



whatcom county
library system

2020 Budget

December 17, 2019

WHATCOM COUNTY LIBRARY SYSTEM WHATCOM COUNTY, WASHINGTON

GENERAL AND CAPITAL BUDGET FISCAL YEAR 2020

BOARD OF TRUSTEES:

Marvin Waschke
Chair

Brad Cornwell
Board Member

June Hahn
Board Member

Lori Jump
Board Member

Erika Nuereberg
Board Member

PREPARED BY:

Jackie Saul
Director of Finance and Administration

WITH ASSISTANCE FROM:

Christine Perkins, *Executive Director*
Michael Cox, *Deputy Director*
Thom Barthelmess, *Youth Services Manager*
Geoff Fitzpatrick, *Information Technology Manager*
Lisa Gresham, *Collection Services Manager*
Christina Read, *Human Resources Manager*
Mary Vermillion, *Community Relations Manager*

WHATCOM COUNTY LIBRARY SYSTEM
WHATCOM COUNTY, WASHINGTON

GENERAL AND CAPITAL BUDGET
FISCAL YEAR 2020

To obtain copies of this document, or for questions regarding its content, please contact:

Jackie Saul
Director of Finance and Administration
Whatcom County Library System
5205 Northwest Drive
Bellingham, WA 98226
Phone: (360) 305-3603
Email: jackie.saul@wcls.org

This document is also available online at www.wcls.org/library-board-of-trustees.

2020 Budget Introduction – Executive Director’s Message

Our 75th Anniversary year wrapped up with an “Around the County” tour of our library system and a nostalgic and cheery Library Champions celebration where we encouraged the next generation to become WCLS’s future champions. The anniversary festivities included our first WCLS-wide Read & Share program featuring author Leif Whittaker’s memoir My Old Man and the Mountain. Based on the resounding popularity of these author events, we have budgeted funds to repeat Read & Share in 2020 and are in the process of signing a contract with another amazing writer.

We’re pleased to announce that our open contract negotiations with our labor union resulted in the unanimous approval of a five-year bargaining agreement. We agreed to a staggered 1% COLA on 1/1/20 and an additional .5% on 7/1/20, with proficiency increases of 3% and 1%. We also agreed to change the weekly schedule requirements for benefits and union membership from 20 to 24 hours per week. This change provides more flexibility in subbing and increased subbing capacity and more accurately reflects WCLS’s actual practice of creating benefit-eligible positions that near or exceed the Federal definition of full-time work for benefit eligibility, which is 30 hours per week. We also addressed the state-mandated increase in the minimum wage, with some pay level adjustments. Finally, we have agreed to explore joining larger insurance pools such as the Public Employees Benefits Board or the Association of Washington Cities, as insurance increases for our relatively small group of benefitted employees are not sustainable.

After many years of thoughtful discussion, we are finally saying “Farewell to Fines” on January 2, 2020. While this will minimally impact our revenues (less than 1%) it will have a major impact on addressing issues of equity and access and we anticipate that several thousand library accounts that have been blocked due to overdue fines will now be reinstated.

Several significant projects for 2020 involve library buildings. First, we plan to hire a consultant to complete a Facilities Assessment and Master Plan for the entire library system. This will help us budget for future maintenance costs and long-term facilities’ needs. Next, we wish to move forward on renovations to the Everson Library, using funds bequeathed to the Friends of Everson Library several years ago. Finally, much of our attention in 2020 will be focused on the northwest corner of the county, with planning underway to build two libraries, one in Birch Bay and one in Blaine. We will be asking voters to support a Library Capital Facilities Area and will need to spend some of our Facility Ownership and Library Services Fund Reserve to get several pieces in place to maximize this effort’s chance of success.

On the technology front, one of our Action Plan items in 2020 is to improve public printing and computing experiences. We have noted a decline in public internet use in several branches and a corresponding increase in Wi-Fi use, and have questions about whether it is more important to add laptops for public access or bandwidth.

In addition to a full slate of programmatic efforts in 2020, we will spend a significant part of the year developing our next strategic plan. So far, our Board of Trustees has indicated an interest in a streamlined process that sets out the vision for where we would like WCLS to be in ten years, and charts how we plan to achieve that vision. Making the best use of taxpayer resources will, of course, be central to that plan.

With 75 years behind us, we head into our next 75 with 2020 vision!

-- Christine Perkins
Executive Director

WCLS Services Summary

Service Area

Whatcom County Library System provides library services in the unincorporated areas of Whatcom County, Washington, and six annexed cities and towns.

Whatcom County Library System served an estimated population of 135,190 in 2019. WCLS offers more than 436,000 books, audiobooks, DVDs, digital resources, and other items. In 2019, WCLS patrons checked out over 2,421,000 items and made more than 732,000 visits to branch libraries.

In Washington State, 6 library systems, including Whatcom County Library System, serve populations between 100,001 and 250,000. In 2018, WCLS ranked 4th among these libraries in size of population served, 2nd in total circulation, 1st in circulation per capita, 2nd in collection size per capita, and 2nd in number of programs offered.

Services

Whatcom County Library System provides services through ten branch libraries, a bookmobile, two express libraries, homebound and jail services, outreach, and its website.

WCLS service hours provide access to a branch seven days a week. Hours are designed so that as much as possible, there is access to library services mornings, afternoons, and evenings to meet the needs of the diverse population. Express libraries offer extended holds pick-up hours seven days a week from 6:00 AM to 11:00 PM.

In addition to branch locations, the WCLS Mobile Services team provides services to those unable to visit a library. In 2019, Mobile Services served 20 health care, retirement, residential treatment, and assisted living facilities, the Whatcom County Jail, and individuals who are homebound. The bookmobile serves four communities. Teen and Children's Services partner with Whatcom County school districts and independent schools to provide annual book talks and programming at elementary, middle, and high schools throughout the county.

All Whatcom County Library System services are available to residents and property owners in the Library's service area, as well as individuals who live in Bellingham and any Washington resident with a public library card. WCLS holds reciprocal borrowing agreements with the Fraser Valley Library System, Upper Skagit Library District, and LaConner Regional Library District.

In Whatcom County Library System's branch libraries, people can access:

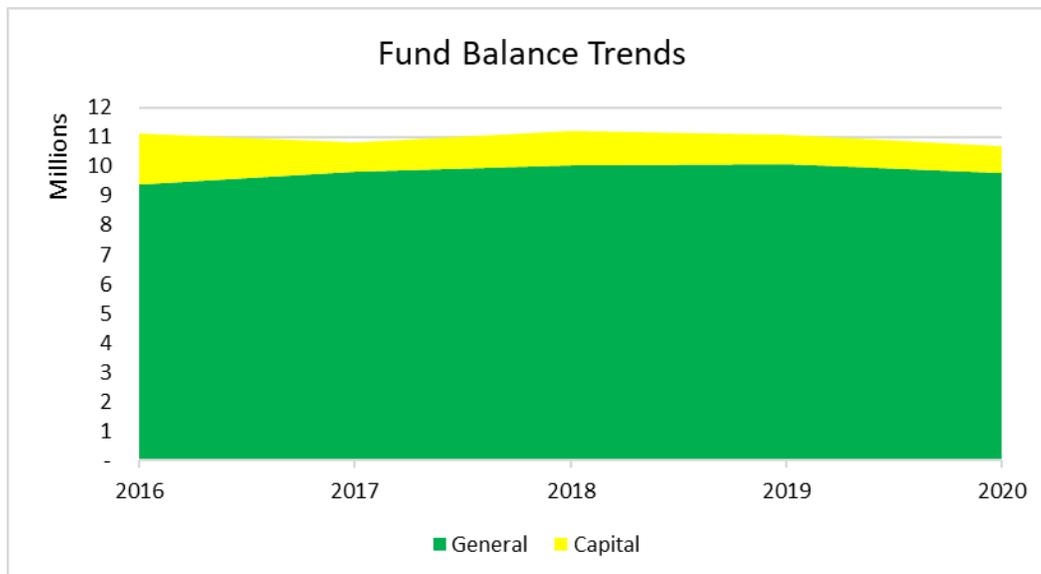
- Books, movies, music, games, and more available for checkout
- Free internet access on public library computers, personal laptops, and other devices on the Library's Wi-Fi network
- Early learning programs and support for children age birth-to-five; along with programs for children, teens, and adults
- Job and business development assistance
- Materials and programs in world languages including Russian, Spanish, and Punjabi
- Public meeting rooms
- Local history collections
- Staff to provide expert support for information access and reading recommendations

Online, people can access:

- Digital audiobooks, eBooks, and eMagazines
- Online streaming of music, movies, and documentaries
- Live 24/7 online reference and homework help
- Credible, reliable information from online resources including newspaper and magazine articles, consumer information, vehicle repair manuals, encyclopedias, and more
- Help for writing resumes, career planning, and finding jobs
- Online language learning for over 70 world languages, including Spanish, French, Italian, German, and Japanese, as well as English courses for speakers of 21 world languages

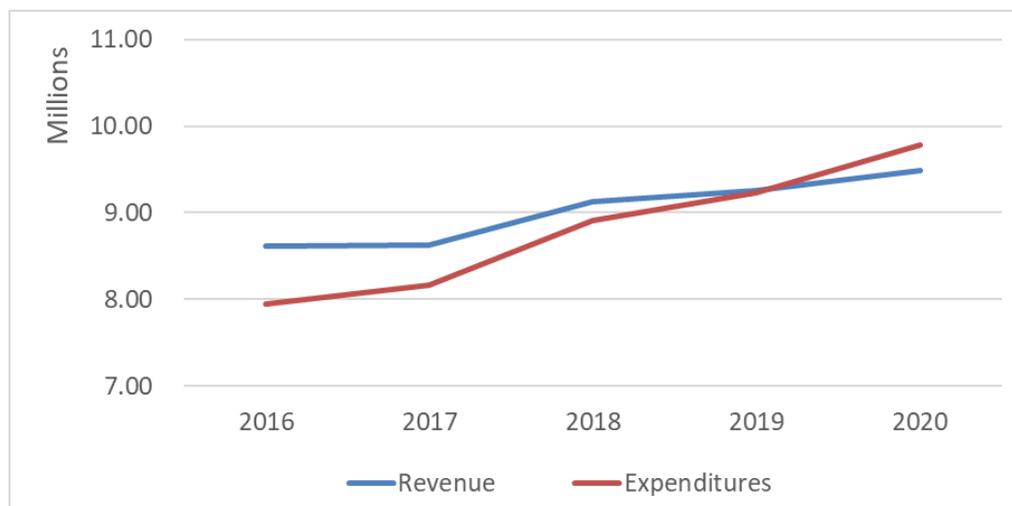
2020 Major Fund Balance Summary

	General Fund	Capital Fund	Total Funds
Beginning Fund Balance	\$ 10,071,961	\$ 989,622	\$ 11,061,583
Committed Beginning Fund Balance - Capital	-	553,622	553,622
Committed Beginning Fund Balance - Capital Transfer	218,475	-	218,475
Committed Beginning Fund Balance - Unemployment Comp Reserve	12,533	-	12,533
Committed Beginning Fund Balance - Birch Bay Operating Fund Reserve	600,000	-	600,000
Committed Beginning Fund Balance - Facility Ownership & Library Svcs Fund Reserve	3,250,000	-	3,250,000
Committed Beginning Fund Balance - Facility Maintenance Fund	650,000	-	650,000
Committed Beginning Fund Balance - Operating Cost Stabilization Fund	250,000	-	250,000
Assigned Beginning Fund Balance - Cash Flow	3,145,435	-	3,145,435
Assigned Beginning Fund Balance - Emergency	794,302	436,000	1,230,302
Total Committed and Assigned Beginning Fund Balance	8,920,744	989,622	9,910,366
Unassigned Beginning Fund Balance	\$ 1,151,217	\$ -	\$ 1,151,217
Total Estimated Beginning Fund Balance	10,071,961	989,622	11,061,583
Total Revenues	9,482,694	464,829	9,947,522
Total Expenditures	9,781,031	550,333	10,331,363
Total Revenues Net of Total Expenditures	(298,337)	(85,504)	(383,841)
Ending Fund Balance	\$ 9,773,624	\$ 904,118	\$ 10,677,742
Committed Ending Fund Balance - Capital	-	468,118	468,118
Committed Ending Fund Balance - Capital Transfer	218,475	-	218,475
Committed Ending Fund Balance - Unemployment Comp Reserve	12,533	-	12,533
Committed Ending Fund Balance - Birch Bay Operating Fund Reserve	600,000	-	600,000
Committed Ending Fund Balance - Facility Ownership & Library Svcs Fund Reserve	3,219,065	-	3,219,065
Committed Ending Fund Balance - Facility Maintenance Fund	650,000	-	650,000
Committed Ending Fund Balance - Operating Cost Stabilization Fund	250,000	-	250,000
Assigned Ending Fund Balance - Cash Flow	3,145,435	-	3,145,435
Assigned Ending Fund Balance - Emergency	794,302	436,000	1,230,302
Total Committed and Assigned Ending Fund Balance	8,889,809	904,118	9,793,927
Unassigned Ending Fund Balance	883,815	-	883,815
Total Estimated Ending Fund Balance	\$ 9,773,624	\$ 904,118	\$ 10,677,742



2020 General Fund Budget Summary

Budget Number	Description	2016 Actual	2017 Actual	2018 Actual	2019 Projected	2020 Budgeted	2020 % Change
308.0000	Estimated Beginning Fund Balance	\$ 8,700,070	\$ 9,367,831	\$ 9,830,298	\$ 10,043,370	\$ 10,071,961	0.28%
310.0000	Taxes	8,171,262	8,185,344	8,536,221	8,680,597	8,980,749	3.46%
330.0000	Intergovernmental Revenues	148,671	160,353	294,689	223,527	185,750	-16.90%
340.0000	Charges for Goods and Services	35,101	35,655	39,875	37,500	40,276	7.40%
350.0000	Fines and Forfeitures	95,577	70,732	60,802	52,000	-	-100.00%
360.0000	Miscellaneous Revenues	160,126	171,432	186,840	252,412	275,919	9.31%
	Total Operating Revenues	\$ 8,610,738	\$ 8,623,515	\$ 9,118,427	\$ 9,246,036	\$ 9,482,694	2.56%
390.0000	Total Other Financing Sources	-	-	5,435	14,525	-	-100.00%
	Total General Fund Revenues	\$ 8,610,738	\$ 8,623,515	\$ 9,123,862	\$ 9,260,561	\$ 9,482,694	2.40%
572.1000	Salaries and Wages	3,873,328	4,210,381	4,435,705	4,692,307	4,991,525	6.38%
572.2000	Personnel Benefits	1,470,124	1,598,739	1,711,989	1,870,481	2,037,372	8.92%
572.10-20	Total Salaries, Wages, & Benefits	\$ 5,343,451	\$ 5,809,119	\$ 6,147,694	\$ 6,562,788	\$ 7,028,898	7.10%
572.3000	Supplies	1,347,494	1,358,390	1,395,223	1,512,780	1,576,390	4.20%
572.4000	Services	811,854	840,557	737,739	867,857	923,333	6.39%
572.5000	Intergovernmental Services	156,393	1,551	161,744	3,544	3,000	-15.34%
	Total Operating Expenditures	\$ 7,659,192	\$ 8,009,617	\$ 8,442,400	\$ 8,946,969	\$ 9,531,621	6.53%
596.0000	Total Other Financing Uses	283,785	151,430	468,391	285,001	249,410	-12.49%
	Total General Fund Expenditures	\$ 7,942,977	\$ 8,161,047	\$ 8,910,791	\$ 9,231,970	\$ 9,781,031	5.95%
508.0000	Ending Fund Balance	\$ 9,367,831	\$ 9,830,298	\$ 10,043,370	\$ 10,071,961	\$ 9,773,624	-2.96%



2020 General Fund Revenues

Budget Number	Description	2016 Actual	2017 Actual	2018 Actual	2019 Projected	2020 Budgeted	2020 % Change
311.1000	Real and Personal Property Taxes	\$ 8,171,190	\$ 8,185,342	\$ 8,536,221	\$ 8,680,597	\$ 8,980,749	3.46%
311.3000	Sale of Tax Title Property	72	1	-	-	-	0.00%
310.0000	Total Taxes	8,171,262	8,185,344	8,536,221	8,680,597	8,980,749	3.46%
333.4531	LSTA State Library Grants	-	6,886	13,139	7,777	-	-100.00%
335.0232	DNR Other Trust Revenue	392	663	478	750	750	0.00%
335.0233	DNR Timber Trust Revenue	-	1,274	-	-	-	0.00%
337.0100	Local Entitlements	148,279	151,530	281,071	215,000	185,000	-13.95%
330.0000	Total Intergovernmental Revenues	148,671	160,353	294,689	223,527	185,750	-16.90%
341.6000	Printing and Duplication Services	26,757	26,400	30,073	29,000	29,000	0.00%
347.2000	Library Use Fees	8,344	9,255	9,802	8,500	11,276	32.65%
340.0000	Total Charges for Goods and Services	35,101	35,655	39,875	37,500	40,276	7.40%
359.7000	Library Fines	95,577	70,732	60,802	52,000	-	-100.00%
350.0000	Total Fines and Forfeitures	95,577	70,732	60,802	52,000	-	-100.00%
361.1100	Investment Interest	71,273	98,771	139,955	187,000	224,400	20.00%
361.1900	Other Interest Earnings	823	1,192	2,219	2,700	1,270	-52.95%
362.0000	Space and Facility Rental	1,809	2,147	1,231	25	25	0.00%
367.0000	Contributions and Donations	4,427	29,226	6,061	23,500	11,000	-53.19%
369.1000	Sale of Discards	1	191	74	150	150	0.00%
369.8100	Overage/Underage	482	(82)	(211)	-	-	0.00%
369.9005	E-Rate Reimbursement	18,249	-	-	-	-	0.00%
369.9101	Other Miscellaneous	37,746	16,688	14,333	18,700	19,074	2.00%
369.9102	Lost/Damaged Materials	20,958	19,931	20,373	20,000	20,000	0.00%
369.9103	NSF Fee Recoveries	(192)	(153)	(44)	-	-	0.00%
369.9112	COBRA Reimbursement	4,550	3,520	2,849	337	-	-100.00%
360.0000	Total Miscellaneous Revenues	160,126	171,432	186,840	252,412	275,919	9.31%
	Total Operating Revenues	\$ 8,610,738	\$ 8,623,515	\$ 9,118,427	\$ 9,246,036	\$ 9,482,694	2.56%
395.1000	Proceeds from Sale of Cap. Assets	-	-	5,435	14,525	-	-100.00%
390.0000	Total Other Financing Sources	-	-	5,435	14,525	-	-100.00%
	Total General Fund Revenues	\$ 8,610,738	\$ 8,623,515	\$ 9,123,862	\$ 9,260,561	\$ 9,482,694	2.40%

Taxes: Taxes on real and personal property are the primary revenue source for the library system and support continued operations.

Amounts presented in this preliminary budget are based on the most current information provided to the Library District by the County Assessor. Assessed valuations are projected to increase by 8% to \$21.6 billion, based on valuations of existing properties within the District. The impact of this, along with the value of new construction, has been factored in to 2020 budgeted property tax collections. Given this scenario, the District anticipates that its levy rate will be at \$.41544 per \$1,000 of assessed valuation. Any changes in these assumptions due to updates in assessed valuations prior to the certification of the County Assessor will result in adjustments to 2020 budgeted revenues based on estimated collectability.

Revenue from the sale of tax title property is not budgeted but recorded in mid-year budget adjustments. The same holds true for the debiting of property tax refund interest.

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.

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 prior year budgeted amounts.

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. 2020 revenues have been budgeted consistent with prior years. 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.

WCLS does not have any pending state grants for 2020 at this time; they will be added as mid-year adjustments as needed.

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

All of WCLS' branches provide printers and photocopiers for public use. The 2020 budgeted amount is consistent with the 2019 budgeted amount as these revenues are estimated to be collected at similar rates to prior years.

Library use fee revenues are generated from the sale of library cards to non-residents, meeting room use fees, 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 materials from any of WCLS' branches 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. The value of the Jail services contract will increase in 2020, increasing revenues in this category by 7.4%

Library Fines: The WCLS Board of Trustees approved discontinuation of late fines on library materials effective January 1, 2020. This revenue source has therefore been removed from the 2020 budget.

Miscellaneous Revenues: This source of revenue includes investment interest, donations, COBRA and other reimbursements, and other miscellaneous revenue.

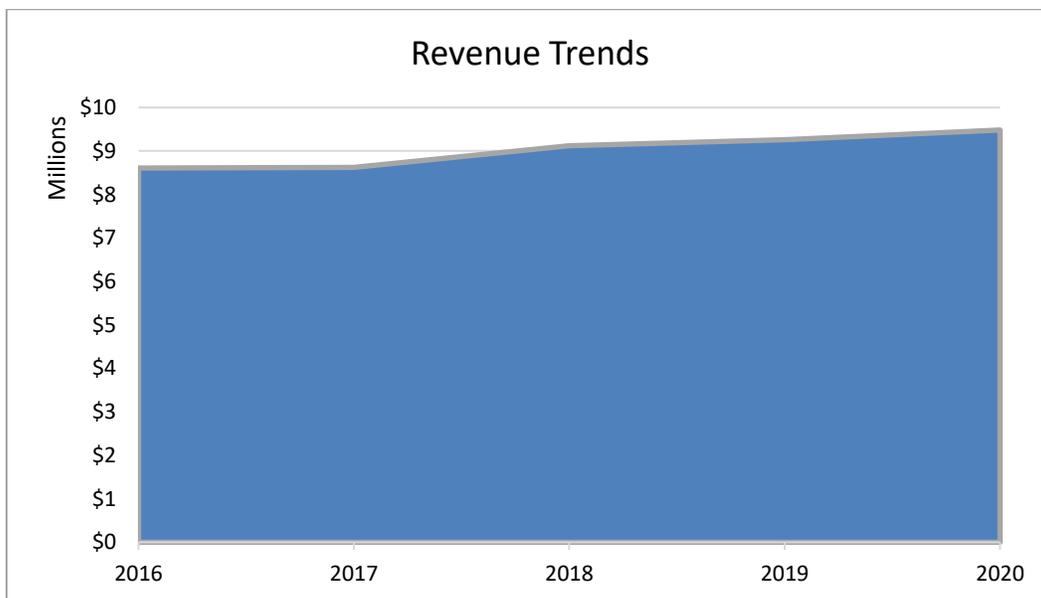
On a monthly basis, WCLS invests any substantial amounts of excess cash available after calculating immediate expenditure needs. WCLS participates in the Whatcom County Investment Pool program administered by the Whatcom County Treasurer. The program is a stable investment pool with various taxing district participants. Given the recent rate of return of the investment pool, the amount budgeted for 2020 is \$224,200 a 20% increase over projected 2019 interest revenue.

No major changes are anticipated for forest board and other rents and leases, contributions and donations, sale of discards, and payments for lost or damaged library materials.

Other miscellaneous revenues come from reimbursements from Bellingham Public Library for distributing patron notices, and other miscellaneous reimbursements or 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 2020, but the budget will be amended throughout the 2020 fiscal year to reflect actual collections.

Other Financing Sources: This source of revenue includes proceeds from the sale of capital assets, prior year adjustments, and transfers-in from the Capital Fund. No funds are budgeted in this category for 2020.



2020 General Fund Expenditures

Budget Number	Description	2016 Actual	2017 Actual	2018 Actual	2019 Projected	2020 Budgeted	2020 % Change
572.1000	Salaries and Wages	\$ 3,873,328	\$ 4,210,381	\$ 4,435,705	\$ 4,692,307	\$ 4,991,525	6.38%
572.2010	Retirement	365,767	437,319	514,401	535,902	577,151	7.70%
572.2030	Social Security	286,240	308,500	325,401	358,962	375,125	4.50%
572.2045	Health Insurance	776,682	812,441	819,227	910,659	1,000,608	9.88%
572.2055	Disability Insurance	6,389	7,239	7,746	9,695	9,930	2.42%
572.2059	Industrial Insurance	33,538	33,240	45,214	47,570	54,607	14.79%
572.2069	Paid Family Medical Leave	-	-	-	7,194	7,419	3.13%
572.2079	Unemployment Compensation	1,508	-	-	-	12,533	0.00%
572.2099	Qualified Moving	-	-	-	500	-	-100.00%
572.2000	Total Personnel Benefits	1,470,124	1,598,739	1,711,989	1,870,481	2,037,372	8.92%
572.10-20	Total Salaries, Wages, & Benefits	5,343,451	5,809,119	6,147,694	6,562,788	7,028,898	7.10%
572.3031	Office and Operating Supplies	94,136	124,434	105,455	125,596	106,890	-14.89%
572.3032	Fuel Consumed	11,756	11,857	15,647	15,525	16,100	3.70%
572.3034	Collection Materials	1,073,435	1,065,515	1,154,758	1,200,000	1,240,000	3.33%
572.3035	Small Tools and Minor Equipment	168,167	156,583	119,363	171,659	213,400	24.32%
572.3000	Total Supplies	1,347,494	1,358,390	1,395,223	1,512,780	1,576,390	4.20%
572.4041	Professional Services	380,812	421,794	327,685	376,182	394,883	4.97%
572.4042	Communication	127,272	109,506	103,135	113,027	115,826	2.48%
572.4043	Travel	26,619	36,804	28,671	34,400	35,050	1.89%
572.4044	Taxes and Operating Assessments	2,509	2,220	2,372	2,600	2,500	-3.85%
572.4045	Operating Rentals and Leases	27,209	22,610	21,907	21,727	23,741	9.27%
572.4046	Insurance	49,827	48,939	51,157	51,914	55,417	6.75%
572.4047	Utility Services	103,906	116,386	127,615	118,416	124,789	5.38%
572.4048	Repairs and Maintenance	56,687	50,719	40,995	80,436	99,348	23.51%
572.4049	Miscellaneous	37,011	31,579	34,204	69,156	71,780	3.79%
572.4000	Total Services	811,854	840,557	737,739	867,857	923,333	6.39%
572.5051	Intergovernmental Services	156,393	1,551	161,744	3,544	3,000	-15.34%
572.5000	Total Intergovernmental Services	156,393	1,551	161,744	3,544	3,000	-15.34%
	Total Operating Expenditures	7,659,192	8,009,617	8,442,400	8,946,969	9,531,621	6.53%
596.1100	Adjustments	(823)	54	-	-	-	-12.49%
596.7100	Transfers-Out to Capital	284,608	151,376	468,391	285,001	249,410	
596.0000	Total Other Financing Uses	283,785	151,430	468,391	285,001	249,410	-12.49%
	Total General Fund Expenditures	7,942,977	8,161,047	8,910,791	9,231,970	9,781,031	5.95%
	Revenues in Excess / (Deficit) of Expenditures	667,761	462,468	213,071	28,591	(298,337)	
508.0000	Ending Fund Balance	\$ 9,367,831	\$ 9,830,298	\$ 10,043,370	\$ 10,071,961	\$ 9,773,624	-2.96%

Salaries and Benefits: WCLS continues to carefully monitor and evaluate staffing levels, and allocates staff to best maintain appropriate service levels while balancing current and future budgetary constraints. This budget includes budgeted hours for substitution needs and paid sick leave for all employees regardless of status.

A Cost of Living Adjustment (COLA) of 1.5% has been included in staff salaries and wages based on the results of Interest-Based Bargaining union negotiations. 1% will be implemented January 1, 2020, and another .5% will be implemented July 1, 2020. Proficiency increases for 2020 are budgeted at 3% or 1% depending where an employee's salary falls on the 2020 salary scale.

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 and dental insurance premiums, workers' compensation (Labor and Industries), Paid Family and Medical Leave (new in 2019), long-term disability insurance, and unemployment compensation.

Retirement contributions are based on rates as determined by the State of Washington Department of Retirement Systems. The current employer contribution rate is 12.86% of gross wages. This rate is in effect until June 30, 2021.

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 2020.

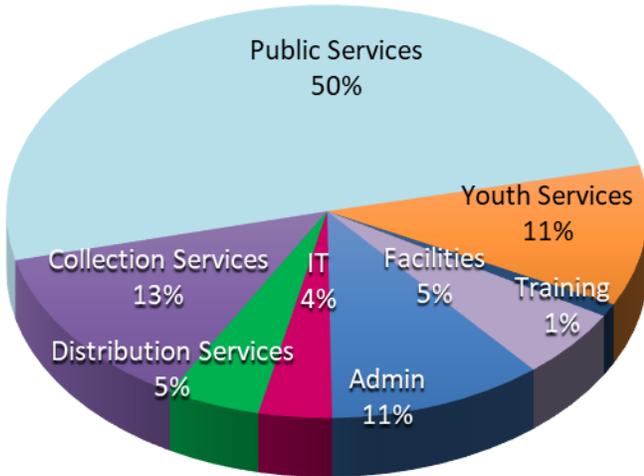
Medical, dental, and vision insurance premium costs are covered at 100% for eligible employees. Costs for dependents are shared by the employer and employees. WCLS offers a choice of a QHDHP (Qualified High Deductible Health Plan) combined with a Health Savings Account, or a PPO (Preferred Provider Organization) plan combined with a Health Reimbursement Account.

Based on preliminary 2020 rate information, prior year data, and WCLS' experience factor, an increase of 16% is budgeted for total workers' compensation rates. These rates are set by the State of Washington Department of Labor and Industries.

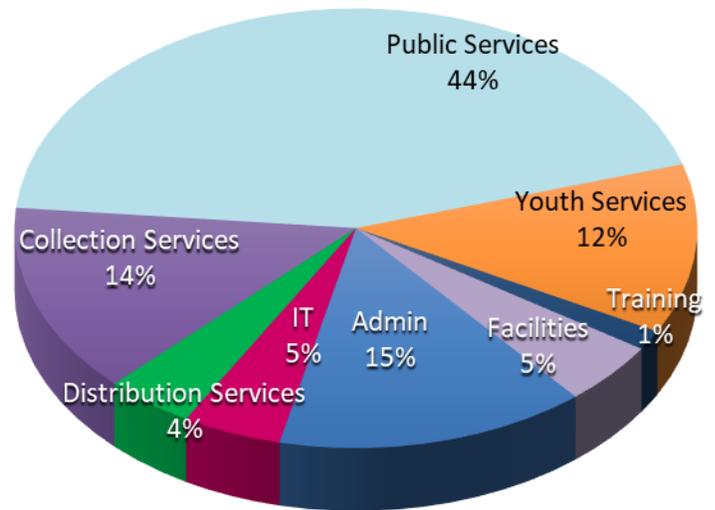
WCLS is on a reimbursable plan with the State of Washington for unemployment compensation. 0.25% of gross wages is budgeted for possible reimbursements.

Paid Family and Medical Leave is a new state-mandated paid leave program. Leave is available to qualifying employees starting in 2020 although premium collections began in 2019. Costs are shared by the employer and employees; rates are set by the Washington State Employment Services Division.

FTE By Department



Personnel Budget By Department



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, vehicle supplies, and replacement parts. Expenses in this category are reduced from the prior year due to one-time purchases that will not carry forward into 2020.

Fuel: This is diesel and gasoline for WCLS' Bookmobile and other fleet vehicles. The amount budgeted for 2020 has increased by 3.7% from 2019 due to anticipated usage and rising fuel costs.

Collection Materials: The collection materials budget provides for the books, magazines, audiobooks, music CDs, DVDs, and other materials that comprise the heart of the library's traditional 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 for collection materials of 13% of total 2020 operating expenditures. This represents an increase of \$40,000 or 3% over 2019 collection materials spending. To ensure alignment with WCLS' Strategic Plan, an effort is being made to maintain the amount allocated for the Collection Materials and Collection Databases to levels comparable with state and national averages as compared to total operating expenditures.

Small Tools and Minor Equipment: This category includes furnishings, computers, computer hardware, software, printers, delivery totes, shelving, book returns, and book carts. A 25% increase in expenses is expected due to a few one-time only purchases in 2020.

Professional Services: The amount budgeted in this category includes costs for legal services, payroll services, computer programming, the services of OCLC (for cataloging and interlibrary loan), delivery services, consultant services, and participation in Employee Assistance Program (EAP) services. Professional services expenditures are projected to increase by 5% in 2020.

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 branches, the library network and the Internet, DSL circuits in the smaller branches to meet patron demand for additional Internet services, and cable data circuits for Bookmobile sites. A 3% inflationary increase is included in this budget.

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. WCLS' mileage reimbursement rate mirrors the national IRS reimbursement rate, currently set at \$.58 per mile. Costs are expected to increase by 3% over 2019.

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. Budgeted amounts are consistent with prior years although a 9% increase over 2019 actual expenditures.

Insurance: This includes insurance for WCLS' real and personal property, flood insurance, vehicle insurance, errors and omissions coverage, employment practices, cyber security, and an umbrella liability plan. 2020 premiums are budgeted to increase by 7%.

Utilities: This category includes costs for electricity, natural gas, water, sewer, and refuse collection for all WCLS locations. A 5% increase is included to reflect inflation and other cost increases.

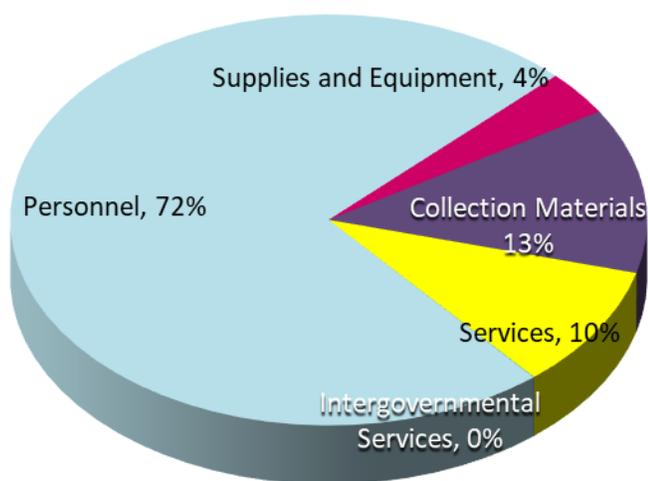
Repair & Maintenance: This category includes costs for office and telecommunications equipment maintenance, software maintenance and on-going facilities maintenance. It also includes a contingency for unanticipated vehicle and facility repairs. The 2020 budget includes an increase of 26% over 2019 actual spending.

Miscellaneous: This 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; training registration, printing services, and other and miscellaneous fees. A 3% inflationary increase is included in this budget.

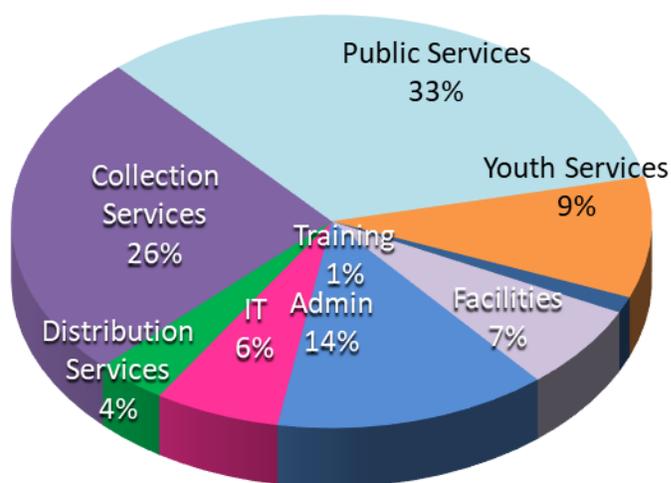
Intergovernmental Professional Services: This category includes payment to certain local fire districts for fire protection services at WCLS owned facilities. According to Washington State statute, this payment to the local fire district is in lieu of property taxes. WCLS does not pay property taxes on the property it owns because it is a governmental entity. Not all fire districts charge WCLS a fee for fire protection.

Other Financing Uses: Consistent with previous years, WCLS will make a transfer to the Capital Fund that is equal to 2019 revenue received from certain intergovernmental sources such as those resulting from the sale of timber and other products from state forest lands.

Budget By Category



Budget by Department



Schedules of Fines and Fees

Administrative Procedure 4.01.04 Schedule of Fines and Fees

Policy Authority: 4.01 Borrower's Policy

1. Nonresident card fees:	
a. Family Fee	\$52.00 (up to 8 cards)
b. Adult Fee (18-65)	\$40.00
c. Child Fee (under 18)	\$20.00
d. Senior (65 and older)/Disabled Fee	\$20.00
2. If library materials are returned late:	
No overdue fines; items that are more than 60 days overdue will be considered lost. Damaged and lost fees apply.	
3. If the account is submitted to collection agency:	\$10.00
4. Lost items or missing parts:	
Lost items will be charged to the patron's account based on their replacement value.	

Adopted by the Whatcom County Library System Board of Trustees May 18, 2010.

Revised: September 17, 2019; August 15, 2017; December 20, 2016; March 15, 2016; November 27, 2012; December 13, 2011; December 17, 2010.

7.03 Meeting Room and Facilities Use Policy Attachment A Schedule of Fees

Base Rental Fees (Rate covers 2 hours of use)			
Meeting Room	Capacity	Schedule A	Schedule B
Blaine Library Multi-Use Space	45	No Fee	\$30
Deming Library Meeting Room	58	No Fee	\$30
Ferndale Library Meeting Room	80	No Fee	\$30
Ferndale Library Conference Room	10	No Fee	\$25
Island Library Multi-Use Space	10	No Fee	N/A
Lynden Library Meeting Room	80	No Fee	\$30
Lynden Library Conference Room	10	No Fee	\$25
North Fork Library Outdoor Side Lot		No Fee	\$15 per day
Point Roberts Library Meeting Room	30	No Fee	\$30
Additional Fees			
The following is charged in addition to the base rental fee:			
1. Additional time incurs additional fees charged in two hour blocks.			
2. Before/Afterhours use fee will be assessed by WCLS, the building owner, or Friends of the Library group on a case-by-case basis. Staff time is assessed at \$20 per hour and subject to availability.			
3. If special cleaning or repair is required as a result of use by a person or group, WCLS may charge the contact person an amount equal to the cost incurred by WCLS to return the meeting room to its previous condition.			

Adopted by the Whatcom County Library System Board of Trustees May 17, 2016

Revised: August 17, 2018



Whatcom County Library System Five-Year Capital Improvement Plan 2020-2024

Introduction

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

The Five-Year 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 WCLS Capital Fund is currently funded through interest earnings on its fund balance and transfers in 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.

2020 represents the final year of the 2016-2020 WCLS Strategic Plan. The four basic tenets of the Strategic Plan are Reading, Engagement, Access, and Diligent Stewardship, and the goals of the Strategic Plan are to increase circulation and cardholdership. Activities and objectives for meeting these goals are evaluated annually and the Capital Improvement Plan may be adjusted accordingly. This plan reflects estimates for maintenance and upgrades of existing facilities as well as new planned expenditures as outlined below.

Although not specifically mentioned above, capital purchases in 2020 may also include items or projects identified and approved for 2019 but carried forward into 2020. When this is the case, the 2020 budget will be amended to reflect the revised spending amounts.

Project Descriptions

Building and Furnishings Enhancement and Replacement Program- \$286,479

WCLS is working to replace aging furnishings and make improvements in its branch libraries. Projects in this category are intended to create welcoming public areas and increase staff efficiency and safety through the creation of well-designed, ergonomic workspaces. The amount budgeted for 2020 reflects the current portion of a multi-year plan to address branch needs. Projects are planned at the Everson Library, which will partially be reimbursed by the Friends of the Everson Library thanks to a bequest received in 2017. Additional smaller scale projects and updates are also planned at other locations.

Administrative Services Maintenance and Improvements - \$50,000

Funds are budgeted for projects at the Administrative Services Building, including painting the building and upgrading a generator to ensure continued services during a power outage.

Branch Lighting Retrofit Upgrades - \$45,000

WCLS is working toward installing LED lighting in each of its libraries over the next few years. These upgrades provide improved lighting aesthetics as well as cost savings through reduced energy bills. WCLS will reduce project costs with rebates from electricity providers and cost sharing with building owners when possible.

System-wide Facilities Assessment - \$50,000

In 2020 WCLS will assess each of its library facilities and Administrative Services building. This study will help to plan and budget for maintenance needs at WCLS owned facilities as well as to better understand the needs of the buildings in which it operates. Results of this study will be incorporated into future Capital Plans.

Tablet Computers - \$7,500

WCLS will purchase tablet computers that staff can take into the community while staying connected to the WCLS catalog and ILS.

Bookmobile Replacement - \$12,000

Funds are budgeted for needed modifications to the interior of the new Bookmobile that have been identified through several months of usage. These updates will improve comfort and operations for staff and patrons.

Book Returns - \$26,000

In 2017 WCLS began installation of book returns on local school campuses to make it easier for young people to return WCLS materials, and, by extension, make it easier for them to use WCLS services. The book returns will also serve as community reminders of WCLS services. This project will continue into 2020 as WCLS develops additional partnerships with local schools.

Birch Bay Library Design Study Phase II - \$30,935

Funds will be used to continue planning work toward a new library facility in Birch Bay.

Blaine Library Design Study - \$42,419

WCLS is partnering with the Friends of the Blaine Library and the City of Blaine to conduct a design study with a goal of ensuring the Blaine Library is sufficiently sized and appointed to meet the current and future needs of the Blaine service area. The Friends of Blaine Library will reimburse WCLS for the costs of this work.

2020-2024 Capital Budget

	Project	2019 Projected	2020	2021	2022	2023	2024	Est. Plan Total
Building and Furnishings Enhancement and Replacement Program								
Facilities	Staff Ergonomic Furnishings	\$ 7,832	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ 12,000
Facilities	Everson Renovation	-	200,000	-	-	-	-	200,000
Facilities	Point Roberts New Branch Furnishings	8,171	-	-	-	-	-	-
Facilities	Birch Bay New Branch Furnishings	-	-	-	228,000	-	-	228,000
Facilities	Blaine New Branch Furnishings	-	-	-	-	270,000	-	270,000
Facilities	Branch Renovations/Upgrades	68,919	74,479	75,000	75,000	75,000	75,000	374,479
Admin	Branch Interior Signage	15,000	-	-	-	-	-	-
	Sub-Total Building and Furnishings Enhancement and Replacement Program	\$ 99,922	\$ 286,479	\$ 75,000	\$ 303,000	\$ 345,000	\$ 75,000	\$ 1,084,479
Building Repair and Maintenance Program								
Facilities	Admin Services Maintenance & Improvements	\$ -	\$ 50,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 90,000
Facilities	Branch Lighting Retrofit Upgrades	11,376	45,000	-	-	-	-	45,000
Facilities	System-wide Facilities Assessment	-	50,000	-	-	-	-	50,000
Facilities	North Fork Maintenance & Improvements	23,000	-	10,000	10,000	10,000	10,000	40,000
	Sub-Total Building Repair and Maintenance Program	\$ 34,376	\$ 145,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 225,000
Technology Upgrades Program								
Coll Svcs	ILS Upgrade	\$ 50,952	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
IT Services	Self-check Software Upgrade	6,250	-	-	-	-	-	-
IT Services	Tablet Computers	-	7,500	-	-	-	-	7,500
	Sub-Total Technology Upgrades Program	\$ 57,202	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ 7,500
Equipment Replacement Program								
Admin	Vehicle Replacement	\$ 231	\$ -	\$ 30,000	\$ 30,000	\$ 45,000	\$ -	\$ 105,000
Public Svcs	Bookmobile Replacement or Similar	280,332	12,000	-	-	-	-	12,000
	Sub-Total Equipment Replacement Program	\$ 280,563	\$ 12,000	\$ 30,000	\$ 30,000	\$ 45,000	\$ -	\$ 117,000
Access Improvement Program								
Youth Svcs	School Book Returns	\$ 236	\$ 26,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 54,000
Public Svcs	Sumas Library Express	1,959	-	-	-	-	-	-
	Subtotal Access Improvement Programs	\$ 2,195	\$ 26,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 54,000
Library Design Study								
Public Svcs	Birch Bay Library Design	\$ 21,276	\$ 30,935	\$ -	\$ -	\$ -	\$ -	\$ 30,935
Public Svcs	Blaine Library Design	7,581	42,419	-	-	-	-	42,419
	Subtotal Library Design Study	\$ 28,857	\$ 73,354	\$ -	\$ -	\$ -	\$ -	\$ 73,354
Total Expenditures		\$ 503,115	\$ 550,333	\$ 132,000	\$ 360,000	\$ 417,000	\$ 102,000	\$ 1,487,979

Funding Summary:	2019	2020	2021	2022	2023		Est. Plan Total
Investment Interest	\$ 20,000	\$ 15,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 65,000
Grants/Reimbursements	7,581	200,419	-	-	-	-	208,000
Transfers-In From General Fund and Reserves	285,001	249,410	249,410	249,410	249,410	249,410	1,282,641
Prior Period Ending Fund Balance	1,180,155	989,622					2,169,777
Total Funding	\$ 1,492,737	\$ 1,454,451	\$ 259,410	\$ 259,410	\$ 259,410	\$ 259,410	2,492,091
Fund Balance:	2019	2020	2021	2022	2023		
Assigned Beginning Fund Balance	\$ 744,155	\$ 553,622	\$ 468,118	\$ 595,528	\$ 494,938	\$ 337,348	
Committed Beginning Fund Balance - Emergency	436,000	436,000	436,000	436,000	436,000	436,000	
Total Beginning Fund Balance	\$ 1,180,155	\$ 989,622	\$ 904,118	\$ 1,031,528	\$ 930,938	\$ 773,348	
Revenues	27,581	215,419	10,000	10,000	10,000	10,000	
Transfers-In	285,001	249,410	249,410	249,410	249,410	249,410	
Expenditures	503,115	550,333	132,000	360,000	417,000	102,000	
Transfers-Out	-	-	-	-	-	-	
Net Income	(190,533)	(85,504)	127,410	(100,590)	(157,590)	157,410	
Ending Fund Balance	\$ 989,622	\$ 904,118	\$ 1,031,528	\$ 930,938	\$ 773,348	\$ 930,758	

Note: Projected revenues and expenditures represent current estimates. The priority, timing, and available funding for budgeted projects are subject to change based on the changing needs of WCLS, its staff, and the patrons and communities that it serves.