



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. 9:10 a.m. **Consent Agenda**
 - a. Meeting Minutes
 - b. Expenditures
 - c. Resolution 08/20/24-09 to Surplus a Capital Asset
 - d. Resolution 08/20/24-10 Authorizing Cancellation of Warrant
4. 9:15 a.m. **Financial Report and Resolutions**
 - a. Finance Committee Report
5. 9:20 a.m. **Trustee Education: Applicant Tracking System & Job Opportunities website – Beth Andrews**
6. 9:40 a.m. **Strategic Action Plan Check-In**
7. 9:55 a.m. **BREAK**
8. 10:10 a.m. **Library Advocacy and Funding Conference Debrief**
9. 10:40 a.m. **Staff Reports**
 - a. Executive Director
 - b. Deputy Director
 - c. Youth Services Manager
 - d. Community Relations Manager
10. 11:00 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**
 - a. Branch Out – September 6th from 6:00-8:30 p.m.

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, August 19, 2024. Written comments may be submitted to Rheannan.Pfnister@wcls.org prior to the meeting.



Board Meeting Agenda Item Cover Sheet

Meeting Date:	8/20/2024
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:

- July 16, 2024 Regular Board Meeting

Expenditures:

General Fund:

- June 16-30, 2024 payroll: check no. 1039245473 and voucher nos. 559337-559490 totaling \$223,417.58 and July 1-15, 2024 payroll: check nos. 1039417967-1039417970 and voucher nos. 559497-559643 totaling \$232,512.72.
- ACH transactions for employee benefits, telecommunication services and monthly sales/use tax filings totaling \$127,347.06; \$70,367.73 of this is for employee funded contributions to dental insurance premiums, Health Savings Accounts, state paid family medical leave and long-term care fund premiums, PERS and deferred compensation plans (made via payroll deduction).
- Claim 2024-26G: warrant nos. 1194929-1194945 totaling \$51,128.59
- Claim 2024-27G: warrant nos. 1195356-1195378 totaling \$153,831.25
- Claim 2024-28G: warrant nos. 1195640-1195665 totaling \$28,071.04
- Claim 2024-29G: warrant nos. 1196092-1196111 totaling \$96,048.25
- Claim 2024-30G: warrant nos. 1196864-1196880 totaling \$67,475.19

Capital Fund:

- Claim 2024-08C: warrant nos. 1194946-1194947 totaling \$1,204.82
- Claim 2024-09C: warrant no. 1195379 totaling \$11,880.00
- Claim 2024-10C: warrant no. 1195666 totaling \$59,249.06
- Claim 2024-11C: warrant no. 1196112 totaling \$4,550.00
- Claim 2024-12C: warrant nos. 1196881-1196882 totaling \$5,744.60

Authorization to Surplus Capital Asset:

- Resolution 08/20/24-09 Authorizing the Surplus of a Capital Asset

Authorization to Void a Warrant:

- Resolution 08/20/24-10 voiding warrant 1196877

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 two General Journal entries.



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; Jackie Saul, Director of Finance and Administration; Thom Barthelme, Youth Services Manager; Mary Vermillion, Community Relations Manager; Lisa Gresham, Collection Services Manager; Geoff Fitzpatrick, IT Services Manager; Beth Andrews, Human Resources Manager; Dianne Marrs-Smith, Lynden Library Manager and Friends of the Birch Bay Library (FOBBL) President; Jennifer Rick, Foundation Development Director; Alix Prior, Ferndale Library Manager; Maggie Mae Nase, Learning Coordinator; Carmi Parker, ILS Administrator/Librarian; Emma Radosevich, Collection Development Librarian; Shari Sievers, Acquisition Specialist; Tess Reding Hoffart, Youth Services Assistant.

Guests: Lynn Doyle

Call to Order

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

Open Public Comment

No public comment.

Service Anniversary Recognition – Shari Sievers

The Board recognized Shari Sievers, Acquisitions Specialist, for her 10-year service anniversary. Lisa noted that when Shari was hired in 2014, the position was called Technical Assistant 3, Acquisitions.

Lisa shared three words that describe Shari: curiosity, warmth and tenacity, then gave examples of how she exudes each of these qualities. Shari has a “why not; can do” attitude. In particular, her good questions and feedback contributed to her team’s solid understanding of the Polaris integrated library system (ILS) when WCLS transitioned to the new system in 2019.

Consent Agenda

The Consent Agenda included minutes of the June 18, 2024, Board of Trustees Regular Meeting as well as the following:

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

Christine noted that Sarah Lavender's name is misspelled twice in the June meeting minutes.

Rod moved to accept the Consent Agenda with the correction noted above. Seconded. Passed unanimously.

Financial Report and Resolutions: Finance Committee Report

Jackie reviewed the June financial report, noting that Intergovernmental Revenue continues to lag. This is due to a reduction in Department of Natural Resources (DNR) revenues. Jackie attended the kickoff meeting of the newly formed Forest Resilience Task Force. This group, made up of a variety of stakeholders in the government, environmental and forestry industries, is charged with developing a comprehensive forest resilience plan in Whatcom County. Discussion followed regarding the impetus and need for this group.

Jackie shared amendments to the General and Capital fund budgets, explaining each item being updated. She noted that this amendment is budget neutral and has no impact to the ending fund balance.

Holly moved to approve Resolution 07/16/24-06 amending the 2024 General and Capital Fund Budgets as presented. Seconded. Passed unanimously.

Jackie reminded Trustees that we budget for a transfer from the General Fund to the Capital Fund each year. She explained that this resolution is merely to authorize the actual transfer.

Rod moved to approve Resolution 07/16/24-07 authorizing an interfund transfer from the General Fund to the Capital Fund as presented. Seconded. Passed unanimously.

Jackie informed Trustees that she recently learned about RCW 4.96.020, requiring local governments to appoint an agent to receive claims for damages. A prior staff member is currently on file with the Whatcom County Auditor in this role, so today's resolution updates the agent to be Jackie instead.

Rod moved to approve Resolution 07/16/24-08 appointing an agent to receive claims for damages. Seconded. Passed unanimously.

Trustee Education: eBook Licensing

Lisa Gresham, Carmi Parker and Emma Radosevich shared a portion of their All Staff Learning Day presentation on eMaterials. Specifically, they discussed eBook and eAudio licensing. Lisa began by clarifying the difference between OverDrive (the distributor of digital materials and provider of the platform used by patrons to view or listen to them), Libby (the platform itself), WA Anytime Library (the public facing name of the WA Digital Library Consortium catalog), and the WA Digital Library Consortium (WDLC, a collection of libraries that together have a contract with OverDrive).

WDLC was formed in 2009 and spends approximately \$1M annually on eMaterials. WCLS serves the largest population and therefore pays the biggest share of the OverDrive charges. Current WDLC rules limit libraries to populations of less than 100,000. Although WCLS has a larger population, our membership has been grandfathered in. Costs cover the Libby platform and eMaterials such as eBooks, eAudio and eMagazines

Emma reviewed the process for buying licenses for eMaterials. She explained that licenses have different usage models, including one copy/one user, metered access (which limits the license to a certain number of checkouts or a certain period of time), or cost per circ (which allows multiple readers per copy).

Rod asked about the availability of types of licenses; Emma replied that it varies by publisher with no clear pattern.

Our preference is generally the one copy/one user model, as this allows us to keep the license indefinitely (while we are a member of the consortium). We also use the cost per circ model when purchasing materials for programming.

Holly asked if there are other distributors in addition to OverDrive. 3M and others offer similar products but OverDrive supplies 95% of the library market, likely due to the popularity of Libby.

Cost, license model, availability and demand are considered when selecting eMaterials. EAudio materials are often not available due to certain national vendors having exclusive rights. Copies of eMaterials are generally managed by WDLC behind the scenes, although WCLS is able reduce holds ratios by purchasing additional "advantage copies" for our patrons' use.

WDLC is made of up of 45 of 60 public libraries in Washington. Carmi shared a map of participating counties and localities. An advantage of being in a consortium is access to a larger collection. A challenge is working with 45 libraries with varied funding and spending capacity. OverDrive limits which libraries can join; WDLC would have more bargaining power if other larger libraries could participate.

Discussion followed regarding the nation-wide increase in use of eMaterials. Libraries and subscription services are seeing eAudio usage grow by double digits annually. EAudio makes up half of WCLS's digital material usage, which itself is 30% of circulation. Lisa believes the COVID shutdowns of 2020 may have driven this transition to audiobooks.

Christine closed by noting that WCLS is fortunate to have Carmi, who has national connections with other library systems working to address inequities in how eBook publishers interact with public libraries.

Break

Rod adjourned for a break from 10:22-10:30 a.m.

Policy Updates

Staff Use of WCLS Computers and Other Information Technology Resources Policy 12.37 – Geoff reported that this policy has been made redundant by the May adoption of Information Technology Services Policy 9.01.

John moved to approve the removal of Staff use of WCLS Computers and Other Information Technology Resources Policy 12.37. Seconded. Passed unanimously.

Danielle stepped away from the meeting briefly.

Public Records Policy 21.01 – Christine reported that WCLS recently received an anonymous records request via email. We responded to the request and provided the information within the guidelines required by law. Through this process, we consulted with an attorney who reviewed our policy and recommended the changes presented today. The updates add clarity and mirror best practices and recent legal updates.

John asked if we require fees associated with such requests to be paid up front, and Christine replied that our policy provides us the opportunity to charge a deposit for larger requests.

John moved to approve the updated Public Records Policy 21.01, as presented. Seconded. Passed with one abstention. Danielle abstained as she was not present for this discussion.

Staff Reports: Executive Director

In addition to her written report, Christine highlighted recent activities of the Friends of Sumas Library (FOSL), and their new dinosaur mascot costume made by a member.

Christine’s report included a link to articles about increased instances of deepfakes in the media and resources to help identify them, which we plan to share with patrons.

Staff Reports: Deputy Director

Christine shared Michael’s report in his absence. The report highlighted the Washington State Library’s Rural Heritage digital archive of historic photos and documents. Erin Suda, who was recently promoted to Island Library Manager, served as project manager for two of the collections submitted to this project by WCLS.

Staff Reports: Youth Services Manager

Thom shared his written report and highlighted Youth Services programming in June. Regularly scheduled, in-branch programming was suspended in June so staff could focus on school visits to promote summer reading, along with summer reading kickoff events. Over 2,000 people attended the kickoff parties held at each WCLS library. Youth Services partnered with branch staff to customize the kickoff events at each location.

Staff Reports: Community Relations Manager

Mary discussed her written report and noted that the Community Relations team is focusing on how new WCLS cardholders are welcomed into the system. They are looking at updates to the Welcome brochure and WCLS.org homepage navigation.

Mary highlighted the most recent episode of the WCLS podcast featuring Catherine and Anthony Nguyen who held their wedding at the Ferndale Library, and attendees from the recent Birch Bay Vogt Library Express community meeting.

Holly asked if we know why there are so many new patrons signing up for library cards. While we don’t know for sure, Mary thinks staff interactions with the community at pop-up events and the WCLS marketing plan could be contributing factors, in addition increasing population in Whatcom County.

Performance Measures & Committee Reports: Performance Measures

Christine shared the performance measures report and invited questions from trustees. She highlighted the increasing number of volunteer hours, which include library Friends and volunteers who prepare “Books for Babies” bags, among others.

Performance Measures & Committee Reports: IT Services Committee

The committee held its quarterly meeting earlier this month. The committee reviewed operational processes such as software updates and backups. They discussed a future cyber-security audit, to be completed in 2025. The auditors will, among other things, confirm we have implemented recommendations from the audit completed in 2023.

Holly asked if we are doing anything differently as result of the cyber breach at Seattle Public Library. Geoff reported that our data has been migrated to the cloud. Christine noted SPL manages an in-house integrated

library system as opposed to our web-based one. SPL's network setup is different from ours, so they are experiencing a different set of issues.

Performance Measures & Committee Reports: Personnel Committee

Union negotiations will be in October. No other updates at this time.

Performance Measures & Committee Reports: Whatcom County Library Foundation

The Foundation Board will not meet in July although Branch Out planning continues.

Jennifer believes Branch Out attendees are core stakeholders. 2024 is the 20th anniversary of events that led to the formation of WCLF. She noted the importance of sharing the story again with Branch Out stakeholders, as this is a benchmark year to message how libraries affect communities. She encouraged WCLS Trustees to attend Branch Out to represent WCLS and be featured as stewards of the organization. Branch Out is scheduled for September 6.

WCLF was also at recent events including Pride in the Park. Board members are excited to be part of these events.

Announcements and Adjourn

No further announcements.

Rod adjourned the meeting at 11:10 a.m.

Next Meeting

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

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Holly Robinson, Board Secretary	08/20/2024 Date	Jackie Saul, Director of Finance and Administration



RESOLUTION NO. 08/20/24-09

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
WHATCOM COUNTY RURAL LIBRARY DISTRICT AUTHORIZING
THE SURPLUS OF A CAPITAL ASSET**

WHEREAS, the Board of Trustees approved the Asset Policy on April 15, 2008; and,

WHEREAS, the policy requires that assets with an original purchase price greater than \$5,000 be declared surplus by a resolution of the Board of Trustees prior to their disposal; and,

WHEREAS, a box truck purchased by Whatcom County Library System in 2013 was replaced by a newly purchased box truck; and,

NOW, THEREFORE, BE IT RESOLVED that the following equipment be declared surplus property and withdrawn from inventory as indicated:

Description	Original Purchase Price	Inventory Status	Anticipated Disposal Method
2013 Isuzu NPR	\$58,778	Surplus	Sale at Local Auction

Approved by the Whatcom County Rural Library District Board of Trustees this 20th day of August, 2024.

Rodney Lofdahl, Chair



RESOLUTION NO. 08/20/24-10

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

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

WHEREAS, the item has been returned and the warrant is no longer needed; and,

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

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

Warrant #	Date	Vendor	Amount
1196877	July 30, 2024	Spokane County Library District	\$18.00

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

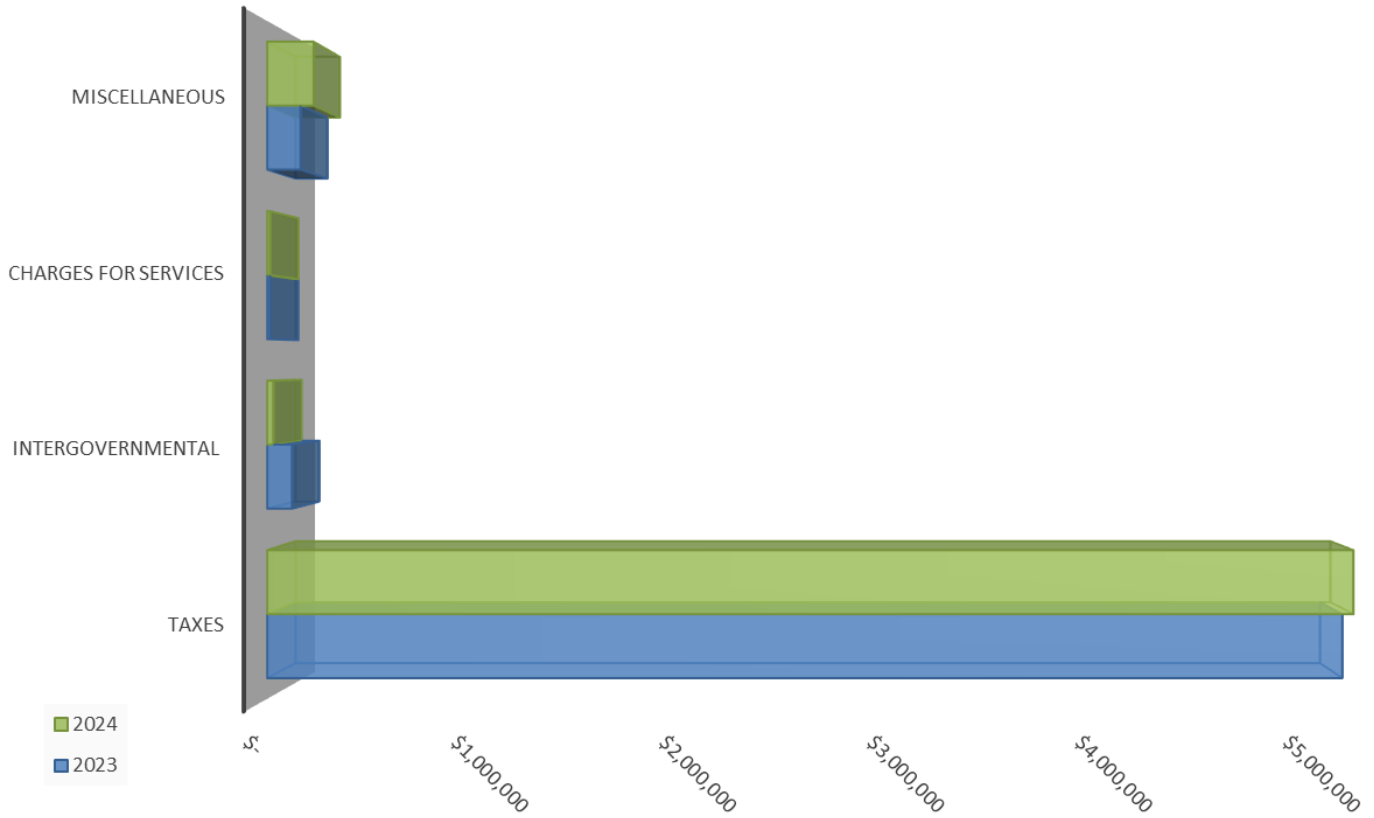
Rodney Lofdahl, Board Chair



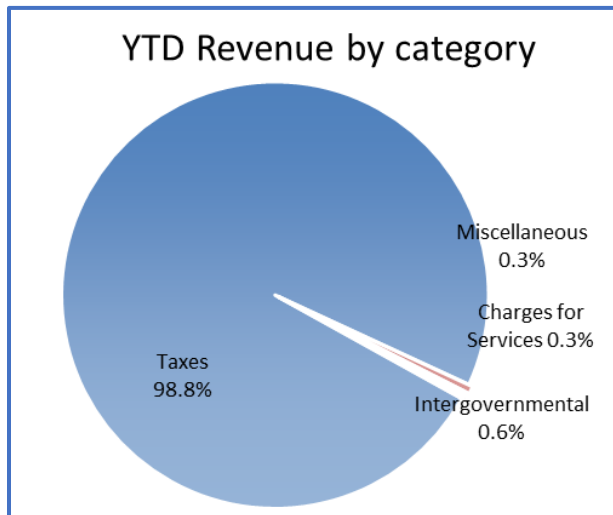
July Revenue

2024 Budget Revenues - Year-To-Date						
July 2024 (58% 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	\$ 5,422,871	95.06%	55.51%	\$ (4,346,662)
	TOTAL TAXES	9,769,533	\$ 5,422,871	95.06%	55.51%	\$ (4,346,662)
330	INTERGOVERNMENTAL REVENUE					
333.4530	Fed Indirect Grant - IMLS	2,500	\$ -	0.00%	0.00%	\$ (2,500)
337.1000	Local Grants, Entitlements & Other	45,000	18,856	0.33%	41.90%	(26,144)
337.2000	Leasehold Excise Tax	30,000	13,738	0.24%	45.79%	(16,262)
	TOTAL INTERGOV. REVENUE	77,500	\$ 32,594	0.57%	42.06%	\$ (44,906)
340	CHARGES FOR GOODS & SERVICES					
347.2001	Printing & Duplication Services	4,000	\$ 3,337	0.06%	83.43%	\$ (663)
347.2002	Library Use Fees	12,300	12,300	0.22%	100.00%	-
	TOTAL CHARGES FOR SERVICES	16,300	\$ 15,637	0.27%	95.93%	\$ (663)
360	MISCELLANEOUS REVENUES					
361.1100	Investment Interest	247,350	\$ 186,281	3.27%	75.31%	\$ (61,069)
362.1000	Rents & Leases	3,500	630	0.01%	18.00%	(2,870)
367.1000	Contributions & Donations	73,500	25,605	0.45%	34.84%	(47,895)
369.1000	Sale of Surplus	100	50	0.00%	50.00%	(50)
369.4100	Judgements & Settlements	-	67	0.00%	0.00%	67
369.8100	Cashier's Overages or Shortages	-	(9.15)	0.00%	0.00%	(9)
369.9101	Other Misc. Revenue	20,000	13,847	0.24%	69.24%	(6,153)
369.9102	Reimburse Lost/Damaged Books	11,000	6,449	0.11%	58.63%	(4,551)
369.9106	COBRA Reimbursement	733	367	0.01%	50.05%	(366)
	TOTAL MISC. REVENUES	356,183	\$ 233,287	4.09%	65.50%	\$ (122,896)
	TOTAL OPERATING REVENUE	10,219,516	\$ 5,704,390	100.00%	55.82%	\$ (4,515,126)
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	10,449,516	\$ 5,704,390	100.00%	54.59%	\$ (4,745,126)

General Fund Operating Revenue to Date-Compared to Prior Year



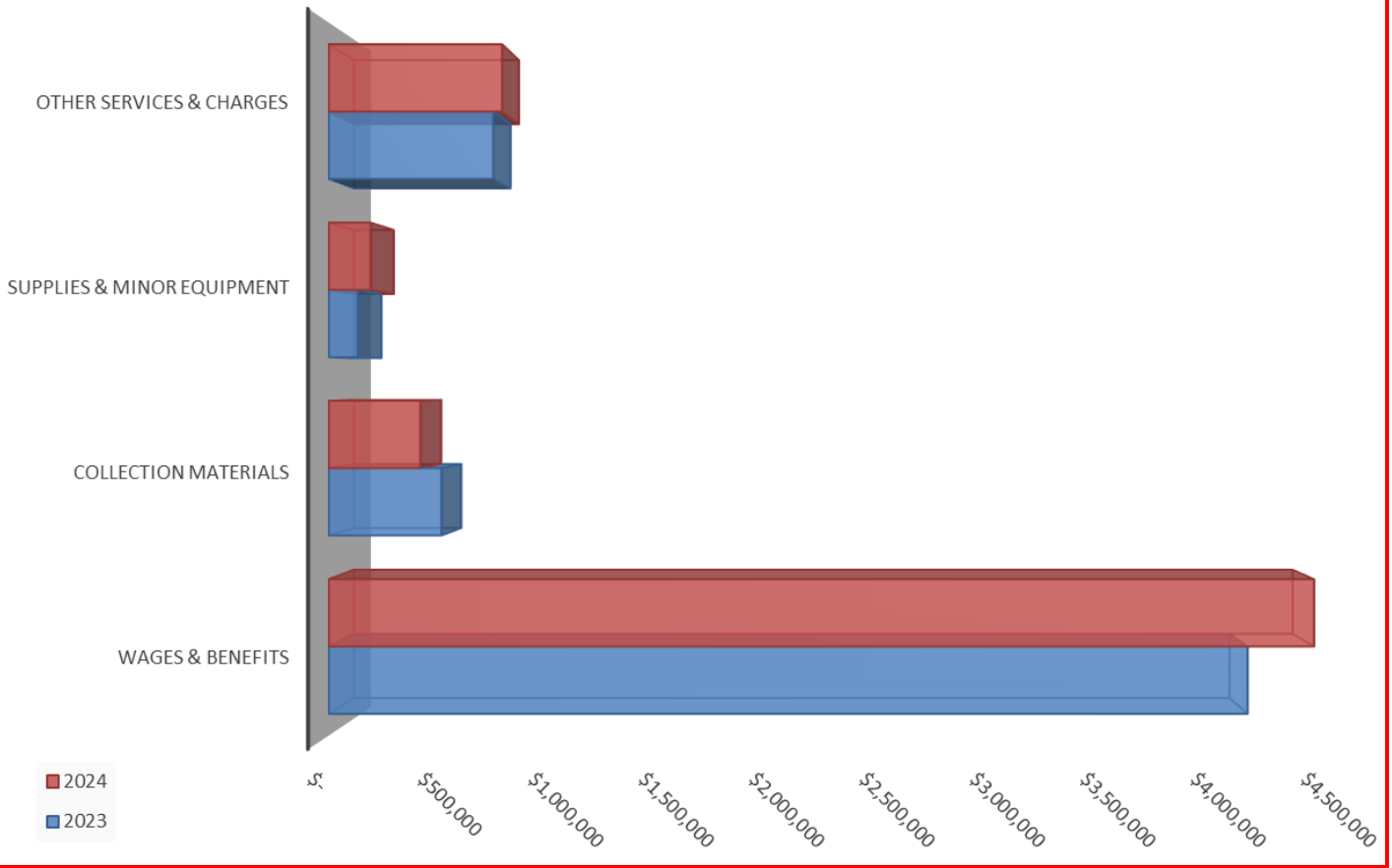
Actual General Fund Revenue Year to Date Comparison			
	2023	2024	% Change
Taxes	\$ 5,368,225	\$ 5,422,871	1.02%
Intergovernmental	125,774	32,594	-74.09%
Charges for Services	14,931	15,637	4.73%
Miscellaneous	168,387	233,287	38.54%
Total Operating Revenue	\$ 5,677,317	5,704,390	0.48%
Other Financing Sources	-	-	0.00%
Total Revenue	\$ 5,677,317	\$ 5,704,390	0.48%



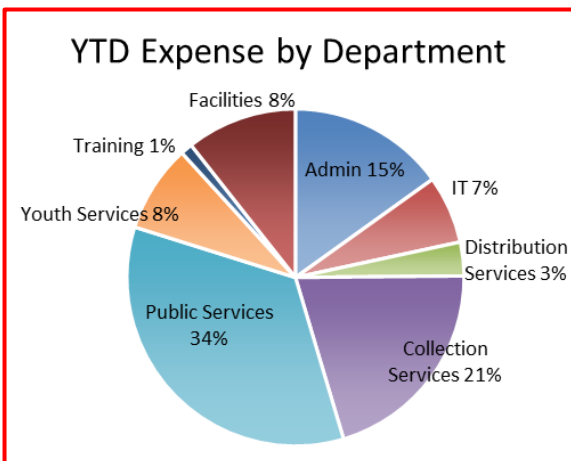
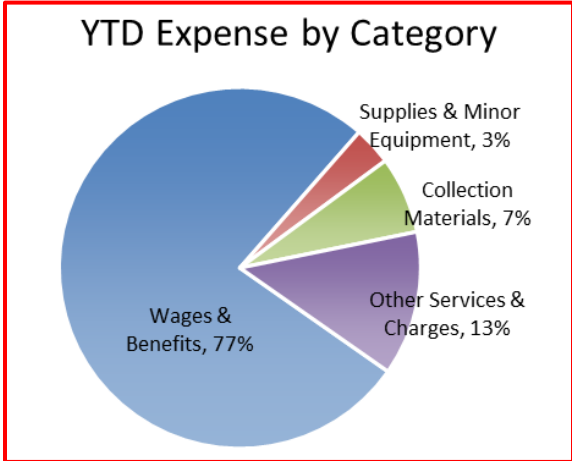
July Expenditures

2024 Budget Expenditures - Year-To-Date						
July 2024 (58% 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	6,010,093	\$ 3,418,126	55.38%	56.87%	\$ (2,591,967)
572.2000	Benefits	2,112,922	1,214,556	19.68%	57.48%	(898,367)
	TOTAL SALARIES, WAGES, & BENEFITS	8,123,015	\$ 4,632,682	75.05%	57.03%	\$ (3,490,333)
572.30	SUPPLIES & MINOR EQUIPMENT					
572.3031	Office & Operating Supplies	151,450	\$ 98,346	1.59%	64.94%	\$ (53,104)
572.3032	Fuel	26,050	7,857	0.13%	30.16%	(18,193)
572.3034	Collection Materials	1,250,000	431,799	7.00%	34.54%	(818,201)
572.3035	Small Tools & Minor Equipment	200,075	91,710	1.49%	45.84%	(108,365)
	TOTAL SUPPLIES & MINOR EQUIPMENT	1,627,575	629,711	10.20%	38.69%	\$ (997,864)
572.40	OTHER SERVICES & CHARGES					
572.4041	Professional Services	540,538	\$ 353,985	5.73%	65.49%	\$ (186,553)
572.4042	Communication	147,280	95,905	1.55%	65.12%	(51,375)
572.4043	Travel	46,250	22,228	0.36%	48.06%	(24,022)
572.4044	Taxes & Operating Assessments	400	269	0.00%	67.19%	(131)
572.4045	Operating Rentals & Leases	60,871	52,761	0.85%	86.68%	(8,110)
572.4046	Insurance	91,874	89,635	1.45%	97.56%	(2,239)
572.4047	Utilities	171,176	84,985	1.38%	49.65%	(86,191)
572.4048	Repair & Maintenance	133,240	59,849	0.97%	44.92%	(73,391)
572.4049	Miscellaneous	92,910	56,281	0.91%	60.58%	(36,629)
	TOTAL OTHER SERVICES & CHARGES	1,284,540	815,898	13.22%	63.52%	\$ (468,642)
	TOTAL OPERATING EXPENDITURES	11,035,130	6,078,291	98.47%	55.08%	\$ (4,956,839)
590	OTHER FINANCING USES					
597.1000	Transfers to Capital	94,135	\$ 94,135	1.53%	100.00%	\$ -
	TOTAL OTHER FINANCING USES	94,135	\$ 94,135	1.53%	100.00%	\$ -
	TOTAL EXPENDITURES	11,129,265	\$ 6,172,426	100.00%	55.46%	\$ (4,956,839)
	NET INCOME (LOSS)	(679,749)	(468,037)			\$ 211,712
	FUND BALANCE SUMMARY					
	Beginning Fund Balance	10,612,545	\$ 10,612,545			
	Net Income	(679,749)	(468,037)			211,712
	Transfer to (from) Reserves	(230,000)	-			230,000
	Ending Fund Balance	9,702,796	\$ 10,144,508			\$ 441,712

General Fund Operating Expenditures to Date-Compared to Prior Year



Actual General Fund Revenue Year to Date Comparison			
	2023	2024	% Change
Wages & Benefits	\$ 4,320,684	\$ 4,632,682	7.22%
Collection Materials	530,681	431,799	-18.63%
Supplies & Minor Equipment	136,926	197,912	44.54%
Other Services & Charges	774,209	815,898	5.38%
Total Operating Expenditures	5,762,500	6,078,291	5.48%
Other Financing Uses	\$ 45,000	94,135	109.19%
Total Expenditures	\$ 5,807,500	\$ 6,172,426	6.28%



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	10,449,516	5,704,390
Expenditures	(10,553,576)	(11,129,265)	(6,172,426)
Transfer to (from) Reserves	230,000	(230,000)	-
Ending Fund Balance	\$ 10,612,545	\$ 9,702,796	\$ 10,144,508
Ending Fund Balance Designation Detail			
	2023 Actual	2024 Budgeted	2024 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	94,135	94,135
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	9,539,286	9,769,286
Beginning Fund Balance less designated funds	1,081,942	1,073,259	843,259
Transfer to (from) Reserves	230,000	(230,000)	-
Net Income	(247,779)	(679,749)	(468,037)
Ending Unassigned Funds with no designation	1,064,163	163,510	375,222
Ending Designated Funds	9,548,382	9,539,286	9,769,286
Total Ending Fund Balance	\$ 10,612,545	\$ 9,702,796	\$ 10,144,508

July Summary

- As of the end of July we have received \$5,704,390, or 56% of operating revenue. Expenditures (including the annual Capital Fund transfer) are at \$6,172,426, 55% of budgeted amounts. This has resulted in a year-to-date net loss of \$468,037. Our fund balance at the end of July is \$10,144,508.
- The 2024 transfer of \$94,135 from the General fund to the Capital Fund is complete, giving us a balance of \$2,355,294 in the Capital Fund.
- In July we purchased a new Isuzu NPR box truck chassis to replace a 2013 truck that was having repeated mechanical issues. The box from the older truck will be reused on the new one, reducing costs for the replacement. The cost of the truck itself, purchased through a state procurement contract, was \$59,249. An additional \$20,000 is estimated to transfer the box and add a new lift gate. Costs will be offset by selling the old truck at auction after it is declared surplus.
- Each year I update our fixed asset inventory by taking a physical count of capital and small and attractive assets. This year Accountant Ruth Nail has done the count at the branch libraries and I have completed the count at Administrative Services.
- I am taking time off at the end of this month and will shift into budget mode when I return on September 3. I will meet with department heads and branch managers to compile data and start building the budget. Facilities Services Manager Ryan Cullup will be joining me when I meet with branch managers to discuss facilities needs for the coming year.

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:

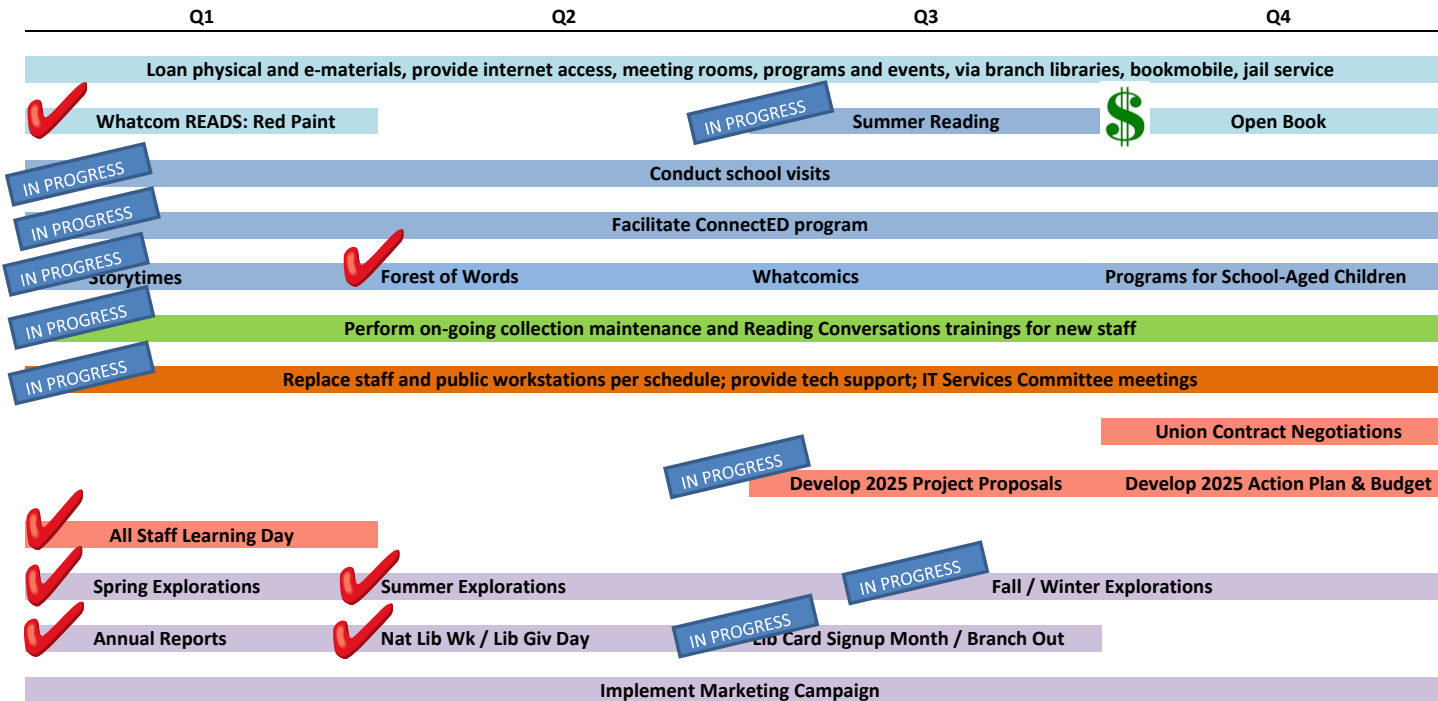
Salaries, Wages, and Benefits: This expense category includes wages and fringe benefits for WCLS employees, including medical and dental insurance; contributions for employees enrolled in the State of Washington Public Employee Retirement System (PERS); contributions into the Social Security and Medicare 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.

2024 STRATEGIC ACTION PLAN - **APPROVED 11/21/2023** - ONGOING PROJECTS - UPDATED 8/9/2024



KEY	
	Public Services
	Youth Services
	Collection Support
	IT
	Admin / HR
	Community Relations
	Facilities
	new operating budget impact
	new capital expense
	continuation
	completed

2024 STRATEGIC ACTION PLAN - APPROVED 11/21/2023 - NEW/CONTINUING STRATEGIC PROJECTS - UPDATED 8/9/2024



KEY

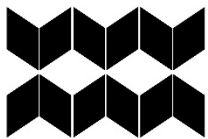
- Public Services
- Youth Services
- Collection Support
- IT
- Admin / HR
- Community Relations
- Facilities

\$ new operating budget impact

🏛️ new capital expense

IN PROGRESS continuation

✓ completed



whatcom county
library system

Executive Director's Report

August 2024

COMMUNITY

Our eleven Friends of the Library groups have been busy all summer hosting and participating in a wide variety of engaging community events – from Sumas Days to movie nights to Whatcom Grooves concerts, children's craft fairs, the Whatcom Senior Day in the Park Resource Fair, book sales, rummage sales, National Night Out, Sand Sculpture Competition, car shows...you name it, our Friends are there building community and letting people know about WCLS!

ACCESS

Sometimes patrons violate our Code of Conduct and we need to balance a patron's need to access library services with our need to maintain the safety of our libraries. Our staff do an excellent job of addressing disruptive patrons with kindness and skill. Public Services staff recently attended a 3-hour training called "Compassionate De-escalation for Libraries" taught by Seattle Public Library's Lead Security Officer Rick Jenkins that gave us new insights and ideas to try and affirmed that we're on the right track.

RESOURCES

The newest additions to our Library of Things: [lifelike robotic cats](#)! We are ordering ten cats for people to check out. They could be the perfect thing for people who have allergies, or for people with cognitive impairments or dementia. These companion pets purr, meow, and even roll over to have their belly scratched. Patrons can get all the cuddles and contentment of pets without litter boxes or vet bills.

EQUITY, DIVERSITY AND INCLUSION

Last month I completed a course entitled "Respond Whatcom: A Network of Crisis Response". It was a multi-part series about behavioral health in our community. It covered common behavioral health disorders, the effect of childhood trauma on lifelong health, trauma-informed care, harm reduction, responding with compassion, and various local service providers that can support library staff as we interact with people experiencing behavioral health crises.

STEWARDSHIP

After some back and forth, we have made the decision to NOT accept Department of Commerce funding for EV charging stations at the Deming Library. The grant required us to add four stations there that would remove four parking spaces from general use. The parking lot is limited as it is and the Friends of the Library (who own the property) agree that it would not be helpful to further reduce parking availability. We have heard that the Nooksack Tribe will be installing EV charging stations on their property across from the Deming Library. We will proceed with installing EV charging stations at the North Fork Library up the road in Kendall.

Christine Perkins, Executive Director

COMMUNITY

The Whatcom Grooves summer concert series brought joy in the form of music and community gathering across Whatcom County. A wide variety of music was staged including jazz-funk with Hopnotic, Latin Fusion with Tumbao, roots country & western with Willie Reavis and His Weary Band, Americana with County Rose, and knock-your-socks-off jazz with the Jerry Steinhilber Trio. The series couldn't have happened without the financial support from The Whatcom County Library Foundation and Friends of the Library groups in Blaine, Point Robers, and South Whatcom. Rain dates, change of location, and other in-the-moment logistics notwithstanding, the shows went on due to the good planning of staff across multiple WCLS departments. These concerts were our most well attended Adult Programs of the summer.



Photo:
Salsa lesson
at Whatcom
Grooves in
Glenhaven

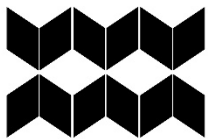
Pop-up Library Outreach

From June – August, WCLS staff brought Pop-up Library booths to 41 separate community events. Attendance is not represented in program performance measures reporting, but the positive interactions with thousands of community members over the course of these summer events is overwhelming. WCLS has three Pop-up Library kits that are distributed non-stop throughout the county to add color and engagement with library services.



Photo: Jazz at the Ferndale Library

Michael Cox
Deputy Director



whatcom county
library system

Youth Services Report

August 2024

ACCESS

We delivered 146 programs for kids and teens in the month of July. Preschool children attended storytimes across the system, including outside opportunities in library gardens and community parks. Kids wove Coast Salish cedar mats, made wind chimes and pinwheels, decorated their library grounds with sidewalk chalk, sold handmade crafts, and explored the natural world. Teens attended Art Camp, Readers' Camp, and Writers' Camp where they polished their craft and created with peers. It was a busy month full of fun, learning, and meaningful connection!

An August break from regular programs gives us time for some reflection, and we spent a bunch of time and energy reviewing ConnectED, reviewing our challenges and successes for the 2023-2024 school year, and planning for improved service for 2024-2025. Here are some highlights of that discussion:

ConnectED circulation continues to grow. The 2023-2024 school year is the biggest to date, with 34,868 books checked out (and counting), a 20% increase over 2022-2023. This increase is a direct result of the hard work of YS staff who did almost 400 outreach events over the last school year, bringing ConnectED to life.

We have added a WCLS book return at Nooksack Valley High School and are installing one at Acme Elementary in the coming weeks. We now have at least one book return in every school district in the county, creating a network that students and community members can access.

We are building out a communication system to promote the program to teachers, school staff, and parents. With Carmi's help we have developed a unique report for each school district highlighting recent success, to be shared with District administration. I am appending a draft of the Blaine School District report here. We send a quarterly School Stories email to a list of teacher and librarian contacts in the schools that feature recent success stories—a visit to an ELL class or a classroom set of materials checked out to an educator card—to encourage continued, robust partnership. I am appending a recent School Stories email to this report.

We're also continuing to build out our Holds Pickup in Schools program, working with Distribution Department and the delivery systems of our partners. Every district has different needs and concerns, and we're busy adapting the program to suit those particular requirements and make it easier for young people across Whatcom County to avail themselves of their public library.

Thom Barthelmess

Youth Services Manager

ConnectED Report for 2023-24 (BL)



What is ConnectED?

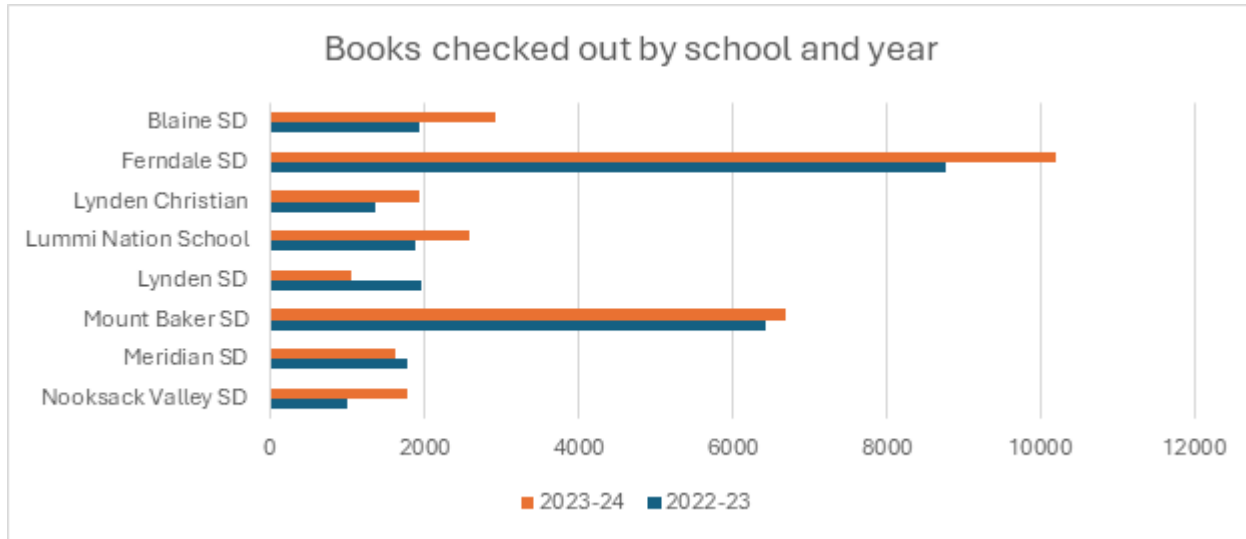
ConnectED is a partnership between Whatcom County Library System (WCLS) and our six county school districts, plus Lynden Christian School and Lummi Nation School. It provides students and teachers with low-barrier library accounts so they can easily use public library resources for education and enrichment. Schools especially value ConnectED's expensive digital books, world language materials, and research databases.

Whatcom County students love to read!

ConnectED began in 2016-17 when ~1,800 students from the Mount Baker School District checked out 4,002 books. ConnectED now has over 17,000 student participants. Circulation from September 2023 through June 2024 reached a new high, with 34,868 books checked out, 20% more than circulation in the 2022-23 school year.

If we stacked all of these books, they would reach 2,180 feet, the height of 3.6 Space Needles!

How are Blaine School District students doing?

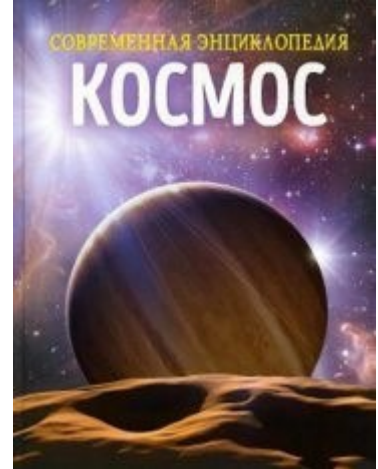


Blaine students are beginning to use ConnectED more and more, checking out 2,925 books in 2023-24, an excellent 51% increase over the previous school year.

Jim Pettinger, the Youth Services Assistant at Blaine Library, says, "Once students realize that their student I.D. number works as library card AND that they have access to digital materials, I get inundated with requests for eBooks. It's always fun to hear about what students are excited to read. With digital materials through ConnectED, it is easy for students to find quality books that they are genuinely excited about."

How students and teachers are using ConnectED

- Ukrainian refugee students in the Blaine and Ferndale school districts checked out print and digital books in their home languages through ConnectED, exploring stories for themselves and for younger siblings at home.
- A 2nd grade teacher in the Lynden School District said, “When we were studying bugs and reading informational texts, the library delivered 30+ books on various bug species...Thank you!”
- Mount Baker School District students checked out more digital audiobooks than any other school district. A Mount Baker librarian said, “We have also saved money because we do not purchase ebooks or audio books, the upkeep of which is difficult and takes help from staff from a different department.”



WCLS commits to tailoring ConnectED services to each school district in ways that best help the most students discover amazing stories. We invite teachers, librarians or administrators to learn at www.wcls.org/connected-for-educators/ or to contact Tamar Clarke (tamar.clarke@wcls.org) with questions or ideas.

Solutions and opportunities from the library.
Can't see this email? [Click here](#) to view this message in browser window.



School Stories is a brief monthly greeting from WCLS Youth Services staff. Each issue, we will share how your fellow teachers and librarians are using [ConnectED](#) (a partnership between your school district and WCLS) to enhance student learning. We hope this newsletter provides inspiration and solutions. Inbox too full? [Unsubscribe via the link below.](#)



Skyline Elementary School kindergarteners toured the Ferndale Library and learned how to check out books during a March field trip. Photo: Ferndale School District/Jackson Hogan

You are the key to ConnectED success

Thank you, teachers and librarians!

Because of you, students learned about ConnectED and the free resources available to them through their public library. For the 2023-2024 school year, students in Whatcom County checked out over **13,000 physical books** and **6,000 digital books** using their ConnectED accounts. That's a remarkable number!

Our connection with schools and teachers is key to that success. Thank you for being book champions and joining us for book talks, class visits and library tours. We look forward to providing all of that and more next fall for your students. And don't forget: ConnectED accounts are active over the summer, so students can continue to check out library materials and to access digital content, including [Mango, the library's free language learning app](#).

We will reach out by email at the start of the next school year. Until then, enjoy your much deserved summer break!

Your Youth Services Department of WCLS —

Hana Boxberger, Thom Barthelmess, Tamar Clarke, Evie Harman, Ollie Holm, Jim Pettinger, Angelina Kuchar, Sarah Lavender and Theresa Morrison

[Contact WCLS Youth Services](#)

Connect with us



[Click here to unsubscribe](#)

Whatcom County Library System
5205 Northwest Drive Bellingham, WA 98226
[Phone: \(360\) 305-3600](#)

COMMUNITY/RESOURCES

Thanks to a grant from the Whatcom County Library Foundation, the Community Relations team is working with Lars Kongshaug of locally owned Vid-Smith Video Production to create videos highlighting how WCLS provides essential services and builds community.

A 5-minute video will debut at Branch Out in September and will then be featured on our YouTube channel, on social posts and in public presentations. We will also create shorter clips for social and other platforms. By showcasing the incredible experiences and the quiet yet impactful interactions that happen every day at WCLS branches, our intent is to encourage people to get a library card, to use their library card and to become library advocates.



Video is a highly effective way to convey a message. According to industry sources, video makes up 82% of all internet traffic; over 2.6 billion people around the world use YouTube every month; and viewers retain 95% of a message when watching it on video (vs. 10% through text). Video content is especially popular among Millennials and Gen Z, but, increasingly, all age groups watch online videos for news and/or entertainment. Thank you to WCLS staff and patrons who have graciously participated in or supported the video production. We have so many stories to share!



News Releases

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

- [Episode 49: Mariya Farmagey and Erin Suda](#)

Book Reviews

- *Cascadia Daily News*, July 4, 2024, [Review: 'Adrift: the Curious Tale of the Lego Lost at Sea'](#)
- *Cascadia Daily News*, July 21, 2024, [Review: 'Arctic Traverse'](#)

Media Coverage

- *Lynden Tribune*, July 5, 2024, [Whatcom County News Briefs: July 3, 2024](#) (Freedge at North Fork Library)
- *The Northern Light*, July 10, 2024, [Take an art or craft class – it's for your health](#)
- *The Northern Light*, July 10, 2024, [Blaine Marine Park events: Pride in the Park, evening of live music](#)
- *Visit Bellingham*, July 11, 2024, [Whatcom Grooves Summer Music Series Tumbao In Glenhaven](#)
- *Lynden Tribune*, July 10, 2024, [ENCORE: Mielke Man delivers dairy news to Whatcom](#) (Lynden Library aquarium)
- *Lynden Tribune*, July 11, 2024, [Community calendar for July 10, 2024](#) (Ferndale Library Storytime)
- *Lynden Tribune*, July 26, 2024, [Whatcom County Library System reaches Hispanic communities](#)
- *All Point Bulletin*, July 26, 2024, [New library assistant appointed](#)
- *Ferndale Record*, July 26, 2024, [WCLS reaches Hispanic communities](#)
- *Ferndale Record*, July 31, 2024, [Children's storytime helps teach kids to love reading](#)
- *El Periodico*, July 2024, [WCLS llega a comunidades hispanos como nunca antes con nuevos enlaces culturales](#)



Salish Current, July 3, 2024

Garden together. Join other gardening enthusiasts to share growing tips, commune with your neighbors and get your gardening questions answered. Deming Library, July 9 from 4–5 p.m. and every second Tuesday through September.

All Point Bulletin, July 3, 2024

Wander and Wonder - Exploring Our Natural World: Friday, July 12, 2024, 1-2 p.m. Point Roberts Library. From roots underground to the birds in the air, 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.

Mary Vermillion

Community Relations Manager

Collection Size	Physical	Electronic	Total
	307,284	360,595	667,879

Circulation	Jul 2023	Jul 2024	YTD 2023	YTD 2024	YTD % chg
Physical Circulation					
Blaine	12,839	14,138	85,725	90,700	5.8%
Bookmobile & Outreach	5,036	4,693	32,154	31,244	-2.8%
Deming	7,637	7,355	54,852	53,130	-3.1%
Everson	9,488	9,242	64,522	61,890	-4.1%
Ferndale	33,670	33,738	224,152	226,261	0.9%
Island	1,956	1,734	13,182	11,545	-12.4%
Lynden	40,618	39,994	269,526	256,393	-4.9%
North Fork	4,819	3,895	31,020	26,334	-15.1%
NWIC	8	10	76	58	-23.7%
Point Roberts + PRX	3,483	3,220	16,638	16,040	-3.6%
Sumas + SLX	2,686	2,923	13,089	16,813	28.5%
South Whatcom	8,308	8,444	54,094	52,850	-2.3%
NDX	2,980	3,256	21,987	23,135	5.2%
Physical Circulation Total	133,528	132,642	881,017	866,393	-1.7%
Disc materials: DVDs, CDs	28,230	27,134	190,375	183,379	-3.7%
All other materials	104,258	104,628	683,122	676,020	-1.0%
Digital Circulation					
eBooks/eAudiobooks	33,214	36,958	222,546	253,266	13.8%
eMagazines	1,855	3,961	11,727	33,986	189.8%
eMusic	13,215	9,010	84,345	72,100	-14.5%
Streaming Video	1,718	1,073	11,889	8,503	-28.5%
Digital Circulation Total	50,002	51,002	330,507	367,855	11.3%
Grand Total	183,530	183,644	1,211,524	1,234,248	1.9%

Visitors (Door counts)	Jul 2023	Jul 2024	YTD 2023	YTD 2024	YTD % chg	Jul 2019
Blaine	7,100	7,541	44,527	48,233	8.3%	8,857
Deming	2,709	3,064	15,860	19,637	23.8%	3,905
Everson	3,551	3,679	20,913	22,409	7.2%	5,668
Ferndale	15,981	13,388	80,842	89,080	10.2%	17,333
Island	1,898	1,953	6,570	9,553	45.4%	1,450
Lynden	12,197	12,677	71,980	80,198	11.4%	17,316
NDX	290	298	2,003	2,225	11.1%	
North Fork	1,995	2,127	10,067	12,586	25.0%	2,826
Point Roberts + PRX	2,838	2,421	9,645	10,953	13.6%	1,318
Sumas + SLX	1,689	1,442	6,499	8,464	30.2%	1,724
South Whatcom	3,826	4,234	12,759	21,519	68.7%	2,207
Total	54,074	52,824	281,665	324,857	15.3%	62,604

New Borrowers	Jul 2023	Jul 2024	YTD 2023	YTD 2024	YTD % chg
	762	716	4,407	4,632	5.1%

Interlibrary Loan	Jul 2023	Jul 2024	YTD 2023	YTD 2024	YTD % chg
Borrowed from BPL	10,605	9,925	80,158	82,359	2.7%
Lent to BPL	22,672	17,122	153,848	148,432	-3.5%
Borrowed: other libraries	558	719	3,819	4,556	19.3%
Lent: other libraries	556	675	3,197	4,228	32.2%

Electronic Resources	Jul 2023	Jul 2024	YTD 2023	YTD 2024	YTD % chg
WCLS.org Sessions	35,046	38,017	256,622	268,396	4.6%
Bibliocommons Sessions	61,083	103,154	376,518	706,439	87.6%
Internet Sessions	3,516	3,858	21,731	25,585	17.7%
Wifi Clients / Sessions	8,905	8,090	46,597	48,374	3.8%

Volunteers	Jul 2023	Jul 2024	YTD 2023	YTD 2024	YTD % chg
	1,090	1,208	5,487	6,093	11.0%

Activities	Jul 2023	Jul 2024	YTD 2023	YTD 2024	YTD % chg
Programs					
Adults	63	73	374	492	31.6%
Teens	32	35	152	126	-17.1%
Children	93	113	566	661	16.8%
Total	188	221	1,092	1,279	17.1%
Attendance					
Adults	607	1,132	4,036	5,673	40.6%
Teens	240	285	6,308	5,435	-13.8%
Children	2,726	3,050	18,636	21,755	16.7%
Total	3,573	4,467	28,980	32,863	13.4%

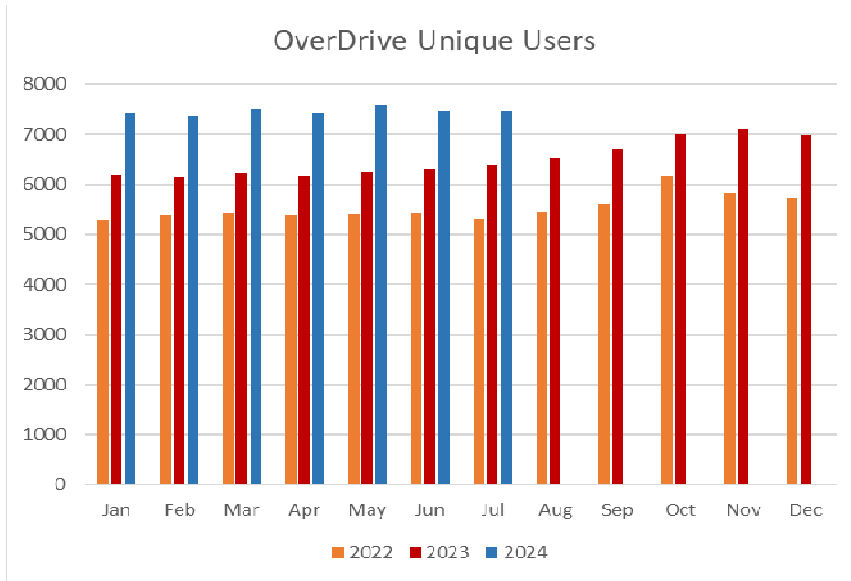
Notes/Corrections:

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

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

Unique users appear to be plateauing at around 7,500 per month in 2024 after the steady growth during the last 2/3 of 2023. In July 2024, 297 new WCLS users interfaced with the OverDrive/Libby platform. The eAudio format of *Hillbilly Elegy* by J.D. Vance was the top-circulating item in July with 112 checkouts, and *The New Yorker* was the top-circulating eMagazine with 326 checkouts. *The Women* by Kristin Hannah remains the title with the most WCLS outstanding requests - 209 for the eAudio and 204 for the eBook.



DATABASE USAGE

(NOTE: Newsbank is having technical issues and statistics for July were not available when this report was being prepared; the average of the previous six months usage was entered as a temporary placeholder for July which will be corrected when statistics are restored.) While database use by school-age patrons drops to next to nothing during the summer months, our adult patrons are still learning! This month adults using Peterson's Test Prep practiced for Barbering certification, GED, NCLEX and Medical Assisting tests. Creativebug users learned how to sew a puff quilt, make crocheted hair clips, decorate birthday cakes, make papier mache animal masks and do a sketchbook daily practice.

