerk Catherine Watson and her husband Anthony Nguyen allowed us to share photos of their wedding at the Ferndale Library back in May on social media and the publicity has taken off. Catherine will be featured on an upcoming WCLS podcast with Neil McKay to talk about this experience.

Performance Measures & Committee Reports: Performance Measures

In addition to his written report, Michael shared that the April 2024 performance measures were corrected and included in the agenda packet to show updated attendance numbers of adult programs that month.

Total physical circulation is increasing slowly year over year. The same trend is happening with the door counts for branches and new borrowers. Last year saw record increases in new borrowers and this year showed a continued increase. Internet and WiFi sessions have risen. Volunteer hours across the branches have also grown. May showed an increase of unique users of OverDrive.

Performance Measures & Committee Reports: IT Services Committee

Nothing to report.

Performance Measures & Committee Reports: Personnel Committee

Union negotiations have been moved to October 14, 15, and 16, with a backup date of October 21. The Board of Trustees meeting for October has also been moved to October 22 to accommodate this change.

Performance Measures & Committee Reports: Whatcom County Library Foundation

Jenn shared that the save-the-dates for Branch Out 2024 have been mailed. Please be sure to add it to your calendars.

June 2024 marks the 20th anniversary of the FBI's arrival at a WCLS location requesting patron information regarding the book, [Bin Laden: The Man Who Declared War on America](#). Former Executive Director Joan Airoidi led WCLS's efforts to fight the request and protect patrons' rights to read. WCLS received the 2005 PEN/Newman's Own First Amendment Award of \$25,000 and began the Whatcom County Library Foundation with this award. Everything since this event has been possible due to the large number of volunteers and private donations received to keep the Foundation funded.

Announcements and Adjourn

The Friends of the Birch Bay Library received a donation from Phillips 66 in the amount of \$14,750 and a Project Neighborly grant of \$5,000.

Jackie announced that there is an IT Services Committee meeting on July 2nd from 11:00 a.m. – 1:00 p.m.

Rod adjourned the meeting at 10:43 a.m.

Next Meeting

The next Board of Trustees meeting will be held on July 16, 2024, at 9:00 a.m. online via Microsoft Teams and at Administrative Services, 5205 Northwest Drive, Bellingham, WA 98226.

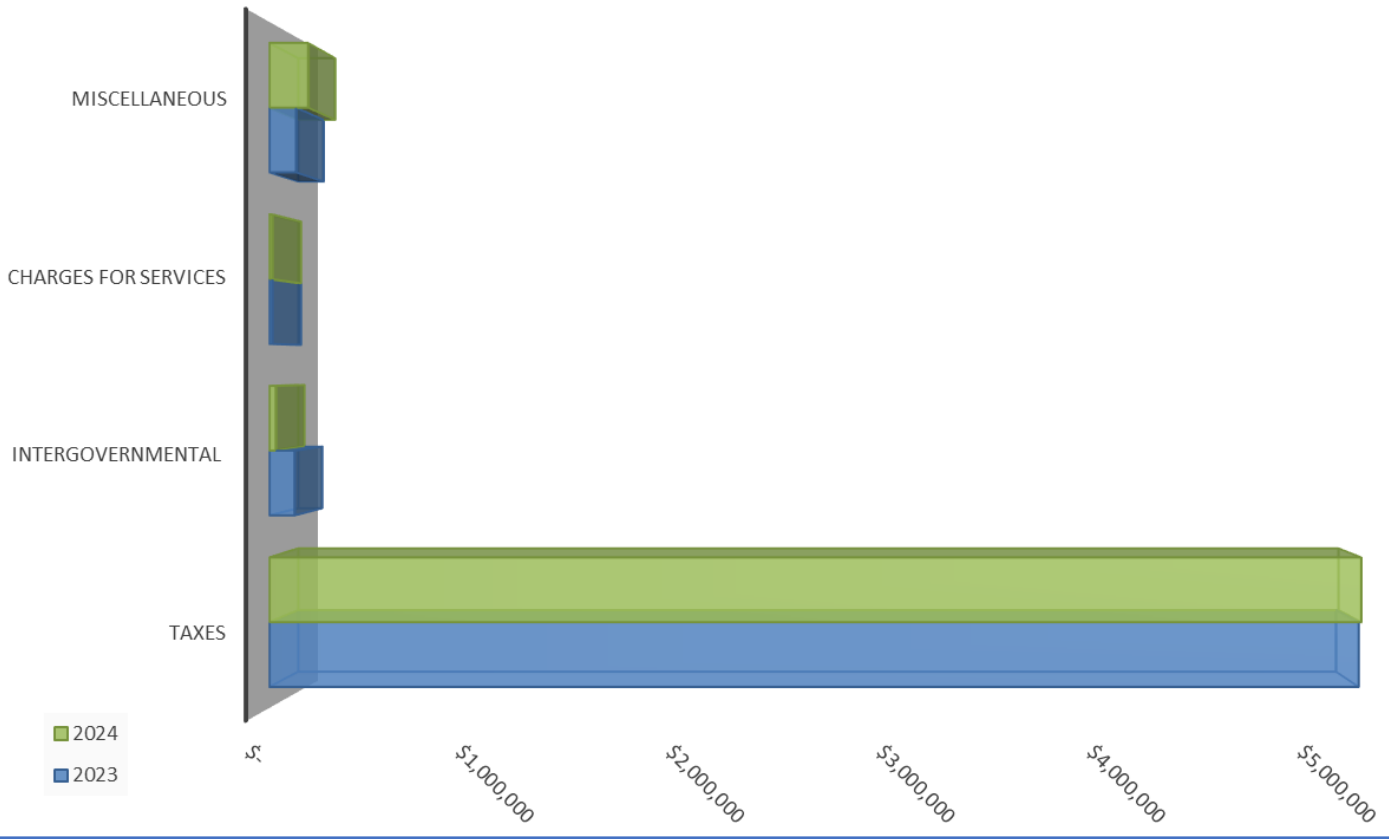
Holly Robinson, Board Secretary	07/16/2024 Date	Rheannan Pfnister, Exec. Assistant
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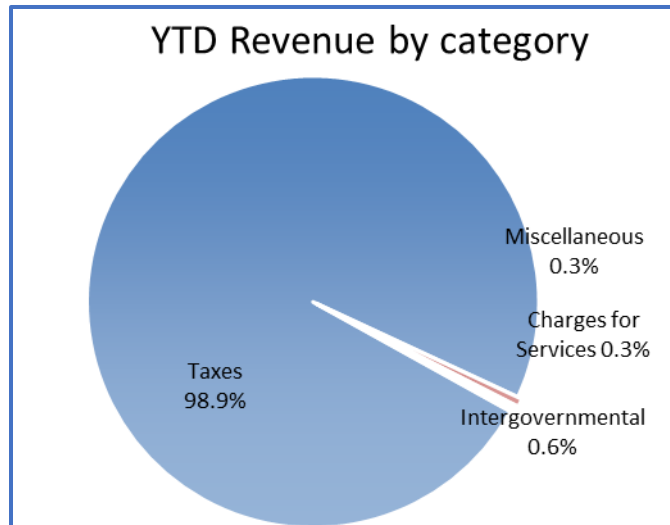
June Revenue

2024 Budget Revenues - Year-To-Date						
June 2024 (50% of FY)						
Acct No	Description	Budgeted Revenues	Actual Revenues YTD	% of Actual Revenues YTD	% of Budgeted Revenues Received YTD	Budget Variance
310	TAXES					
311.10	General Property Taxes	\$ 9,769,533	\$ 5,386,467	95.75%	55.14%	\$ (4,383,066)
	TOTAL TAXES	\$ 9,769,533	\$ 5,386,467	95.75%	55.14%	\$ (4,383,066)
330	INTERGOVERNMENTAL REVENUE					
333.4530	Fed Indirect Grant - IMLS	\$ 2,500	\$ -	0.00%	0.00%	\$ (2,500)
337.1000	Local Grants, Entitlements & Other	70,000	18,851	0.34%	26.93%	(51,149)
337.2000	Leasehold Excise Tax	30,000	13,735	0.24%	45.78%	(16,265)
	TOTAL INTERGOV. REVENUE	\$ 102,500	\$ 32,585	0.58%	31.79%	\$ (69,915)
340	CHARGES FOR GOODS & SERVICES					
347.2001	Printing & Duplication Services	\$ 4,000	\$ 2,570	0.05%	64.26%	\$ (1,430)
347.2002	Library Use Fees	12,300	12,240	0.22%	99.51%	(60)
	TOTAL CHARGES FOR SERVICES	\$ 16,300	\$ 14,810	0.26%	90.86%	\$ (1,490)
360	MISCELLANEOUS REVENUES					
361.1100	Investment Interest	\$ 215,000	\$ 152,810	2.72%	71.07%	\$ (62,190)
362.1000	Rents & Leases	3,500	570	0.01%	16.29%	(2,930)
367.1000	Contributions & Donations	67,500	23,291	0.41%	34.50%	(44,209)
369.1000	Sale of Surplus	100	50	0.00%	50.00%	(50)
369.8100	Cashier's Overages or Shortages	-	(7.12)	0.00%	0.00%	(7)
369.9101	Other Misc. Revenue	20,000	9,052	0.16%	45.26%	(10,948)
369.9102	Reimburse Lost/Damaged Books	11,000	5,658	0.10%	51.44%	(5,342)
369.9106	COBRA Reimbursement	-	367	0.01%	0.00%	367
	TOTAL MISC. REVENUES	\$ 317,100	\$ 191,790	3.41%	60.48%	\$ (125,310)
	TOTAL OPERATING REVENUE	\$ 10,205,433	\$ 5,625,653	100.00%	55.12%	\$ (4,579,780)
390	OTHER FINANCING SOURCES					
397.3000	Transfers from Designated Fund Balance	\$ 230,000	\$ -	0.00%	0.00%	(230,000)
	TOTAL OTHER FINANCING SOURCES	\$ 230,000	\$ -	0.00%	0.00%	\$ (230,000)
	TOTAL REVENUE	\$ 10,435,433	\$ 5,625,653	100.00%	53.91%	\$ (4,809,780)

General Fund Operating Revenue to Date-Compared to Prior Year



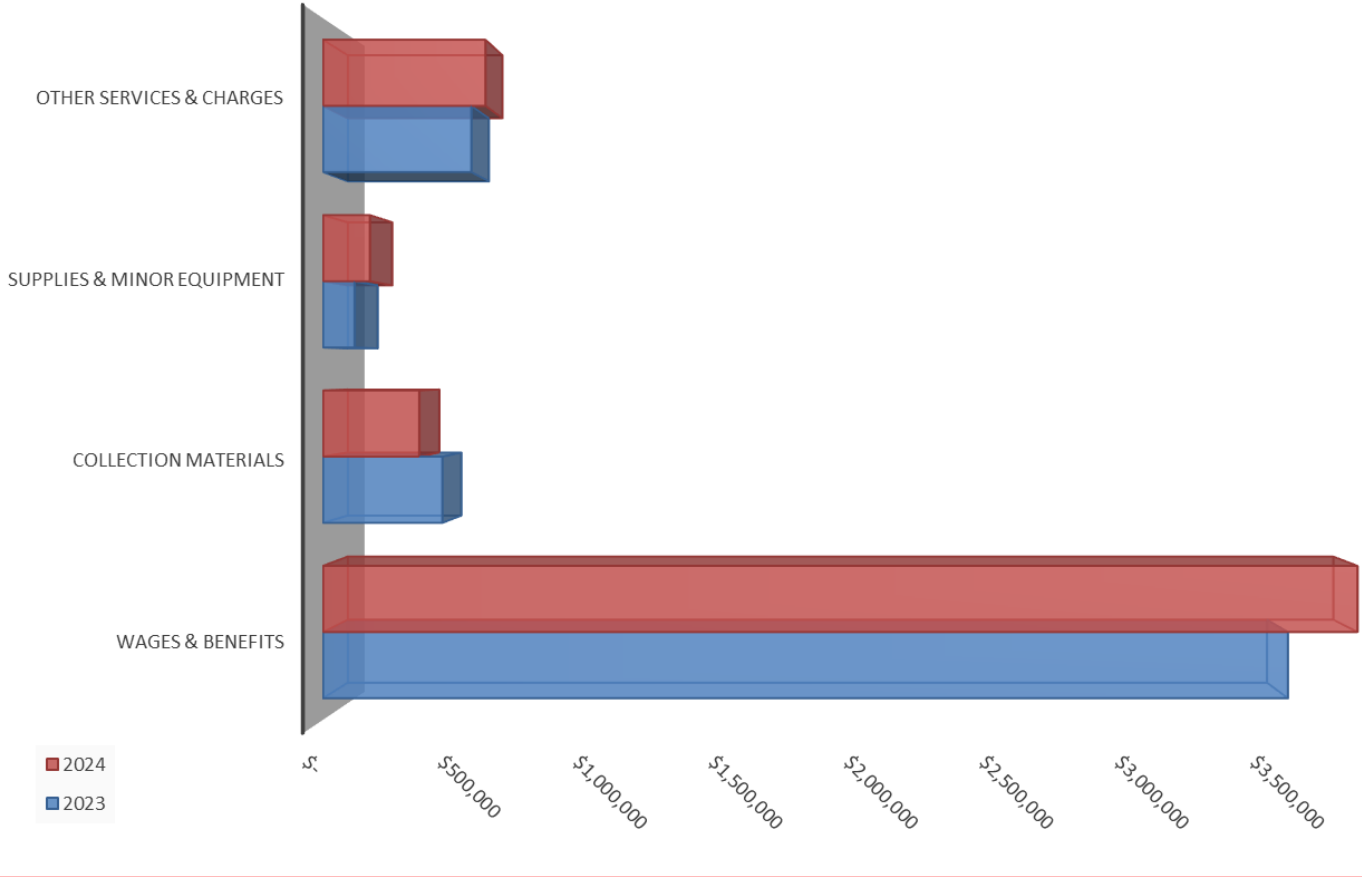
Actual General Fund Revenue Year to Date Comparison			
	2023	2024	% Change
Taxes	\$ 5,373,901	\$ 5,386,467	0.23%
Intergovernmental	124,891	32,585	-73.91%
Charges for Services	14,559	14,810	1.73%
Miscellaneous	132,161	191,790	45.12%
Total Operating Revenue	\$ 5,645,512	5,625,653	-0.35%
Other Financing Sources	\$ -	-	0.00%
Total Revenue	\$ 5,645,512	\$ 5,625,653	-0.35%



June Expenditures

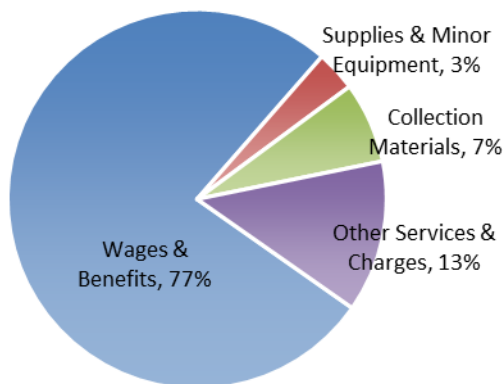
2024 Budget Expenditures - Year-To-Date						
June 2024 (50% of FY)						
Acct No	Description	Budgeted Expenditures	Actual Expenditures YTD	% of Actual Expenditures YTD	% of Budgeted Expenditures Spent YTD	Budget Variance
572	SALARIES, WAGES, & BENEFITS					
572.1000	Salaries and Wages	\$ 6,028,193	\$ 2,934,566	57.14%	48.68%	\$ (3,093,628)
572.2000	Benefits	2,141,573	1,029,930	20.05%	48.09%	(1,111,643)
	TOTAL SALARIES, WAGES, & BENEFITS	\$ 8,169,766	\$ 3,964,496	77.19%	48.53%	\$ (4,205,270)
572.30	SUPPLIES & MINOR EQUIPMENT					
572.3031	Office & Operating Supplies	\$ 146,450	\$ 85,976	1.67%	58.71%	\$ (60,474)
572.3032	Fuel	26,050	7,844	0.15%	30.11%	(18,206)
572.3034	Collection Materials	1,250,000	369,049	7.19%	29.52%	(880,951)
572.3035	Small Tools & Minor Equipment	202,575	85,929	1.67%	42.42%	(116,646)
	TOTAL SUPPLIES & MINOR EQUIPMENT	\$ 1,625,075	548,798	10.69%	33.77%	\$ (1,076,277)
572.40	OTHER SERVICES & CHARGES					
572.4041	Professional Services	\$ 541,038	\$ 272,462	5.30%	50.36%	\$ (268,577)
572.4042	Communication	134,780	75,832	1.48%	56.26%	(58,948)
572.4043	Travel	43,850	18,939	0.37%	43.19%	(24,911)
572.4044	Taxes & Operating Assessments	400	224	0.00%	56.06%	(176)
572.4045	Operating Rentals & Leases	18,737	10,042	0.20%	53.59%	(8,695)
572.4046	Insurance	91,874	89,635	1.75%	97.56%	(2,239)
572.4047	Utilities	171,176	71,687	1.40%	41.88%	(99,489)
572.4048	Repair & Maintenance	131,440	44,755	0.87%	34.05%	(86,685)
572.4049	Miscellaneous	92,910	39,140	0.76%	42.13%	(53,770)
	TOTAL OTHER SERVICES & CHARGES	\$ 1,226,206	622,716	12.12%	50.78%	\$ (603,489)
	TOTAL OPERATING EXPENDITURES	\$ 11,021,047	5,136,011	100.00%	46.60%	\$ (5,885,036)
590	OTHER FINANCING USES					
597.1000	Transfers to Capital	\$ 94,135	\$ -	0.00%	0.00%	\$ -
	TOTAL OTHER FINANCING USES	\$ 94,135	\$ -	0.00%	0.00%	\$ -
	TOTAL EXPENDITURES	\$ 11,115,182	\$ 5,136,011	100.00%	46.21%	\$ (5,979,171)

General Fund Operating Expenditures to Date-Compared to Prior Year

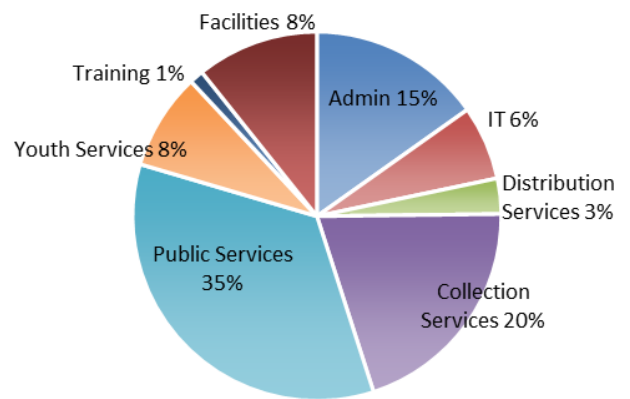


Actual General Fund Revenue Year to Date Comparison			
	2023	2024	% Change
Wages & Benefits	\$ 3,697,881	\$ 3,964,496	7.21%
Collection Materials	457,557	369,049	-19.34%
Supplies & Minor Equipment	121,220	179,749	48.28%
Other Services & Charges	568,421	622,716	9.55%
Total Operating Expenditures	4,845,079	5,136,011	6.00%
Other Financing Uses	\$ -	-	0.00%
Total Expenditures	\$ 4,845,079	\$ 5,136,011	6.00%

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	5,625,653
Expenditures	(10,553,576)	(11,115,182)	(5,136,011)
Transfer to (from) Reserves	230,000	(230,000)	-
Ending Fund Balance	\$ 10,612,545	\$ 9,702,796	\$ 11,102,187
Ending Fund Balance Designation Detail			2024
	2023 Actual	2024 Budgeted	Actual to Date
Designated Ending Fund Balance - Cash Flow	\$ 3,502,655	\$ 3,639,587	\$ 3,639,587
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	-	230,000
Total Designated Ending Fund Balance	9,548,382	9,575,151	9,805,151
Beginning Fund Balance less designated funds	1,081,942	1,037,394	807,394
Transfer to (from) Reserves	230,000	(230,000)	-
Net Income	(247,779)	(679,749)	489,642
Ending Unassigned Funds with no designation	1,064,163	127,645	1,297,036
Ending Designated Funds	9,548,382	9,575,151	9,805,151
Total Ending Fund Balance	\$ 10,612,545	\$ 9,702,796	\$ 11,102,187

June Summary

- As of the end of June, half-way through our fiscal year, we have received \$5,625,653, which is 55% of budgeted operating revenue. We have incurred \$5,136,011, or 47% of budgeted operating expenditures, resulting in a total net income of \$489,642. Our fund balance at the end of June is \$11,102,187.
- In June we received an allotment of timber excise taxes, increasing revenue in the Local Grants, Entitlements and Other revenue category. Despite this influx, this revenue category continues to lag compared to prior years. The amount of revenues expected are reduced in today's budget amendment.
- The Department of Retirement Services (DRS) has reduced Public Employee Retirement System (PERS) employer contribution rates effective July 1. The 5.25% rate reduction will result in a savings of \$13,830 this year. PERS contribution rates are expected to decrease further over the next few years as the PERS 1 UAAL (a subsidy added to PERS 2 and 3 employers to offset the PERS 1 funding deficit) is phased out.

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.

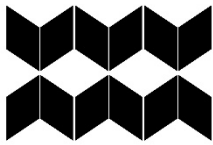
Expense Accounts:

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.



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Board Meeting Agenda Item Cover Sheet

Meeting Date:	7/16/2024
Committee or Department:	Administration
Subject:	Resolution 07/16/24-06 Amending the 2024 General and Capital Fund Budgets
Prepared By:	Jackie Saul
Impact upon Budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Supporting Documents:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Recommendation or Request: Approval of Resolution 07/16/24-06 amending the 2024 General and Capital Fund Budgets

Suggested Motion for Consideration: Move approval of Resolution 07/16/24-06 amending the 2024 General and Capital Fund Budgets as presented.

Summary:

This resolution adjusts the General Fund Budget as follows:

- General Fund revenue is updated to include a reduction in anticipated revenue in the Local Grants and Entitlements (the “timber tax”) category, offset by an increase in Investment Interest income, new Contributions and Donations, and additional COBRA Reimbursement revenue.
- Personnel costs are reduced to reflect a vacant position, a reduction in PERS contribution rates, and a refund from the Paid Family Medical Leave program (for funds expensed in 2023).
- General Fund expenditures are increased to include additional funding for Office and Operating Supplies and for Travel, offset by Contributions and Donations mentioned above.
- General Fund expenditures are also increased to include additional Communication, Travel, Operating Rentals and Leases, and Repair and Maintenance costs.
- Funds budgeted for a software renewal are shifted from the Small Tools and Equipment category to Professional Services in accordance with the state Budgeting, Accounting, and Reporting System (BARS).
- The amount designated for the Capital Transfer Reserve fund is reduced to reflect the actual amount budgeted for the Capital Transfer.
- Capital Fund expenditures are reduced to reflect an expense that will be paid from the General Fund.

Alternatives: N/A

Fiscal Impact:

General Fund: an increase of \$14,083 in Operating Revenue and an increase of \$14,083 in Operating Expenditures, resulting in no change to the Ending Fund Balance.

Capital Fund: a decrease of \$40,000 in Expenditures, resulting in an increase of \$40,000 to the ending fund balance.

Comments: N/A



RESOLUTION NO. 07/16/24-06

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

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

WHEREAS, at the February 20, 2024 and June 18, 2024 Board of Trustees meetings the Board approved amendments to the 2024 General Fund and Capital Fund budgets; and,

WHEREAS, General Fund revenues need to be adjusted to reflect reduced income expected from Local Grants and Entitlements, and increased income from Investment Interest, Contributions and Donations, and COBRA Reimbursements; and,

WHEREAS, General Fund expenditures need to be adjusted to reflect reduced Wages, Benefit and Professional Services costs, and increased costs for Office and Operating Supplies, Communication, Travel, Operating Rentals and Leases, and Repair and Maintenance; and,

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

WHEREAS, the General Fund designated fund balance needs to be adjusted to reflect a reduction in the Capital Transfer Reserve designated fund; and,

WHEREAS, Capital Fund expenditures need to be reduced to reflect an expense that will be paid from the General Fund; and,

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

NOW, THEREFORE, BE IT RESOLVED that budget amendment Resolution No. 07/16/24-06 be adopted, amending the 2024 General Fund Budget to \$21,062,061 and the 2024 Capital Fund budget to \$4,477,657 as follows:

General Operating Fund - Budgetary Accounts		
308 Beginning Fund Balance	\$10,612,545	
310-360 Operating Revenue	10,219,516	
397 Transfers In	230,000	
572 Operating Expenditures		\$11,035,130
590 Transfers Out		94,135
Use of Reserves		230,000
508 Ending Fund Balance		9,702,796
Total	\$21,062,061	\$21,062,061



RESOLUTION NO. 07/16/24-06

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

Capital Fund - Budgetary Accounts		
308 Beginning Fund Balance	\$1,526,242	
360 Miscellaneous Revenue	2,857,280	
397 Transfers In	94,135	
594 Capital Expenditures		\$2,775,245
508 Ending Fund Balance		1,702,412
Total	\$4,477,657	\$4,477,657

Adopted by the Whatcom County Library System Board of Trustees this 16th day of July, 2024:

Rodney Lofdahl, Board Chair



Board Meeting Agenda Item Cover Sheet

Meeting Date:	7/16/2024
Committee or Department:	Administration Department
Subject:	Resolution 07/16/24-07 Authorizing an Interfund Transfer
Prepared By:	Jackie Saul
Impact upon Budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Supporting Documents:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Recommendation or Request: Approval of Resolution 07/16/24-07 authorizing an interfund transfer from the General Fund to the Capital Fund as presented.

Suggested Motion for Consideration: Move approval of Resolution 07/16/24-07 authorizing an interfund transfer from the General Fund to the Capital Fund as presented.

Summary: The Board of Trustees budgeted for the transfer of \$94,135 from the General Fund to the Capital Fund during the 2024 fiscal year. Monies are currently available in the General Fund to complete this transfer.

Alternatives: N/A

Fiscal Impact: Transfers \$94,135 from the General Fund to the Capital Fund.

Comments: None.



RESOLUTION NO. 07/16/24-07

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
WHATCOM COUNTY RURAL LIBRARY DISTRICT
AUTHORIZING AN INTERFUND TRANSFER**

WHEREAS, the Whatcom County Rural Library District in Resolution 12/29/80-21 established a Cumulative Reserve Fund for the purpose of acquisition, enlargement or improvement of the real or personal property of the Library District; and,

WHEREAS, the Cumulative Reserve Fund was renamed the Capital Fund in Resolution 09/23/08-12; and,

WHEREAS, \$94,135 has been budgeted to be transferred from the General Fund to the Capital Fund during the 2024 fiscal year;

NOW, THEREFORE, BE IT RESOLVED, that \$94,135 be transferred from the Whatcom County Rural Library District General fund into the Whatcom County Rural Library District Capital Fund.

Approved by the Whatcom County Rural Library District Board of Trustees this 16th day of July, 2024

Rodney Lofdahl, Chair



Board Meeting Agenda Item Cover Sheet

Meeting Date:	7/16/2024
Committee or Department:	Administration Department
Subject:	Appointing an Agent to Receive Claims for Damages
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 Resolution 07/16/24-08 appointing an agent to receive claims for damages

Suggested Motion for Consideration: Move approval of Resolution 07/16/24-08 appointing an agent to receive claims for damages

Summary: RCW 4.96.020 requires that the governing body of local governments appoint an agent to receive any claim for damages, and that their name and address for receiving such claims be filed with the county auditor’s office. Former Administrative Services Manager Jeff Lazenby is currently on file as the agent for WCLS; this resolution updates our filing to appoint Jackie instead.

Alternatives: none

Fiscal Impact: none

Comments: none



RESOLUTION NO. 07/16/24-08

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE WHATCOM
COUNTY RURAL LIBRARY DISTRICT APPOINTING AN AGENT
TO RECEIVE CLAIMS FOR DAMAGES

WHEREAS, RCW 4.96.020 requires the governing body of all local governments to appoint an agent to receive any claims for damages; and,

WHEREAS, the identity of this agent and the address where they may be reached are required to be a matter of public record and recorded with the county auditor;

NOW, THEREFORE, BE IT RESOLVED by the Whatcom County Library System Board of Trustees, that Jackie Saul, Director of Finance and Administration for the Whatcom County Rural Library District (DBA Whatcom County Library System) be appointed to receive any claims for damages at 5205 Northwest Dr., Bellingham, WA 98226; and,

BE IT FURTHER RESOLVED that this information be recorded with the Whatcom County Auditor as a matter of public record.

Approved by the Whatcom County Rural Library District Board of Trustees this 16th day of July, 2024.

Rodney Lofdahl, Chair



Board Meeting Agenda Item Cover Sheet

Meeting Date:	7/16/2024
Committee or Department:	IT Services
Subject:	Approve removal of Staff Use of WCLS Computers and Other Information Technology Resources Policy 12.37
Prepared By:	Geoff Fitzpatrick
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: As Information Technology Services Policy 9.01 supersedes this policy, it renders Policy 12.37 redundant. The IT Services Department recommends removal of Policy 12.37.

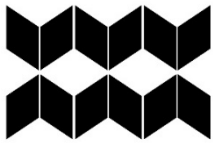
Suggested Motion for Consideration: Move removal of Policy 12.37.

Summary: One recommendation from the 2023 Cybersecurity Audit was to codify and solidify IT Services-related policies and procedures. The approval of Policy 9.01 by the Board of Trustees, and the implementation of related policies by the IT Services Department, accomplished this and rendered Policy 12.37 redundant.

Alternatives: None

Fiscal Impact: None

Comments: N/A



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STAFF USE OF WCLS COMPUTERS AND OTHER INFORMATION TECHNOLOGY RESOURCES

POLICY NUMBER: 12.37

SCOPE: This policy applies to all staff using information technology resources owned by WCLS during standard work time.

Definitions:

Information Technology Resources includes:

- Desktop, server and portable computer systems
- Software
- E-mail
- Internet Access
- Telephones, cell phones and voice mail
- Fax machines
- Printers and Copiers
- Data in the WCLS network

Use of Information Technology Resources by Staff

1. Technology resources are provided to employees for use in the performance of their work. The equipment and data remain at all times the property of the Whatcom County Library System. Data on library computers and networks is not private, whether or not the data is personal or work related, including e-mail and voicemail.

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

3. Employees using these resources must:

- Comply with all relevant WCLS policies and procedures, and federal, state and local laws;
- Avoid questionable activities that could be harmful to WCLS;
- Comply with applicable copyright law; and
- Avoid disclosing sensitive employee and patron information contained in the system.

4. Minimal personal use of WCLS-owned information technology resources, not to exceed one hour daily, is allowed during breaks, lunch hours, or other off-work time during an employee's scheduled work day. WCLS-provided e-mail accounts should not serve as an employee's primary personal e-mail account. Employees should be aware that WCLS-provided e-mail accounts may be subject to public disclosure.

5. Remote access to the WCLS network may be authorized, but only when:

- Approved by the employee's department head;
- Such access is necessary to accomplish library work, and
- IT Services staff determines remote access is supported and reasonable based on technical and security feasibility.

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

WCLS Complies with all Software Licensing Requirements

Employees may install and use software on WCLS computer systems only when approved by IT Services staff, and only as licensed or authorized by the software's publisher.

Employees and users are responsible for reading, understanding, and complying with the licensing agreement for the software they are using. IT Services staff will answer employee questions about software licensing agreements.

Printing/Copying

Employees may make limited use of printers or copiers for personal use during breaks, lunch hours or other off-work time on the same terms and at the same rates that apply to patrons using these resources. (See: Photocopying and Printing Services for Patrons Policy 4.02).

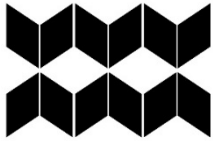
RELATED POLICIES: Photocopying and Printing Services for Patrons Policy 4.02; Internet Use and Social Networking Services Policy 4.06; Staff Social Networking Policy 12.09.

STATUTORY REFERENCE: RCW 42.52 ETHICS IN PUBLIC SERVICE; WAC 292-110 AGENCY SUBSTANTIVE RULES; copyright law.

Legal review by attorney Deborra Garrett June 2011.

ADOPTED by the Whatcom County Library System Board of Trustees December 19, 1995.

REVISED: August 16, 2011; March 15, 2011; August 18, 2009; July 19, 2005.



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INFORMATION TECHNOLOGY SERVICES POLICY

POLICY NUMBER: 9.01

SCOPE

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

PURPOSE

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

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

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

DEFINITIONS

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

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

System: The Whatcom County Library System, WCLS.

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

Remote: Locations not owned or operated by WCLS.

On-Premises: Locations owned or operated by WCLS.

I. PURCHASE AND INSTALLATION OF IT HARDWARE & SOFTWARE

To efficiently, securely and sustainably provide necessary technology tools for staff, it is optimal to minimize the diversity of hardware and software tools deployed within the System. In consultation with other Department Heads, the IT Services Manager will approve purchases, procure hardware, software, and services,

and engage contractors and vendors in accordance with this Policy. As the safety, efficiency, accessibility and security of the System's technology environment is critical to the continued fulfillment of the System's Mission, careful consideration is required during the selection process of any new tools. This consideration will weigh the costs and benefits of additional tools as they pertain to security, efficiency, and efficacy in fulfilling the tool's purpose.

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

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

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

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

II. STAFF USE OF TECHNOLOGY

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

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

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

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

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

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

A. Email Usage

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

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

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

B. Internet Usage

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

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

III. USER ACCOUNT MANAGEMENT

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

IV. NETWORK SECURITY

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

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

V. PHYSICAL SECURITY

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

- Disconnecting unused network jacks from equipment that provides access to WCLS networks,
- Limiting physical access to server and communications closets through use of locked doors or locked cabinets whose keys are inventoried and tracked,
- Limiting access to WCLS tools by non-staff by limiting the number of computers to the minimum required for daily operations,
- Implementing security processes that prevent use by unknown parties (such as “locking” a computer when staff is not monitoring it).

VI. DATA SECURITY

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

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

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

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

VII. CYBERSECURITY PRACTICES

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

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

Further mitigation may include:

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

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

VIII. RESPONSIBILITY FOR PROCEDURES

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

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

STATUTORY REFERENCE: [RCW 42.56 Public Records Act](#).

APPROVALS AND UPDATES

Date	Action	Reviewer	Approved By	Approval Signature
February 20, 2024	Adopted.	Geoff Fitzpatrick	Whatcom County Library System Board of Trustees	/s/ Rodney Lofdahl



Board Meeting Agenda Item Cover Sheet

Meeting Date:	7/16/2024
Committee or Department:	Administration Department
Subject:	Public Records Policy 21.01 Updates
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: Approval of updates to Public Records Policy 21.01 as presented.

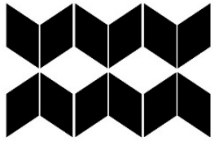
Suggested Motion for Consideration: Move approval of updates to Public Records Policy 21.01 as presented.

Summary: A recent public records request identified a few areas within our Public Records Policy that would benefit from some clarification. We consulted with our attorney who provided suggestions to incorporate into our policy.

Alternatives: As discussed.

Fiscal Impact: None resulting from changes to policy.

Comments: N/A



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PUBLIC RECORDS POLICY

POLICY NUMBER: 21.01

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 that are not exempt under RCW 42.56 or other applicable law.

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. Refer to RCW 42.56.010(4) for a complete definition.

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 or designate another individual to respond, and coordinate the review and retention of records.

PUBLIC RECORDS REQUESTS

All requests either for inspection or for copying of public records should be made in writing using WCLS' Public Records Request Form. The Public Records Officer or their designee shall respond to the request within five (5) business days of receipt (excluding the day the request is received, and excluding Saturdays, Sundays, and holidays). 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(s).
4. Ask for clarification of the request.

The Public Records Officer or designee may need to revise an estimate of time to provide the records, and will notify the requestor if so.

If WCLS seeks clarification of an unclear request, the requestor has 30 calendar days to respond to WCLS' request for clarification. If the requestor does not respond within 30 calendar days, WCLS will consider the public records request abandoned. The Public Records Officer will 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. excluding holidays. WCLS public records shall not be removed, disassembled, or altered by the requestor.

If WCLS denies the request, WCLS will issue a written statement of the reason for the denial. Any person who objects to the initial denial may petition in writing to the Public Records Officer, who will forward it to the Director of Finance and Administration for a review of that decision. The petition shall include a copy or reasonably identify the written statement by the Public Records Officer denying the request. The Director of Finance and Administration will consider the petition within two business days and will either affirm or reverse the denial.

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 that are not clarified upon request.

STATUTORY EXEMPTIONS

RCW 42.56.070(8) prohibits the disclosure of lists of individuals for commercial purposes. Therefore, if a public records request seeks a list of individuals, WCLS shall require that the requestor provide information necessary to determine if disclosure of the list of individuals is permitted or prohibited by RCW 42.56.070(8). (The Commercial Purpose Declaration can be found on the Public Records Request 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.

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 résumés and other related materials submitted with respect to an applicant, are exempt as well as test questions and scoring.

Other exemptions are defined in RCW 42.56 and other applicable laws.

If any record is withheld, the Public Records Officer shall cite the legal exemption that authorizes such withholding and provide a brief 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. WCLS shall provide the reason for the redaction and cite the applicable exemption(s).

COPYING AND MAILING COSTS

It would be unduly burdensome for WCLS to calculate the actual costs for providing public records. WCLS employs over 160 employees who earn different salaries and different rates of pay. The public records officer would be required to maintain a record of all employees who contributed to each part of a public record request and potentially charge different amounts for multiple scanned pages. The response time to a public records request may also be delayed in order to calculate scanning costs and create invoices with different rates of scanning charges. The amount of work involved in calculating the cost in providing copies for all separate requests would require a significant portion of one employee's time. The performance of WCLS's overall mission does not allow for the addition to, or the revision or reassignment of, duties for existing personnel so that these calculations can be done without hiring additional staff. Anticipated revenue, along with adopted priorities for expenditures, does not allow for the hiring of an additional employee for this purpose.

Based on the findings above, WCLS will charge the requestor for photocopies or electronically produced copies of public records in accordance with the charges set forth in RCW 42.56.120(2). Pursuant to that statute, WCLS will provide, upon request, a summary of the applicable charges before any copies are made to allow the requestor to revise the request to reduce the number of copies to be made and reduce the applicable charges. According to RCW 42.56.120, WCLS will charge the requestor \$0.15 per page to copy public records. Actual costs of postage, delivery, and the container will also be charged to the requestor. Electronic records may be provided at no cost provided the file size does not prohibit sending the file as an email attachment. Large file sizes may require alternative delivery methods; requestor will be charged the actual cost to provide these records.

WCLS may require a deposit of up to 10% for the estimated costs of copying for large requests and may require that the requestor make full payment of the copying and mailing costs before providing the records for a request (or for each installment of a request, if produced on an installment basis). If the requestor does not complete the payment requested by WCLS within 20 business days, WCLS will treat the request as abandoned and close the request.

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.

RELATED POLICIES: [Confidentiality of Patron Records Policy 5.01](#).

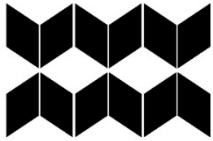
STATUTORY REFERENCE: [RCW 42.56 Public Records Act](#)

Legal review by attorney Jessica Kerr June 26, 2024.

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	/s/ Matthew Santos
July 16, 2024	Updated to reflect best practices.	Christine Perkins and Jessica Kerr, attorney	Whatcom County Library System Board of Trustees	

DRAFT



whatcom county
library system

PUBLIC RECORDS POLICY

POLICY NUMBER: 21.01

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 that are not exempt under RCW 42.56 or other applicable law. 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. [Refer to RCW 42.56.010\(4\) for a complete definition.](#)

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 or designate another individual to respond, and coordinate the review and retention of records.

PUBLIC RECORDS REQUESTS

All requests either for inspection or for copying of public records ~~shou~~ll be made in writing using WCLS' ~~Request for Disclosure of~~ Public Records ~~Request form~~Form. The Public Records Officer or their designee shall respond to the request within five (5) business days of receipt (excluding the day the request is received, and excluding Saturdays, Sundays, and legal holidays). 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(s).
4. Ask for clarification of the request.

The Public Records Officer or designee may need to revise an estimate of time to provide the records, and will notify the requestor if so.

~~Pursuant to RCW 42.56,~~ If WCLS seeks clarification of an unclear request, the requestor has 30 calendar days to respond to WCLS' request for clarification. If the requestor does not respond ~~within~~ by 30 calendar days, WCLS ~~shall will~~ consider the public records request abandoned. The Public Records Officer ~~shall will~~ 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. excluding holidays. WCLS public records shall not be removed, disassembled, or altered by the requestor.

If WCLS denies the request, WCLS will issue a written statement of the reason for the denial. Any person who objects to the initial denial may petition in writing to the Public Records Officer, who will forward it to the Director of Finance and Administration for a review of that decision. The petition shall include a copy or reasonably identify the written statement by the Public Records Officer denying the request. The Public Records Officer Director of Finance and Administration will consider the petition promptly within two business days and will either affirm or reverse the denial.

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 that are not clarified upon request.

STATUTORY EXEMPTIONS

RCW 42.56.070(8) prohibits the ~~use-disclosure~~ of lists of individuals for commercial purposes. Therefore, if a public records request seeks a list of individuals, WCLS shall require that the requestor provide information necessary to determine if disclosure of the list of individuals is permitted or prohibited by RCW 42.56.070(8). certify that the request for public records will not be used for commercial purposes. (The certification Commercial Purpose Declaration can be found on the ~~Request for Disclosure of~~ Public Records Request 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.

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~~Certain o~~ther exemptions are defined in RCW 42.56 and other applicable laws.

If any record is withheld, the Public Records Officer shall cite the legal exemption that authorizes such withholding ~~as well as~~ and provide a brief 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~~. WCLS shall provide the reason for the redaction and cite the applicable exemption(s).

COPYING AND MAILING COSTS

~~It would be unduly burdensome for WCLS to calculate the actual costs for providing public records. Therefore, 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. Electronic records may be provided at no cost.~~

~~WCLS may require a deposit of up to 10% for the estimated costs of copying for large requests and may require that the requestor make full payment of the copying and mailing costs before providing the records for a request (or for each installment of a request, if produced on an installment basis). If the requestor does not complete the payment requested by WCLS within the timeframe specified by WCLS, WCLS will treat the request as abandoned and close the request.~~

~~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.~~

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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.

RELATED POLICIES: [Confidentiality of Patron Records Policy 5.01.](#)

STATUTORY REFERENCE: [RCW 42.56 Public Records Act](#); [WEAC 44-14 PUBLIC RECORDS ACT – MODEL RULES.](#)

[Legal review by attorney Jessica Kerr, June 26, 2024.](#)

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	/s/ Matthew Santos
<u>June 16, 2024</u>	<u>Updated to reflect best practices.</u>	<u>Christine Perkins and Jessica Kerr, attorney</u>		

COMMUNITY

The Friends of the Sumas Library have a new dinosaur mascot – FOSL. FOSL was hand-made by a creative and talented Friend and made its debut at Sumas Days in June.

ACCESS

Our Public Records Officer Rheannan Pfnister recently received two requests for public records. We do not get many requests so this is a learning experience for her in this new role.

RESOURCES

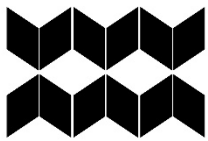
As the U.S. election season heats up, there has been a rapid increase in deepfakes uncovered in North America, according to an [article in the Financial Times](#) that references Google DeepMind research. [An article in Science](#) at the beginning of the year said, "Fake video and audio clips generated by artificial intelligence (AI) are the new looming threat that could sway voters in the upcoming U.S. presidential election." TrueMedia.org, a non-profit, non-partisan group created a free-use tool that detects deepfakes in social media. We'll be getting the word out about this resource and making sure our staff know how to use it and how to use Google Lens to do image searches. This can help people discover the authenticity of an image or video.

EQUITY, DIVERSITY AND INCLUSION

Every Tuesday from July 2 through August 13, kids and teens at the North Fork Library can pick up free lunches from Common Threads' food truck, nicknamed "Basil". Nearly 40% of students in the Mount Baker School District are eligible for the federal free and reduced lunch program and many kids count on these meals during the summer months. Meals are funded by OSPI, WSDA, PeaceHealth, the Eleanor & Henry Jansen Foundation, the Bellingham Bay Rotary Club and individual donors.

Christine Perkins, Executive Director





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Deputy Director Report

July 2024

Washington Rural Heritage: Community Digital Archives for Washington State

Washington Rural Heritage is a community memory project managed by the WA State Library with the mission to enable small and rural libraries to tell the stories of their communities, make items accessible online to a wide audience, and provide long-term storage and preservation of the digital masters. WCLS has contributed materials in the form of digitized photographs, documents and recorded interviews totaling 3,100 items over 4 collections. Each month, items in WCLS collections are viewed 600-1000 times. This measure is not included in WCLS performance reporting because the collection is managed by the WA State Library.

[Lummi Island Heritage Collection](#)

[Mount Baker Foothills Collection](#)

[Nooksack Valley Heritage Collection](#)

[Whatcom County Library System, 75th Anniversary Collection](#)



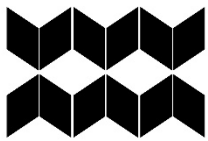
Milk trolley, Everson 1915

STEWARDSHIP

The Lummi Island Library welcomes Erin Suda as the new Branch Manager. Erin recently celebrated her 20-year anniversary working for WCLS at the Deming Library. Erin served as project manager for the creation of two of our Rural Heritage collections and continues to provide oversight as updates and requests require.

Michael Cox

Deputy Director



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Youth Services Report

July 2024

COMMUNITY

June is a quiet month for public programming by the Youth Services staff. We suspend all of our regular in-library programs for littles, kids, and teens in order to make space for all of the visits we make to young people in schools to promote the Summer Reading Program.

This June we reached 4,680 young people through our outreach efforts, those programs we undertake that are not advertised to the public. Some were Kindergarten tours of a library or visits to a local Farmer's Market. But the vast majority were visiting schools to promote Summer Reading and highlight our Summer Reading Kickoff Parties the last week of the month.

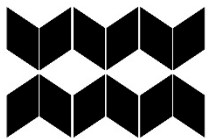
With a few exceptions, those Kickoff Parties are the only public events Youth Services ran in June. This summer over 2,000 people attended one of the parties to register for Summer Reading and choose a forever book. Each library put a particular spin on their party, many involving the Friends of the Library, to make the experience locally special and memorable—Blaine invited teens to take selfies at landmarks throughout the library, Lynden engaged kids in a scavenger hunt, and South Whatcom sent kids on the perennial search for the stuffed lobster. Still, all the Summer Reading Kickoff Parties centered on the opportunity for young people to choose a book *at the beginning of the summer*, no strings attached, and celebrated young people's choice in and ownership of their reading.



We also spent the month of June finalizing all of our plans for our slate of programs that will run from September to December 2024. Highlights of those programs include a series of Community Helper storytimes where fire fighters, bus drivers, veterinarians, etc. join Youth services during our regularly scheduled storytimes to present one of the stories and share a little about their important role in our community. Monthly programs for kids include a Booktober Party, a personal Treasure Box build, and a Let's Make Presents program. New-this-year programs for teens include a Teen Corps opportunity for teens to help out with the aforementioned kids' programs, and an Art + Audio program where teens will listen to an audiobook while they do different kinds of neurographic art.

Thom Barthelmess

Youth Services Manager



COMMUNITY, ACCESS, RESOURCES

As cardholder registrations rise (up 7.4% YTD), the Community Relations team is considering how we are welcoming new patrons. Projects underway include new banners for Library buildings and a revised welcome brochure. Brainstorming sessions with the marketing committee and Friends of the Library members gave us insights that will improve the Library system's website. Specifically, we are enhancing navigation, which will enable patrons to quickly find what they are looking for or to discover new Library services and items. Our goal is to welcome new patrons to the library community and to empower them to immediately explore all their library card offers. We will share the final products and future initiatives at a fall Board of Trustees meeting.

News Releases

- [WCLS announces free, fun summer events, including Whatcom Grooves](#)
- [Freedge at North Fork Library will address climate change, food insecurity](#)

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

- [Episode 48: Catherine Watson's wedding at Ferndale Library and Birch Bay Vogt Library Express community meeting](#)

Book Reviews

- *The Northern Light*, June 5, 2024, [Blaine book review: Calling for a Blanket Dance by Oscar Hokeah](#)
- *The Northern Light*, June 5, 2024, [Birch Bay book club review: Born a Crime by Trevor Noah](#)
- *Cascadia Daily News*, June 7, 2024, [I Cheerfully Refuse](#) by Leif Enger
- *Cascadia Daily News*, June 27, 2024, [Medicinal Plants of the Pacific Northwest](#) by Natalie Hammerquist
- *Bellingham Alive*, June 2024 (see clip below)

Book Reviews

WRITTEN BY EMMA RADOSEVICH



"Thunder Song: Essays"

by Sasha taq'šəblu LaPointe

Sasha taq'šəblu LaPointe's debut memoir, "Red Paint," was all about healing. Her new book, "Thunder Song," is all about embracing contradiction—about both charting a new path and staying rooted. These carefully crafted, multi-layered essays explore themes that are dear to LaPointe's heart: her queer and indigenous identity, activism, and family history.

LaPointe dives into personal experience with the clear-eyed perspective of someone who has healed from trauma. In "First Salmon Ceremony," she writes about happy memories smoking salmon with her family, years of eating vegan to fit in with her white punk friends, and the peace she found in decolonizing her diet. In "Basket Woman" she weaves together multiple story elements—her years as a teenage runaway, Coast Salish tales passed down by her grandmother, and a red dress hanging from a tree in her Tacoma neighborhood—to spread awareness of missing and murdered Indigenous women.

The essay format gives LaPointe space to lean into complexity and let her writing shine. "Thunder Song" is her best yet.



"Splinters: Another Kind of Love Story"

by Leslie Jamison

After the birth of her first child, Leslie Jamison finds that home is no longer a place she wants to be. She pushes her daughter's stroller through art museums to avoid spending time with her husband, whose coldness has become unbearable. "Splinters: Another Kind of Love Story" is about divorce, motherhood, and the loneliness of becoming a single mother.

There are many love stories within "Splinters." Jamison reflects on her whirlwind romance with her ex-husband and past relationships that were defined by her addiction. She tries to find new love post-divorce. But the true love in this story is Jamison's growing love for her daughter, for her art, and for herself.

Like her essay collections, Leslie Jamison's newest book is heart-wrenchingly vulnerable and introspective. Without another subject to orbit besides her own feelings, "Splinters" feels less grounded than Jamison's past work. But her prose is so good it doesn't matter. Jamison will floor you with her precise, perfect sentences that capture human emotions in all their messy glory.

Media Coverage

- *Visit Bellingham*, June 1, 2024, [bellingham.org/pressreleases/wcls-news-summer-reading-begins-june-1](https://www.bellingham.org/pressreleases/wcls-news-summer-reading-begins-june-1)
- *All Point Bulletin*, June 6, 2024, [Rose Momsen goodbye party](#)
- *Lynden Tribune*, June 6, 2024, [Vossbeck students learn hands-on about Lynden \(tour of Lynden Library\)](#)
- *The Northern Light*, June 12, 2024, [Birch Bay library express unveils architectural plan](#)
- *My Bellingham Now*, June 19, 2024, [Building plans for new Birch Bay library released](#)
- *The Bellingham Herald*, June 18, 2024, [Juneteenth bank closures, businesses reduced hours and more](#)
- *The Northern Light*, June 19, 2024, [Summer kicks off with Birch Bay Kite Festival, Splash Day](#)
- *All Point Bulletin*, June 20, 2024, [Energy resilience is the goal](#)
- *Cascadia Daily News*, June 24, 2024, [Live Music Calendar \(Whatcom Grooves\)](#)

- KPUG, June 29, 2024, [Whatcom County partnership receives federal grant to fight food insecurity](#)
- *Bellingham Alive*, June 2024 (see clip below)



- *All Point Bulletin*, June 27, 2024 (see clips below)

Make a Wind Chime: Friday, July 19, 2024, 1-2 p.m. Point Roberts Library. Decorate a wooden wind chime to hear the wind moving and make a pinwheel to see the wind. WCLS staff will read a story and everyone will do some painting, so be sure and wear clothes you can paint in. All supplies provided. Grades K-5. Info: 360/945-6545.

Point Roberts Book & Movie Online Discussion Group: Monday, July 15, 2-4 p.m., Point Roberts Library, neighbors gather to share what books we've loved (or hated), and what films we've seen on the myriad streaming platforms or library DVDs. Everyone welcome. Info: 360/945-6545. Third Monday of the month.

Summer Reading Kickoff: Saturday, June 29, 2024, 10 a.m.-5 p.m., Point Roberts Library. Celebrate the beginning of WCLS's Summer Reading program. Collect your Summer Reading card, learn about summer programs, and connect with other readers. All youth under 18 can choose a free book to keep forever. Info: 360/945-6545.

Teen Art Camp: Friday, August 2, 2024, 2:30-4 p.m. Point Roberts Library. Make art and make connections. Each day features a different project designed to stretch creative muscles and help to see the world in new ways. Grades 6-12. Info: 360/945-6545.

Wander and Wonder - Exploring Our Natural World: Friday, July 12, 2024, 1-2 p.m. Point Roberts Library. From birds in the air to roots underground, the natural world is full of amazement. Join us to explore the wonder of the wild! All supplies provided. Grades K-5. Info: 360/945-6545.

Whatcom Grooves Summer Music Series: Willie Reavis and His Weary Band in Point Roberts: Saturday, Aug. 3, 2024, 2-3:30 p.m., Point Roberts Library. Celebrate summer, music and libraries at free concerts hosted across the Whatcom County Library System. Wille Reavis and His Weary Band play roots country-and-western tunes. Bring your blankets and camp chairs; no alcohol, please. Carpooling is suggested as parking is limited.

Mary Vermillion

Community Relations Manager

Collection Size	Physical	Electronic	Total
	307,849	355,219	663,068

Circulation	Jun 2023	Jun 2024	YTD 2023	YTD 2024	YTD % chg
Physical Circulation					
Blaine	12,174	13,563	72,886	76,562	5.0%
Bookmobile & Outreach	4,683	4,405	27,118	26,551	-2.1%
Deming	7,610	6,879	47,215	45,775	-3.0%
Everson	8,704	9,288	55,034	52,648	-4.3%
Ferndale	32,600	32,716	190,482	192,523	1.1%
Island	1,735	1,674	11,226	9,811	-12.6%
Lynden	38,792	36,822	228,908	216,399	-5.5%
North Fork	4,280	3,618	26,201	22,439	-14.4%
NWIC	6	8	68	48	-29.4%
Point Roberts + PRX	2,038	2,462	13,155	12,820	-2.5%
Sumas + SLX	2,236	2,582	10,403	13,890	33.5%
South Whatcom	7,840	7,625	45,786	44,406	-3.0%
NDX	2,610	3,107	19,007	19,879	4.6%
Physical Circulation Total	125,308	124,749	747,489	733,751	-1.8%
Disc materials: DVDs, CDs	26,386	26,419	162,145	156,245	-3.6%
All other materials	97,702	97,450	578,864	571,392	-1.3%
Digital Circulation					
eBooks/eAudiobooks	31,354	35,542	189,332	216,308	14.2%
eMagazines	1,631	3,854	9,872	30,025	204.1%
eMusic	14,498	9,387	71,130	63,090	-11.3%
Streaming Video	1,592	1,065	10,171	7,430	-26.9%
Digital Circulation Total	49,075	49,848	280,505	316,853	13.0%
Grand Total	174,383	174,597	1,027,994	1,050,604	2.2%

Visitors (Door counts)	Jun 2023	Jun 2024	YTD 2023	YTD 2024	YTD % chg	Jun 2019
Blaine	6,552	6,898	37,427	40,692	8.7%	8,857
Deming	2,255	2,508	13,151	16,573	26.0%	3,905
Everson	3,158	3,231	17,362	18,730	7.9%	5,668
Ferndale	12,602	11,088	64,861	75,692	16.7%	17,333
Island	1,102	1,622	4,672	7,600	62.7%	1,450
Lynden	11,510	11,257	59,783	67,521	12.9%	17,316
NDX	276	285	1,713	1,927	12.5%	
North Fork	1,939	1,800	8,072	10,459	29.6%	2,826
Point Roberts + PRX	1,356	1,885	6,807	8,532	25.3%	1,318
Sumas + SLX	1,307	1,353	4,810	7,022	46.0%	1,724
South Whatcom	1,510	3,310	8,933	17,285	93.5%	2,207
Total	43,567	45,237	227,591	272,033	19.5%	62,604

New Borrowers	Jun 2023	Jun 2024	YTD 2023	YTD 2024	YTD % chg
	768	786	3,645	3,916	7.4%

Interlibrary Loan	Jun 2023	Jun 2024	YTD 2023	YTD 2024	YTD % chg
Borrowed from BPL	11,223	11,711	69,553	72,434	4.1%
Lent to BPL	21,286	21,399	131,176	131,310	0.1%
Borrowed: other libraries	589	522	3,261	3,837	17.7%
Lent: other libraries	0	499	2,641	3,553	34.5%

Electronic Resources	Jun 2023	Jun 2024	YTD 2023	YTD 2024	YTD % chg
WCLS.org Sessions	36,963	37,380	221,576	230,379	4.0%
Bibliocommons Sessions	53,439	105,456	315,435	603,285	91.3%
Internet Sessions	3,218	3,634	18,215	21,727	19.3%
Wifi Clients / Sessions	6,468	7,335	37,692	40,284	6.9%

Volunteers	Jun 2023	Jun 2024	YTD 2023	YTD 2024	YTD % chg
	798	1,058	4,398	4,885	11.1%

Activities	Jun 2023	Jun 2024	YTD 2023	YTD 2024	YTD % chg
Programs					
Adults	64	68	311	419	34.7%
Teens	14	20	120	91	-24.2%
Children	18	39	473	548	15.9%
Total	96	127	904	1,058	17.0%
Attendance					
Adults	600	746	3,429	4,541	32.4%
Teens	2,324	1,524	6,068	5,150	-15.1%
Children	2,995	6,495	15,910	18,705	17.6%
Total	5,919	8,765	25,407	28,396	11.8%

Notes/Corrections:

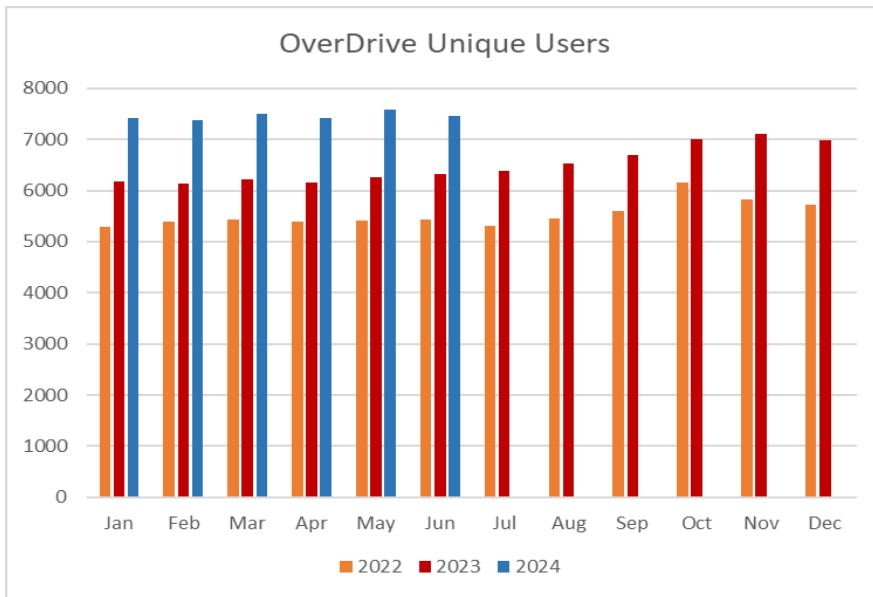
As of mid-September 2023, OverDrive changed the way it counts magazine circulations

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

Jan - Dec 2024 Kanopy stats now track titles played per state library guidance and are not comparable with Jan - Dec 2023, which tracks Kanopy Views

OVERDRIVE UNIQUE USERS

WCLS continues to maintain significantly higher numbers of unique users than in previous years. In addition, June saw 279 users new to OverDrive/Libby. Top circulating titles continue to be dominated by eMagazines. Limiting circulation reports to eBooks and eAudiobooks shows that eAudiobooks are dominating checkouts; of the top 20 circling titles, 15 of them are eAudiobooks.



DATABASE USAGE

NOTE: Newsbank is having technical issues and statistics for June were not available when this report was being prepared; the average of the previous six months usage was entered as a temporary placeholder for June which will be corrected when statistics are restored. Typical for summer, with the absence of school use of databases like Britannica, Proquest Culturegrams and the Gale suite of products, aggregated database use is lower this month. While the impact on the total is small, Peterson's Test Prep logged 136 sessions in June, more than twice the previous month and one of our all-time highs for usage.

