



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

AGENDA

1. 9:00 **Call to Order.** Quorum determined.
2. 9:05 **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 Ruth.Nail@wcls.org prior to the meeting.
3. 9:10 **Consent Agenda**
 - a. Meeting Minutes
 - b. Expenditures
 - c. Void and reissue a paycheck
4. 9:15 **Financial Report and Resolutions**
 - a. Finance Committee Report
5. 9:35 **Policy Updates**
 - a. Fund Balance Management Policy 20.03
 - b. Purchasing and Contracting Policy 20.04
 - c. Shared Leave Policy 12.55
 - d. Borrower's Policy 4.01
6. 10:00 **COVID-19 Update**
7. 10:05 **BREAK**
8. 10:10 **Trustee Education: Whatcom READS** – Ann McAllen and Mary Vermillion
9. 10:40 **Staff Reports**
 - a. Executive Director
 - b. Deputy Director
 - c. Youth Services Manager
 - d. Community Relations Manager
10. 11:00 **Performance Measures & Committee Reports**
 - a. Performance Measures
 - b. Personnel Committee
 - c. Whatcom County Library Foundation
11. 11:15 **Announcements and Adjourn**

The Library Board of Trustees of the Whatcom County Library System will be holding their regular monthly meeting via teleconference in accordance with Proclamation 20-28.15 by the Governor of the State of Washington. Board of Trustees Meetings are open to the public. Persons wishing to be provided an internet link or telephone number to access the meeting are asked to please contact Ruth Nail at Ruth.Nail@wcls.org or (360) 305-3641 before 4:00 p.m. Monday, March 14, or at least three business days in advance of the meeting if special accommodations are required for you to attend the meeting.



Board Meeting Agenda Item Cover Sheet

Meeting Date:	3/15/2022
Committee or Department:	Administration Department
Subject:	Consent Agenda – Board Meeting Minutes, Monthly Expenditures
Prepared By:	Jackie Saul
Impact upon Budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Supporting Documents:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Recommendation or Request: Approval of consent agenda items

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

Summary:

Meeting Minutes:

- February 15, 2022 Regular Board Meeting

Expenditures:

General Fund:

- February 1-15, 2022 Payroll: Nos. 1029074104 -1029074108, (Voucher Nos. 550434 - 550581) Totaling \$207,374.86 and February 16-28, 2022 Payroll: Nos. 1029208923 -1029208926, (Voucher Nos. 550587 -550733) Totaling \$184,459.08.
- ACH transactions for employee benefits and monthly sales/use tax filings totaling \$86,118.36; \$27,680.43 of this is for employee funded contributions to dental insurance premiums, PERS and deferred compensation plans (made via payroll deduction).
- Claim 2022-02G: Warrant Nos. 1140315-1140341 Totaling \$133,333.07
- Claim 2022-03G: Warrant Nos. 1140671-1140678 Totaling \$41,643.86
- Claim 2022-04G: Warrant Nos. 1141821-1141840 Totaling \$110,995.49
- Claim 2022-05G: Warrant Nos. 1142282-1142304 Totaling \$78,926.18

Capital Fund:

- Claim 2022-01C: Warrant Nos. 1140342-1140343 Totaling \$995.15
- Claim 2022-02C: Warrant Nos. 1140696-1140697 Totaling \$1,184.99

Authorization to Reissue Paychecks:

- Resolution 03/15/22-03 to reissue paycheck 1026998357

Alternatives: N/A

Fiscal Impact: Expenditures for approval paid from available 2022 budgeted funds.

Comments: The Finance Committee has reviewed the General and Capital Fund claims listed above. They reviewed one general journal entry made in February.



UNAPPROVED MINUTES

Library Board of Trustees Regular Meeting

February 15, 2022

Location

Via teleconference for all attendees, in accordance with Proclamation 20-28, *et seq.*, by the Governor of the State of Washington, allowing open public meetings to occur remotely.

In Attendance

Trustees: Marvin Waschke, Chair; Lori Jump, Vice Chair; Claudia Disend, Secretary; Erika Lautenbach and Rodney Lofdahl. Absent: None.

Staff: Christine Perkins, Executive Director; Michael Cox, Deputy Director; Jackie Saul, Director of Finance and Administration; Thom Barthelmess, Youth Services Manager; Mary Vermillion, Community Relations Manager; Beth Andrews Human Resources Manager; Lisa Gresham, Collection Services Manager; Geoff Fitzpatrick, IT Services Manager; Dianne Marrs-Smith, Lynden Library Manager and President of Friends of the Birch Bay Library (FOBBL); Wendy McLeod, Lynden Library Assistant Manager and FOBBL Secretary; Jennifer Rick, Foundation Development Director; Maggie Mae Nase, Learning Coordinator; Ruth Nail, Administrative Assistant.

Guests: FOBBL Members Brian Bell, Doralee Booth, Sharman Burnam, Ruth Higgins, and Holly Witte.

Call to Order

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

Open Public Comment

No public comment.

Consent Agenda

The Consent Agenda included minutes of the January 18, 2022 Regular Meeting of the WCLS Board of Trustees as well as the following:

Expenditures:

General Fund:

- January 1-15, 2022 Payroll: Nos. 1028764585 -1028764590, (Voucher Nos. 550126 - 550273) Totaling \$195,646.38 and January 16-31, 2022 Payroll: Nos. 1028915868 -1028915874, (Voucher Nos. 550282 - 550286) Totaling \$205,994.16.

- ACH transactions for employee benefits and monthly sales/use tax filings totaling \$84,761.52; \$27,281.29 of this is for employee funded contributions to dental insurance premiums, PERS and deferred compensation plans (made via payroll deduction).
- Claim 2021-43G: Warrant Nos. 1138710-1138743 Totaling \$27,419.86
- Claim 2021-44G: Warrant Nos. 1138954-1138973 Totaling \$113,438.74
- Claim 2022-01G: Warrant Nos. 1138974-1138982 Totaling \$146,339.96

Capital Fund:

- There were no Capital claims in January

Rod moved approval of the Consent Agenda as presented. Seconded. Unanimous board approval.

Financial Report: Finance Committee Report and Resolutions

Jackie presented a summary of the 2021 General Fund, noting that property tax revenue exceeded the 2021 levy by roughly \$39,000, likely a result of payments deferred from the prior year. This additional revenue, along with funds received from insurance recoveries, offset the shortfall in budgeted revenue. Expenditures ended under budget this year, particularly in personnel costs. This variance is attributed to unused allowances that were budgeted for COVID-19 pandemic-related illness, along with position vacancies and reduced benefit expenses. The Collection Materials budget was underspent by \$12,000. Jackie recommends adding this amount to the Collection Project reserve fund, and that adjustment is reflected in the proposed budget amendment. Underspending and positive total revenue resulted in an increase of \$245,000 to the year's ending fund balance, bringing it to \$10.5 million.

Jackie reviewed the 2021 Capital Fund and summary, highlighting the completion of the system-wide Facilities Assessment. She noted that the Everson Library remodel, furnishings for which have been impacted by supply chain issues, is almost complete. Jackie shared pictures of the new adjustable circulation desks there. The desks' form and function have been received favorably by patrons and staff alike.

Receiving no questions on the 2021 report, Jackie delivered the January 2022 financial report and provided an overview of the updated five-year Capital Plan for 2022-2026, discussing details of items included in the plan. She commented on the recommendations outlined in the Facilities Assessment report, which have also been discussed with the Finance Committee. WCLS owns the Administrative Services (AS) and North Fork Library buildings, and the report identified several large repair and maintenance expenses at the former. Marv shared his recollection of the pre-WCLS history of the AS building and expressed the need to determine refurbishment requirements and costs compared to costs to move to a new facility. Future research is needed in determining the appraised value for AS, in addition to evaluating the pricing and availability of commercial space. Extensive discussion is required to address this question and other facilities matters, and a Board Facilities Planning Retreat was suggested to do so. The trustees unanimously agreed, offered their availability, and tentatively planned to hold the retreat on a Wednesday or Thursday evening in the latter half of June or later. Christine and Jackie will schedule the retreat and compile the aforementioned data for consideration. For now, smaller routine repairs and maintenance items will be addressed, as well as refurbishing the North Fork and Sumas facilities, all of which are listed in the Capital Plan.

Christine emphasized that this plan demonstrates what WCLS is doing, but does not take into consideration what other building owners of WCLS facilities are planning. Jackie is in the process of having building owners review the Facilities Assessment reports and provide their feedback, so we can incorporate it in our discussions at the Facilities Retreat. She answered questions regarding options if the building owner does not have the means or capacity to repair or maintain a branch facility. Lori posited the option of a combined library and administrative building. Marv suggested we table further discussion for the June retreat, and the rest of the board agreed.

Jackie presented Resolution 02/15/22-01 Adopting the 2022-2026 Capital Improvement Plan.

Claudia moved approval of Resolution 02/15/22-01 Adopting the 2022-2026 Capital Improvement Plan as presented. Seconded. Unanimous board approval.

Jackie reviewed the proposed budget amendments, highlighting areas to be modified and providing reasons for the changes. With no questions from the trustees, she presented Resolution 02/15/22-02 Amending the 2022 General and Capital Fund Budgets.

Rod moved approval of Resolution 02/15/22-02 Amending the 2022 General and Capital Fund Budgets as presented. Seconded. Unanimous board approval.

Annual General Meeting – Election of Officers & Committee Assignments

The current roster of officers and committee members for the WCLS Board of Trustees is as follows:

- Marvin Waschke, Chair – Finance Committee and WCLF Liaison (alternate on Personnel Committee)
- Lori Jump, Vice Chair – Community Relations Committee
- Claudia Disend, Secretary – Personnel Committee and Community Relations Committee
- Rod Lofdahl – Finance Committee and Personnel Committee
- Erika Lautenbach – at large

The trustees indicated their willingness and desire to retain their current positions and committee membership, without changes.

Claudia moved to approve the slate of officers and committee members as presented for the next year, without changes. Seconded. Unanimously approved.

Since the meeting was ahead of the scheduled agenda, and Erika needed to leave the meeting around 10:00 a.m., the board unanimously agreed to begin addressing the Birch Bay Library Update before the break.

Birch Bay Library Update

Christine reported that we still have until February 18 before receiving certified ballot results. The likelihood of the Birch Bay Library Capital Facility Area measure passing does not look promising at this time, however, with current approval at about 57% but requiring 60%. She provided statistics on “yes” and “no” votes and noted that there was more vocal opposition to the proposition this time, compared to last November. Claudia asked for further details on said opposition, which Christine summarized. Michael and Dianne concurred with this summary. Christine thanked and praised the community members who put their hearts and time into this effort.

Christine asked the trustees for their input. Discussion ensued about the options of pausing for a year or more, quickly presenting the measure a third time, the intractability underlying opposition to the measure and limited likelihood of overcoming it, and the influences of the pandemic and current economy on voter mindset. The trustees expressed concerns over the investment in the project to date, the ability to sell the property and recoup these funds, and its use as a combination library/administration building.

Michael fielded inquiries about the status of the \$2 million appropriation from the Department of Commerce (DOC) and the use and potential expiration of those funds. He is meeting with the DOC this afternoon to evaluate options moving forward, as well as review requirements to reapply for funds in the future.

Erika left the meeting at 10:10 a.m.

The possibilities of a single Blaine Library, both a Blaine and a Birch Bay Library, or a combination Blaine-Birch Bay Library to service this northwest area of the county, as well as a combined future LCFA measure, were proposed.

There was a preliminary consensus to put the project on hold for several months and use that time to evaluate our options and communicate with the community.

Marv requested we investigate the feasibility of putting a Library Express or portable building on the site—something with maximal impact and minimal cost—that will enhance a library presence there and allow us to quantify circulation at that location. Michael stated that it is the system’s model to provide library services in buildings that the community provides. He recalled an earlier estimate by Zervas Architects of about \$1 million to address ADA and floor reinforcement requirements to make it usable as a Library Express. Jackie said parking lot updates, and possible additional site improvements, are also required to use the existing building or put a portable building there. Michael has a meeting with Zervas next week and will determine the pending scope of work and if we can restructure the use of any contracted funds to provide estimates associated with these alternatives. Dianne and accompanying FOBBL member Ruth Higgins indicated that their Friends group would support either of these models and view it as a step forward in the process towards a permanent facility.

Christine cautioned that these alternatives present development and ongoing costs, and that we must determine if donors would approve the use of donated funds for such temporary measures. Mary emphasized, and Jenn supported, the importance of prompt direct communication with donors, with subsequent messaging to the Birch Bay and Blaine communities to advise them of potential next steps.

Jackie suggested we further explore the Birch Bay Library building project at the Facilities Retreat in June. The trustees agreed and requested WCLS management gather as much information as possible, with minimal expenditure, to prepare for that in-depth discussion and evaluation.

Christine reiterated her gratitude to FOBBL and Birch Bay community volunteers who valiantly worked to gain support for the Birch Bay LCFA measure. In the chat, Jenn commented, “Thank you to all the Birch Bay volunteers who put their hearts and souls into this most recent effort to build a library in Birch Bay” and Dianne said, “The Friends THANK YOU All for your support and effort to help us bring a library to our community. The majority is still with us and saying YES to a library.”

Break

Marvin adjourned for a break from 10:40 – 10:48 a.m.

Sumas Library Update

Christine reported that she and Alexa Andrews, Everson and Sumas Library Manager, recently met with Sumas Mayor Bruce Bosch and Public Works Director Sunny Aulakh, who shared that the City of Sumas is committed to bringing the library building up to operational level and is in the process of getting repair bids. WCLS has an interest in doing upgrades to the electrical and data cabling, including raising the boxes up to 36-inch counter height, and we will be taking the lead on some of the repair work, which the City will finish. After discussing the idea of a Library Express in the building, and gaining support from the mayor and Public Works Director, we are looking forward to getting it integrated into the building during the refurbishment process. Alexa attended the Sumas City Council meeting last night and shared preliminary information, and attendees were enthusiastic about the plans. Christine noted that the new library shelving will be steel, with the benefit of being durable and the ability to be power-washed if needed. Sumas will be one of the last WCLS branches to transition to this shelving.

Jackie confirmed that she has filed the insurance claim for the Sumas Library flooding losses, and she has been getting regular updates from the adjustor. There may be a delay in receiving a reimbursement commitment, with the volume of claims submitted, but we currently expect to receive the full amount of our claim.

Christine added that, in addition to our insurance claim reimbursement, the Sumas Library project will have several other revenue streams. We may be eligible to receive FEMA funds for some expenses, at a 75% reimbursement rate, since the City of Sumas has been declared a disaster area. We had received American Rescue Plan Act (ARPA) funding to address ADA issues at the Sumas Library, including automatic doors, which will now be installed as part of the current refurbishment and Library Express inclusion. Supplemental funding will be provided through the Whatcom County Library Foundation's Sumas Library Recovery Fund.

Although there was a rumor that we were abandoning the library in Sumas, Christine believes we have quashed that misconception. With continued delays getting materials delivered, September is projected for re-opening the Sumas Library, with library services to resume in the fall. We are currently supporting that community with a holds pick-up locker and bookmobile service. In response to Marv's question, Michael explained how we internally route held materials to the Everson Library, where the items are checked out and taken to the lockbox location. Sumas patrons receive a notice that their materials are ready for pickup along with the lockbox combination, and are then able to pick up their held items from the box.

Staff Reports: Executive Director

In addition to her written report, Christine highlighted our robust board game collection, which can be a fun distraction on these gray days of winter. She noted the recent staff reminder that WCLS subscribes to a phone interpreter service to assist in supporting our patrons in languages other than English. Christine thanked the Friends of South Whatcom Library for their donation to the Sumas Library Recovery Fund and lauded the Friends groups' support of each other.

Marv asked if we have an estimate of which languages are translated most often. Michael replied that our biggest impact has been from having certified bilingual staff in branches, versus an outside interpreter service. Christine's impression was that WCLS translated into Spanish the most, then Russian, followed by Punjabi. Mary added that we also translate many of our printed materials into these three languages.

Staff Reports: Deputy Director

In addition to his written report, Michael shared details of the Learning Together Trainings offered through the Community Engagement Fellows Coalition and WWU. Rather than a passive presentation, these trainings invite attendees to actively participate in social learning and engage with others in the community who have expertise on a topic, such as "Infusing Equity into Meetings" and "Acknowledging Land and History." Recently, we have been engaging in a series of conversations about how to use our library programs to build relationships and develop connections throughout the community.

Michael detailed recent incidents in our libraries, one involving the trafficking of video games stolen from the WCLS collection. A pattern of repetitive disruptive behavior necessitated that we trespass a patron at the Ferndale Library, a branch which has also seen an uptick in mischief and vandalism. Christine and Michael emphasized that the system attempts swift dialogue and resolution to continue providing services, and both commended library staff for their response to these recent incidents.

Michael welcomed Jonathon Jakobitz into his new role as Blaine Library Manager, as Jonathon transitioned from his previous position as Interim Blaine Library Manager.

Staff Reports: Youth Services Manager

Thom shared his written report and the motivation behind the pivot from his regular report. He explained that diverse stressors have impacted us systemwide, and staff are working through challenging and difficult times.

Management has had varied conversations on how to support staff, and one approach Thom chose was to make a collage for each member of the Youth Services team depicting ten qualities that he appreciates in them. In his report, he compiled an aggregate list of these traits.

Staff Reports: Community Relations Manager

Mary discussed her written report and reminded everyone to register for the Whatcom READS author events, several of which will be in-person. Registration serves to manage capacity and convey information required for attendance at in-person events, as well as allows us to communicate directly with registrants if event details change.

Whatcom READS received a \$6,000 grant from Humanities Washington and the National Endowment for the Humanities, which will fund a Field Guide and Journal inspired by this year's Whatcom READS title, *Greenwood*. Mary will talk more about this project next month.

Mary noted that Community Relations checks in with other departments about what library resources would benefit from a highlight in WCLS's communications. She thanked Neil McKay, Online Experience Coordinator, for his work with local poet Robert Lashley in putting together playlists on Freegal, the library's music streaming service, to honor Black History Month.

Mary referred to her report's list of recent book reviews and recommendations, media and press releases, including coverage of the Birch Bay Library ballot measure and lots of exposure by the Birch Bay Chamber of Commerce and volunteers. She praised the Birch Bay volunteers, and the many voices raised in support, for their passion and time as they shared what the library would mean for their community. Christine will be sending an e-card to the trustees for them to sign in appreciation of that community's library supporters.

Performance Measures & Committee Reports: Performance Measures

In addition to his written report, Michael commented that we are comparing 2022 to the pandemic years of 2020 and 2021 now, moving on from pre-pandemic 2019. He recalled that we were open for curbside service only in January and February of 2021, and January 2022's Northwest Drive Express physical circulation count has seen a slight decrease now that libraries are open.

Michael noted more visits to our website and slightly fewer to our catalog, likely due to all branches being open and patrons not needing to access the online catalog as much now to put items on hold. With branches open, Internet sessions have increased, as have WiFi sessions.

Lisa reviewed the digital and database usage statistics, remarking that the Whatcom READS title, *Greenwood*, and digital magazines remain among the top checked-out items from our OverDrive collection, even with the relative checkout decreases attributed to the differences in eMagazine platforms between OverDrive and RBDigital. She noted that new OverDrive unique users, the digital equivalent to new cardholders, have increased and that eBooks were slightly favored over eAudiobooks.

With the Libby application expansion, Lisa hoped to see an increase in traffic on Kanopy. Since Libby serves only as a portal to Kanopy, and users are still required to log in to Kanopy afterward, that login step appears to be a limiting factor in Kanopy's usage.

Lisa reported that January's aggregated database usage was the highest month since we began tracking it, and she largely attributes it to the efforts of Youth Services, as well as the Community Relations team. There was an anticipated decrease in the use of the Ancestry database, as the database returned to in-library use only. Lisa noted that Heritage Quest, which can be used at home, is a ProQuest competitor to Ancestry for Libraries.

Marv remarked that he would appreciate a future trustee education presentation of digital and database resources available. Christine made note of that and asked other trustees for suggestions for trustee education topics. Additional topics suggested included local history materials and what we have available; collection management software (e.g., OCLC); IT Services at WCLS; the Library of Things; and what other cutting-edge things we are considering and other libraries are doing.

Marv requested an update on the progress of our Community Resources project and a report on how often it is being used. Michael replied that we have established a Community Resources team and are focusing on user experience and evaluating how to select and review resources, as well as metrics options. Currently, we monitor usage through website visits using WordPress tables and tools. Michael will gather that usage data for next month's meeting.

Performance Measures & Committee Reports: Personnel Committee

No report.

Performance Measures & Committee Reports: Whatcom County Library Foundation

Jenn reported exciting news for January. In the last six weeks, WCLF has received \$30,000 in contributions, with \$17,000 going to the general fund. She is happy to see that donors are thinking of the library philanthropically, upgrading and not waiting until our Branch Out event. Donations allow the Foundation the ability to respond to a variety of community needs, such as helping with the Sumas Library recovery and adding to the Birch Bay Library effort. Jenn noted the correlation of people giving to libraries and voting to support them. She added that, when donors see us spending their donation wisely, they are inspired to give again.

Jenn relayed that Library Giving Day is scheduled for April 6, and the Community Relations team is already working with the Foundation to develop communications around opportunities for giving during that first week of April. Jenn advised that the Foundation Board is evaluating donor demographics at a granular level, and Lori said that data would be an interesting presentation to the WCLS Board.

Announcements and Adjourn

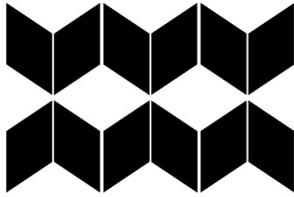
Christine reminded the trustees to watch their email for the ecard she is sending out for their signatures. After discussion, the Board decided to remain on the Zoom platform for the March and April meetings. *
Marvin adjourned the meeting at 11:49 a.m.

Next Meeting

Next regular meeting will be online via Zoom* on March 15, 2022 at 9:00 a.m.

_____ Claudia Disend, Board Secretary	March 15, 2022 _____ Date	_____ Ruth Nail, Administrative Assistant
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*Pending further issuances from the Office of the Governor of the State of Washington.



whatcom county
library system

RESOLUTION NO. 03/15/22-03

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
WHATCOM COUNTY RURAL LIBRARY DISTRICT AUTHORIZING
THE CANCELATION AND REISSUANCE OF A PAYCHECK**

This page submitted in place of confidential information



Finance Committee Report

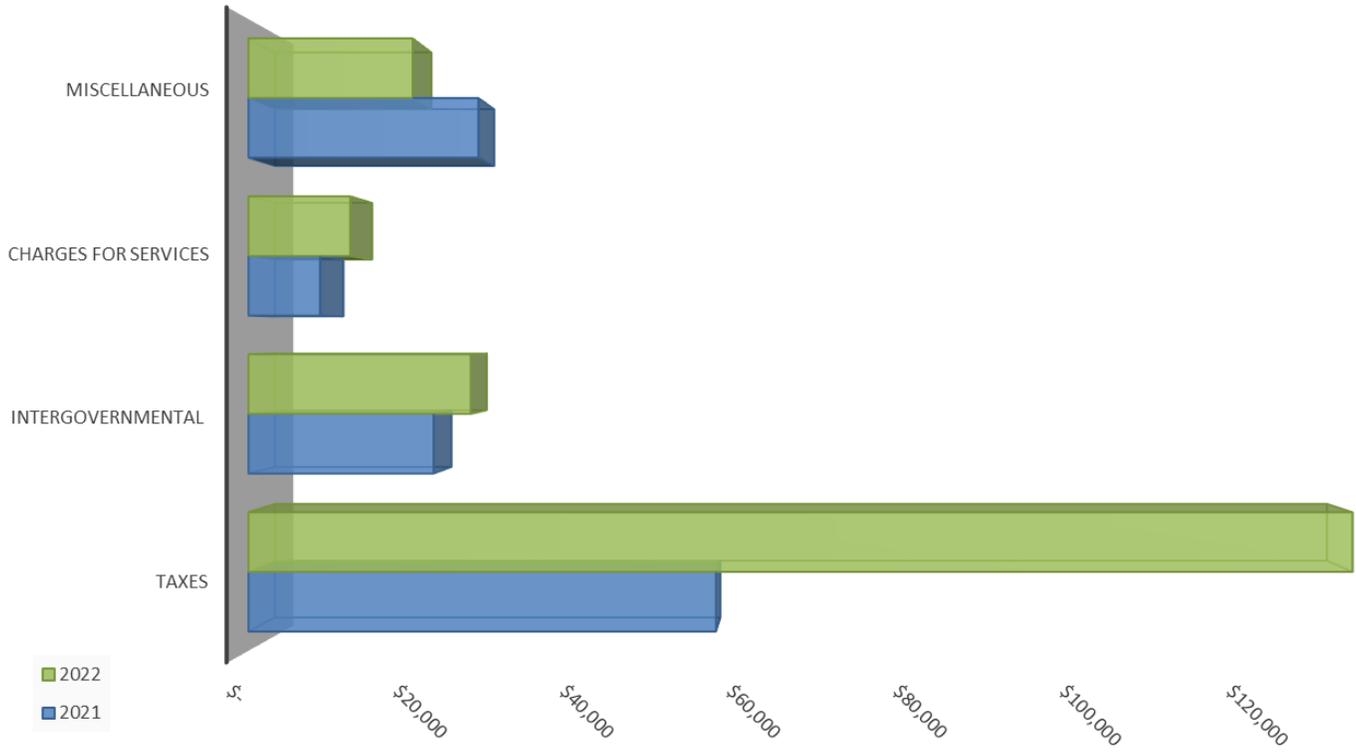
March, 2022

February Revenue

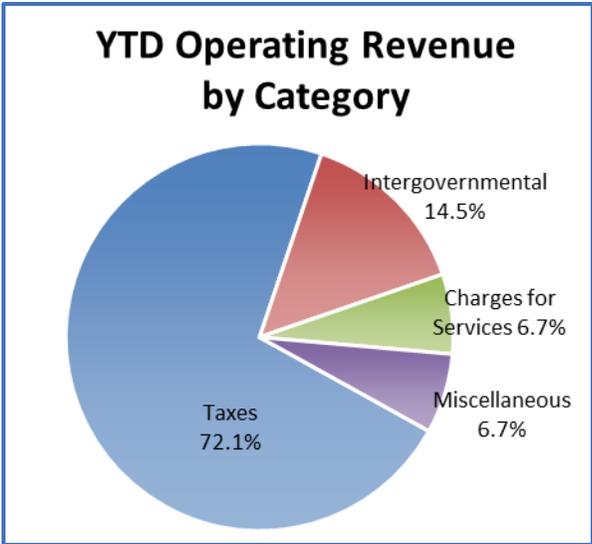
2022 Budget Revenues - Year-To-Date						
February 2022 (17% of FY)						
Acct No	Description	Budgeted Revenues*	Actual Revenues YTD	% of Actual Revenues YTD	% of Budgeted Revenues Received YTD	Budget Variance
310	TAXES					
311.10	General Property Taxes	\$ 9,419,052	\$ 137,474.25	69.31%	1.46%	\$ (9,281,578)
	TOTAL TAXES	\$ 9,419,052	\$ 137,474	69.31%	1.46%	\$ (9,281,578)
330	INTERGOVERNMENTAL REVENUE					
333.4531	State Library Grant - LSTA	\$ 30,000	\$ -	0.00%	0.00%	\$ (30,000)
333.9700	Fed Indirect Grant from DHS	75,000	19,032	9.60%	25.38%	(55,968)
337.10	Local Grants, Entitlements & Other	175,000	883	0.44%	0.50%	(174,117)
337.20	Leasehold Excise Tax	22,000	7,783	3.92%	35.38%	(14,217)
	TOTAL INTERGOV. REVENUE	\$ 302,000	\$ 27,698	13.96%	9.17%	\$ (274,302)
340	CHARGES FOR GOODS & SERVICES					
341.80	Printing & Duplication Services	\$ 3,400	\$ 685	0.35%	20.14%	\$ (2,715)
347.20	Library Use Fees	12,250	12,020	6.06%	98.12%	(230)
	TOTAL CHARGES FOR SERVICES	\$ 15,650	\$ 12,705	6.41%	81.18%	\$ (2,945)
360	MISCELLANEOUS REVENUES					
361.11	Investment Interest	\$ 100,000	\$ 10,899	5.50%	10.90%	\$ (89,101)
362.10	Rents & Leases	400	30	0.02%	7.50%	(370)
367.10	Contributions & Donations	67,350	4,584	2.31%	6.81%	(62,766)
369.10	Sale of Surplus	100	22	0.01%	22.00%	(78)
369.81	Cashier's Overages or Shortages	-	(2)	0.00%	0.00%	(2)
369.9101	Other Misc. Revenue	20,000	2,844	1.43%	14.22%	(17,156)
369.9102	Reimburse Lost/Damaged Books	12,000	2,087	1.05%	17.39%	(9,913)
	TOTAL MISC. REVENUES	\$ 199,850	\$ 20,464	10.32%	10.24%	\$ (179,386)
	TOTAL OPERATING REVENUE	\$ 9,936,552	\$ 198,341	100.00%	2.00%	\$ (9,738,211)
390	OTHER FINANCING SOURCES					
395.20	Insurance Recoveries	\$ 177,000	\$ -	0.00%	0.00%	\$ (177,000)
	TOTAL OTHER FINANCING SOURCES	\$ 177,000	\$ -	0.00%	0.00%	\$ (177,000)
	TOTAL REVENUE	\$ 10,113,552	\$ 198,341	100.00%	1.96%	\$ (9,915,211)
	Transfer from Reserves to Operating	\$ 45,000	\$ -	0.00%	0.00%	\$ (45,000)
	TOTAL WITH USE OF RESERVES	\$ 10,158,552	\$ 198,341	100.00%	1.95%	\$ (9,960,211)

*As Amended 2/15/22

General Fund Operating Revenue to Date-Compared to Prior Year



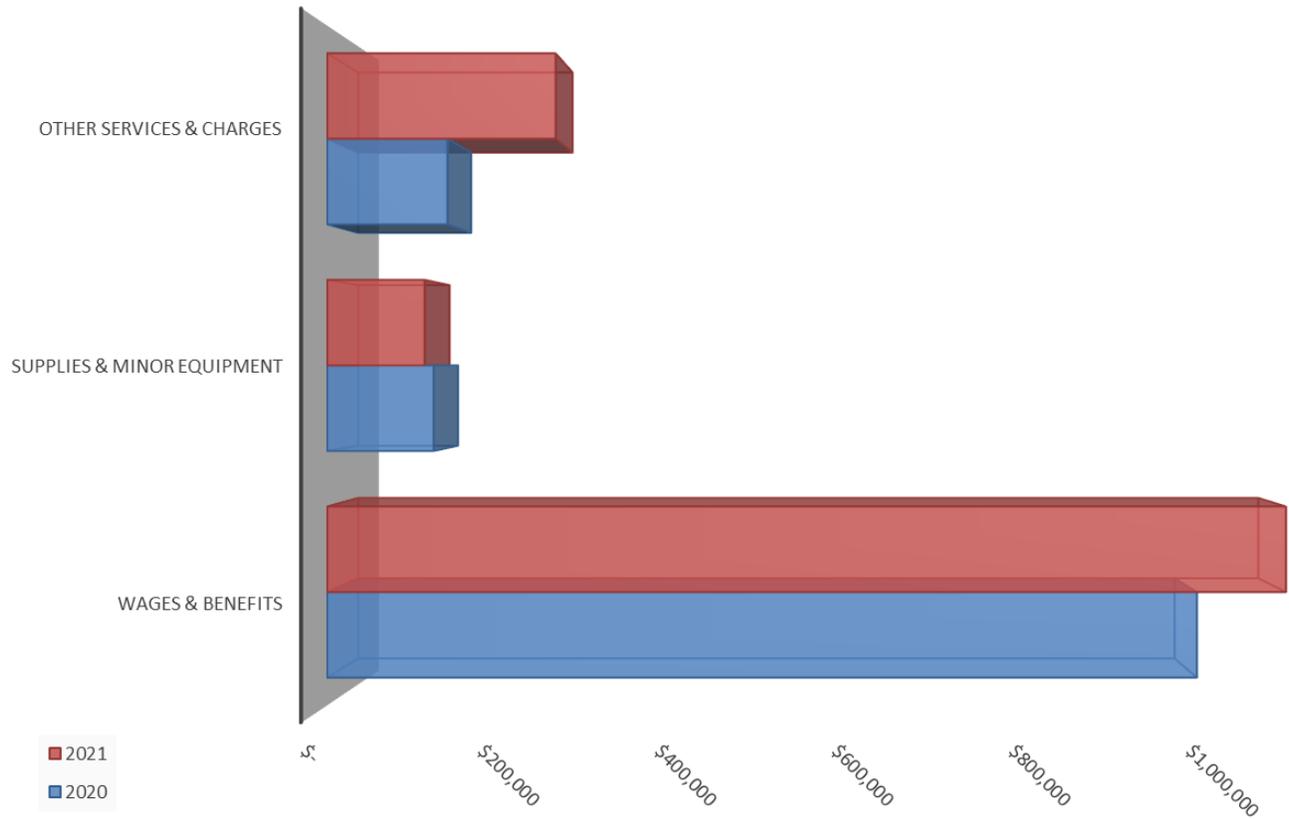
Actual General Fund Revenue to Date					
	2021		2022		% Change
Taxes	\$	58,224	\$	137,474	136.11%
Intergovernmental		23,074		27,698	20.04%
Charges for Services		8,943		12,705	42.05%
Miscellaneous		28,653		20,464	-28.58%
Total Operating Revenue	\$	118,894		198,341	66.82%
Other Financing Sources	\$	-		-	NA
Total Revenue	\$	118,894	\$	198,341	66.82%



February Expenditures

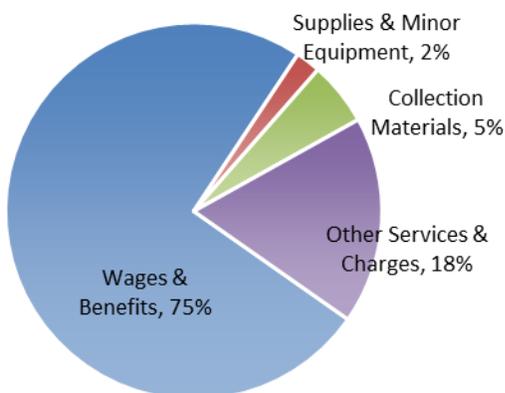
2022 Budget Expenditures - Year-To-Date						
February 2022 (17% of FY)						
Acct No	Description	Budgeted Expenditures*	Actual Expenditures YTD	% of Actual Expenditures YTD	% of Budgeted Expenditures Spent YTD	Budget Variance
572	SALARIES, WAGES, & BENEFITS					
572.10	Salaries and Wages	\$ 5,403,270	\$ 847,112	55.54%	15.68%	\$ (4,556,159)
572.20	Benefits	1,950,523	290,928	19.07%	14.92%	(1,659,594)
	TOTAL SALARIES, WAGES, & BENEFITS	\$ 7,353,793	\$ 1,138,040	74.62%	15.48%	\$ (6,215,753)
572.30	SUPPLIES & MINOR EQUIPMENT					
572.3031	Office & Operating Supplies	\$ 128,150	\$ 10,429	0.68%	8.14%	\$ (117,721)
572.3032	Fuel	19,300	4,235	0.28%	21.94%	(15,065)
572.3034	Collection Materials	1,369,000	83,239	5.46%	6.08%	(1,285,761)
572.3035	Small Tools & Minor Equipment	273,954	17,943	1.18%	6.55%	(256,011)
	TOTAL SUPPLIES & MINOR EQUIPMENT	\$ 1,790,404	\$ 115,846	7.60%	6.47%	\$ (1,674,558)
572.40	OTHER SERVICES & CHARGES					
572.4041	Professional Services	\$ 531,910	\$ 128,950	8.45%	24.24%	\$ (402,960)
572.4042	Communication	140,704	24,032	1.58%	17.08%	(116,672)
572.4043	Travel	30,400	86	0.01%	0.28%	(30,314)
572.4044	Taxes & Operating Assessments	600	58	0.00%	9.64%	(542)
572.4045	Operating Rentals & Leases	25,166	3,348	0.22%	13.30%	(21,818)
572.4046	Insurance	65,290	58,359	3.83%	89.38%	(6,931)
572.4047	Utilities	140,527	18,733	1.23%	13.33%	(121,793)
572.4048	Repair & Maintenance	141,840	23,103	1.51%	16.29%	(118,737)
572.4049	Miscellaneous	99,805	14,646	0.96%	14.67%	(85,159)
	TOTAL OTHER SERVICES & CHARGES	\$ 1,176,242	\$ 271,315	17.79%	23.07%	\$ (904,927)
	TOTAL OPERATING EXPENDITURES	\$ 10,320,439	\$ 1,525,201	100.00%	14.78%	\$ (8,795,238)
590	OTHER FINANCING USES					
597.10	Transfers-Out to Capital	\$ 350,581	\$ -	0.00%	0.00%	\$ -
	TOTAL OTHER FINANCING USES	\$ 350,581	\$ -	0.00%	0.00%	\$ -
	TOTAL EXPENDITURES	\$ 10,671,020	\$ 1,525,201	100.00%	14.29%	\$ (9,145,819)
	NET INCOME (LOSS)	\$ (557,468)	\$ (1,326,860)			\$ (769,392)
	NET INCOME (LOSS) W/USE OF RESERVES	\$ (512,468)	\$ (1,326,860)			\$ (814,392)
	FUND BALANCE SUMMARY					
	Beginning Fund Balance	\$ 10,326,603	\$ 10,326,603			
	Transfer from Reserves to Operating	(45,000)	-			
	Net Income	(512,468)	(1,326,860)			\$ (814,392)
	Ending Fund Balance	\$ 9,769,135	\$ 8,999,743			\$ (769,392)
*As Amended 2/15/22						

General Fund Operating Expenditures to Date-Compared to Prior Year

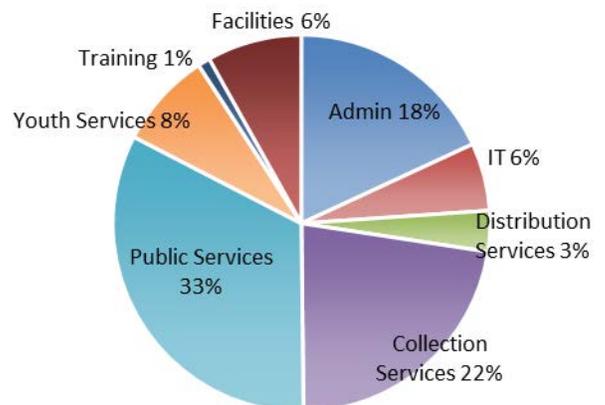


Actual General Fund Expenditures to Date Compared to Prior Year			
	2021	2022	% Change
Wages & Benefits	\$ 1,032,319	\$ 1,138,040	10.24%
Supplies & Minor Equipment	126,589	115,846	-8.49%
Other Services & Charges	143,038	271,315	89.68%
Total Operating Expenditures	1,301,945	1,525,201	17.15%
Other Financing Uses	\$ -	-	NA
Total Expenditures	\$ 1,301,945	\$ 1,525,201	17.15%

YTD Expense by Category



YTD Expense by Department



Fund Balance Summary	2021		2022
	Actual	Budgeted*	Actual to Date
Beginning Fund Balance	\$ 10,338,086	10,326,603	\$ 10,326,603
Revenue	9,553,794	10,158,552	198,341
Expenditures	(9,308,139)	(10,671,020)	(1,525,201)
Transfer from Reserves to Operating	-	(45,000)	
Ending Fund Balance	\$ 10,583,741	9,769,135	\$ 8,999,743
Ending Fund Balance Designation Detail			
	2021 Actual	2022 Budgeted*	2022 Actual to Date
Designated Ending Fund Balance - Cash Flow	\$ 3,201,849	3,369,707	3,158,893
Designated Ending Fund Balance - Emergency	808,548	850,936	850,936
Designated Ending Fund Balance - Capital Transfer	202,150	172,000	172,000
Designated Ending Fund Balance - Unemployment Comp Reserve	12,965	13,599	13,599
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	100,000	112,000	112,000
Total Designated Ending Fund Balance	9,017,827	9,210,557	8,999,743
Beginning Fund Balance less designated funds	1,320,259	1,116,046	1,326,860
Transfer from Reserves to Operating	-	(45,000)	-
Net Income	245,655	(512,468)	(1,326,860)
Ending Unassigned Funds with no designation	1,565,915	558,578	-
Ending Designated Funds	9,017,827	9,210,557	8,999,743
Total Ending Fund Balance	\$ 10,583,741	9,769,135	\$ 8,999,743
*As Amended 2/15/22			

February Summary

- Although property tax revenue is up from this period last year, we are still far below target, and will continue to be until the County's tax payment deadline at the end of April. We have dipped into cash flow reserves by approximately \$211,000, which will be replenished in April.
- Revenue from annual funding sources has been paid. This includes a service contract with the Whatcom Co. Jail (\$12,000) and annual support from the Whatcom County Library Foundation (\$4,590).
- Up front payments have also been made to certain vendors, including for annual property/liability/auto insurance premiums and IT and collection software maintenance contracts.
- We have conducted annual fire alarm testing and fire extinguisher servicing at all of our branches.
- We have started purchasing and will soon be distributing stand-alone air filters that were purchased with funding from the American Rescue Plan Act (ARPA) funds.
- Our Sumas flood insurance claim has been provisionally approved and has been passed on to the carrier from the adjuster. I have also begun the FEMA application process.
- The Friends of Island Library plan to install air conditioning at the Library with funding from a bequest. They have asked WCLS to contribute an additional \$2,000 to the project so that a heat pump that provides air conditioning and heat can be installed. This will improve energy efficiency at the Library, reducing usage of the propane furnace.

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 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 through 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 supplies such as office, program, maintenance and custodial supplies, and 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, phone and internet charges. Travel; use and excise taxes; auto, liability and property insurance; utilities; repairs and maintenance; and other miscellaneous expenses are also reported here.

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



Board Meeting Agenda Item Cover Sheet

Meeting Date:	3/15/2022
Committee or Department:	Administration Department
Subject:	Fund Balance Management Policy 20.03
Prepared By:	Jackie Saul
Impact upon Budget?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supporting Documents:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Recommendation or Request: Approval of revisions to Fund Balance Management Policy 20.03.

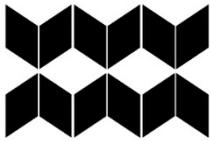
Suggested Motion for Consideration: Move approval of revisions to Fund Balance Management Policy 20.03 as presented.

Summary: The fund balance classifications listed in this policy are revised to reflect current state Budgeting, Accounting and Reporting System (BARS) guidelines.

Alternatives: None

Fiscal Impact: None

Comments: None



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FUND BALANCE MANAGEMENT POLICY

POLICY NUMBER: 20.03

Purpose

Adequate fund balance levels are a necessary component of WCLS' overall financial management strategy and are critical to enable WCLS to deal with unforeseen emergencies or changes in condition, as well as an effective tool in planning for anticipated costs stemming from future initiatives. Effective fund balance management also supports WCLS' strategic plan key focus area of budgeting based upon solid financial management.

Therefore, pursuant to RCW 27.12.210, the Whatcom County Library System (WCLS) Board of Trustees requires that WCLS' net cash and investments (fund balance) be managed as follows:

Fund Balance Classifications

In accordance with guidelines from the Washington State Auditor's Office, funds are classified as ~~reserved or unreserved~~described below. These fund balance classifications depict the relative strength of constraints that control how specific amounts can be spent. ~~Reserved funds are further classified by WCLS in these categories:~~

~~Reserved~~ — *Nonspendable*

Nonspendable fund balance includes amounts that ~~according to laws or contracts cannot be spent~~ are not in a spendable form, or are required to be maintained intact (i.e. the corpus of an endowment fund).

~~Reserved~~ — *Restricted*

Restricted fund balance includes ~~the amounts that are subject to externally enforceable legal restrictions (imposed by creditors, grantors, donors, other governments, most voter approved levies, etc.). The restrictions may also be imposed by law through constitutional provisions or enabling legislation. amounts constrained to specific purposes as stipulated by their external resource providers (i.e. grantors, bondholders), through constitutional provisions, or through enabling legislation.~~

~~Reserved~~ — *Committed*

Committed fund balance includes amounts constrained to specific purposes as determined by a binding formal action of the Board of Trustees. Commitments may be changed or lifted only by the Board of Trustees taking the same formal action that imposed the constraint originally.

~~Unreserved funds are further classified by WCLS in these categories:~~

~~Unreserved~~ — *Assigned*

Assigned fund balance ~~comprises~~ includes amounts intended to be used by WCLS for specific purposes but that are neither restricted nor committed. Intent can be expressed by the Board of Trustees informally with a motion or other form of directive, or by an official to which the Board of Trustees delegates the authority.

~~Unreserved—Unassigned~~

Unassigned fund balance is the residual classification for the General Fund and includes all amounts not contained in the other classifications. Unassigned amounts are technically available for any purpose including the coverage of any losses in revenues, one-time expenditures, or transfers to other funds to meet current or future expenditure needs. If a governmental fund other than the General Fund has a fund balance deficit, then it will be reported as a negative amount in the unassigned classification in that fund. Positive unassigned amounts will be reported only in the General Fund.

Fund Balance Levels

Within each fund, WCLS defines sub-funds with more distinct purposes, with optimal fund balance levels as outlined below. WCLS may establish additional sub-funds as needed.

General Fund:

~~Reserved—Committed—Unassigned—Designated—Unemployment Compensation~~

The unemployment compensation fund is established to mitigate the risk of self-insurance for unanticipated unemployment compensation costs. The target balance of this reserve will be reviewed each year as part of the annual budget process, and will be determined by calculating typical unemployment insurance rates for a similarly sized and staffed organization.

~~Unreserved—Assigned—Unassigned—Designated—Cash Flow~~

While WCLS budgets on a calendar year, its primary source of revenues, property tax revenues, are received primarily in the second and fourth quarters. Given the variability in the timing of the receipt of these and other revenues, the General Fund shall consist of a minimum committed fund balance of one-third, or thirty-three and one-third percent (33.33%), of annual budgeted operating expenditures to ensure adequate cash flows and to avoid short-term borrowing to fund operating activities. Should the Cash Flow Reserve fall below an amount equal to thirty-three and one-third percent (33.33%) the Library Executive Director or designee must inform the Board of Trustees at the next regularly scheduled Board meeting. The Executive Director or designee may authorize withdrawals from the Cash Flow Reserve fund upon notifying the Board of Trustees of the purpose of the expense and plan to replenish reserve funds.

~~Unreserved—Assigned—Unassigned—Designated—Emergency~~

It is also essential that WCLS maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated operating expenditures). Given the nature and variability of WCLS' revenues and expenditures, WCLS should target a minimum unassigned fund balance in its General Fund of one month, or eight and one-third percent (8.33%), of regular operating expenditures to cover losses in revenues or operating emergencies. If valid budgetary requirements do not allow for or necessitate a targeted minimum unassigned fund balance of eight and one-third percent (8.33%), it may be waived by the Board of Trustees during the budget process through the adoption of a General Fund budget that includes a lesser unassigned fund balance. Should the Emergency Reserve fall below an amount equal to eight and one-third percent (8.33%) the Executive Director or designee must inform the Board of Trustees at the next regularly scheduled Board meeting. The Executive Director or designee may authorize withdrawals from the Emergency Reserve fund upon notifying the Board of Trustees of the declared emergency condition.

Capital Fund

~~Reserved – Committed – Unassigned – Designated~~ – Emergency

WCLS shall maintain adequate levels of fund balance in its Capital Fund to mitigate the risk of loss of major capital assets. As such, the Capital Fund shall contain an emergency reserve with a minimum ~~unassigned – designated~~ ~~committed~~ fund balance equal to the cost of replacement of WCLS' highest valued piece of equipment plus the replacement cost for WCLS' highest valued facility less potential insurance recoveries to offset the unanticipated loss of capital assets. The Executive Director or designee must inform the Board of Trustees when funds from the Capital Emergency Fund are utilized and for what purpose.

~~Reserved – Committed~~ Assigned – Planned Capital Improvement

Funding for WCLS' Capital Fund is derived from transfers-in from the General Fund, and from investment interest. In order to ensure adequate funding for current and planned future capital expenditures, WCLS should target an assigned ~~committed~~ fund balance equal to the planned expenditures identified in the adopted capital improvement plan less anticipated Capital Fund revenues in addition to the Capital Fund's emergency reserve. If valid budgetary requirements do not allow for or necessitate this level of ~~committed~~ assigned fund balance, it may be waived by the Board of Trustees during the budget process through the adoption of a Capital Fund budget that includes a lesser ~~committed~~ assigned fund balance. However, the minimum level of ~~committed~~ assigned fund balance shall not fall below the emergency reserve plus the current budget year's approved capital expenditures.

Special Purpose Reserves

WCLS may establish additional special purpose reserve funds intended to provide funds to meet special targets of opportunity, to address anticipated future project needs, to plan for future operational needs, or to stabilize anticipated increases in costs. Such funds shall be established by approval from the Board of Trustees.

RELATED POLICIES: Fiscal Management Policy 20.01; Financial Planning and Budgeting Policy 20.02.

STATUTORY REFERENCE: RCW 27.12.210 Library trustees—Organization—Bylaws—Powers and duties.

ADOPTED by the Whatcom County Library System Board of Trustees October 17, 2006.

REVISED: March 15, 2022; October 17, 2017; February 16, 2016; August 18, 2009.



Board Meeting Agenda Item Cover Sheet

Meeting Date:	3/15/2022
Committee or Department:	Administration Department
Subject:	Purchasing and Contracting Policy 20.04
Prepared By:	Jackie Saul
Impact upon Budget?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supporting Documents:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Recommendation or Request: Approval of revisions to Purchasing and Contracting Policy 20.04.

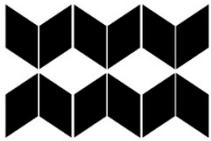
Suggested Motion for Consideration: Move approval of revisions to Purchasing and Contracting Policy 20.04 as presented.

Summary: This policy is updated to reference current WCLS policies and removes a reference to an outdated section of the Revised Code of Washington (RCW).

Alternatives: None

Fiscal Impact: None

Comments: None



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PURCHASING AND CONTRACTING POLICY

POLICY NUMBER: 20.04

SCOPE: This policy governs the purchase of all supplies, materials, equipment, public works contracts, and nonprofessional and professional services.

I. PURPOSE

The purpose of this policy is to promote diligent stewardship while preventing fraud, favoritism, extravagance, collusion, and the suggestion of collusion. It also provides equal opportunity among those seeking to do business with the Whatcom County Rural Library District.

II. POLICY STATEMENT

A. The District desires a fair and open process for procurement of goods and services that is free from the potential for bias and conflict of interest. In addition, the District desires consistent and appropriate practices for solicitations and contracting. All procurements of goods and services shall provide the District with the best quality and best value. All purchases are to be made within budgetary limitations and for the purpose of the goals and objectives approved in the District's budget. Any purchase made that is not within budgetary limits and the District's commitment authority shall be pre-approved through the budget amendment process. All purchases made by the District shall ultimately be approved by the District Board through the voucher approval process.

B. The Director of Finance and Administration is charged with developing administrative procedures to implement this policy. Procedures should ensure the fiscal responsibility of the District in expending resources for goods and services for District operations. The procurement procedures of the District shall adhere to the requirements of applicable law and shall be based on guidelines provided by the State Auditor's Office and the Municipal Research Services Center (MRSC).

C. The District has contracted with MRSC to adopt for District use those statewide electronic databases for small public works roster and consulting services developed and maintained by MRSC. Small works roster policies and procedures are established for use by the District, pursuant to RCW 35.23.352 and Chapter 39.04 RCW.

D. Lease of equipment or other personal property shall be subject to the policies for purchase of goods, with the aggregate of lease payments used in lieu of purchase price. Purchase or lease of real estate, franchise agreements, and intergovernmental or interlocal agreements will be entered into in accordance with state law.

III. GENERAL PROVISIONS

A. Federal or State Funds. When procurement involves the expenditure of state or federal funds or grants, purchasing shall be conducted in accordance with any applicable federal or state laws or regulations.

B. Breaking Down or Splitting Purchases. The breaking down, or splitting, of any purchase or contracts into units or phases for the purpose of avoiding the maximum dollar amount is prohibited.

C. Emergency Procurements. Notwithstanding any other provisions of this chapter, the Executive Director or designated agent may make or authorize others to make emergency procurements of materials, supplies, equipment, or services without complying with the requirements of this section when there exists a threat to

public health, welfare, or safety or threat to proper performance of essential functions; provided, that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, and listing of the item(s) procured under the contract, which shall be reported to the District Board at the next subsequent meeting.

D. Prevailing Wage. Prevailing wages shall be paid by all contractors and vendors performing under public works or service maintenance projects in accordance with RCW 39.12.

E. Amendments and Change Orders.

a. Amendments or change orders to contracts, including interlocal agreements, which result in the final contract amount in excess of purchase limits identified in this chapter may be administratively approved if the changes are:

- i. Within the scope and budget of the project or purchase;
- ii. Executed in writing;
- iii. The amount in excess of the Executive Director's purchase limits will not exceed the Executive Director's authority for non-budgeted capital or operating expenditures as defined in the Commitment Authority adopted by the District Board from time to time (the "Commitment Authority") or the approved project budget, whichever is greater.

b. Contract amendments that are strictly a change in contract expiration date may be administratively approved.

c. The value of all change orders will be aggregated, and when any single amendment or combination of change orders on the same project or purchase exceeds the limit under subsection ~~(DE)~~(a)(i) of this section the change must be approved by the Board of Trustees, except:

- i. For service contracts to accomplish an ongoing District program rather than a discrete project, the aggregation of administrative change orders shall be recalculated after each contract year; and
- ii. Where the size of the contract makes it probable that administrative change order authority will be quickly exhausted, the Board of Trustees may, upon recommendation of the Executive Director, extend the aggregate limits of subsection ~~(DE)~~(a)(i) of this section upon award of the particular contract.

F. Signature Authority. The Executive Director may delegate the signature authority provided in this chapter to other District employees as deemed appropriate.

IV. PURCHASE OF SUPPLIES, MATERIALS, OR EQUIPMENT UNRELATED TO A PUBLIC WORKS PROJECT

Purchase limitations apply to the cost of individual items or the sum of the same items purchased at the same time to fulfill a specific business need, which are not part of a public works project as defined by RCW 39.04.010 and this policy. Cost is inclusive of sales tax, delivery charges, and any related miscellaneous charges. Limits shown and processes identified in the Commitment Authority and Administrative Procedure established above shall be followed when authorizing the acquisition of materials, supplies, or equipment.

A. Purchases Less Than \$5,000 – No Competitive Quotation Or Bidding.

Purchases of materials, supplies, or equipment, where the cost is under \$5,000, do not require formal competitive quotes or purchase orders.

B. Purchases Greater than \$5,000 but Less Than \$25,000 – Informal Competitive Quotation.

- a. An authorized District representative shall make an effort to contact at least three vendors. The number of vendors contacted may be reduced if the item being sought is only available from a smaller number of vendors. When fewer than three quotes are requested or if there are fewer than three replies, an explanation shall be placed in the procurement file.
- b. Whenever possible, quotes will be solicited on a lump sum or fixed unit price basis.
- c. At the time quotes are solicited, the District representative shall not inform a vendor of any other vendor's quote.
- d. A written record shall be made by the District representative of each vendor's quote on the materials, supplies, or equipment, and of any conditions imposed on the quote by such vendor.
- e. All of the quotes shall be collected and presented at the same time to the appropriate designee as appropriate for consideration, determination of the lowest responsible vendor and award of purchase.
- f. Whenever there is a reason to believe that the lowest acceptable quote is not the best price obtainable, all quotes may be rejected and the District may obtain new quotes or enter into direct negotiations to achieve the best possible price. In this case, the department shall document, in writing, the basis upon which the determination was made for the award.

C. Purchases Greater Than or Equal to \$25,000 – Formal Competitive Bidding.

- a. *General.* Unless otherwise specifically approved by the Board of Trustees, all contracts relating to the purchase of materials, equipment, or supplies shall be in accordance with the Commitment Authority.
- b. *Invitation for Bids.* An invitation for bids shall be issued which shall include the specifications and the contractual terms and conditions applicable to the procurement.
- c. *Public Notice.* Public notice of the invitation for bids shall be published at least once in a newspaper of general circulation within the District, not less than 13 calendar days prior to the date set forth therein for the opening of bids, unless for good cause shown, the District Board authorizes a different period of time. The public notice shall state the date and time of bid opening. Bids not received by the date and time stated for bid opening will not be accepted or considered.
- d. *Bid Opening.* Bids shall be opened publicly and recorded at the time and place designated in the invitation for bids.
- e. *Withdrawal of Bids.* Cancellation of Awards. Bids may be modified or the bid may be withdrawn by written notice received in the office designated in the invitation for bids prior to the time set for opening. After bid opening, withdrawal of bids shall be permitted only to the extent that the bidder can show by clear and convincing evidence presented in a sworn affidavit or declaration submitted no later than 5:00 p.m. on the first business day after bid opening, that a clerical mistake was made and not a mistake in judgment, and the bid price actually intended. All decisions to permit the withdrawal of bids after bid opening, or to cancel awards or contracts based on bid mistakes, shall be made by the Executive Director.
- f. *Award.* The Board of Trustees shall award purchases for amounts greater than or equal to the limits as identified in the Commitment Authority. The award of bid shall be made to the lowest responsible bidder whose bid meets the specifications and evaluation criteria set forth in the invitation for bids. The District may reject all bids at its discretion.

D. Lowest Responsible Vendor. The following factors, in addition to price, may be taken into account by the District in determining the lowest responsible vendor; these criteria shall also apply in selecting products or services either offered with, or associated indirectly with, District programs or facilities:

- a. Any preferences provided by law to local products and vendors;
- b. The ability, capacity, and skill of the vendor to perform the contract;
- c. The character, integrity, reputation, judgment, experience, and efficiency of the vendor;

- d. Whether the vendor can perform the contract within the time specified;
- e. The quality of performance of previous contracts or services;
- f. The previous and existing compliance by the vendor with laws relating to the contract;
- g. Such other information as may be secured having a bearing on the decision to award the contract.

E. Life Cycle Costing. In considering the purchase of materials, equipment, supplies, whenever there is a reason to believe that applying the “life cycle costing” method of quote evaluation would result in the lowest total cost to the District, first consideration shall be given to purchases with the lowest life cycle cost which complies with the specifications.

F. Exceptions to Purchasing Limitations. The Executive Director is authorized to allow open market purchases without obtaining the regularly required competitive quotes or bids under the following conditions:

- a. *Surplus or Distress Sale.* When it is possible to procure obvious bargains through the procurement of surplus or distress material, supplies or equipment.
- b. *Auctions.* RCW 39.30.045 authorizes the District to acquire supplies, materials, and equipment through an auction conducted by the United States or any agency thereof, an agency of the state of Washington, a municipality or other government agency, or any private part, without quotations or bids, if the items to be purchased can be obtained at a competitive price.
- c. *Emergency Purchases.* When the obtaining of competitive bids or quotations will cause delay resulting in an appreciable loss to the District.
- d. *Interlocal Joint Purchasing Agreements.* Materials, equipment, supplies and services may be purchased under RCW 39.34.080 using joint purchasing agreements with a District, county, state or other public agency where bid requirements of this chapter have been followed by the cooperating agency in obtaining bids (i.e. the State of Washington Dept. of General Administration – Office of State Procurement, King County Distributing Association (KCDA), and Western States Contracting Alliance). Such joint purchasing agreements shall be approved by the Board of Trustees prior to solicitation of vendors.
- e. *Sole Source Procurement.* A contract for the purchase of materials, supplies, or equipment may be awarded without complying with the bidding requirements of this chapter when the department head determines in writing, subject to the approval of the Executive Director, after conducting a good faith review of available resources, that there is only one source of the required materials, supplies, or equipment. The department head or his/her designee shall conduct negotiations, as appropriate, as to price, terms, and delivery time. A record of sole source procurement shall be maintained that lists each contractor’s name, the amount and type of each contract, and a listing of the item(s) procured under each contract.
- f. *No Bids or Quotations Received.* When no bids or quotations are received in response to an invitation to bid or request for quotations, the department head or his/her designee is authorized to procure the required item through direct negotiations with a vendor or to rebid as the Executive Director or designee deems appropriate.
- g. *Library Materials Purchases.* When materials, including but not limited to books, periodicals, pamphlets, compact discs, DVDs, microforms, databases, and binding are purchased for inclusion in the District’s collection to be made available to the public.
- h. *Insurance and Bond Purchases.*
- i. *Purchases From Government Agencies.* When purchasing materials, equipment or supplies directly from other government agencies if the items to be purchased can be obtained at a competitive price.

G. Credit and Purchasing Cards. Some suppliers accommodate the District by accepting purchasing cards or providing the use of a supplier-specific credit card. All such cards are held by Administrative Services. Before an

eligible employee can use a credit or purchasing card, the employee must follow the steps set forth in ~~Administrative Procedure~~ Credit Card ~~Procedures-Policy~~ 20.11.

V. PUBLIC WORKS PROJECTS

A. Public Works Projects. “Public work” is defined in RCW 39.04.010(4).

B. Purchasing Procedures. Procedures for any public work or improvement shall be governed by RCW 39.04, where applicable, and this policy. Cost for a public works project includes all amounts paid for materials, supplies, equipment, and labor on the construction of that project which is inclusive of sales tax, unless exempted by law.

C. Purchasing Limitations. The Executive Director may authorize the purchase and execution of public works projects equal to or less than the dollar threshold for small works projects as provided under RCW 39.04.155 as amended.

a. Public works projects estimated to cost less than \$10,000 do not require the use of competitive quotes or bids.

b. Public works projects estimated to cost \$10,000 or more but less than \$40,000 require solicitation of at least three quotes or bids, or as a nonexclusive alternative, may use the limited public works process set forth in RCW 39.04.155. All purchases require an executed contract.

c. Public works projects estimated to cost \$40,000 or more but less than \$300,000 shall either use the small works roster or a formal competitive bid process. All purchases require an executed contract.

d. Public works projects estimated to cost \$300,000 or more require a formal competitive bid process. The District Board shall authorize these purchases and provide authority for the Executive Director to execute the related contract. All purchases require an executed contract.

D. Small Works Roster. There is established for the District a small works roster contract award process for accomplishment of public works projects estimated to cost between \$40,000 or more but less than \$300,000.

a. *Roster List.* The departments shall establish the small works roster or rosters which shall consist of all responsible contractors who have requested to be on the list, and where required by law, are properly licensed or registered to perform such work in the state of Washington.

b. *Publication.* At least once a year, the District shall publish in a newspaper of general circulation within the District the notice of the existence of the roster or rosters and solicit the names of contractors for such roster or rosters. Responsible contractors shall be added to an appropriate roster or rosters at any time that they submit a written request and necessary records. The District may require master contracts to be signed that become effective when a specific award is made using a small works roster. An interlocal contract or agreement between the District and other local governments establishing a small works roster or rosters to be used by the parties to the agreement or contract must clearly identify the lead entity that is responsible for implementing the small works roster provisions.

c. *Prequalification and Appeal.* Any contractor whose request to be on the list has been denied may appeal, within 10 days after the denial by the buying department to the Executive Director, and the Executive Director will make a decision within 30 days of the notice of appeal. Any contractor whose appeal to be on the list has been denied by the Executive Director may appeal, within 10 days after the denial by the Executive Director, to the District Board, and the District Board shall hold a hearing on the issue and make a decision within 45 days of the notice of appeal. A denial that is not appealed, or that is appealed and results in a final decision against the contractor, prevents the contractor from applying to be on the list for a period of one year from the initial application.

d. *Process.* Whenever work that has received District Board approval in the current budget, or otherwise been approved by the District Board, is sought to be accomplished using a small works roster, a District representative shall obtain telephone, written or electronic quotations from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to the lowest responsible bidder as follows:

- i. Whenever possible, invite at least one proposal (small works roster) from a minority or woman-owned contractor who shall otherwise qualify (Resolution 85-23).
- ii. A contract awarded from a small works roster need not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation. This paragraph does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes.
- iii. Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least three contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. If the estimated cost of the work is \$150,000 or more but less than \$300,000, the District may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must also notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The District has the sole option of determining whether this notice to the remaining contractors is made by:
 1. Publishing notice in a legal newspaper in general circulation in the area where the work is to be done;
 2. Mailing a notice to these contractors; or
 3. Sending a notice to these contractors by facsimile or other electronic means.
- iv. For purposes of this policy, "equitably distribute" means that the District may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services. At the time bids are solicited, the District representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project.
- v. A written record shall be made by the District representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.
- vi. At least once every year a list of the contracts awarded under this process are to be furnished to the District Board and made available to the general public. The list shall contain the name of the contractor or vendor awarded the contract, the amount of the contract, a brief description of the type of work performed or items purchased under the contract, and the date it was awarded. The list shall also state the location where the bid quotations for these contracts are available for public inspection.

e. *Determining Lowest Responsible Bidder.* Where bidders have not been prequalified, the District shall award the contract for the public works project to the lowest responsible bidder; provided that, when there is reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the District may call for new bids. A responsible bidder shall be a registered and/or

licensed contractor who meets the mandatory bidder responsibility criteria established by RCW 39.04.250 and who meets any supplementary bidder responsibility criteria established by the District.

f. *Cancellation of Invitations for Quotations.* An invitation for quotations may be canceled at the discretion of the department head. The reasons shall be made part of the contract file. Each invitation for quotations issued by the District shall state that the invitation may be canceled. Notice of cancellation shall be sent to all parties that have been provided with a copy of the invitation. The notice shall identify the invitation for quotations and state briefly the reasons for cancellation.

E. Award. The Executive Director or his/her designee shall present all quotations/bids and recommendation for award of the contract to the lowest responsible bidder to the Board of Trustees. However, for public works projects under \$35,000, the Executive Director shall have the authority to award public works contracts to the lowest responsible bidder without Board of Trustees approval, provided that the Board of Trustees has previously authorized the project through the approval of the District's budget, and provided that the Board of Trustees shall ratify the Executive Director's approval at the next scheduled Board of Trustees meeting. The Board of Trustees shall award all public works contracts for public works projects equal to or exceeding \$35,000.

F. Bid Deposit and Non-collusion Affidavit for Public Works Projects. Whenever competitive quotes or bids are required, and for public works projects estimated to cost \$40,000 or more, a bidder shall make a deposit in the form of a certified check or bid bond in an amount equal to not less than five percent of the total bid, which percentage shall be specified in the call for bids. As part of any bid submitted, the bidder shall be required to warrant that the bid is a genuine bid, and that he/she has not entered into collusion with any other bidder or any other person. All public works contractors shall furnish an executed and notarized non-collusion affidavit on a form approved by the District.

G. Retainage and Performance Bond for Public Works projects.

The District shall establish retainage for all public works contracts consistent with the requirements of applicable Washington State law. The District shall require performance bonds for all public works contracts in the manner and to the extent required by applicable Washington State law.

VI. CONTRACTS AND AGREEMENTS FOR SERVICES

A. Purchasing Limitations. Purchase limitations apply to the cost related to the acquisition of services to fill a specific business need. Cost is inclusive of any required sales tax and related expenses.

a. All initial agreements with governmental agencies require Board approval; annual renewal or extension of existing contracts and agreements require the Executive Director's approval.

b. Contracts and Agreements under \$15,000 can be executed by department heads or designee; contracts and agreements greater than or equal to \$15,000 but less than \$25,000 can be executed by the Director of Finance and Administration; and contracts and agreements greater than or equal to \$25,000 can be executed by the Executive Director or designee.

B. On-Call Service Contracts. On-call service contracts will be procured with the processes identified in subsection D of this section. Individual task orders of on call service contracts shall not exceed \$50,000.

C. Process.

a. *Architectural, Landscape Architectural, and Engineering Services Contracts.* Requirements set forth in Chapter 39.80 RCW shall be followed for contracts for architectural and engineering services, as defined in RCW 39.80.020.

i. *Roster.* Annually, on behalf of the District, MRSC will publish in advance the anticipated District's requirements for architectural, landscape architectural, and engineering services and

its acceptance of statements of qualifications for contractors interested in providing these services.

ii. *Contracts Less Than \$100,000.* Contracts that have an estimated cost of less than \$100,000 can be procured using an informal request for qualification process. This process requires the District representative to develop a written scope of the project and any criteria used to select the service provider and then select a qualified contractor from the District's architectural, landscape architectural, and engineering service roster. If the District representative does not choose to use the appropriate roster, then a formal request for qualification process must be followed.

iii. *Contracts Greater Than or Equal to \$100,000.* Contracts that have an estimated cost of \$100,000 or more must use a formal request for qualification (RFQ) process. The development of an RFQ along with the proper public notification shall be made in accordance with procedures adopted by the finance department in the best interest of the District; provided, however, that the Executive Director may in the following circumstances waive the RFQ process for contracts of \$100,000 or more, and allow the acquisition of services from the District's architectural, landscape architectural and engineering services roster:

1. It is deemed in the best interest of the District to expedite the acquisition of services; or
2. It can be demonstrated that there are sufficient consultants on the roster that possess the required qualifications to perform the scope of work; or
3. A consultant on the District's roster has previously provided satisfactory service to the District, has previously provided services related to the specific project, and has the qualifications to perform the scope of work.

iv. *Contract Required.* A contract is required to purchase architectural, landscape architectural, and engineering services.

b. Professional and Nonprofessional Services (Non-architectural, Landscape Architectural, and Engineering Services).

i. *Contracts Less Than \$100,000.* Contracts that have an estimated cost of less than \$100,000 can be procured using an informal request for proposal process. This process requires the District representative develop a written scope of the project and any criteria used to select the service provider. The District representative will use this information when selecting the contractor to provide the services. Multiple proposals are optional and at the discretion of the department head. If multiple proposals are used to make a selection, a standard process must be used for obtaining all proposals.

ii. *Contracts Greater Than or Equal \$100,000.* Contracts that have an estimated cost of \$100,000 or more shall be procured using a formal request for proposal (RFP) process. The development of an RFP along with the proper public notification shall be made in accordance with procedures adopted by the District.

iii. *Contract Required.* A contract is required to purchase professional and nonprofessional services.

VII. INTERLOCAL JOINT PURCHASING AGREEMENTS

A. Cooperative Purchasing. The District may enter into interlocal governmental cooperative purchasing arrangements with other public agencies similarly authorized under RCW 39.34.030 when the best interests of the District would be served thereby. Any cooperative purchasing agreement shall set forth fully the purposes, powers, rights, objectives and responsibilities of the contracting parties and shall be governed by the

requirements of state law in regard to competitive bidding, when applicable. The competitive bid process of the original jurisdiction shall substitute for the District's. All interlocal joint purchasing agreements shall be presented to the District Board for prior approval.

VIII. REAL PROPERTY ACQUISITION

A. Real Property. All real property acquisitions on behalf of the District shall be submitted to the Board of Trustees for approval.

B. Real Property. All leases of real property on behalf of the District shall be submitted to the Board of Trustees for approval.

RELATED POLICIES: Collection Policy 3.01; Fiscal Management Policy 20.01; Fixed Asset Policy 20.05; Imprest, Petty Cash, and Change Funds Policy 20.09; Credit Card Policy 20.11; Gift Acceptance Policy 20.12.

STATUTORY REFERENCE: RCW 35.23.352 Public works—Contracts—Bids—Small works roster—Purchasing requirements, recycled or reused materials or products; RCW 39.04 Public works; RCW 39.12 Prevailing wages on public works; RCW 39.30.045 Purchase at auctions; RCW 39.34.030 Joint powers—Agreements for joint or cooperative action, requisites, effect on responsibilities of component agencies—Joint utilization of architectural or engineering services—Financing of joint projects; RCW 39.34.080 Contracts to perform governmental activities which each contracting agency is authorized to perform; RCW 39.80 Contracts for architectural and engineering services; ~~RCW 42.24.225.~~

ADOPTED by the Whatcom County Library System Board of Trustees May 1988.

REVISED: March 15, 2022; August 15, 2017; August 19, 2014; February 2011; October 2003; April 1993.



Board Meeting Agenda Item Cover Sheet

Meeting Date:	3/15/2022
Committee or Department:	Administration Department
Subject:	Shared Leave Policy 12.55
Prepared By:	Christine Perkins
Impact upon Budget?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supporting Documents:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Recommendation or Request: Approval of Shared Leave Policy 12.55.

Suggested Motion for Consideration: Move approval of Shared Leave Policy 12.55 as presented.

Summary:

At present, there are two ways that staff look out for one another during difficult times. The first way applies to union members only. Union members participate in a Union Banked Shared Leave Pool. Members may donate sick leave hours to this pool. Members who become ill or injured and who have used up all their paid leave may request hours from the Union Banked Shared Leave Pool. This pool may only be used when union staff members are themselves ill or injured. It does not cover illnesses or injuries to family members.

The second way that staff share leave is via the Pandemic Shared Leave Bank. All staff may participate in this bank. Leave may be used to care for oneself or for family members who are impacted by the pandemic. However, only pandemic-related absences are covered. The IRS has special rules for shared leave banks established in response to federally-declared disasters and therefore this bank must remain distinct.

Unfortunately, from time to time WCLS staff or their family members experience medical catastrophes that are not covered by the Union Shared Leave Bank or the Pandemic Shared Leave Bank and staff leave accruals are wiped out. Bad things can happen to everyone – benefited, union staff, managers, and non-benefited staff alike. They can happen to family members of staff. These may be issues of mental or physical health, and may be unrelated to the pandemic. For this reason, we propose creating a general Shared Leave Bank in addition to the Pandemic Shared Leave Bank. With union approval, we suggest that union members draw down and close out the Union Shared Leave Bank and transition to the Shared Leave Bank.

In the future, we may want to consider a Disaster-related Shared Leave Bank to cover things like house fires, landslides, floods or other natural disasters, but there are different tax implications for donors that require further study.

Alternatives: As discussed.

Fiscal Impact: Staff paid leave is transferred from one staff member’s account into another. In either state this leave represents a liability. It is possible that the leave in the shared leave bank might be more likely to be used than the leave that had been amassed in the original employee’s account. However, in using it, the liability is resolved.

Comments: Shared Leave is a common concept with public agencies. Pierce County Library System, King County Library System, Seattle Public Library and others offer this way of assisting staff when disaster strikes.

SHARED LEAVE POLICY

POLICY NUMBER: 12.55

SCOPE: All employees of the Whatcom County Library System

It is in the best interests of Whatcom County Library System to establish a bank of shared leave hours for Whatcom County Library System employees who need paid time off in response to health catastrophes affecting themselves or their close relatives. This leave may only be requested after an employee has used all other available paid leave, and has applied for Washington Paid Family & Medical Leave (WPFML) or Workers' Compensation if applicable. It could be used to make up the gap between short- or long-term disability insurance or other coverage (if applicable) or to bring the employee's wages to 100% during their absence from work.

This Shared Leave Bank replaces the Union Shared Leave Bank once the Union Banked Leave Share Pool balance has been depleted. Union members requesting leave will first access the Union Banked Leave Share Pool if applicable and available. Any future donations of shared leave will be made to this Shared Leave Bank.

A. Purpose. The purpose of the Shared Leave Program is to be able to help staff members make up for lost wages for a period of time while they are unable to work due to an eligible event that affects themselves or their close relatives, when they do not have other paid leave available to them.

B. Definitions.

Close relative: employee's spouse or domestic partner; employee's child, parent, grandparent, grandchild, and sibling (including biological, adopted, foster, step or legal guardian); and the child, parent, and sibling of the spouse or domestic partner of the employee, as further outlined in RCW 49.46.210 (2).

Eligible event: a significant physical or mental health event or condition affecting an employee or employee's close relative such as extreme illness, injury or other impairment, or a recurring health condition that requires repeated and/or prolonged absences from work, which, without shared leave, would cause the employee to go on extended leave without pay or terminate employment.

FMLA: Family Medical Leave Act: federal legislation that provides eligible employees with job-protected leave to attend to qualifying medical events.

WPFML: Washington Paid Family Medical Leave: state legislation that provides eligible employees with paid leave for qualifying medical events.

L&I: Washington State Department of Labor & Industries, also referred to as Worker's Compensation, which covers injuries sustained while working.

C. Eligibility. An employee must have successfully passed their 9-month probationary period and their one-year performance evaluation to be eligible to apply for shared leave. An employee must be unable

to work or telework for a period of three (3) days or more, and must first exhaust their own paid sick leave, personal days, and vacation leave, as applicable. Full-time staff may be granted up to a maximum of 960 hours of shared leave during their lifetime at WCLS. The maximum number of hours a part-time staff may be granted is pro-rated based on their regular budgeted hours.

D. Eligible Reasons for Use. An eligible event affecting the employee or an employee's close relative's physical or mental health that precludes the employee's ability to work or telework will be considered reason to apply for shared leave.

E. Certification. WCLS may require certification from a licensed health care provider or other authority to verify the qualifying reason for leave. Staff members requesting leave must be prepared to provide a statement from a health care provider verifying the nature and expected duration of the condition.

F. Conditions.

1. Employees who are separating from employment in good standing with WCLS may choose to donate up to 10% of their accrued sick leave at the time of separation to the Shared Leave Bank. Donated leave will reduce the employee's leave balance that is retained by the Library for one year from their date of separation, and will not be reinstated to the employee if they return to employment.
2. The Human Resources Manager will solicit paid leave donations to the Shared Leave Bank whenever the pool balance dips below forty (40) hours.
3. No differentiation will be made between the salary level of the donor and the recipient.
4. Employees wishing to donate leave shall send a [Donation of Leave form](#) to the Human Resources Manager or designee.
5. Employees with a combined total of less than 240 hours of sick and vacation leave (prorated for part time staff) may donate no more than 10% of their combined accrued leave. Employees with a combined total of more than 240 hours of sick and vacation leave (prorated for part time staff) may donate up to 20% of their combined accrued leave.
6. The minimum donation is four (4) hours.
7. No employee shall be coerced, threatened, intimidated, or financially induced into donating leave.
8. Donations to, and requests for the Shared Leave program shall be confidential. An employee requesting Shared Leave may choose to make their identity known, at their discretion.
9. Per IRS guidelines, donors give in general to the Shared Leave Bank and may not specify which employee may receive their donated hours.
10. Per IRS guidelines, employees who deposit leave may not claim an expense, charitable contribution, or loss deduction in the amount of deposited leave.
11. Requests to receive Shared Leave shall be submitted to the Human Resources Manager using the [Shared Leave Request Form](#) as soon as possible. The minimum amount of Shared Leave that may be requested is four (4) hours. The Executive Director will review all requests and make the final decision to approve or deny such requests. In the event a union member's request may be denied, the Executive Director will consult with the Union President before making a final determination.
12. The Payroll Specialist shall apply Shared Leave hours to employees who have been approved for Shared Leave. Use of donated shared leave shall be based on the recipient's scheduled hours.
13. A full-time employee may receive a maximum of 960 hours of leave under this Shared Leave program during their tenure at WCLS. Maximum eligibility for part-time employees will be pro-rated based on their budgeted hours.

14. In the event that there are insufficient donations to meet the Shared Leave requested, the remaining hours in the Shared Leave Bank shall be applied to employees on a first-requested, first served basis, based on date of request.
15. Benefit coverage during shared leave will be determined by the terms and conditions of the applicable provider contracts, including retirement. Holiday leave will continue to be paid; sick leave and vacation will not be accrued.
16. The provisions of this policy are a supplement to, and do not supersede any applicable provisions in the current bargaining agreement.

RELATED POLICIES: Sick Leave Policy 12.22; Emergency Closure Policy 12.35.



Board Meeting Agenda Item Cover Sheet

Meeting Date:	3/15/2022
Committee or Department:	Administration Department
Subject:	Borrower's Policy 4.01
Prepared By:	Thom Barthelmess
Impact upon Budget?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supporting Documents:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Recommendation or Request: Approval of revisions to Borrower's Policy 4.01.

Suggested Motion for Consideration: Move approval of revised Borrower's Policy 4.01 as presented.

Summary:

We are interested in supporting educators who wish to use WCLS materials with their students. Some teachers have used agency cards in the past, but those are unsuitable or insufficient in many cases. We are introducing an educator card that will allow teachers to use materials with their students, with some autonomy and without fear of the ramifications of predictable loss.

The revision to the policy adds the educator card, as well as the ConnectED accounts, and codifies our authority to waive lost materials on a limited basis.

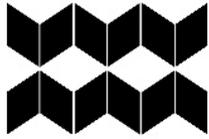
The revision also addresses a number of more housekeeping-type updates including:

- Reordering the categories of eligibility, from largest to smallest;
- Updating the language around overdue fees to reflect the current day;
- Removing granular information about cards for minors that belongs at the procedure level;
- Adding the Write-Off of Uncollectable Debts Policy to the list of Related Policies

Alternatives: As discussed.

Fiscal Impact: At present our current materials budget is sufficient to cover anticipated loss on student accounts and educator cards. Should that change in the future, we can adjust the procedure(s) accordingly.

Comments:



whatcom county
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BORROWER'S POLICY

POLICY NUMBER: 4.01

SCOPE: This policy defines who is eligible for a WCLS library card and limitations to borrowing privileges.

A. The Whatcom County Library System (WCLS) is a system of libraries serving the diverse needs of area residents of all ages.

All WCLS branches and bookmobile are open to the public. Anyone may browse or use materials, attend WCLS programs, and otherwise use services in WCLS facilities.

B. Eligibility for a Library Card

The following categories of individuals are eligible to register for WCLS library cards with provision of current address and proof of identity:

1. **All residents of Whatcom County.**

NOTE: Residents of the City of Bellingham will be provided a Bellingham Public Library card when registering at WCLS and may use their Bellingham Public Library cards to borrow materials at WCLS libraries and bookmobile through a reciprocal agreement.

2. Students who attend school in Whatcom County, including college and university students from out of the area and elementary and secondary students from neighboring counties.

3. Teachers in public and independent schools, preschools, and child care centers may be issued educator library cards to facilitate the use of WCLS materials in classrooms.

4. Students in participating Whatcom County school districts may have limited WCLS borrowing privileges in special accounts associated with their student status.

2.5. **Non-residents of the Library District who pay taxes to support the Library District**, such as individuals who work in Whatcom County or own businesses or property located in Whatcom County.

~~3.1. Students who attend school in Whatcom County, including college and university students from out of the area and elementary and secondary students from neighboring counties.~~

4.6. **Residents of communities with which WCLS has a reciprocal borrowing agreement, including but not limited to:**

a. Fraser Valley Regional Library (British Columbia, Canada)

5.7. **Residents of jurisdictions within Washington State that provide equitable tax support for public library service.** In addition to current address and proof of identity, applicants must present a library card from their local jurisdiction.

NOTE: Borrowing privileges for electronic materials and/or access to online services may be limited depending on vendor contracts.

6.8. **Nonresidents of the Library District** who do not meet any of the criteria described ~~in sections 2, 3, 4 or 5~~ above may purchase a library card for an annual fee to borrow materials.

7.9. **Whatcom County business firms and institutions** may be issued agency library cards upon the written approval of the owner and/or official authorized to enter contracts on behalf of the business or institution.

8.10. ~~Minors under 18 years of age may receive a limited use library card without an adult's signature or a full use library card with a parent's or guardian's signature. Parent/guardian~~

~~signatures will not be required for a full use card for minors who are demonstrably free of parental control, such as through marriage.~~

C. Limitations on borrowing privileges

1. **Borrowing privileges may be denied for:**
 - a. **Failure to return overdue WCLS materials or failure to pay for damaged or overdue materials.** Money received for lost material will be refunded or credited if the materials are returned within one year of the last transaction.
 - b. **Due cause**, including failure to comply with WCLS rules, destruction of WCLS property, and disturbance of other WCLS patrons. See WCLS Disruptive Behavior Policy.
2. **Lost or stolen cards:** Lost or stolen library cards should be reported to the WCLS immediately. A replacement card will be issued at no cost.
3. **It is recommended that library cards not be loaned as the Borrower is still responsible for all materials borrowed on the card.**
4. **Borrowers are normally expected to authenticate their eligibility to borrow materials each time they wish to borrow materials from the WCLS.**
5. ~~Effective January 1, 2020, WCLS does not will no longer~~ levy overdue fees.
6. **Other charges, as outlined in 4.01.04 Fee Schedule:**
 - a. Item(s) will be considered lost, and the borrower will be charged a replacement fee, when WCLS materials are not returned within a number of days, as specified in the Fee Schedule.
 - b. If an item is returned damaged or with missing parts, the borrower may be charged according to guidelines maintained by WCLS.
 - c. Past due financial accounts may be submitted to a private collection agency for collection. An additional fee(s) may be charged to any account submitted to a collection agency.
7. **Exceptions:**
 - a. Fines and other charges may be waived in cases of WCLS error or exceptional circumstances, according to guidelines established by WCLS.
 - b. If a payment plan is developed and followed, collection agency accounts may be temporarily suspended and limited checkout privileges may be restored.

D. Acceptable anticipated loss

WCLS may forgive limited loss of materials for educator cards and student ID accounts on an annual basis according to the procedures and memoranda of understanding governing those accounts.

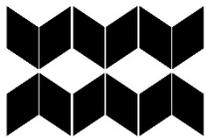
E. Privacy

It is the policy of Whatcom County Library System to protect the privacy of library borrowers. See the WCLS Policy on Confidentiality of Patron Records.

RELATED POLICIES: Borrower's Policy Fee Schedule 4.01.04, Confidentiality of Patron Records Policy 5.01, ~~Write-Off of Uncollectable Debts Policy 20.13-~~

ADOPTED by the Whatcom County Library System Board of Trustees January 15, 1980.

REVISED: [March 15, 2022](#); August 17, 2021; January 21, 2020; September 17, 2019; December 18, 2018; June 20, 2017; March 28, 2017; July 19, 2016; April 19, 2016; August 20, 2013; September 18, 2012; December 17, 2010; May 18, 2010; March 17, 2009; Dec. 16, 2008; May 20, 2008; September 18, 2007; May 24, 2005; July 22, 2004; September 16, 2003; November 21, 2000; March 18, 1997; August 16, 1994; July 16, 1991; October 17, 1989; June 17, 1988; February 19, 1988; March 12, 1986; Jan. 11, 1983.



whatcom county
library system

Executive Director's Report

March 2022

COMMUNITY

It was great to see so many people “in person” at Whatcom READS events this year, and to hear author Michael Christie announce next year’s selection, [The Cold Millions](#) by Spokane-area author Jess Walter. [The Cold Millions](#) won the 2021 Washington State Book Award.

ACCESS

Although we did not create an agenda item for Birch Bay library services this month, rest assured we are doing some deep thinking about options and are gathering information so that the Board will have much to discuss at our Facilities Retreat in June.

RESOURCES

Now that Pickleball has been declared Washington State’s official sport, should we start checking out Pickleball paddles and balls so newbies can give it a try? It’s just a glimmer of an idea at this time, but a fun example of something our Collection Services team may consider adding to our Library of Things.

EQUITY, DIVERSITY AND INCLUSION

Our proposed Shared Leave Policy is one way that WCLS staff can help look out for our fellow co-workers who are suffering from serious health-related issues, particularly those who may work limited hours and have minimal access to paid time off. Bad things can happen to any family, and our generous staff appreciate the opportunity to share their leave with others who need it.

STEWARDSHIP

Thursday afternoon we were approached by the Friends of Island Library (FOIL) about a cost-sharing opportunity. They plan to use a generous bequest and some FOIL funds to install air conditioning at the Island Library, but realized that it would be more cost- and energy-efficient over the long run to install a heat pump. Since they do not have the additional funds needed to switch to the heat pump option, and since WCLS stands to benefit by paying less to heat and cool the building over the long term, we agreed to chip in up to \$2,000 to make this happen. This helps us achieve our environmental stewardship goals and steward our budget wisely.

A note that I will be on vacation during the April Board meeting and Deputy Director Michael Cox will be on deck in my stead.

Christine Perkins

Executive Director

COMMUNITY

Three cedar picnic tables were recently installed at the North Fork Library, the culmination of an Eagle Scout project built by Lucas Gaston from Troop 4007 located in Bellingham. Materials were donated by Aven Construction and the Friends of the North Fork Library. One table is designed to accommodate a wheelchair at either end. For a long time, there has been talk about developing an outdoor community space. Now more than ever, there is a demand for outdoor meeting spaces.



The North Fork is planning a ten-year celebration to be held on June 4th. The ten-year anniversary of the building actually occurred in 2020., and some Friends are considering this the one-year anniversary of the library’s 10th birthday. All are invited to join the celebration.

RESOURCES

A Community Resources Project team has been tasked with developing and maintaining an online searchable table of curated information targeted to those in our community or in response to current heightened needs. Resources provided locally, or information directly related to timely local needs, are within the scope of this project.

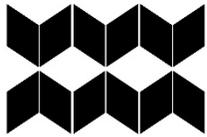
A large part of developing a tool like this is the curating process of selecting and reviewing included resources. Content that is responsive to current needs is dynamic and needs to be reviewed frequently during an event.

Usage of such a tool is expected to be dependent on seasonal or situational needs, such as extreme weather events or tax preparation. Usage is also likely to be driven by promotion, such as being included in news stories or social media.

Date	Page Views
11/2021	4,403
12/2021	2,203
1/2022	1,355
2/2022	446

Topics to be developed include: Weather, Health & COVID-19, Employment, Legal Aid, and Financial.

Michael Cox
Deputy Director



whatcom county
library system

Youth Services Report

March 2022

ACCESS

Our partners in public and independent schools have been occupied with the exigencies of the pandemic, and many have implemented protocols that impact our ability to connect with students as we have in the past. We are taking advantage of the opportunities we have, and taking some time to strengthen our ConnectED infrastructure, so we're fully prepared to reconnect when the time comes. Here are some of those preparations:

Directory

School personnel change frequently, and that seems to be especially true in school libraries, where aides move in and out of those positions regularly. We're doing lots of calling to collect titles and contact information for all of the administrators, teachers, and other staff in all of our partner school districts. With the help of Community Relations, we're setting up a directory in Patron Point, to enable varied communication to different user groups. We'll be looking at semi-annual newsletters for a broad audience, and more targeted information updates for smaller groups.

Website

We have updated the ConnectED presence on wcls.org. The general ConnectED page, wcls.org/connected, features step-by-step instructions for students to login, request physical books and audiobooks, download digital books and audiobooks, and search relevant databases. A separate page for educators, wcls.org/connected-for-educators, highlights the different presentations YS staff can make for students, teachers, and parents, with descriptions, formats, times, and opportunities for customization.

Care Packages

I receive hundreds of publisher review copies each year, largely owing to my previous service on book award committees and my professional reviews. I generally don't add them to our WCLS collections, as given the time and effort involved in processing them, and the issues associated with linking a donated copy to purchased copies in the stream, it's generally easier to simply order what we need at once. We have offered them to educators in the past, at a ConnectED event or as part of a meeting visit. This year we're preparing care packages and delivering book bundles with hand-written notes to every second- and fifth-grade teacher, every librarian or library aide, and every middle- and high-school language arts teacher. This is a way to support classroom and school libraries, and cement our already strong relationships.

Thom Barthelmess
Youth Services Manager

COMMUNITY AND ENGAGEMENT



As discussed in today’s Board of Trustees education session, [Whatcom READS 2022](#) – featuring *Greenwood* by Michael Christie – successfully celebrated and engaged our community of READers with lead-up and author events. The five author programs included a riveting conversation between Michael Christie and WCLS Collection Development Librarian Emma Radosevich at the Deming Library.

Thank you to Michael Christie, for being a gracious and engaging guest, and to everyone who

supported or participated in the 2022 season. The 2023 Whatcom READS selection is *The Cold Millions* by best-selling (and Spokane-based) author Jess Walter.



In this month’s [Power of Sharing campaign](#) message, we remind our community that the library can help plan a getaway. Ads are running on digital platforms, social media and bus sides. Monthly reports continue to show higher than average click-thru rates on the campaign’s display, audio and video ads.

Ads directly link or drive readers to a book list that

features collection materials to help you plan a trip, including Mango language learning, spa getaways, family trips, park escapes and Discover Washington backpacks. No matter your travel dreams, the library can help. That’s the power of sharing.



The spring issue of [Explorations](#) arrived in county mailboxes on or before March 1. This issue celebrates local teen artists who participate in the annual [Whatcomics](#) and [A Forest of Words](#) anthologies.

The publication, which features library news and events, is mailed to all county households and distributed at library branches and community locations. Explorations is also available [online](#).

Press Releases

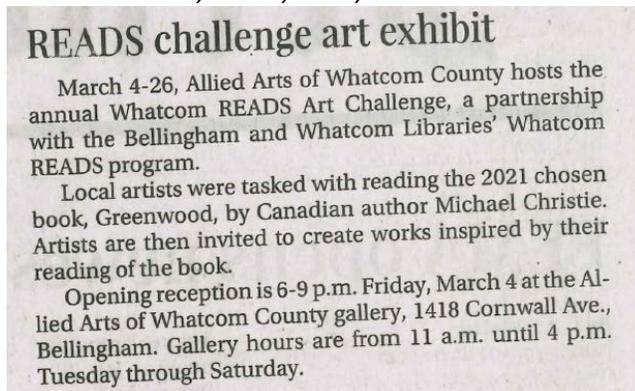
- [Register now for Whatcom READS author events](#)
- [Whatcom READS announces 2023 book selection](#)

Book Reviews

- *Cascadia Daily News*, Feb. 11, 2022, [Astra](#) by Cedar Bowers
- *Cascadia Daily News*, Feb. 26, 2022, [This Land of Snow](#) by Anders Morley

Major Press

- *Bellingham Herald*, Feb. 8, 2022, [Voters decide funding for Bellingham, Ferndale schools and Birch Bay Library](#)
- *The Northern Light*, Feb. 9, 2022, [Preliminary election results show future of Birch Bay library is in question](#)
- *Bellingham Herald*, Feb. 9, 2022, [Second day of vote counts for Bellingham, Ferndale schools and Birch Bay Library](#)
- *Ferndale Record*, Feb. 9, 2022, *Whatcom READS art challenge (see clip below)*



- *Lynden Tribune*, Feb. 10, 2022, Birch Bay Library misses supermajority vote by 3.06%
- *Whatcom Talk*, Feb. 10, 2022, [Register now for Whatcom READS author events](#)
- *The Salish Current* picked up Whatcom READS press releases and ran multiple mentions of programs. This Feb. 11 listing is an example.

Register now to meet "Greenwood" author Michael Christie at four [Whatcom READS](#) in-person and online events March 3-5. Registration required.

- *The Northern Light*, Feb. 23, 2022, [WCLS brainstorming next steps for library](#)
- *Cascadia Daily News*, Feb. 23, 2022, [Author events, Mardi Gras music and more](#)
- *The Northern Light*, March 2, 2022, [Blaine Library Welcomes New Branch Manager, Jonathan Jakobitz](#)
- *Cascadia Daily News*, March 2, 2022, [A&E Calendar, Serial killers, singing barbers and a goodbye to Greenwood](#)
- *Whatcom Talk*, March 5, 2022, [Whatcom READS announces 2023 book selection](#)

Other

- Friends of the Library and branch managers consistently report library news to local newsletters and publications. *The Lummi Tome* and *All Point Bulletin* are examples.

ISLAND LIBRARY – IT BELONGS TO YOU -- Joan Keiper

Hours: Tuesday 1:00-7:00 PM, Thursday & Saturday 10:00 – 5:00

Upcoming Programs/Events

The library is open for in-house services. Curbside pickup is still available.

IRS Tax Instruction Booklets and Tax forms are now available at the library.

Most of the library events are still online. Registration is required and can be made online or by phone (360-305-3600). A Zoom link will be sent to registrants two days before the event and the morning of the event. Questions? Contact the library staff.

Move @ Home - A time to sing, rhyme, dance and move for young children (birth to five) and their caregivers. Join Youth Services staff via Zoom as they lead the group in an active,

participatory program. Weekly, Friday 10:30-11:00 AM. Early Years.

Teen Gaming - Missing your in-person gaming clubs or want to try something new? Kick back and join us for remote gaming shenanigans via Zoom. We'll hold online get-togethers where you can try out a variety of games such as *Quiplash*, *Gartic Phone*, *Sketchful* and more. Weekly on Friday, 3:00 – 4:00 PM. For Teens. For a complete list of online events, go to wcls.org.

WCLS Offers Heritage Quest Online for Home Use - The Whatcom County Library System is adding a new genealogy resource to our collection of digital resources. *HeritageQuest Online* is a comprehensive collection of genealogical sources for more than 60 countries dating back to as early as the 1700s. You

can begin exploring home access to *HeritageQuest* by following this link and entering your 14-digit library card number and 4-digit PIN

<https://wcls.org/heritagequest> or visiting our digital resources page: <https://www.wcls.org/digital-content/>.

Monthly Craft Kits – Our creative staff has put together craft kits for adults and teens. Pick one up at the library.

The Friends of Island Library (FOIL) is a local non-profit that supports the Island Library through fundraising and promoting the purposes and activities of the Island Library and its community. FOIL meets bi-monthly on the second Monday of the month. The next meeting will be Apr 11 at 4:00 PM at the Library.

Craft and Game Night: Tuesdays from 5–7 p.m., Point Roberts Library. Bring a craft to work on or a board game to play.

PR Library Hours: Tuesdays 1-7 p.m., Wednesdays and Saturdays 10 a.m. – 5 p.m. Library express hours: 6 a.m. – 11 p.m. daily.

Mary Vermillion
Community Relations Manager

Collection Size	February		
	Physical	Electronic	Total
	317,491	207,044	524,535

Circulation<	February		Year to Date		% Chg
	2021	2022	2021	2022	
Physical Circulation					
Blaine	9,045	13,215	17,531	27,878	59.0%
Bookmobile & Outreach	5,581	4,529	11,220	8,951	-20.2%
Deming	7,138	9,153	14,406	18,992	31.8%
Everson	6,197	8,750	12,922	18,459	42.8%
Ferndale	16,731	31,507	33,875	64,429	90.2%
Island	1,620	2,064	3,245	3,994	23.1%
Lynden	20,477	35,950	42,159	74,271	76.2%
North Fork	3,318	4,509	6,783	8,782	29.5%
NWIC	11	10	26	31	19.2%
Point Roberts	1,692	1,703	3,515	3,716	5.7%
Sumas	1,308	221	2,549	450	-82.3%
South Whatcom	4,338	6,587	8,410	13,528	60.9%
NDX	3,734	3,527	8,068	7,247	-10.2%
Total	81,190	121,725	164,709	250,728	52.22%
Electronic Circulation					
eBooks/eAudiobooks^	25,331	27,039	52,790	57,064	8.1%
eMusic	12,473	9,229	27,781	20,848	-25.0%
Streaming Video#	969	870	1,778	1,910	7.4%
eMagazines>	7,322	1,368	14,575	3,081	-78.9%
Total	46,095	38,506	96,924	82,903	-14.47%
Total Circulation	127,285	160,231	261,633	333,631	27.52%

< Curbside only services offered: 11/23/2020 to 2/28/2021

< Limited in-person services: 3/1/2021 to 6/7/2021 (25%) and 3/22/2021 to 6/30/2021 (50%)

> RbDigital discontinued 3/31/2021. Absorbed by Overdrive.

Kanopy and Overdrive streaming videos combined under Streaming Video header.

^ Includes Overdrive and Gale eBooks and eAudiobooks. GALE started 6/1/2021.

Visitors (Door Counts)	February		Year to Date		% Chg
	2021	2022	2021	2022	
Blaine	0	5,635	0	10,835	
Deming	0	2,072	0	4,250	
Everson	0	2,165	0	4,361	
Ferndale	0	9,468	0	18,146	
Island	0	987	0	2,056	
Lynden	0	9,877	0	19,348	
Northwest Drive Express	157	306	327	646	97.6%
North Fork	0	1,312	0	2,534	
Point Roberts + PRX	778	973	1,579	1,917	21.4%
Sumas	0	0	0	0	
South Whatcom	0	2,031	0	4,061	
Total	935	34,826	1,906	68,154	3475.76%

New Borrowers	February		Year to Date		% Chg
	2021	2022	2021	2022	
Registered*	266	313	484	624	28.93%

Patron Service	February		Year to Date		% Chg
	2021	2022	2021	2022	
Interlibrary Loan					
Borrowed from BPL	13,079	11,754	25,670	24,754	-3.6%
Lent to BPL	33,123	24,043	61,415	49,887	-18.8%
Borrowed from other libraries	611	547	1,171	1,575	34.5%
Lent to other libraries	420	470	834	981	17.6%

Electronic Resources	February		Year to Date		% Chg
	2021	2022	2021	2022	
WCLS.org Entrances	34,681	39,002	71,536	79,271	10.8%
Bibliocommons Entrances	50,644	50,346	106,204	105,002	-1.1%
Internet Sessions	112	2,625	263	4,899	1762.7%
Wifi Clients / Sessions	3,860	5,588	7,936	10,794	36.0%

Volunteers	February		Year to Date		% Chg
	2021	2022	2021	2022	
Volunteer Hours	351.00	510.25	764.25	1,102.25	44.2%

Activities	February		Year to Date		% Chg
	2021	2022	2021	2022	
Programs					
Adults	15	16	32	27	-15.6%
Teens	33	24	64	37	-42.2%
Children	20	31	37	64	73.0%
Total	68	71	133	128	-3.8%

Attendance					
Adults	742	328	1147	492	-57.1%
Teens	194	683	370	842	127.6%
Children	276	870	473	1291	172.9%
Total	1,212	1,881	1,990	2,625	31.9%

Corrections:

Visitors (Door Counts)	December			Year to Date		% Chg Frm 2020	Spreadsheet Error
	2019	2020	2021	2020	2021		
Point Roberts + PRX	1,271	770	861	4,881	11,772	141.2%	

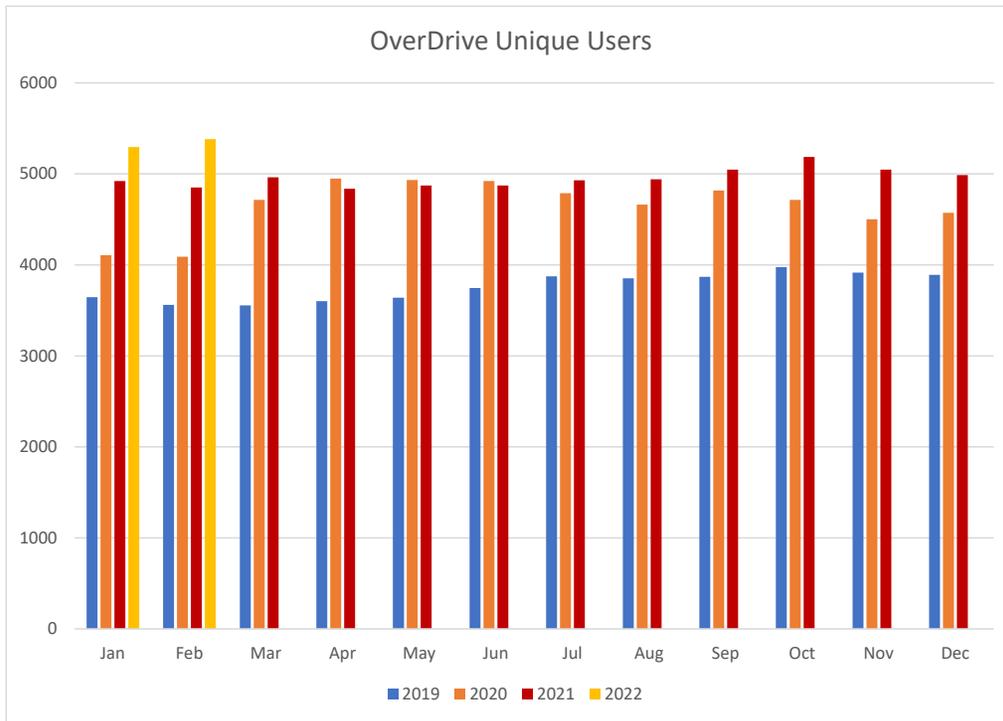
Volunteers	November			Year to Date		% Chg Frm 2020	EV Late Entry
	2019	2020	2021	2020	2021		
Volunteer Hours	827.25	445.00	747.75	4,025.75	7,858.25	95.2%	

Volunteers	December			Year to Date		% Chg Frm 2020	EV Late Entry
	2019	2020	2021	2020	2021		
Volunteer Hours	1176.50	371.25	732.00	4,397.00	8,590.25	95.4%	

Volunteers	January		Year to Date		% Chg	EV Late Entry
	2021	2022	2021	2022		
Volunteer Hours	413.25	592.00	413.25	592.00	43.3%	

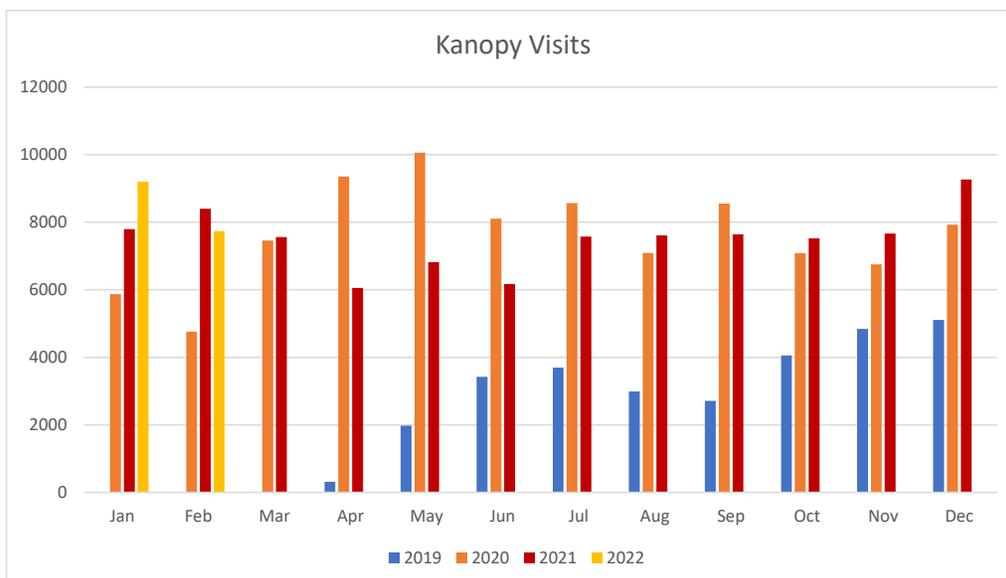
OVERDRIVE UNIQUE USERS

New OverDrive users for the month of February (335) exceeded the previous record high month set in January 2022 (256). The top circulating item in February was the eAudio format of *New Kid*, a middle grade graphic novel by that was recently nominated by the Pacific Northwest Library Association for their Young Reader's Choice Award. Whatcom READS selection *Greenwood* by Michael Christie placed #4 for eAudio and #6 for eBook.



KANOPY VISITS - JANUARY TO DECEMBER COMPARISON

Night Raiders, a dystopian science fiction feature film that centers around the experience of the Indigenous peoples of North America, was the top viewed film this month with 40 plays, most of them on the same day which indicates that Kanopy was likely being assigned for classroom use. Users logging into Kanopy from other countries did so from Canada, Netherlands, Brazil, Malaysia, and Mexico.



DATABASE USAGE

Aggregated database usage continues to far exceed usage in previous years. Biggest factors in growth during the month of February were Britannica, still experiencing the boost in usage that Youth Services school visits create, Novelist, and Gale Chilton's auto repair database. Newsbank usage was lower in February - a little surprising given the war in Ukraine. We are excited that *Cascadia Daily News* is negotiating with Newsbank to make their content available.

