



BOARD OF TRUSTEES MEETING
Whatcom County Library System
November 19, 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. 9:10 a.m. **Consent Agenda**
 - a. Meeting Minutes
 - b. Expenditures
4. 9:15 a.m. **Financial Report and Resolutions**
 - a. Finance Committee Report
5. 9:25 a.m. **PUBLIC HEARING: Proposed 2025 Operating Budget Revenue Sources and Preliminary Budget**
In accordance with RCW 84.55.120, the Board of Trustees of the Whatcom County Rural Library District is holding this public hearing on the proposed 2025 Preliminary Budget, including revenue sources for the District's 2025 operating budget. The hearing will include considerations of possible increases in property tax revenues within the limits of I-747. After the hearing, the Board anticipates concluding considerations of the proposed budget and adopting the Preliminary 2025 Budget. Beginning Thursday, November 21, 2024, copies of the 2025 Preliminary Budget may be obtained at the address shown above, at wcls.org or by calling (360) 305-3603.
 - a. 2025 Preliminary Budget
 - b. Resolutions: A Resolution of the Board of Trustees of the Whatcom County Rural Library District...
 - 11/19/24-13 Authorizing an Increase in the Regular Property Tax Levy
 - 11/19/24-14 Adopting the Fiscal Year 2025 Preliminary General and Capital Fund Budgets
 - 11/19/24-15 Adopting the 2025-2029 Preliminary Capital Plan
6. 10:10 a.m. **BREAK**
7. 10:20 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, November 18, 2024. Written comments may be submitted to Rheannan.Pfnister@wcls.org prior to the meeting.

8. 10:40 a.m. **Performance Measures and Committee Reports**
 - a. Performance Measures
 - b. IT Services Committee
 - c. Personnel Committee
 - d. Whatcom County Library Foundation

9. 11:00 a.m. **Announcements and Adjourn**

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Board Meeting Agenda Item Cover Sheet

Meeting Date:	11/19/2024
Committee or Department:	Administration Department
Subject:	Consent Agenda – Board Meeting Minutes, Monthly Expenditures
Prepared By:	Jackie Saul
Impact upon Budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Supporting Documents:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Recommendation or Request: Approval of consent agenda items

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

Summary:

Meeting Minutes:

- October 22, 2024 Regular Board Meeting

Expenditures:

General Fund:

- September 16-30, 2024 payroll: check nos. 1040341226-1040341227 and voucher nos. 560272-560428 totaling \$233,972.81 and October 1-15, 2024 payroll: check nos. 1040503280-1040503285 and voucher nos. 560434-560604 totaling \$269,424.50.
- ACH transactions for employee benefits, telecommunication services and monthly sales/use tax filings totaling \$117,901.55; \$64,326.55 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 2024-39G: warrant nos. 1200650-1200668 totaling \$52,169.65
- Claim 2024-40G: warrant nos. 1201027-1201047 totaling \$47,558.42
- Claim 2024-41G: warrant nos. 1201285-1201312 totaling \$115,681.59
- Claim 2024-42G: warrant nos. 1201927-1201944 totaling \$65,039.52
- Claim 2024-43G: warrant nos. 1202552-1202574 totaling \$69,376.33

Capital Fund:

- Claim 2024-18C: warrant no. 1200669 totaling \$10,682.12
- Claim 2024-19C: warrant no. 1201313 totaling \$5,133.90
- Claim 2024-20C: warrant no. 1201945 totaling \$11,944.00
- Claim 2024-21C: warrant no. 1202575 totaling \$1,022.97

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 that there were no General Journal entries in October.



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; and Danielle Gaughen. Absent: John Miller.

Staff: Christine Perkins, Executive Director; Michael Cox, Deputy Director; Jackie Saul, Director of Finance and Administration; Thom Barthelmess, Youth Services Manager; Mary Vermillion, Community Relations Manager; Lisa Gresham, Collection Services Manager; Ryan Cullup, Facilities Services Manager; Beth Andrews, Human Resources Manager; Dianne Marrs-Smith, Birch Bay & 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 Library Manager; Tess Reding Hoffart, Youth Services Assistant.

Guests: None.

Call to Order

Rod determined quorum and called the meeting to order at 9:01 a.m., followed by a reading of the WCLS Land Acknowledgement by Michael.

Open Public Comment

No public comment.

Service Anniversary Recognition – Lisa Gresham

The Board recognized Collection Services Manager Lisa Gresham for her 20-year service anniversary this month. Lisa joined WCLS in 2004 as the Ferndale Library Manager. She supported and added stability to the branch staff there. In 2006, she became the Adult Services Coordinator and a selector, and in 2014 she stepped into the role of Collection Services Manager. Her position is a great fit for all her skills including her ability to lead staff. Lisa was one of the original Whatcom READS committee members and has reviewed books for *Cascadia Daily News* for ten years. She was integral to the creation of the Washington Digital Library Consortium and is a member of the Puget Sound Collection Development Group. Lisa has developed collections for new branches, and branch remodels. She is approachable and friendly no matter how busy she is. WCLS values all that Lisa brings to the system.

Consent Agenda

The Consent Agenda included minutes of the September 17, 2024, Board of Trustees Regular Meeting as well as the following:

Expenditures:

General Fund:

- August 16-31, 2024 payroll: check nos. 1040004102-1040004108 and voucher nos. 559958-560109 totaling \$237,833.78 and September 1-15, 2024 payroll: check nos. 1040167199-1040167204 and voucher nos. 560115-560266 totaling \$229,520.48.
- ACH transactions for employee benefits, telecommunication services and monthly sales/use tax filings totaling \$98,289.93; \$48,056.40 of this is for employee funded contributions to dental insurance premiums, Health Savings Accounts, PERS and deferred compensation plans (made via payroll deduction).
- Claim 2024-35G: warrant nos. 1198961-1198973 totaling \$41,796.45
- Claim 2024-36G: warrant nos. 1199290-1199301 totaling \$128,915.18
- Claim 2024-37G: warrant nos. 1199631-1199655 totaling \$54,124.47
- Claim 2024-38G: warrant nos. 1200103-1200126 totaling \$31,679.50

Capital Fund:

- Claim 2024-16C: warrant nos. 1199656-1199657 totaling \$22,481.05
- Claim 2024-17C: warrant no. 1200127 totaling \$1,878.07

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

Facilities Plan

Ryan spoke to the Board about the facilities projects over the past year and the upcoming projects for 2025. One of the items on the list for next year is furnishings enhancement and replacement at many branches. This will involve either recovering or replacing well-used furnishings that are worn.

Holly asked if Ryan is regularly checking that WCLS's accessibility is still up to ADA compliance. This is checked regularly to ensure that WCLS is in compliance.

Ryan reviewed which accounts the funds for these improvements come from and the changes from 2024 to 2025. He asked for feedback from the Board. Holly inquired about what percentage of the funds were to cover deferred maintenance. Ryan said that about 12% is for deferred maintenance. The EV Chargers project was delayed until 2025 due to PSE's timeline.

One concern Matthew had was the intent to decrease the funds for repairs and maintenance in 2025 by \$20,000. Jackie said it was her suggestion to lower that because there are sufficient funds set aside for unexpected repairs. The amount budgeted reflects a realistic capacity for what projects and repairs Ryan's team can accommodate next year, along with money for contingencies. The money that has been set aside for maintenance has not been exhausted this year and lowering it for 2025 makes sense.

Holly asked how Ryan prioritizes projects. ADA compliance and projects that could cause more harm if delayed are prioritized. The remaining projects are then prioritized based on the skill set of his team and their workload capacity. Ryan's team also balances the needs of each branch and considers which locations haven't had much attention or updates as recently as others and what kind of funding is available for those projects.

Rod asked about the time frame and commitment for the North Fork Library meeting room project. Michael stated that the timeline is contingent on the ability to raise funds for this project. Many grant applications have already been submitted. There are a few grants whose application period has not yet opened. Applications for those grants will be submitted when the appropriate timeframe comes around.

Matthew asked if there are outstanding facilities requests at branches that have not been added to the 2025 projects list and how they make it to Ryan and onto the project list. Ryan explained the process he and Jackie have in place to meet with branch managers to receive requests for projects each year.

Closed Session to discuss 2025-2029 Bargaining Unit Contract and Wage & Benefit Negotiations

At 9:57 a.m., Board Chair Rodney Lofdahl moved the meeting to Closed Session, as per RCW 42.30.140(4)(a), to discuss the 2025 Wage and Benefit Agreement and 2025-2029 contract with the Bargaining Unit. It was announced that the Closed Session would end at 10:20 a.m.

At 10:20 a.m., the meeting was reopened briefly to convey that Closed Session will be extended to 10:25 a.m.

At 10:25 a.m., Rod reconvened Open Session for final action on the 2025 Wage and Benefit Agreement and 2025-2029 Bargaining Unit Contract.

2025 Wage and Benefit Agreement and 2025-2029 Bargaining Unit Contract

Holly moved approval of the 2025 Wage and Benefit Agreement and 2025-2029 contract. Seconded. Unanimously passed.

Christine thanked Holly and John who were part of the negotiations team. The entire team, including our new Union Representative Rosie Ventura, did a great job and brought many insights.

Break

Rod adjourned for a break from 10:29-10:35 a.m.

Financial Report and Resolutions: Finance Committee Report

Jackie reviewed her report, including the September Notes and Highlights section. Jackie checked with the County Treasurer's office yesterday about WCLS's total amount of collected property taxes so far for 2024. Wages and benefits and all other expenses are still right where we need to be. Going into October, we have dipped into the Cash Flow reserve fund, which will be replenished with the remaining 2024 property tax revenue once it arrives later this month.

Jackie reviewed the 2024 General Fund Budget Amendment. There is no change to the ending fund balance as revenue increases will cover new expenditures. Some additional existing costs were moved between accounts.

Rod moved to approve Resolution 10/22/24-12 amending the 2024 General Fund Budget as presented. Seconded. Unanimously passed.

Jackie reviewed the 2025 General Fund budget draft. These numbers are estimates based on the information available so far this year and will change as more information comes in and projects are either completed or pushed to 2025.

Jackie walked Trustees through the preliminary budget draft. She noted the amount budgeted for property taxes includes a 1% increase over the 2024 highest lawful levy along with an estimate of new construction amounts. The amount budgeted for Contributions & Donations will decrease in 2025 as there were a few one-time only contributions in 2024. In 2024, office supplies were higher because of a few projects that took place and will not be happening again next year. It is expected that Professional Services expenditures will be increasing quite a bit. Attorney fees are going up, but this line also includes a cyber audit.

Rod asked about the increase in new construction in the county and how accurate that estimate is. Jackie spoke about the analysis that goes into the levy increase WCLS asks for the next year.

Jackie talked about possibly un-designating certain cash reserve funds soon to free up designated money to help cover 2025 operating expenses.

Trustee Education: Open Book

Michael shared his gratitude for all the staff, community partners and volunteers making Open Book possible this year. He spoke about the thought behind the choice of location. Last year, 775 people attended Open Book. We reached people beyond our usual library users. There will be many sessions, booths and hands-on activities for readers of all ages. We are celebrating books, reading, building relationships with partners and community advocacy. Open Book may happen again in future years, but it will not return in 2025. Mary would like to thank WCLF who are funding Open Book 2024.

Staff Reports: Executive Director

In addition to her written report, Christine highlighted the All Friends Gathering that took place earlier this month. Holly was in attendance as well as close to fifty representatives from Friends groups throughout the library system. Holly said she was excited to see a different generation of Friends from the branches.

Christine, Ryan and Michael recently took a tour of the new Mount Vernon Library Commons.

The Grand Tamal Showdown at the Everson Library brought in around 200 people. Cultural liaisons Diana Antaño and Amelia Martinez coordinated the competition to make this event so successful.

Staff Reports: Deputy Director

In addition to his written report, Michael reminded the Board that WCLS has internet hotspots available for checkout. WCLS can provide these devices thanks to a program that offers the equipment at a reduced cost but in limited quantities. Holly asked about the difference in price on the devices with and without the discount. One internet hotspot device purchased without the discount is \$87 compared to \$18. The Mendery and our IT Services staff have been helpful in getting each device ready to go out into circulation. Megan Succi, Public Services Assistant at Everson manages activation on devices that are not returned on time or missing. The usage of the devices shows representation from all over the county.

Michael is appreciative of the Cultural Liaisons for their work getting the Spanish language phone line up and running.

Staff Reports: Youth Services Manager

Thom shared his written report and highlighted some of the efforts that Youth Services has been pursuing, including visiting the schools in the county. His report reflects a small glimpse of what is happening behind the scenes to get books into the hands of kids throughout Whatcom County.

Staff Reports: Community Relations Manager

Mary discussed her written report. She noted some big news regarding the WCLS website. The website was recently revamped and is live. The Marketing Committee received feedback and developed a plan to make it easier to find what you need when browsing our main page. Neil McKay and Siri Beckmen did a great job addressing issues as they arose.

Mary spoke about the All Friends Gathering which took place earlier in October. There was a strong turnout and all of the Friends groups were represented.

Performance Measures & Committee Reports: Performance Measures

In addition to his written report, Michael shared that the circulation of physical materials is softening. Digital circulation is increasing. Door counts for branches are surpassing 2023 totals. They will be diving deeper into

internet session statistics to further understand these numbers and ensure we are reporting them accurately. So far this year, WCLS has had a strong year of program attendance.

Michael pointed out that eMagazines make up 11% of all checkouts currently.

Performance Measures & Committee Reports: Personnel Committee

The Personnel Committee reported a successful negotiation session this month. Direct reports and Board members should have received a feedback form for Christine’s performance this year.

Performance Measures & Committee Reports: Whatcom County Library Foundation

Christine reported that the Foundation supported the Community Ukulele Players in a benefit concert for the Airoldi Innovation Fund at the Ferndale Library this past Sunday. The event was well attended even though the weather was bad.

Announcements and Adjourn

Open Book is Sunday, November 3 from 12 – 5 p.m. at the Ferndale Events Center. The first meeting for the Citizens Advisory Committee is November 14 from 6 – 7:30 p.m. at the Ferndale Library.

Rod adjourned the meeting at 11:54 a.m.

Next Meeting

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

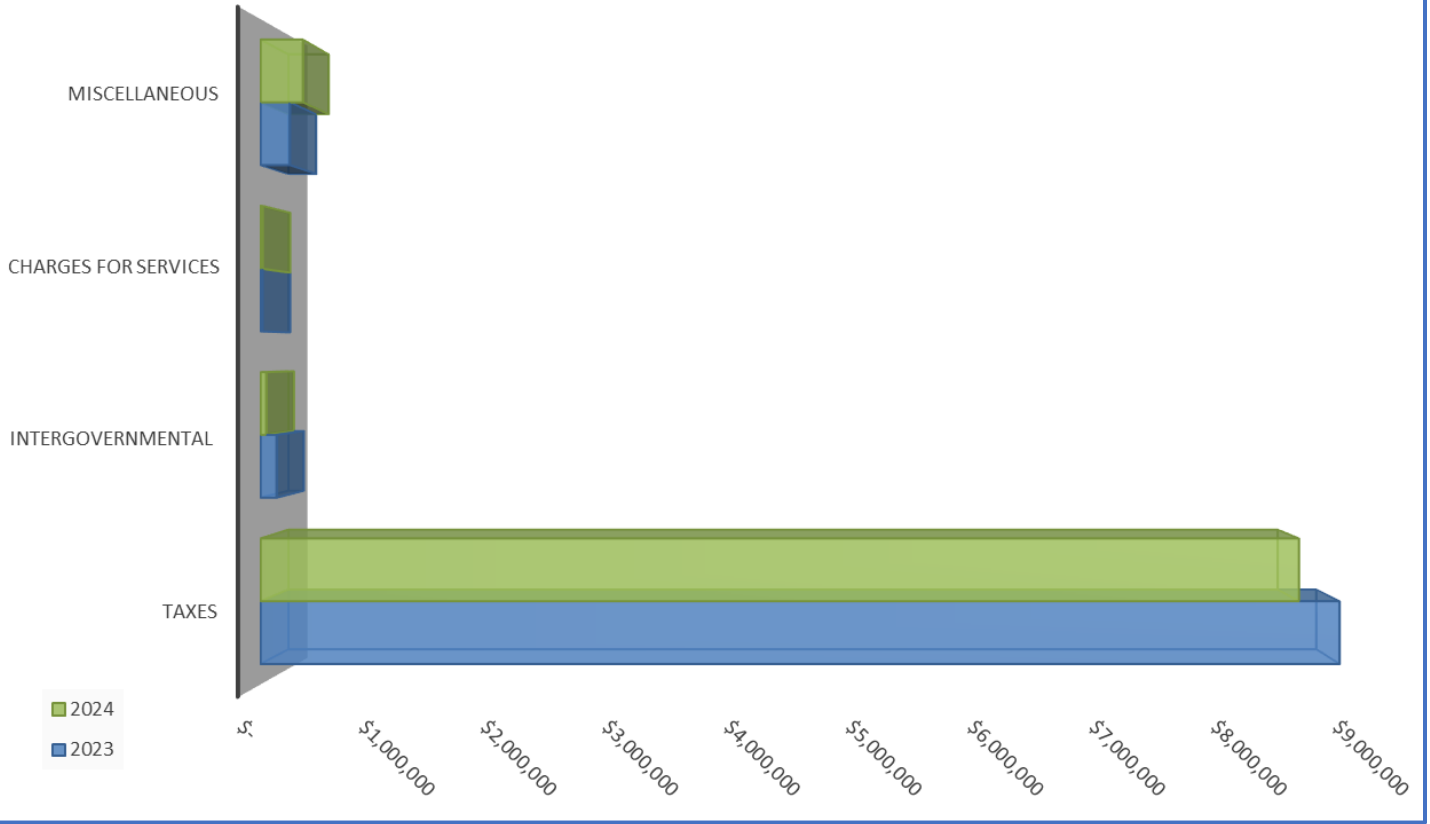
<hr/>	<u>11/19/2024</u>	<hr/>
Holly Robinson, Board Chair	Date	Rheannan Pfnister, Exec. Assistant



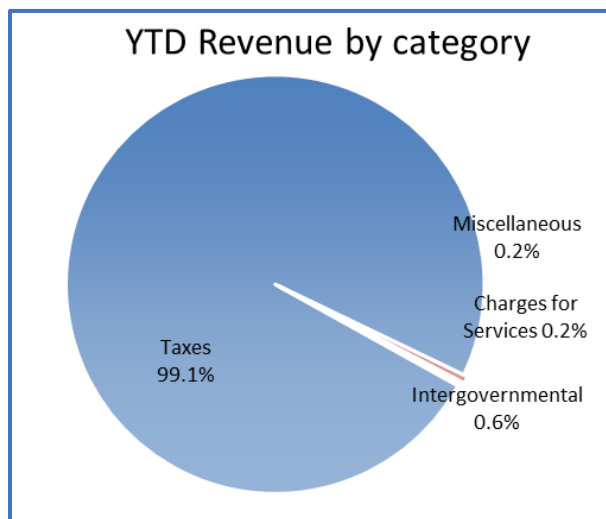
October Revenue

2024 Budget Revenues - Year-To-Date						
October 2024 (83% 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	\$ 8,850,674	95.31%	90.59%	\$ (918,859)
	TOTAL TAXES	9,769,533	\$ 8,850,674	95.31%	90.59%	\$ (918,859)
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	30,597	0.33%	67.99%	(14,403)
337.2000	Leasehold Excise Tax	30,000	18,731	0.20%	62.44%	(11,269)
	TOTAL INTERGOV. REVENUE	77,500	\$ 49,328	0.53%	63.65%	\$ (28,172)
340	CHARGES FOR GOODS & SERVICES					
347.2001	Printing & Duplication Services	4,000	\$ 4,638	0.05%	115.95%	\$ 638
347.2002	Library Use Fees	12,300	12,360	0.13%	100.49%	60
	TOTAL CHARGES FOR SERVICES	16,300	\$ 16,998	0.18%	104.28%	\$ 698
360	MISCELLANEOUS REVENUES					
361.1100	Investment Interest	291,780	\$ 270,272	2.91%	92.63%	\$ (21,508)
362.1000	Rents & Leases	3,500	840	0.01%	24.00%	(2,660)
367.1000	Contributions & Donations	73,500	59,963	0.65%	81.58%	(13,537)
369.1000	Sale of Surplus	100	80	0.00%	80.00%	(20)
369.4100	Judgements & Settlements	-	67	0.00%	0.00%	67
369.8100	Cashier's Overages or Shortages	-	1.17	0.00%	0.00%	1
369.9101	Other Misc. Revenue	20,000	20,257	0.22%	101.29%	257
369.9102	Reimburse Lost/Damaged Books	11,000	9,261	0.10%	84.19%	(1,739)
369.9106	COBRA Reimbursement	733	550	0.01%	75.02%	(183)
	TOTAL MISC. REVENUES	400,613	\$ 361,291	3.89%	90.18%	\$ (39,322)
	TOTAL OPERATING REVENUE	10,263,946	\$ 9,278,291	99.92%	90.40%	\$ (985,655)
390	OTHER FINANCING SOURCES					
395.1000	Proceeds from Sale of Capital Assets	7,752	7,752	0.00%	100.00%	\$ -
397.3000	Transfers from Designated Fund Balance	230,000	-	0.00%	0.00%	(230,000)
	TOTAL OTHER FINANCING SOURCES	237,752	7,752	0.00%	100.00%	\$ (230,000)
	TOTAL REVENUE	10,501,698	\$ 9,286,043	100.00%	88.42%	\$ (1,215,655)

General Fund Operating Revenue to Date-Compared to Prior Year



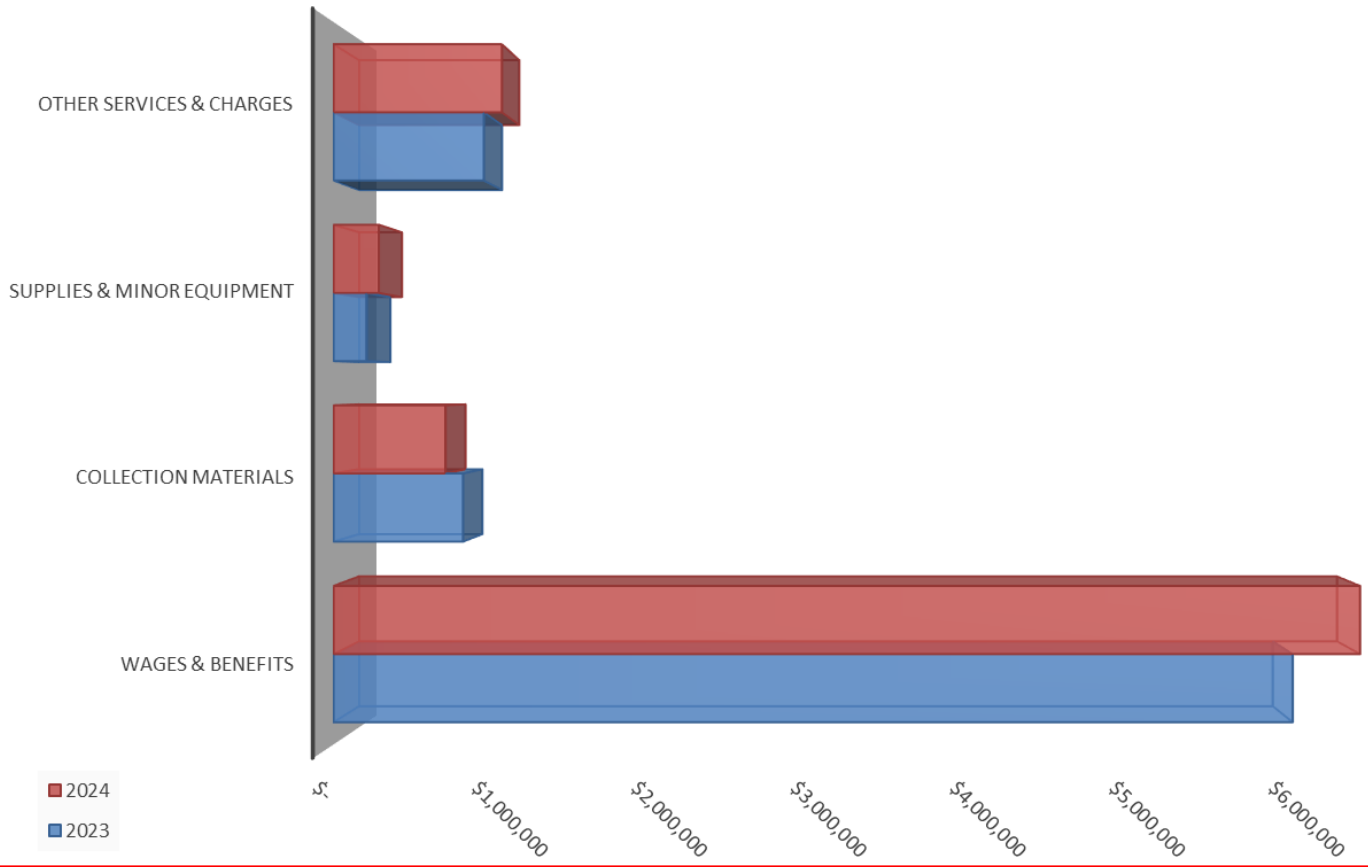
Actual General Fund Revenue Year to Date Comparison			
	2023	2024	% Change
Taxes	\$ 9,196,755	\$ 8,850,674	-3.76%
Intergovernmental	137,714	49,328	-64.18%
Charges for Services	16,120	16,998	5.45%
Miscellaneous	248,858	361,291	45.18%
Total Operating Revenue	\$ 9,599,447	9,278,291	-3.35%
Other Financing Sources	\$ -	7,752	
Total Revenue	\$ 9,599,447	\$ 9,286,043	-3.26%



October Expenditures

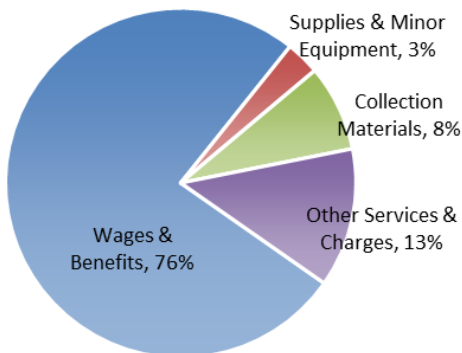
2024 Budget Expenditures - Year-To-Date						
October 2024 (83% of FY)						
Acct No	Description	Budgeted Expenditures	Actual Expenditures YTD	% of Actual Expenditures YTD	% of Budgeted Expenditures Spent YTD	Budget Variance
572	SALARIES, WAGES, & BENEFITS					
572.1000	Salaries and Wages	6,010,093	\$ 4,943,322	55.59%	82.25%	\$ (1,066,772)
572.2000	Benefits	2,112,922	1,737,038	19.53%	82.21%	(375,884)
	TOTAL SALARIES, WAGES, & BENEFITS	8,123,015	\$ 6,680,360	75.13%	82.24%	\$ (1,442,656)
572.30	SUPPLIES & MINOR EQUIPMENT					
572.3031	Office & Operating Supplies	168,410	\$ 143,212	1.61%	85.04%	\$ (25,198)
572.3032	Fuel	26,050	17,367	0.20%	66.67%	(8,683)
572.3034	Collection Materials	1,250,000	727,960	8.19%	58.24%	(522,040)
572.3035	Small Tools & Minor Equipment	185,075	133,429	1.50%	72.09%	(51,646)
	TOTAL SUPPLIES & MINOR EQUIPMENT	1,629,535	1,021,969	11.49%	62.72%	\$ (607,566)
572.40	OTHER SERVICES & CHARGES					
572.4041	Professional Services	582,140	\$ 501,503	5.64%	86.15%	\$ (80,637)
572.4042	Communication	152,500	130,268	1.46%	85.42%	(22,232)
572.4043	Travel	46,250	32,088	0.36%	69.38%	(14,162)
572.4044	Taxes & Operating Assessments	400	416	0.00%	104.12%	16
572.4045	Operating Rentals & Leases	64,271	61,526	0.69%	95.73%	(2,745)
572.4046	Insurance	91,874	90,196	1.01%	98.17%	(1,678)
572.4047	Utilities	171,176	119,547	1.34%	69.84%	(51,629)
572.4048	Repair & Maintenance	133,240	99,238	1.12%	74.48%	(34,002)
572.4049	Miscellaneous	92,910	60,754	0.68%	65.39%	(32,156)
	TOTAL OTHER SERVICES & CHARGES	1,334,762	1,095,536	12.32%	82.08%	\$ (239,226)
	TOTAL OPERATING EXPENDITURES	11,087,312	8,797,864	98.94%	79.35%	\$ (2,289,448)
590	OTHER FINANCING USES					
597.1000	Transfers to Capital	94,135	\$ 94,135	1.06%	100.00%	\$ -
	TOTAL OTHER FINANCING USES	94,135	\$ 94,135	1.06%	100.00%	\$ -
	TOTAL EXPENDITURES	11,181,447	\$ 8,891,999	100.00%	79.52%	\$ (2,289,448)
	NET INCOME (LOSS)	(679,749)	394,044			\$ 1,073,793

General Fund Operating Expenditures to Date-Compared to Prior Year

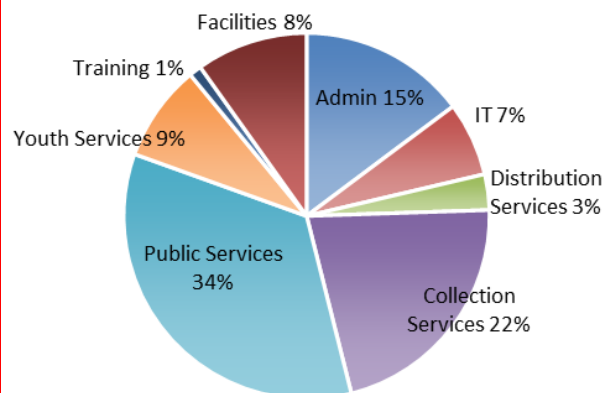


Actual General Fund Expenditures Year to Date Comparison			
	2023	2024	% Change
Wages & Benefits	\$ 6,241,766	\$ 6,680,360	7.03%
Collection Materials	842,636	727,960	-13.61%
Supplies & Minor Equipment	214,777	294,009	36.89%
Other Services & Charges	977,880	1,095,536	12.03%
Total Operating Expenditures	8,277,059	8,797,864	6.29%
Other Financing Uses	\$ 45,000	94,135	109.19%
Total Expenditures	\$ 8,322,059	\$ 8,891,999	6.85%

YTD Expense by Category



YTD Expense by Department



			2024	
Fund Balance Summary	2023 Actual	2024 Budgeted	Actual to Date	
Beginning Fund Balance	\$ 10,630,324	10,612,545	\$ 10,612,545	
Revenue	10,305,797	10,501,698	9,286,043	
Expenditures	(10,553,576)	(11,181,447)	(8,891,999)	
Transfer to (from) Reserves	230,000	(230,000)	-	
Ending Fund Balance	\$ 10,612,545	\$ 9,702,796	\$ 11,006,589	

			2024	
Ending Fund Balance Designation Detail	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	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)	394,044	
Ending Unassigned Funds with no designation	1,064,163	163,510	1,237,303	
Ending Designated Funds	9,548,382	9,539,286	9,769,286	
Total Ending Fund Balance	\$ 10,612,545	\$ 9,702,796	\$ 11,006,589	

October Summary

- As of the end of October we have received \$8,850,674 in property tax revenue, which is approximately \$920,000 shy of our total annual levy. After consulting with the Whatcom County Treasurer's Office, I learned that the delayed payments are the result of the timing between when payments are received and when they post to our account. An additional \$722,000 has already been received in the first half of November. This influx of revenue has allowed us to replenish the Cash Flow reserve fund, which was tapped in August and September.
- Overall expenditures are tracking close to the budget target of 83% (10 of 12 months). Wage and benefit costs are at 82% of budget and total operating expenditures are at 79% of budget.

WCLS Account Summary

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

Revenue Accounts:

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

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

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

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

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

Expense Accounts:

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

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

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

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



whatcom county
library system

2025 Preliminary Budget

November 19, 2024

WHATCOM COUNTY LIBRARY SYSTEM
WHATCOM COUNTY, WASHINGTON

PRELIMINARY BUDGET
FISCAL YEAR 2025

BOARD OF TRUSTEES

Rodney Lofdahl
Chair

Danielle Gaughen
Board Member

John Miller
Board Member

Holly Robinson
Board Member

Matthew Santos
Board Member

Prepared By

Jackie Saul
Director of Finance and Administration

With Assistance From:

Christine Perkins, *Executive Director*

Michael Cox, *Deputy Director*

Beth Andrews, *Human Resources Manager*

Thom Barthelmess, *Youth Services Manager*

Ryan Cullup, *Facilities Services Manager*

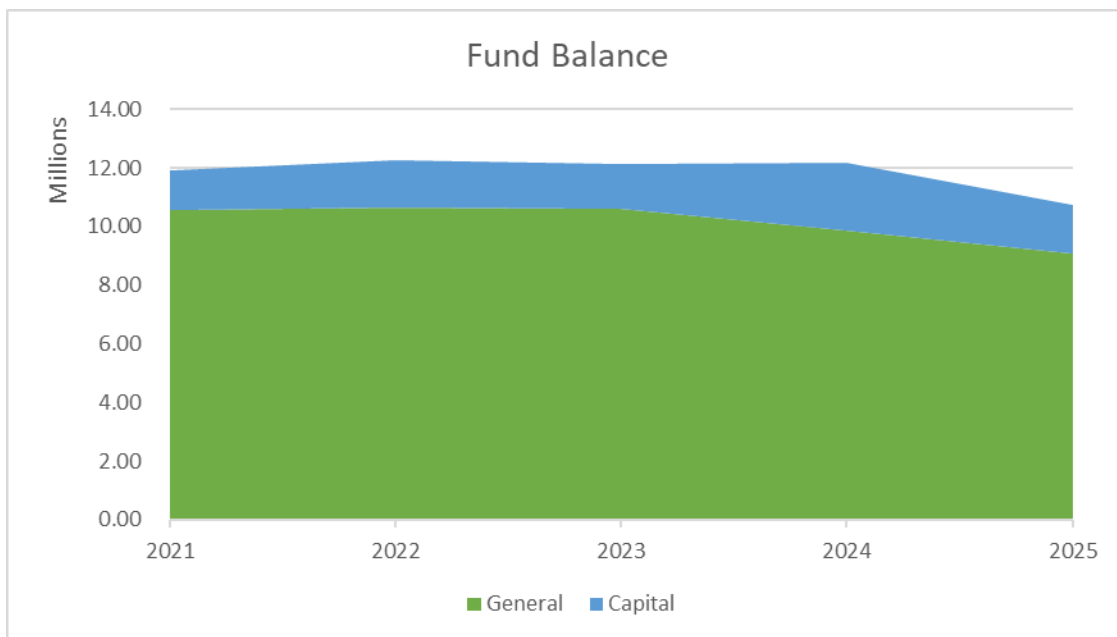
Geoff Fitzpatrick, *Information Technology Manager*

Lisa Gresham, *Collection Services Manager*

Mary Vermillion, *Community Relations Manager*

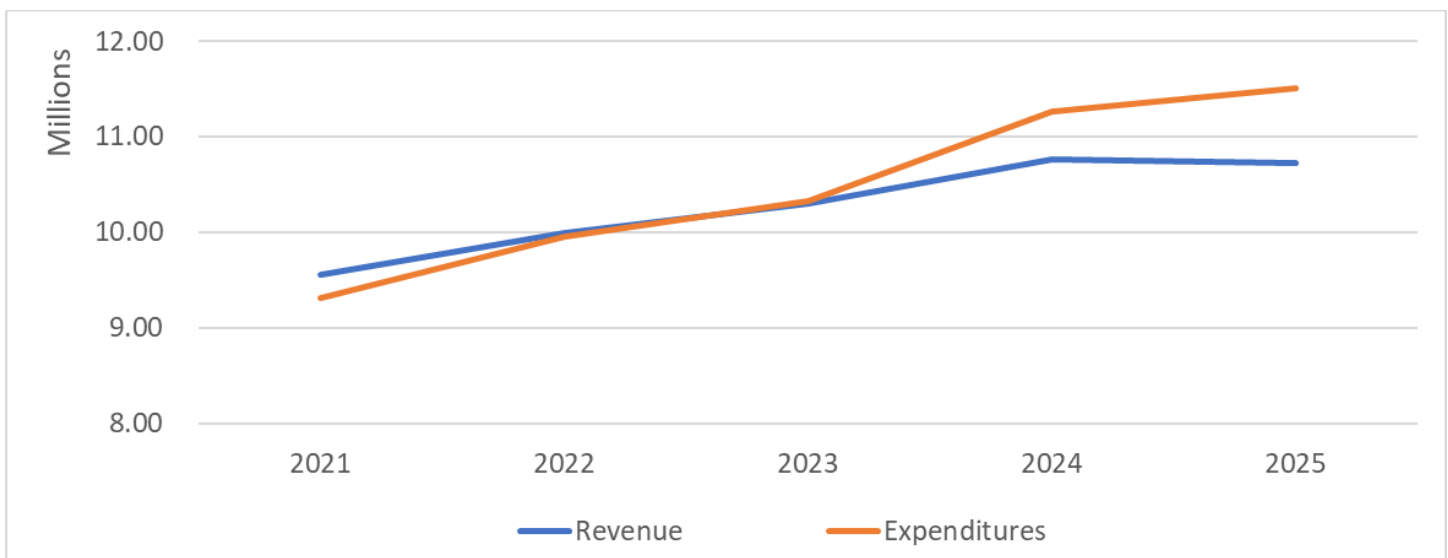
Major Fund Balance Summary

	General Fund	Capital Fund	Total Funds
Beginning Fund Balance	\$ 9,869,236	\$ 2,300,605	\$ 12,169,841
Total Revenues	10,728,189	2,200,233	12,928,422
Total Expenditures	11,511,330	2,735,191	14,246,521
Total Revenues Net of Total Expenditures	\$ (783,140)	\$ (534,958)	\$ (1,318,098)
Ending Fund Balance			
Assigned Fund Balance - Capital	-	1,533,747	1,533,747
Designated Fund Balance - Cash Flow	3,773,989	-	3,773,989
Designated Fund Balance - Emergency	953,027	231,900	1,184,927
Designated Fund Balance - Capital Transfer	75,000	-	75,000
Designated Fund Balance - Unemployment Comp Reserve	15,648	-	15,648
Designated Fund Balance - Birch Bay Operating Fund Reserve	580,000	-	580,000
Designated Fund Balance - Facility Ownership & Library Svcs Fund Reserve	2,967,315	-	2,967,315
Designated Fund Balance - Facility Maintenance Fund	550,000	-	550,000
Designated Fund Balance - Operating Cost Stabilization Fund	-	-	-
Designated Fund Balance - Collection Project Fund	-	-	-
Total Assigned & Designated Ending Fund Balance	8,914,979	1,765,647	10,680,626
Unassigned, Undesignated Ending Fund Balance	171,116	-	171,116
Total Estimated Ending Fund Balance	\$ 9,086,095	\$ 1,765,647	\$ 10,851,742



2025 General Fund Budget Summary

Budget Number	Description	2021 Actual	2022 Actual	2023 Actual	2024 Projected	2025 Budgeted	% Change over 2024 Projected
308.0000	Beginning Fund Balance	\$ 10,338,086	\$ 10,583,985	\$ 10,630,324	\$ 10,612,545	\$ 9,869,236	-7.00%
Operating Revenue							
310.0000	Taxes	9,206,508	9,408,229	9,827,497	9,769,533	10,206,689	4.47%
330.0000	Intergovernmental Revenue	193,695	195,188	157,899	75,400	77,000	2.12%
340.0000	Charges for Goods and Services	12,409	16,089	16,991	18,400	18,400	0.00%
360.0000	Miscellaneous Revenue	137,837	195,402	303,410	424,400	426,100	0.40%
	Total Operating Revenue	9,550,448	9,814,908	10,305,797	10,287,733	10,728,189	4.28%
390.0000	Other Financing Sources	3,347	179,642	-	237,752	-	
Operating Expenditures							
572.1000	Salaries and Wages	4,897,366	5,131,974	5,573,808	5,960,525	6,259,123	5.01%
572.2000	Personnel Benefits	1,715,921	1,805,438	1,973,700	2,085,471	2,175,138	4.30%
572.3000	Supplies	1,570,726	1,583,026	1,546,070	1,601,634	1,656,040	3.40%
572.4000	Services	851,259	1,077,193	1,184,998	1,297,029	1,346,028	3.78%
572.5000	Intergovernmental Services	-	-	-	-	-	0.00%
	Total Operating Expenditures	9,035,271	9,597,630	10,278,576	10,944,659	11,436,330	4.49%
590.0000	Other Financing Uses	272,624	350,581	275,000	94,135	75,000	-20.33%
	Net Operating Income (Loss)	515,176	217,278	27,221	(656,926)	(708,140)	7.80%
	Net Other Financing Sources (Uses)	(269,277)	(170,939)	(275,000)	143,617	(75,000)	-152.22%
	Net Income (Loss)	245,899	46,339	(247,779)	(513,309)	(783,140)	52.57%
	Use of Fund Balance	-	-	230,000	(230,000)	-	
508.0000	Ending Fund Balance	\$ 10,583,985	\$ 10,630,324	\$ 10,612,545	\$ 9,869,236	\$ 9,086,095	-7.94%



2025 General Fund Revenues

Budget Number	Description	2021 Actual	2022 Actual	2023 Actual	2024 Projected	2025 Budgeted	% Change over 2024 Projected
308.0000	Beginning Fund Balance	\$ 10,338,086	\$ 10,583,985	\$ 10,630,324	\$ 10,612,545	\$ 9,869,236	-7.00%
311.1000	General Property Taxes	9,206,508	9,408,229	9,827,497	9,769,533	10,206,689	4.47%
310.0000	Total Taxes	9,206,508	9,408,229	9,827,497	9,769,533	10,206,689	4.47%
333.4530	Federal Indirect Grant IMLS	-	13,634	19,546	400	2,000	400.00%
333.9700	Federal Indirect Grant DHS	7,809	40,207	43,568	-	-	
334.0690	State Grant Other	-	-	650	-	-	0.00%
337.1000	Local Entitlements	163,899	115,572	69,660	45,000	45,000	0.00%
337.2000	Leasehold Excise Tax	21,987	25,775	24,475	30,000	30,000	0.00%
330.0000	Total Intergovernmental Revenues	193,695	195,188	157,899	75,400	77,000	2.12%
347.2001	Printing and Duplication Services	3,409	3,709	4,659	6,000	6,000	0.00%
347.2002	Library Use Fees	9,000	12,380	12,332	12,400	12,400	0.00%
340.0000	Total Charges for Goods and Services	12,409	16,089	16,991	18,400	18,400	0.00%
361.1100	Investment Interest	81,417	104,090	230,261	320,000	352,000	10.00%
361.4000	Other Interest Earnings	3	0.48	-	-	-	0.00%
362.1000	Rents and Leases	803	2,225	3,720	3,000	3,000	0.00%
367.1000	Contributions and Donations	21,246	53,142	35,642	67,500	38,000	-43.70%
369.1000	Sale of Discards	314	272	53	100	100	0.00%
369.4100	Judgements and Settlements	-	-	1,546	67	-	
369.8100	Overage/Underage	(2)	22	9	-	-	0.00%
369.9101	Other Miscellaneous	22,686	25,037	18,989	22,000	22,000	0.00%
369.9102	Lost/Damaged Materials	11,317	10,088	11,385	11,000	11,000	0.00%
369.9103	NSF Fee Recoveries	-	-	-	-	-	0.00%
369.9106	COBRA Reimbursement	53	527	1,804	733	-	-100.00%
360.0000	Total Miscellaneous Revenues	137,837	195,402	303,410	424,400	426,100	0.40%
	Total Operating Revenues	9,550,448	9,814,908	10,305,797	10,287,733	10,728,189	4.28%
395.1000	Proceeds from Sale of Cap. Assets	-	-	-	7,752	-	-100.00%
395.2000	Insurance Recoveries	3,347	179,642	-	-	-	0.00%
397.3000	Transfer from Designated Fund Balance	-	-	-	230,000	-	-100.00%
	Total Other Financing Sources	3,347	179,642	-	237,752	-	-100.00%
	Total General Fund Revenues	\$ 9,553,794	\$ 9,994,550	\$ 10,305,797	\$ 10,525,485	\$ 10,728,189	1.93%

Taxes: Taxes on real and personal property are the primary revenue source for the Library System, making up 95% of operating revenues received.

Amounts presented in this budget are based on preliminary valuations provided by the Whatcom County Assessor. Assessed valuations are projected to increase by 1.4% to \$38.6 billion, based on valuations of existing properties within the WCLS taxing district. The impact of this, along with the value of new construction and state assessed properties, has been factored into 2025 budgeted property tax collections. Given this scenario, the 2025 levy rate is anticipated to be \$.26409 per \$1,000 of assessed valuation.

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

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

State or federal grants received in 2025 will be added as mid-year adjustments as needed.

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

Historically, revenues from the sale of timber and other products from state forest lands have fluctuated from year to year as market forces, including variations in the housing market, impact the rate of harvest in Whatcom County. 2025 revenues have been budgeted to be consistent with the prior year's amount.

Due the variability in the distribution of these revenues, WCLS will budget to reserve these and other similar shared revenues for transfer to the Capital Fund.

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

All WCLS branch libraries provide printers and copiers for public use. The amount budgeted for 2025 is consistent with amounts received in 2024. Printing revenue reflects a waiver of the fees for this service of up to \$7.00 per patron per week in accordance with Resolution 07/20/21-10.

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

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

On a monthly basis, WCLS invests any substantial amount of excess cash available after calculating immediate expenditure needs. WCLS participates in the Whatcom County Investment Pool program administered by the Whatcom County Treasurer. The program is a stable investment pool with various taxing district participants.

Given the recent rate of return of the investment pool, the amount budgeted for 2025 is \$352,000, a 10% increase over projected 2024 interest revenue.

No significant changes are anticipated for revenue from rents and leases, sales of discards or payments for lost or damaged library materials.

WCLS receives contributions from the Whatcom County Library Foundation, Friends of the Library groups, and other private funding sources. Contributions and donations are expected to decrease by 43.7% in 2025 after completion of one-time only projects in 2024.

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

COBRA reimbursements are from separated employees or those who lose health insurance coverage because of reduced work hours; federal law allows these employees to purchase group health insurance coverage for themselves and their families for limited periods of time. Due to the nature of COBRA revenues, no amount will be budgeted for 2025, but the budget will be amended throughout the year to reflect actual collections.

Other Financing Sources: This source of revenue includes proceeds from the sale of capital assets and insurance recoveries. Payments received, if any, will be added as mid-year adjustments as needed.

2025 General Fund Expenditures

Budget Number	Description	2021 Actual	2022 Actual	2023 Actual	2024 Projected	2025 Budgeted	% Change over 2024 Projected
572.1000	Total Salaries and Wages	\$ 4,897,366	\$ 5,131,974	\$ 5,573,808	\$ 5,960,525	\$ 6,259,123	5.01%
572.2010	Retirement	519,306	477,319	496,704	496,352	524,469	5.66%
572.2030	Social Security	366,738	382,466	411,334	455,980	477,761	4.78%
572.2045	Health Insurance	765,699	890,723	972,653	1,072,834	1,091,047	1.70%
572.2055	Disability Insurance	9,190	9,752	10,637	12,444	12,984	4.34%
572.2059	Industrial Insurance	53,729	43,603	31,791	46,214	48,281	4.47%
572.2069	Paid Family Medical Leave	-	-	49,830	1,648	16,629	909.07%
572.2079	Unemployment Compensation	1,259	1,575	-	-	3,967	0.00%
572.2099	Qualified Moving	-	-	750	-	-	0.00%
572.2000	Total Personnel Benefits	1,715,921	1,805,438	1,973,700	2,085,471	2,175,138	4.30%
	Total Salaries, Wages, & Benefits	6,613,287	6,937,412	7,547,508	8,045,996	8,434,261	4.83%
572.3031	Office and Operating Supplies	108,244	132,873	144,131	162,546	144,490	-11.11%
572.3032	Fuel Consumed	15,930	27,471	24,787	22,447	24,050	7.14%
572.3034	Collection Materials	1,227,586	1,238,277	1,275,608	1,250,000	1,275,000	2.00%
572.3035	Small Tools and Minor Equipment	218,966	184,405	101,545	166,641	212,500	27.52%
572.3000	Total Supplies	1,570,726	1,583,026	1,546,070	1,601,634	1,656,040	3.40%
572.4041	Professional Services	339,887	436,967	528,286	587,595	681,955	16.06%
572.4042	Communication	131,781	140,989	139,618	152,197	132,088	-13.21%
572.4043	Travel	6,387	29,965	37,304	38,632	31,150	-19.37%
572.4044	Taxes and Operating Assessments	294	326	378	400	400	0.00%
572.4045	Operating Rentals and Leases	21,751	23,127	20,812	68,665	22,423	-67.34%
572.4046	Insurance	64,194	63,232	75,718	92,884	97,529	5.00%
572.4047	Utility Services	130,801	144,325	156,255	162,492	165,824	2.05%
572.4048	Repairs and Maintenance	69,872	140,554	140,483	105,240	112,740	7.13%
572.4049	Miscellaneous	86,291	97,708	86,143	88,924	101,920	14.61%
572.4000	Total Services	851,259	1,077,193	1,184,998	1,297,029	1,346,028	3.78%
	Total Operating Expenditures	9,035,271	9,597,630	10,278,576	10,944,659	11,436,330	4.49%
597.1000	Transfer to Capital	272,624	350,581	45,000	94,135	75,000	
597.2000	Transfer to Designated Fund Balance	-	-	230,000	-	-	
	Total Other Financing Uses	272,624	350,581	275,000	94,135	75,000	-20.33%
	Total General Fund Expenditures	\$ 9,307,895	\$ 9,948,211	\$ 10,553,576	\$ 11,038,794	\$ 11,511,330	4.28%

Salaries and Benefits: WCLS continually monitors staffing levels, allocating staff to maintain appropriate service needs while balancing current and future budgetary constraints.

A 2.5% Cost-of-Living Adjustment (COLA) and a 1% proficiency increase are included in staff salaries and wages based on the results of Interest-Based Bargaining union negotiations. The COLA is intended to keep WCLS wages in step with state minimum wage requirements and increased inflation.

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

Retirement contributions are based on rates set by the State of Washington Department of Retirement Systems. The employer contribution rate in 2025 will be 9.11% of gross wages.

The employer contribution for Social Security and Medicare is 7.65% of gross wages and salaries. This rate is set by the Social Security Administration and is not projected to increase in 2025.

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

Rates for some PEBB plans are decreasing by up to 4.28% in 2025 while some will increase by up to 10.1%. Dental and vision coverage, along with long-term disability are provided by a private carrier. Dental rates will decrease by 1% while long-term disability rates will increase by 6.9%. Vision coverage was previously included with PEBB medical premiums.

Based on preliminary 2025 rate information, prior year data and WCLS' experience factor, an increase of 3.8% is budgeted for total workers' compensation rates. These rates are set by the State of Washington Department of Labor and Industries.

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

Paid Family and Medical Leave is a state-mandated paid leave program that began in 2019. Leave is available to qualifying employees and premium costs are shared by the employer and employees. Rates are set by the Washington State Employment Services Division (ESD). In 2025 employers will contribute 0.2848% of 0.92% of gross wages.

Office and Operating Supplies: The supplies category includes office supplies; custodial and maintenance supplies; computer, copier, and printer supplies; materials processing supplies; mailing and shipping supplies; and vehicle supplies and replacement parts. Expenses in this category are expected to decrease by 11.1% due to several one-time only purchases in 2024.

Fuel: This category is for the diesel and gasoline for WCLS's Bookmobile and eight other fleet vehicles. The amount budgeted for 2025 has increased by 7.1% over 2024 due to anticipated usage and rising fuel costs.

Collection Materials: The collection materials budget provides for the books, magazines, audiobooks, CDs, and DVDs, along with the Library of Things and other items that comprise the Library's lending collection. WCLS provides its patrons a continuous supply of new materials in print, sound, video, and digital format, and current information to support school, work, and recreational activities. WCLS has set a target of 13% of operating expenditures for collection spending; this is made up of collection materials as well as the cost of services needed to maintain the collection, such as the integrated library system (ILS) and various cataloging, interlibrary loan, data maintenance, and processing costs. In 2025 the collections materials budget includes an increase of 2% over 2024, to accommodate the increased cost of physical and digital materials.

Small Tools and Minor Equipment: This category includes furnishings, computers, computer hardware, software, printers, shelving, book carts, and other fixtures and equipment. The 2025 budget includes a 27.5% increase over 2024 spending. WCLS aims to refurbish and reuse furnishings and equipment when possible, however, in 2025 necessary replacements and upgrades are planned. The 2025 budget also includes the cost of new IT equipment for the new Birch Bay Vogt Library Express.

Professional Services: The amount budgeted in this category includes costs for legal services, payroll services, the collection services described above, advertising, consultant services, and participation in an Employee Assistance Program (EAP) program. This category also includes costs for adult and youth programming at libraries or online. In 2025 WCLS plans to conduct a follow-up cyber security audit. The cost of this, along with anticipated increases on existing services, will result in an increase of 16.1% over 2024.

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

Communications: This category includes postage; UPS, FedEx, and other courier services; local and long-distance voice service; fiber optic circuits which link Administrative Services to the integrated library system, the branch libraries, the library network and the Internet; DSL circuits in the smaller libraries to meet patron demand for additional Internet services; and cable data circuits for Bookmobile sites. Although rate increases are anticipated for the services listed, WCLS will be reducing the number of paper notices mailed to patrons, reducing postage costs. This will result in an overall expense decrease of 13.2% in 2025.

Travel: This includes reimbursement to employees and Trustees for use of personal automobiles on WCLS business and travel expenses associated with attendance at continuing education events, conferences, and seminars. The WCLS mileage reimbursement rate mirrors the national IRS reimbursement rate, currently set at \$0.67 per mile. WCLS will focus on online or local training opportunities in 2025, reducing travel costs by 19.4%.

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

Rentals: This category includes costs for leasing a postage meter, copiers, and post office box rentals. This category also includes rental costs associated with usage of the Sudden Valley Adult Center for the South Whatcom branch library. Budgeted amounts are expected to decrease by 67% due to a one-time expense in 2024 that will not continue into 2025.

Insurance: This includes insurance for WCLS's real and personal property, flood insurance, vehicle insurance, errors and omissions coverage, employment practices, and an umbrella liability plan. 2025 costs are budgeted to increase by 5% over 2024 and may be amended after final renewal rates are known in late December 2024.

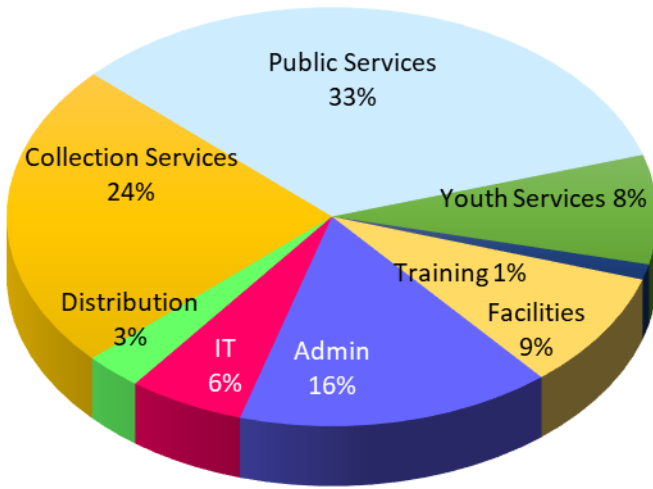
Utilities: This category includes costs for electricity, natural gas, water, sewer, and refuse collection for all WCLS locations. A 2% increase is included to reflect anticipated rate increases.

Repair and Maintenance: This category includes costs for office and telecommunications equipment maintenance and on-going fleet and facilities maintenance. While several projects are planned for 2025, the amount budgeted also includes a contingency for unanticipated vehicle and facility repairs. The repair and maintenance budget will increase by 7.1% in 2025. Additional amounts needed for unanticipated costs beyond the contingency amount will be added through mid-year budget amendments.

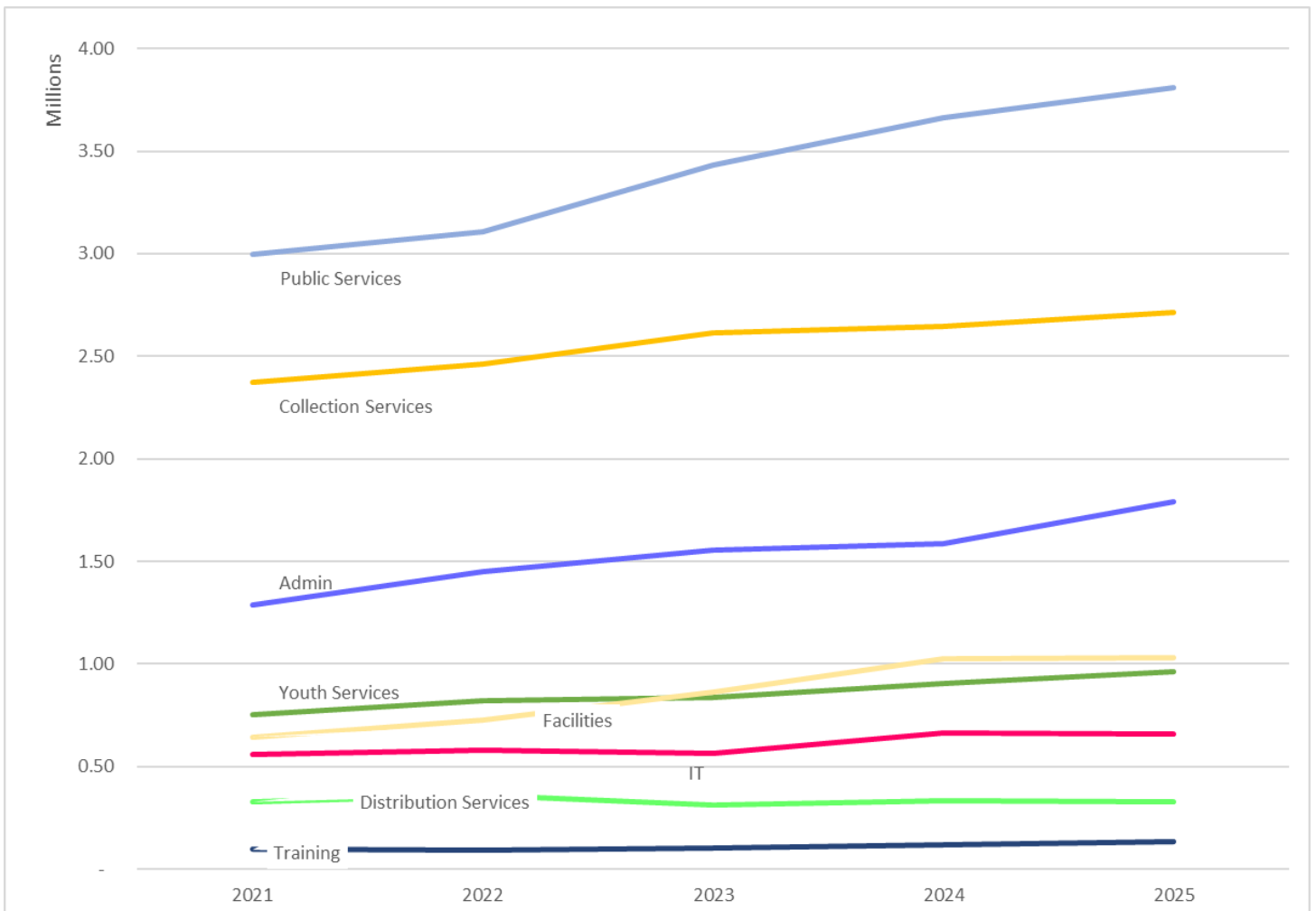
Miscellaneous: This expense category includes trustee and staff WCLS memberships in the Washington Library Association (WLA) and other professional organizations, refunds to patrons who have paid for lost items and later found and returned them, along with training registrations, printing services and other, and miscellaneous fees. An increase of 14.6% is budgeted over 2024 spending.

Other Financing Uses: Each year WCLS transfers from the General to the Capital fund an amount that is equal to the previous year's revenue received from certain intergovernmental sources such as those resulting from the sale of timber and other products from state forest lands. In 2025 the Capital fund transfer is expected to be \$75,000 and will be amended after 2024 revenue totals are known.

Departmental Budgets



- Administration
- Information Technology
- Distribution Services
- Collection Services
- Public Services
- Youth Services
- Training and Staff Development
- Facilities



General Fund Expenditures
Administration

ADMIN Budget Number	Description	2021 Actual	2022 Actual	2023 Actual	2024 Projected	2025 Budgeted	% Change over 2024 Projected
572.1000	Total Salaries and Wages	\$ 768,506	\$ 841,326	\$ 893,822	\$ 969,473	\$ 1,028,624	6.10%
572.2010	Retirement	88,121	85,395	86,835	89,768	92,701	3.27%
572.2030	Social Security	56,919	63,174	66,937	74,165	78,230	5.48%
572.2045	Health Insurance	101,680	110,074	108,700	121,954	126,579	3.79%
572.2055	Disability Insurance	1,659	1,773	1,886	2,305	2,449	6.22%
572.2059	Industrial Insurance	4,438	3,968	3,072	4,162	4,324	3.89%
572.2069	Paid Family Medical Leave	-	-	17,394	(9,206)	2,695	-129.28%
572.2079	Unemployment Compensation	815	-	-	-	643	0.00%
572.2099	Qualified Moving	-	-	-	-	-	0.00%
572.2000	Total Personnel Benefits	253,631	264,385	284,824	283,147	307,621	8.64%
	Total Salaries, Wages, & Benefits	1,022,137	1,105,710	1,178,646	1,252,620	1,336,245	6.68%
572.3031	Office and Operating Supplies	12,696	16,500	24,834	24,936	25,800	3.47%
572.3032	Fuel Consumed	-	-	-	-	-	0.00%
572.3034	Collection Materials	-	-	-	-	-	0.00%
572.3035	Small Tools and Minor Equipment	7,891	3,720	587	1,741	250	-85.64%
572.3000	Total Supplies	20,587	20,219	25,422	26,677	26,050	-2.35%
572.4041	Professional Services	97,316	161,788	187,082	152,108	262,995	72.90%
572.4042	Communication	28,141	33,038	28,318	31,397	34,180	8.86%
572.4043	Travel	37	5,529	4,060	4,410	2,800	-36.51%
572.4044	Taxes and Operating Assessments	294	326	378	400	400	0.00%
572.4045	Operating Rentals and Leases	11,716	11,764	11,579	16,705	11,740	-29.72%
572.4046	Insurance	25,063	27,658	22,965	25,833	27,125	5.00%
572.4047	Utility Services	-	-	-	-	-	0.00%
572.4048	Repairs and Maintenance	4,642	4,812	20,294	-	5,500	0.00%
572.4049	Miscellaneous	77,027	77,845	74,625	77,424	85,220	10.07%
572.4000	Total Services	244,237	322,760	349,300	308,277	429,960	39.47%
	Total Departmental Expenditures	\$ 1,286,961	\$ 1,448,690	\$ 1,553,368	\$ 1,587,574	\$ 1,792,255	12.89%

General Fund Expenditures
Information Technology

IT Budget Number	Description	2021 Actual	2022 Actual	2023 Actual	2024 Projected	2025 Budgeted	% Change over 2024 Projected
572.1000	Total Salaries and Wages	\$ 247,334	\$ 260,468	\$ 278,730	\$ 294,738	\$ 312,492	6.02%
572.2010	Retirement	28,606	26,637	28,077	27,338	27,941	2.20%
572.2030	Social Security	18,752	19,573	21,261	22,547	23,698	5.10%
572.2045	Health Insurance	33,553	43,915	46,624	43,353	42,785	-1.31%
572.2055	Disability Insurance	596	627	677	750	788	5.05%
572.2059	Industrial Insurance	1,222	1,060	751	1,325	1,364	2.89%
572.2069	Paid Family Medical Leave	-	-	1,918	639	819	28.21%
572.2079	Unemployment Compensation	-	-	-	-	195	0.00%
572.2099	Qualified Moving	-	-	-	-	-	0.00%
572.2000	Total Personnel Benefits	82,728	91,812	99,308	95,953	97,590	1.71%
	Total Salaries, Wages, & Benefits	330,062	352,280	378,038	390,691	410,081	4.96%
572.3031	Office and Operating Supplies	21,976	39,599	11,210	7,000	7,000	0.00%
572.3032	Fuel Consumed	-	-	-	-	-	0.00%
572.3034	Collection Materials	-	-	-	-	-	0.00%
572.3035	Small Tools and Minor Equipment	126,903	98,390	47,983	100,000	95,000	-5.00%
572.3000	Total Supplies	148,878	137,989	59,193	107,000	102,000	-4.67%
572.4041	Professional Services	2,426	7,383	52,163	93,158	78,798	-15.41%
572.4042	Communication	73,822	77,041	70,571	72,600	63,748	-12.19%
572.4043	Travel	-	-	-	250	250	0.00%
572.4044	Taxes and Operating Assessments	-	-	-	-	-	0.00%
572.4045	Operating Rentals and Leases	2,462	2,457	1,241	1,730	1,583	-8.47%
572.4046	Insurance	-	-	-	-	-	0.00%
572.4047	Utility Services	-	-	-	-	-	0.00%
572.4048	Repairs and Maintenance	263	578	1,609	240	240	0.00%
572.4049	Miscellaneous	141	424	325	1,000	2,500	150.00%
572.4000	Total Services	79,115	87,883	125,909	168,978	147,119	-12.94%
	Total Departmental Expenditures	\$ 558,055	\$ 578,152	\$ 563,140	\$ 666,670	\$ 659,201	-1.12%

General Fund Expenditures
Distribution Services

DIST Budget Number	Description	2021 Actual	2022 Actual	2023 Actual	2024 Projected	2025 Budgeted	% Change over 2024 Projected
572.1000	Total Salaries and Wages	\$ 198,960	\$ 208,306	\$ 189,543	\$ 181,842	189,410	4.16%
572.2010	Retirement	21,482	19,463	20,842	20,028	21,210	5.90%
572.2030	Social Security	15,212	15,916	17,257	13,911	17,422	25.24%
572.2045	Health Insurance	35,745	36,792	52,757	71,224	63,380	-11.01%
572.2055	Disability Insurance	378	318	412	456	484	6.21%
572.2059	Industrial Insurance	6,470	4,624	3,361	4,660	4,822	3.49%
572.2069	Paid Family Medical Leave	-	-	1,563	485	612	26.14%
572.2079	Unemployment Compensation	5	-	-	-	146	0.00%
572.2099	Qualified Moving	-	-	-	-	-	0.00%
572.2000	Total Personnel Benefits	79,292	77,113	96,192	110,764	108,076	-2.43%
	Total Salaries, Wages, & Benefits	278,252	285,420	285,735	292,606	297,486	1.67%
572.3031	Office and Operating Supplies	1,623	1,086	912	16,000	1,000	-93.75%
572.3032	Fuel Consumed	15,930	27,471	24,717	22,397	24,000	7.16%
572.3034	Collection Materials	-	-	-	-	-	0.00%
572.3035	Small Tools and Minor Equipment	1,259	106	41	-	500	0.00%
572.3000	Total Supplies	18,812	28,663	25,670	38,397	25,500	-33.59%
572.4041	Professional Services	-	863	228	-	250	0.00%
572.4042	Communication	365	-	-	-	-	0.00%
572.4043	Travel	121	250	364	1,000	1,600	60.00%
572.4044	Taxes and Operating Assessments	-	-	-	-	-	0.00%
572.4045	Operating Rentals and Leases	-	451	-	-	-	0.00%
572.4046	Insurance	10,521	11,210	-	-	-	0.00%
572.4047	Utility Services	-	-	-	-	-	0.00%
572.4048	Repairs and Maintenance	19,729	32,398	360	-	-	0.00%
572.4049	Miscellaneous	228	228	205	-	2,200	0.00%
572.4000	Total Services	30,964	45,401	1,157	1,000	4,050	305.00%
	Total Departmental Expenditures	\$ 328,028	\$ 359,483	\$ 312,562	\$ 332,003	\$ 327,036	-1.50%

General Fund Expenditures
Collection Services

COLL SVCS Budget Number	Description	2021 Actual	2022 Actual	2023 Actual	2024 Projected	2025 Budgeted	% Change over 2024 Projected
572.1000	Total Salaries and Wages	\$ 663,704	\$ 702,737	\$ 755,662	\$ 788,650	\$ 821,551	4.17%
572.2010	Retirement	69,127	66,512	70,237	67,224	74,345	10.59%
572.2030	Social Security	49,098	51,611	55,503	60,332	61,304	1.61%
572.2045	Health Insurance	149,104	162,331	179,502	218,578	223,206	2.12%
572.2055	Disability Insurance	1,514	1,628	1,727	1,946	2,098	7.84%
572.2059	Industrial Insurance	5,026	4,413	3,118	4,821	5,029	4.31%
572.2069	Paid Family Medical Leave	-	-	5,193	1,666	2,153	29.18%
572.2079	Unemployment Compensation	-	-	-	-	513	0.00%
572.2099	Qualified Moving	-	-	-	-	-	0.00%
572.2000	Total Personnel Benefits	273,869	286,495	315,279	354,567	368,648	3.97%
	Total Salaries, Wages, & Benefits	937,573	989,232	1,070,940	1,143,216	1,190,199	4.11%
572.3031	Office and Operating Supplies	23,685	22,765	21,929	14,750	14,350	-2.71%
572.3032	Fuel Consumed	-	-	-	-	-	0.00%
572.3034	Collection Materials	1,227,586	1,238,277	1,275,608	1,250,000	1,275,000	2.00%
572.3035	Small Tools and Minor Equipment	781	1,858	1,070	150	1,000	566.67%
572.3000	Total Supplies	1,252,051	1,262,900	1,298,606	1,264,900	1,290,350	2.01%
572.4041	Professional Services	156,937	167,952	197,758	185,572	193,686	4.37%
572.4042	Communication	26,920	30,816	39,734	47,000	32,660	-30.51%
572.4043	Travel	288	6,290	2,417	5,000	3,600	-28.00%
572.4044	Taxes and Operating Assessments	-	-	-	-	-	0.00%
572.4045	Operating Rentals and Leases	-	-	-	-	-	0.00%
572.4046	Insurance	-	-	-	-	-	0.00%
572.4047	Utility Services	-	-	-	-	-	0.00%
572.4048	Repairs and Maintenance	-	-	-	-	-	0.00%
572.4049	Miscellaneous	1,012	5,103	2,523	2,000	2,000	0.00%
572.4000	Total Services	185,156	210,161	242,432	239,572	231,946	-3.18%
	Total Departmental Expenditures	\$ 2,374,780	\$ 2,462,292	\$ 2,611,978	\$ 2,647,689	\$ 2,712,495	2.45%

General Fund Expenditures
Public Services

PUB SVCS Budget Number	Description	2021 Actual	2022 Actual	2023 Actual	2024 Projected	2025 Budgeted	% Change over 2024 Projected
572.1000	Total Salaries and Wages	\$ 2,186,685	\$ 2,255,121	\$ 2,500,241	\$ 2,663,610	\$ 2,796,309	4.98%
572.2010	Retirement	222,752	198,441	207,134	209,161	217,426	3.95%
572.2030	Social Security	164,779	168,200	179,878	203,766	214,847	5.44%
572.2045	Health Insurance	308,628	380,523	403,185	418,956	429,432	2.50%
572.2055	Disability Insurance	3,338	3,566	3,874	4,520	4,729	4.62%
572.2059	Industrial Insurance	24,384	19,986	14,878	21,509	22,718	5.62%
572.2069	Paid Family Medical Leave	-	63	17,076	5,741	7,440	29.59%
572.2079	Unemployment Compensation	113	-	-	-	1,775	0.00%
572.2099	Qualified Moving	-	-	750	-	-	0.00%
572.2000	Total Personnel Benefits	<u>723,994</u>	<u>770,780</u>	<u>826,774</u>	<u>863,654</u>	<u>898,366</u>	4.02%
	Total Salaries, Wages, & Benefits	<u>2,910,679</u>	<u>3,025,900</u>	<u>3,327,015</u>	<u>3,527,264</u>	<u>3,694,675</u>	4.75%
572.3031	Office and Operating Supplies	29,366	28,319	54,046	65,560	66,340	1.19%
572.3032	Fuel Consumed	-	-	-	-	-	0.00%
572.3034	Collection Materials	-	-	-	-	-	0.00%
572.3035	Small Tools and Minor Equipment	32,013	10,761	5,492	5,000	5,000	0.00%
572.3000	Total Supplies	<u>61,379</u>	<u>39,081</u>	<u>59,538</u>	<u>70,560</u>	<u>71,340</u>	1.11%
572.4041	Professional Services	11,263	14,063	17,050	32,032	20,200	-36.94%
572.4042	Communication	2,535	94	996	1,200	1,500	25.00%
572.4043	Travel	3,769	14,001	19,863	19,500	17,000	-12.82%
572.4044	Taxes and Operating Assessments	-	-	-	-	-	0.00%
572.4045	Operating Rentals and Leases	1,040	1,752	3,896	4,675	1,500	-67.91%
572.4046	Insurance	-	-	-	-	-	0.00%
572.4047	Utility Services	-	-	-	-	-	0.00%
572.4048	Repairs and Maintenance	-	-	-	-	-	0.00%
572.4049	Miscellaneous	3,954	10,715	5,270	5,000	5,500	10.00%
572.4000	Total Services	<u>22,561</u>	<u>40,624</u>	<u>47,075</u>	<u>62,407</u>	<u>45,700</u>	-26.77%
	Total Departmental Expenditures	<u>\$ 2,994,618</u>	<u>\$ 3,105,606</u>	<u>\$ 3,433,628</u>	<u>\$ 3,660,231</u>	<u>\$ 3,811,715</u>	4.14%

General Fund Expenditures
Youth Services

YOUTH SVCS Budget Number	Description	2021 Actual	2022 Actual	2023 Actual	2024 Projected	2025 Budgeted	% Change over 2024 Projected
572.1000	Total Salaries and Wages	\$ 526,670	\$ 549,793	\$ 566,138	\$ 619,288	\$ 664,397	7.28%
572.2010	Retirement	61,500	56,405	52,413	51,586	60,118	16.54%
572.2030	Social Security	38,731	40,329	41,191	47,376	48,890	3.20%
572.2045	Health Insurance	101,698	126,955	138,594	149,469	158,884	6.30%
572.2055	Disability Insurance	1,246	1,351	1,387	1,609	1,732	7.66%
572.2059	Industrial Insurance	3,627	3,210	2,216	3,555	3,840	8.02%
572.2069	Paid Family Medical Leave	-	-	4,257	1,321	1,741	31.77%
572.2079	Unemployment Compensation	-	-	-	-	415	0.00%
572.2099	Qualified Moving	-	-	-	-	-	0.00%
572.2000	Total Personnel Benefits	206,802	228,250	240,058	254,915	275,621	8.12%
	Total Salaries, Wages, & Benefits	733,472	778,043	806,196	874,204	940,018	7.53%
572.3031	Office and Operating Supplies	12,249	16,191	20,676	21,800	16,500	-24.31%
572.3032	Fuel Consumed	-	-	-	-	-	0.00%
572.3034	Collection Materials	-	-	-	-	-	0.00%
572.3035	Small Tools and Minor Equipment	2,526	19,176	531	750	750	0.00%
572.3000	Total Supplies	14,775	35,367	21,207	22,550	17,250	-23.50%
572.4041	Professional Services	450	1,155	346	500	2,000	300.00%
572.4042	Communication	-	-	-	-	-	0.00%
572.4043	Travel	311	2,736	5,384	7,000	4,500	-35.71%
572.4044	Taxes and Operating Assessments	-	-	-	-	-	0.00%
572.4045	Operating Rentals and Leases	-	-	-	365	-	-100.00%
572.4046	Insurance	-	-	-	-	-	0.00%
572.4047	Utility Services	-	-	-	-	-	0.00%
572.4048	Repairs and Maintenance	-	-	-	-	-	0.00%
572.4049	Miscellaneous	1,954	2,996	2,110	1,500	1,500	0.00%
572.4000	Total Services	2,715	6,887	7,840	9,365	8,000	-14.58%
	Total Departmental Expenditures	\$ 750,962	\$ 820,297	\$ 835,244	\$ 906,119	\$ 965,268	6.53%

General Fund Expenditures
Training

TRAINING Budget Number	Description	2021 Actual	2022 Actual	2023 Actual	2024 Projected	2025 Budgeted	% Change over 2024 Projected
572.1000	Total Salaries and Wages	\$ 63,157	\$ 59,614	\$ 67,935	\$ 71,574	\$ 74,555	4.16%
572.2010	Retirement	7,354	6,131	6,771	5,972	6,792	13.73%
572.2030	Social Security	4,681	4,558	5,190	5,475	5,703	4.16%
572.2045	Health Insurance	11,749	9,652	12,090	12,596	12,364	-1.84%
572.2055	Disability Insurance	143	157	171	186	196	5.37%
572.2059	Industrial Insurance	391	311	249	373	387	3.80%
572.2069	Paid Family Medical Leave	-	1,512	493	151	195	29.10%
572.2079	Unemployment Compensation	-	-	-	-	47	0.00%
572.2099	Qualified Moving	-	-	-	-	-	0.00%
572.2000	Total Personnel Benefits	24,318	22,321	24,963	24,754	25,685	3.76%
	Total Salaries, Wages, & Benefits	87,475	81,935	92,898	96,328	100,239	4.06%
572.3031	Office and Operating Supplies	2,692	4,669	3,211	4,500	5,000	11.11%
572.3032	Fuel Consumed	-	-	-	-	-	0.00%
572.3034	Collection Materials	-	-	-	-	-	0.00%
572.3035	Small Tools and Minor Equipment	-	-	6	-	-	0.00%
572.3000	Total Supplies	2,692	4,669	3,216	4,500	5,000	11.11%
572.4041	Professional Services	4,375	5,349	4,659	17,310	29,700	71.58%
572.4042	Communication	-	-	-	-	-	0.00%
572.4043	Travel	62	547	5,024	150	600	300.00%
572.4044	Taxes and Operating Assessments	-	-	-	-	-	0.00%
572.4045	Operating Rentals and Leases	-	1,711	-	400	1,000	150.00%
572.4046	Insurance	-	-	-	-	-	0.00%
572.4047	Utility Services	-	-	-	-	-	0.00%
572.4048	Repairs and Maintenance	-	-	-	-	-	0.00%
572.4049	Miscellaneous	1,506	205	206	500	500	0.00%
572.4000	Total Services	5,943	7,812	9,889	18,360	31,800	73.20%
	Total Departmental Expenditures	\$ 96,109	\$ 94,416	\$ 106,003	\$ 119,188	\$ 137,039	14.98%

General Fund Expenditures
Facilities

FACILITIES Budget Number	Description	2021 Actual	2022 Actual	2023 Actual	2024 Projected	2025 Budgeted	% Change over 2024 Projected
572.1000	Total Salaries and Wages	\$ 242,349	\$ 254,610	\$ 321,737	\$ 371,349	\$ 371,785	0.12%
572.2010	Retirement	20,364	18,335	24,397	25,275	23,937	-5.29%
572.2030	Social Security	18,567	19,105	24,118	28,408	27,666	-2.61%
572.2045	Health Insurance	23,542	20,480	31,200	36,703	34,417	-6.23%
572.2055	Disability Insurance	316	331	504	673	508	-24.46%
572.2059	Industrial Insurance	8,172	6,031	4,146	5,809	5,797	-0.21%
572.2069	Paid Family Medical Leave	-	-	1,937	850	974	14.64%
572.2079	Unemployment Compensation	326	-	-	-	232	0.00%
572.2099	Qualified Moving	-	-	-	-	-	0.00%
572.2000	Total Personnel Benefits	<u>71,287</u>	<u>64,282</u>	<u>86,303</u>	<u>97,718</u>	<u>93,532</u>	-4.28%
	Total Salaries, Wages, & Benefits	<u>313,636</u>	<u>318,892</u>	<u>408,040</u>	<u>469,067</u>	<u>465,317</u>	-0.80%
572.3031	Office and Operating Supplies	3,957	3,745	7,313	8,000	8,500	6.25%
572.3032	Fuel Consumed	-	-	70	50	50	0.00%
572.3034	Collection Materials	-	-	-	-	-	0.00%
572.3035	Small Tools and Minor Equipment	<u>47,595</u>	<u>50,393</u>	<u>44,234</u>	<u>59,000</u>	<u>110,000</u>	86.44%
572.3000	Total Supplies	<u>51,552</u>	<u>54,139</u>	<u>51,617</u>	<u>67,050</u>	<u>118,550</u>	76.81%
572.4041	Professional Services	67,121	78,415	70,600	106,914	94,326	-11.77%
572.4042	Communication	-	-	-	-	-	0.00%
572.4043	Travel	1,800	611	192	1,322	800	-39.50%
572.4044	Taxes and Operating Assessments	-	-	-	-	-	0.00%
572.4045	Operating Rentals and Leases	6,532	4,991	4,096	44,790	6,600	-85.26%
572.4046	Insurance	28,610	24,364	52,754	67,051	70,404	5.00%
572.4047	Utility Services	130,801	144,325	156,255	162,492	165,824	2.05%
572.4048	Repairs and Maintenance	45,238	102,766	118,220	105,000	107,000	1.90%
572.4049	Miscellaneous	468	192	880	1,500	2,500	66.67%
572.4000	Total Services	<u>280,569</u>	<u>355,665</u>	<u>402,997</u>	<u>489,070</u>	<u>447,454</u>	-8.51%
	Total Departmental Expenditures	<u>\$ 645,757</u>	<u>\$ 728,695</u>	<u>\$ 862,653</u>	<u>\$ 1,025,186</u>	<u>\$ 1,031,321</u>	0.60%



Whatcom County Library System Preliminary Five-Year Capital Improvement Plan 2025-2029

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

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

The Capital Fund is primarily funded through interest earnings on its fund balance and transfers from the WCLS General Fund. WCLS transfers shared revenues distributed by the Washington State Department of Natural Resources and others to the WCLS Capital Fund on an annual basis to fund capital expenditures. When possible, WCLS may seek outside public and private grant funding for certain capital projects.

Although not specifically mentioned below, capital purchases in 2025 may also include items or projects identified and approved for 2024 but carried forward into 2025. When this is the case, the 2025 budget will be amended to reflect the revised spending amounts.

Project Descriptions

Building and Furnishings Enhancement and Replacement Program

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

2025

- Purchase fixtures, furnishings, and equipment (FFE) for the new Birch Bay Vogt Library Express.
- Update staff and manager workspaces at the Blaine Library.
- Complete updates in teen areas at the Deming and South Whatcom Libraries.
- Purchase furnishings for updated meeting space at the North Fork Library (pending grant funding for renovation costs).

2026

- Make updates to circulation and staff work area at Deming Library (pending grant or other funding).
- Complete Birch Bay Vogt Library Express project.
- Review use, size, and capacity of existing youth spaces at WCLS libraries for possible updates and expansion where possible.

2027

- Update circulation area at South Whatcom Library.

2028

- Update patron lounge and task furnishings at the Lynden Library.
- Install outdoor play area at North Fork Library (pending grant or other funding).

2029

- Funds are set aside for projects not yet identified.

Building Repair and Maintenance Program

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

2025

- Partner with the Friends of the Deming Library to replace carpeting at the Deming Library.
- Partner with the Friends of the North Fork Library to create a private meeting space within the library (pending grant funding).
- Install retrofit LED lighting at Administrative Services.
- Update monument and wayfinding signage at various libraries.

2026

- Partner with City of Lynden to make restroom updates at Lynden Library.
- Reseal and restripe parking lot at North Fork.
- Partner with Point Roberts Park and Recreation Department to update the irrigation system at Point Roberts Library.
- Continue to address items identified in Facilities Assessment.
- Continue efforts to update monument and wayfinding signage.

2027

- Partner with Deming Friends to update exterior areas at Deming Library.
- Create additional private meeting space at Deming Library (pending grant or other funding).
- Updates at Everson Library including carpeting, exterior, storage, water fountain/bottle refill station (pending grant or other funding).
- Investigate solar panels for North Fork Library (pending grant or other funding).
- Partner with Sudden Valley Community Association for LED lighting updates at South Whatcom Library.
- Continue to address items identified in Facilities Assessment.
- Continue efforts to update monument and wayfinding signage.

2028

- Partner with City of Ferndale to for LED lighting retrofit at the Ferndale Library.
- Update staff and manager areas at Lynden Library (pending grant or other funding).
- Continue to address items identified in Facilities Assessment.

2029

- Install acoustical noise reduction system at Ferndale Library (pending grant or other funding).
- Continue to address items identified in Facilities Assessment.

Equipment Replacement Program

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

2025

- Replace mid-sized passenger vehicle and mini-vans with electric vehicles.
- Replace aging lift-gate on a box truck.
- Purchase a book return.

2026

- Replace Nissan NV or similar style work van.

2027

- Replace second mini-van with an electric vehicle.

2028-2029:

- No replacements planned.

Land Purchases, New Branch Libraries, Building Upgrades

This category includes costs related to new or updated library facilities, including real estate purchases, architectural design, and construction costs.

2025

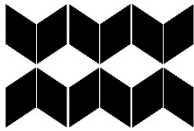
- Complete architectural design and construction on Birch Bay Vogt Library Express Project.
- Install electric vehicle charging stations at various locations, including making necessary power infrastructure updates. Costs for this project will be offset by various public and private grants, including the State Department of Commerce and Puget Sound Energy.

2026-2029:

- No additional projects planned.

Preliminary Capital Budget

2025-2029 CAPITAL IMPROVEMENT PLAN							
Project	2024 Projected	2025	2026	2027	2028	2029	Est. plan Total
Building and Furnishings Enhancement and Replacement program							
Birch Bay New Branch Furnishings	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Branch Renovations/Upgrades	54,937	121,866	87,000	35,000	160,000	50,000	453,866
Sub-Total Building and Furnishings Enhancement and Replacement Program	54,937	271,866	87,000	35,000	160,000	50,000	603,866
Building Repair and Maintenance Program							
Admin Services Maintenance & Improvements	17,698	75,000	100,000	100,000	100,000	100,000	475,000
Branch Lighting Retrofit Upgrades	-	-	-	20,000	120,000	-	140,000
Branch Building Updates	51,485	135,000	88,000	113,000	28,000	45,000	409,000
Exterior Signage Updates	-	25,000	60,000	10,000	-	-	95,000
Solar Panels	-	-	-	75,000	-	-	-
Sub-Total Building Repair and Maintenance Program	69,183	235,000	248,000	318,000	248,000	145,000	1,482,715
Equipment Replacement Program							
Vehicle Replacements & Upgrades	69,156	135,000	50,000	28,000	-	-	213,000
Book Return	-	6,000	-	-	-	-	6,000
Storage Container	4,674	-	-	-	-	-	-
Sub-Total Equipment Replacement Program	73,830	141,000	50,000	28,000	-	-	213,000
Land Purchase/New Branch Libraries/Building Upgrades							
Birch Bay Library Design and Construction	64,583	1,723,610	-	-	-	-	1,723,610
AS Feasibility Study	62,000	-	-	-	-	-	-
Electric Vehicle Charging Initiative	-	363,715	-	-	-	-	363,715
Sub-total Land Purchase/New Branch Libraries/Building Upgrades	126,583	2,087,325	-	-	-	-	1,723,610
Total Expenditures	\$ 324,533	\$ 2,735,191	\$ 385,000	\$ 381,000	\$ 408,000	\$ 195,000	\$ 4,023,191
Funding Summary:	2024 Projected	2025	2026	2027	2028	2029	Est. Plan Total
Investment Interest	\$ 66,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 350,000
Grants/Donations/Reimbursements	938,762	2,055,233	111,000	173,000	113,000	-	2,452,233
Transfer From General Fund	94,135	75,000	75,000	75,000	75,000	75,000	375,000
Prior Period Ending Fund Balance	1,526,242	2,300,605	1,765,647	1,636,647	1,573,647	1,423,647	
Total Funding	\$ 2,625,138	\$ 4,500,838	\$ 2,021,647	\$ 1,954,647	\$ 1,831,647	\$ 1,568,647	
Fund Balance:	2024 Projected	2025	2026	2027	2028	2029	
Assigned Beginning Fund Balance	\$ 1,294,342	\$ 2,068,705	\$ 1,533,747	\$ 1,404,747	\$ 1,341,747	\$ 1,191,747	
Designated Beginning Fund Balance - Emergency	231,900	231,900	231,900	231,900	231,900	231,900	
Total Beginning Fund Balance	1,526,242	2,300,605	1,765,647	1,636,647	1,573,647	1,423,647	
Revenues	1,004,762	2,125,233	181,000	243,000	183,000	70,000	
Transfer From General Fund	94,135	75,000	75,000	75,000	75,000	75,000	
Expenditures	324,533	2,735,191	385,000	381,000	408,000	195,000	
Net Income	774,364	(534,958)	(129,000)	(63,000)	(150,000)	(50,000)	
Ending Fund Balance	\$ 2,300,605	\$ 1,765,647	\$ 1,636,647	\$ 1,573,647	\$ 1,423,647	\$ 1,373,647	



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Board Meeting Agenda Item Cover Sheet

Meeting Date:	11/19/2024
Committee or Department:	Administration/Finance
Subject:	Resolution 11/19/24-13 Authorizing an Increase in the Regular Property Tax Levy
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 11/19/24-13 authorizing an increase in the regular tax levy.

Suggested Motion for Consideration: Move approval of Resolution 11/19/24-13 authorizing an increase in the regular tax levy.

Summary:

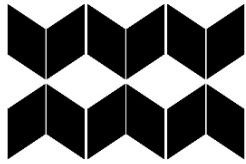
I-747 limits the annual levy increase to 1% above the prior year's highest lawfully levied amount. This resolution authorizes WCLS to levy an additional \$213,319.28 for 2025, an increase of 1% over the prior year's highest lawful levy and a 2.18352% increase over the prior year's actual levy, resulting in a total levy amount of \$10,206,689.

The amount of the proposed increase is exclusive of additional revenues resulting from the addition of new construction and improvements to property, any increase in the value of state assessed property, and any additional amounts resulting from any annexations that have occurred and refunds made.

Alternatives: WCLS's levy rate for 2025 is projected to be \$.26409 per \$1,000 of assessed value. This increase, or any portion of it that is possible according to statute, is the best option for sustaining library services.

Fiscal Impact: See budget document for detail of fiscal impacts of the preliminary budget. If this levy increase is possible within statutory guidelines, approval of the levy resolution will result in an increase in the District's levy for 2025 taxes of \$213,319.28 (not including increases resulting from new construction and other possible adjustments) over the amount levied by the District for 2024 taxes.

Comments: none



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RESOLUTION NO. 11/19/24-13

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
WHATCOM COUNTY RURAL LIBRARY DISTRICT
AUTHORIZING AN INCREASE
IN THE REGULAR PROPERTY TAX LEVY**

WHEREAS, the Board of Trustees of the Whatcom County Rural Library District has met and considered its budget for the calendar year 2025; and,

WHEREAS, the District's actual levy amount from the previous year was \$9,769,533.19; and,

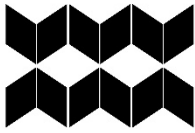
WHEREAS, the population of the district is more than 10,000; and,

WHEREAS, the Board of Trustees of the Whatcom County Rural Library District, after hearing and after duly considering all relevant evidence and testimony presented, determined that the Whatcom County Rural Library District requires an increase in property tax revenue from the previous year, in addition to that resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, including the amounts of these associated with the settlement of valuation in controversy (as allowed by RCW 84-52-018), and amounts authorized by law as a result of any annexations that have occurred, in order to discharge the expected expenses and obligations of the district and in its best interest; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Whatcom County Rural Library District that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2025 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$213,319.28, which is a percentage increase of two and eighteen thousand three hundred fifty-two hundred thousandths of one percent (2.18352%) from the previous year. This increase is in addition to that resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, including the amounts of these associated with the settlement of valuation in controversy (as allowed by RCW 84-52-018), and amounts authorized by law as a result of any annexations that have occurred.

Approved by the Whatcom County Rural Library District Board of Trustees this 19th day of November, 2024.

Matthew Santos, Vice Chair



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Board Meeting Agenda Item Cover Sheet

Meeting Date:	11/19/2024
Committee or Department:	Administration/Finance
Subject:	Resolution 11/19/24-14 Adopting the 2025 Preliminary General and Capital Fund Budgets; Resolution 11/19/24-15 Adopting the 2025-2029 Preliminary Capital Plan
Prepared By:	Jackie Saul
Impact upon Budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Supporting Documents:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Recommendation or Request: Approval of Resolution 11/19/24-14 adopting the 2025 Preliminary General and Capital Fund Budgets and Resolution 11/19/24-15 adopting the Preliminary 2025-2029 Capital Plan.

Suggested Motions for Consideration:

Approve Resolution 11/19/24-14 adopting the 2025 Preliminary General and Capital Fund Budgets.

Approve Resolution 11/19/24-15 adopting the Preliminary 2025-2029 Capital Plan.

Summary:

See budget document for detail of General and Capital Fund budgeted revenues and expenditures for fiscal year 2025.

Alternatives: None

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

Comments: None



RESOLUTION NO. 11/19/24-14

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
WHATCOM COUNTY RURAL LIBRARY DISTRICT
ADOPTING THE FISCAL YEAR 2025 PRELIMINARY GENERAL
AND CAPITAL FUND BUDGETS**

WHEREAS, R.C.W. 84.52.020 requires that the Whatcom County Rural Library District Board of Trustees certify to the County legislative authority estimates of the amounts to be raised by taxation on the assessed valuation of the property of the District; and,

WHEREAS, R.C.W. 84.52.025 requires the Whatcom County Rural Library District Board of Trustees also indicate an estimate of cash balance at the beginning and ending of each budget period; and,

WHEREAS, R.C.W. 27.12.050 authorizes the Library to levy on the property of the District not more than fifty cents per thousand dollars of assessed value per year; and,

WHEREAS, the Library District Board of Trustees held Public Hearings regarding 2025 expenditures and property tax revenues, including increases in property tax revenue; and,

WHEREAS, the Board of Trustees has complied with the requirements of Referendum 47 and Initiative 747 in the previous resolution, Resolution 11/19/24-13; and,

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,

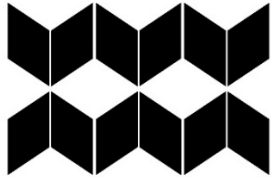
NOW, THEREFORE, BE IT RESOLVED that the attached Preliminary General Fund Budget is adopted as the Library District's 2025 Preliminary General Fund Budget, and that the estimate of the amount to be raised through real and personal property tax is \$10,206,689.09; the budget also includes any addition in the amount resulting from new construction and improvements to property, from any increase in the value of state-assessed property, and any refund; and

BE IT FURTHER RESOLVED that the attached Preliminary Capital Fund Budget is adopted as the Library District's 2025 Preliminary Capital Fund Budget, and;

BE IT FURTHER RESOLVED, that the estimate of the 2025 beginning and ending unrestricted net cash and investments is contained within these budgets.

Approved by the Whatcom County Rural Library District Board of Trustees this 19th day of November, 2024.

Matthew Santos, Vice Chair



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RESOLUTION NO. 11/19/24-15

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
WHATCOM COUNTY RURAL LIBRARY DISTRICT ADOPTING
THE 2025 PRELIMINARY CAPITAL PLAN**

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

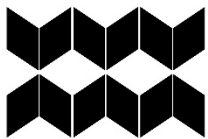
WHEREAS, said policy requires that the District develop a five-year plan for capital improvements and update it annually, and;

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

NOW, THEREFORE, BE IT RESOLVED that the attached Preliminary 2025-2029 Capital Plan be adopted as the Whatcom County Rural Library District's preliminary capital improvement program.

Approved by the Whatcom County Rural Library District Board of Trustees this 19th day of November, 2024.

Matthew Santos, Vice Chair



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library system

Executive Director's Report

November 2024

COMMUNITY

This month you'll hear a lot about our second Open Book: A Festival for Readers. With 933 attendees and participants, we certainly brought together a whole community of people who love libraries and reading. We also fostered relationships amongst staff from across the organization, who worked side-by-side with colleagues they may not regularly interact with day to day. It was great to see trustees Danielle Gaughen and Holly Robinson in attendance so they could be part of this community too and share their bookish enthusiasm!

ACCESS

Sometimes access takes the form of bringing special guests and presentations to local libraries that people may not have easy access to in their communities. This Fall we offered a two-part series "Journey Through Dementia: A Series for Caregivers" at Blaine, Sumas, Lynden and Everson libraries. Those with loved ones experiencing dementia may find it difficult to attend a program in Bellingham. These events also give them the opportunity to connect with neighbors who may be going through the same challenges.

RESOURCES

Programs can also provide resources to the community – such as Youth Services' Let's Make Presents events, which include all the supplies needed to enable youth to create meaningful gifts for their loved ones during the holiday season.

EQUITY, DIVERSITY AND INCLUSION

The North Fork Library Freedge will have its "soft opening" this month and our partners at Sustainable Connections are already looking for ways to address food insecurity in other parts of Whatcom County. We met recently with the City of Sumas to gauge interest in installing another Freedge in the lobby of the Sumas Library. The City is amenable, so we have signed a letter of support to assist Sustainable Connections as they seek funding.

STEWARDSHIP

Each year we update an agreement with Whatcom County Library Foundation for the mutual exchange of services. Look for it on the December agenda.

Christine Perkins, Executive Director

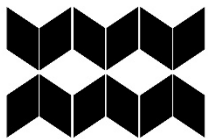
2025 Board Meeting Schedule

Third Tuesday of each month

In-person and over Microsoft Teams

9:00 a.m. – 12:00 p.m.

Date	Location
January 21	AS
February 18	BL
March 18	AS
April 15	SW
May 20	PR
June 17	NF
July 15	IS
August 19	AS
September 16	AS
October 21	AS
November 18	AS
December 16	AS



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Deputy Director Report

November 2024

STEWARDSHIP

A topic many businesses and institutions open to the public face is whether to allow pets. Not surprisingly, WCLS has had regular discussions about this over the years, and the topic is rising to the surface once more due to two incidents over the past nine months involving pets in our libraries. Of course, service animals are always allowed. The balance our current procedure aims to achieve is one that welcomes people by allowing the pets they may have with them (for a variety of reasons) while also instructing staff to respond when patrons communicate being disrupted. I am interested in hearing Board perspective to help inform discussions that will be had in the coming weeks with WCLS leadership including the Safety Committee.

The Disruptive Behavior Procedure classifies bringing animals into the library as an activity that “may be deemed inappropriate if (it) interferes with others’ use of the library.” Two incidents occurring this year describe unfortunate scenarios. One involved a dog biting a child, the other a dog biting another dog. Luckily in each case, all parties were more scared than injured. However, one can imagine the distress this type of incident can create for everyone in the library when they occur. Our insurance provider asks about our policy regarding pets, but we are unsure how this may impact rates. Liability should be held by the animal’s owner, but certain context could demonstrate negligence on a staff member’s behalf and implicate WCLS.

Pets are in some of our libraries every day, most typically for short periods of time as patrons pick up holds or briefly browse the collection. Alternatives to bringing animals inside in the past have included leashing them to a bike rack or bench near the entryway or leaving them in a car on a summer day. When pets aren’t allowed, staff may be required to ask patrons with pets questions in strictly specific ways to avoid impeding the rights of those with service animals. Clearly, imposing a strict ban on pets impacts both patrons and the work of staff, and in the end, it is simple for a patron to dishonestly claim a pet as a service animal.

When it comes to pets in WCLS libraries, the number of bad experiences reported are rare, especially as compared to the number of times pets enter our doors. That said, it’s possible that the risks outweigh the benefits. It may be inevitable that a day will come when pets are restricted from our libraries. Until then, they and the people with them receive welcoming smiles and friendly conversation often started with the easiest icebreaker in the book: oh, how cute.

Michael Cox
Deputy Director

RESOURCES

The Youth Services Department has been working hard on our Staff Shelf, an online resource built to support young people looking for something new to read. This is part of our larger Book Discovery initiative that recognizes and addresses young people’s particular needs around navigating our collections.



Each member of the Department has created an annotated list of 60 hidden gems that patrons may not have heard about on their own. Young people can browse the virtual shelves on their own, and explore the titles their local librarian has recommended. All of those titles have been built into a searchable database as well, allowing patrons to search by category, genre, or keyword. We are continually updating our individual shelves, removing some titles and adding some new, to keep the resource fresh.

Each Staff Shelf also includes a profile of the staff person in question including what kinds of things we like to read and answers to questions like “What’s the first book you remember?” and “Is there a book that changed the way you see the world?” to give patrons a sense of all of us as readers, and reinforce the place books and reading can have in our lives.

We promote our Staff Shelf in a bunch of different ways. Youth Services Staff direct students to it when we’re in schools promoting ConnectED. Our business cards feature a QR code pointing to it. We share it with Public Services staff who find it a valuable resource as they are working with young patrons, having reading conversations and delivering homework support. And we showcased it at Open Book, walking participants through it in real time.

Like the books on the shelves, Staff Shelf is something of a hidden gem itself, something with real value that not every patron is aware of. We hope you’ll share it with families in your orbit, and use it yourself as you look for the next book you’re going to read!

Thom Barthelmess
Youth Services Manager

COMMUNITY/RESOURCES

Your favorite part of Open Book: “The feeling of being overwhelmed by so much going on related to reading and my library. I like libraries quiet, and I like it when libraries roar out loud the way you all did on that day.”

~ patron response to Open Book survey



libraries at the heart.

Our second Open Book: A Festival for Readers on Sunday, Nov. 3, was a smashing success. With 933 guests, we exceeded last year’s attendance number by more than 100 people. We also successfully reached our goals, including raising awareness of library services, connecting a link between libraries and our literary community, celebrating partnerships and reading, building camaraderie among library staff, and creating a joyful community event with

A patron who replied to our event survey said it best: “Favorite part of Open Book? There were soooo many it is impossible to name just one! I really enjoyed the authors’ time at the mic and the stories and the authors’ tables at the event, BUT I was so very impressed with the multiple tables representing the various kinds of services offered by WCLS and our community libraries! I thought I knew something about library services in my county, but I was astonished by how much I didn’t know and thrilled by the opportunity that I now have to take advantage of so many exciting things! I plan to pick up some games for my grandson’s visit at Christmas and to finally commit to learning Spanish with the help of Mango. (My grandson will be thrilled as he, even at eight years old, already speaks Spanish fluently and would love for me to have a tutor to support his efforts at trying to teach me!) I was also thrilled to learn about The Whatcom Literacy Council ... what an invaluable service and what an opportunity for each of us to reach out to those in our communities who could benefit from this incredible program. Thank you, WCLS! I know it takes a tremendous commitment on your part, but Open Book is a truly amazing event that showcases so many precious gems within the WCL system and our communities. I hope we can continue to see this wonderful outreach event flourish!”



Our marketing plan for the event included print ads in community newspapers; online digital and audio ads; a radio remote package with KAFE 104.1 FM; posters and bookmarks at branches, Village Books and local businesses; and media outreach. Our digital ads performed well with 74,362 impressions of which 80% were delivered via social media. Streaming audio ads also performed well.



Whatcom County Library System
October 16 at 8:40 AM

Mark your calendars for Sunday, Nov. 3, 2024, to join us for Open Book Festival at the Ferndale Events Center.

114 3 comments 20 shares

Like Comment Share

Most relevant

Janet Oakley
Come to my table. I love history and love to write historical fiction. You'll make an historical toy, a paper banger. And learn about my books.
1w Like Reply 3

Whatcom County Library System
We are happy you will be joining us Janet ... and bringing your books!
6d Like Reply Edited 2

Beccy Bayne
Can't wait!
3d Like Reply

WCLS.ORG/OPENBOOK
A Festival for Readers
Celebrate readers writers and bookish enthusiasm. [Learn more](#)

News Releases

- [Freedge opens at North Fork Community Library](#)

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

- Episode 51: [Janie Chang and Kim Morris, Open Book](#)

Book Reviews

- *Cascadia Daily News*, Oct. 8, 2024, [Book review: 'Wolfish Wolf, Self and the Stories We Tell About Fear' by Erica Berry](#)
- *Cascadia Daily News*, Oct. 27, 2024, [Book review: 'The Library of Legends' by Janie Chang](#)

Media Coverage

- *Lynden Tribune*, Oct. 2, 2024, [Community calendar for Oct. 2, 2024 \(Friends of Lynden Library book sale\)](#)
- *Visit Bellingham*, Oct. 3, 2024, bellingham.org/pressreleases/open-book-a-festival-for-readers-returns-nov-3
- *Lynden Tribune*, Oct. 16, 2024, [PHOTO GALLERY: Great Tamal Showdown](#)
- *Lynden Tribune*, Oct. 16, 2024, [María Linares wins Great Tamal Showdown at Everson Library \(with photo gallery\)](#)

- *Cascadia Daily News*, Oct. 17, 2024, [Beeman, Roteman, Thomas and Harmony: Lummi Island Cemetery Commission](#)
- *My Bellingham NOW*, Oct. 24, 2024, [Lifestyle Lookout: Can't-miss Halloween events in Whatcom County](#) (*Birch Bay Trick-or-Treat/Friends of Birch Bay Library*)
- *My Bellingham NOW*, Oct. 25, 2024, [Local authorities to participate in National Drug Takeback Day - My Bellingham Now](#) (*Birch Bay and North Fork libraries*)
- *Lynden Tribune*, Oct. 25, 2024, [Paper snowflake artist, librarian returns to Whatcom](#)
- *Lynden Tribune*, Oct. 30, 2024, [Two Nooksack educators to receive Golden Apple](#)
- *The Northern Light*, Oct. 30, 2024, [Election ballots due by 8 p.m. Tuesday, November 5](#) (*Ballot drop box at Blaine Library*)
- *All Point Bulletin*, Oct. 31, 2024, [Library quick picks: November](#)

Mary Vermillion

Community Relations Manager

Collection Size	Physical	Electronic	Total
	303,121	368,932	672,053

Circulation	Oct 2023	Oct 2024	YTD 2023	YTD 2024	YTD % chg
Physical Circulation					
Blaine	13,242	15,334	125,311	134,394	7.2%
Bookmobile & Outreach	4,566	4,739	46,217	45,449	-1.7%
Deming	8,069	7,482	78,420	74,501	-5.0%
Everson	8,712	9,198	92,195	88,789	-3.7%
Ferndale	33,587	31,919	323,487	320,343	-1.0%
Island	1,910	1,826	19,067	16,731	-12.3%
Lynden	38,200	37,346	384,409	368,239	-4.2%
North Fork	4,543	4,274	44,622	38,420	-13.9%
NWIC	7	10	99	93	-6.1%
Point Roberts + PRX	2,115	1,933	24,959	23,227	-6.9%
Sumas + SLX	2,259	2,656	20,057	25,089	25.1%
South Whatcom	7,719	8,121	78,004	77,445	-0.7%
NDX	3,397	3,756	31,751	33,599	5.8%
Physical Circulation Total	128,326	128,594	1,268,598	1,246,319	-1.8%
Disc materials: DVDs, CDs	27,066	25,973	272,346	261,214	-4.1%
All other materials	100,220	100,153	985,612	972,372	-1.3%
Digital Circulation					
eBooks/eAudiobooks	33,163	36,875	322,036	362,300	12.5%
eMagazines	5,873	4,764	22,154	46,598	110.3%
eMusic	11,570	9,291	118,641	99,804	-15.9%
Streaming Video	2,376	1,204	18,183	11,740	-35.4%
Digital Circulation Total	52,982	52,134	481,014	520,442	8.2%
Grand Total	181,308	180,728	1,749,612	1,766,761	1.0%

Visitors (Door counts)	Oct 2023	Oct 2024	YTD 2023	YTD 2024	YTD % chg	Oct 2019
Blaine	6,937	7,988	65,494	70,991	8.4%	8,857
Deming	2,916	2,931	24,933	27,753	11.3%	3,905
Everson	3,419	3,792	30,720	32,381	5.4%	5,668
Ferndale	16,479	13,098	131,492	128,972	-1.9%	17,333
Island	1,196	442	10,522	13,170	25.2%	1,450
Lynden	11,655	12,799	103,881	114,976	10.7%	17,316
NDX	311	329	2,904	3,225	11.1%	
North Fork	2,329	2,195	17,222	18,966	10.1%	2,826
Point Roberts + PRX	1,494	1,357	15,212	16,162	6.2%	1,318
Sumas + SLX	1,255	794	10,490	12,239	16.7%	1,724
South Whatcom	3,120	3,349	22,958	31,632	37.8%	2,207
Total	51,111	49,074	435,828	470,467	7.9%	62,604

New Borrowers	Oct 2023	Oct 2024	YTD 2023	YTD 2024	YTD % chg
	673	657	6,535	6,659	1.9%

Interlibrary Loan	Oct 2023	Oct 2024	YTD 2023	YTD 2024	YTD % chg
Borrowed from BPL	12,330	13,135	115,431	119,289	3.3%
Lent to BPL	22,152	23,106	219,770	214,782	-2.3%
Borrowed: other libraries	493	713	5,528	6,389	15.6%
Lent: other libraries	543	451	4,711	5,825	23.6%

Electronic Resources	Oct 2023	Oct 2024	YTD 2023	YTD 2024	YTD % chg
WCLS.org Sessions	41,836	40,667	374,581	388,906	3.8%
Bibliocommons Sessions	88,361	93,734	618,888	997,169	61.1%
Internet Sessions	3,629	4,403	32,673	36,816	12.7%
Wifi Clients / Sessions	8,156	7,811	70,778	71,605	1.2%

Volunteers	Oct 2023	Oct 2024	YTD 2023	YTD 2024	YTD % chg
	1,022	1,102	8,643	9,019	4.4%

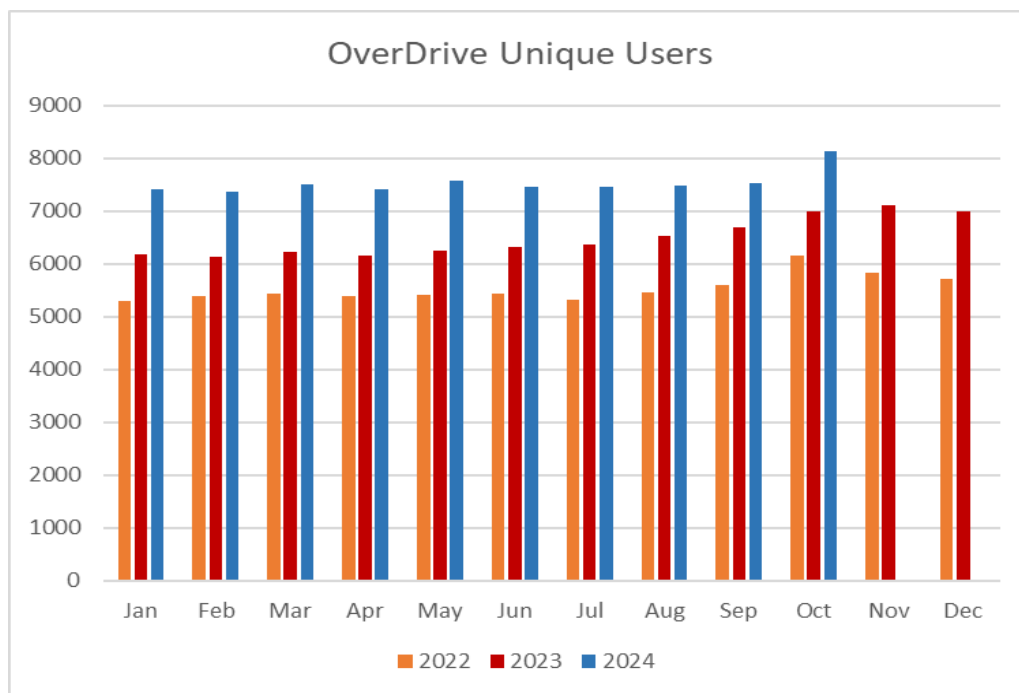
Activities	Oct 2023	Oct 2024	YTD 2023	YTD 2024	YTD % chg
Programs					
Adults	76	84	591	716	21.2%
Teens	14	46	188	229	21.8%
Children	121	155	760	919	20.9%
Total	211	285	1,539	1,864	21.1%
Attendance					
Adults	681	787	6,177	8,269	33.9%
Teens	195	3,936	7,957	9,707	22.0%
Children	3,817	3,998	24,764	28,841	16.5%
Total	4,693	8,721	38,898	46,817	20.4%

Notes/Corrections:

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

A new high in number of unique WCLS OverDrive users this month! Of these unique users, 762 are new users to the platform. Downloadable audio use continues to grow as a percentage of our entire digital circulation; of the 41,639 digital circs in October, 49% were for audio, 39.5% for eBook, and 11.5% for eMagazines. *The New Yorker* magazine is our most popular eMagazine with 389 instances of patrons interacting with this publication in October.



DATABASE USAGE

October was a great month for WCLS database usage. Special kudos to the Youth Services staff doing school visits where they promote our educational databases to teachers and students; we had our highest ever usage for both Britannica and the Gale package in October. Using LinkedIn Learning, there were 23 course completions, mainly for computer topics like programming, UX research, and AI. Barbering was again popular on Peterson's Test Prep. And Creativebug users completed daily drawing and embroidery challenge classes, as well as sewing with woven fabrics and making velvet pumpkins.

