

whatcom county
library system

BOARD OF TRUSTEES MEETING
Whatcom County Library System
June 21, 2022

Ferndale Public Library
2125 Main Street
Ferndale, WA 98248

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. 9:15 **Consent Agenda**
 - a. Meeting Minutes
 - b. Expenditures
 - c. Resolution 06/21/22-05 Authorizing the Cancellation of a Warrant
4. 9:20 **Financial Report and Resolutions**
 - a. Finance Committee Report
 - b. 2021 Annual Financial Report
5. 9:30 **Policy Updates**
 - a. Political Activity Policy 12.31
 - b. Social Networking and Social Media Policy 12.09
 - c. Photo Permissions Policy 12.56
6. 9:50 **Trustee Education: WCLS Facilities**
7. 10:15 **BREAK**
8. 10:20 **Birch Bay Library Scope Change Option**
9. 11:00 **Staff Reports**
 - a. Executive Director
 - b. Deputy Director
 - c. Youth Services Manager
 - d. Community Relations Manager
10. 11:20 **Performance Measures & Committee Reports**
 - a. Performance Measures
 - b. Personnel Committee – Trustee Appointment Recommendation
 - c. Whatcom County Library Foundation
11. 11:30 **Announcements and Adjourn**
 - a. Everson Library Remodel Ribbon Cutting, Monday 6/27 at 9:45 a.m. sharp
 - b. Facilities Planning Retreat, Thursday 6/30 from 5:00 – 8:00 p.m. at the Ferndale Library

Board of Trustees Meetings are open to the public in accordance with RCW 42.30. The Board is currently holding meetings with options for in-person or remote participation. Persons wishing to be provided 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, June 20, or at least three business days in advance of the meeting if special accommodations are required to attend the meeting. Written public comments may be submitted to Ruth.Nail@wcls.org prior to the meeting.



Board Meeting Agenda Item Cover Sheet

Meeting Date:	6/21/2022	
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:

- May 17, 2022 Regular Board Meeting

Expenditures:

General Fund:

- May 1-15, 2022 Payroll: Nos. 1029365420-1029365425, (Voucher Nos. 550739-550882) Totaling \$206,610.42 and May 16-31, 2022 Payroll: Nos. 1030185255-1030185258, (Voucher Nos. 551486-551634) Totaling \$208,396.72.
- ACH transactions for employee benefits and monthly sales/use tax filings totaling \$81,969.85; \$27,362.57 of this is for employee funded contributions to dental insurance premiums, PERS and deferred compensation plans (made via payroll deduction).
- Claim 2022-14G: Warrant Nos. 1146502-1146520 Totaling \$49,005.95
- Claim 2022-15G: Warrant Nos. 1146988-1147013 Totaling \$117,260.09
- Claim 2022-16G: Warrant Nos. 1147210-1147233 Totaling \$81,883.12
- Claim 2022-17G: Warrant Nos. 1147903-1147918 Totaling \$28,799.83

Capital Fund:

- Claim 2022-07C: Warrant No. 1147014 Totaling \$1,357.5

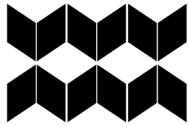
Authorization to Void Warrant:

- Resolution 06/21/22-05 voiding warrant 1146515

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 that there were no general journal entries in May.



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UNAPPROVED MINUTES

Library Board of Trustees Regular Meeting

May 17, 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; Rodney Lofdahl and Erika Lautenbach. Absent: Claudia Disend, Secretary.

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; Dianne Marrs-Smith, Lynden Library Manager and President of Friends of the Birch Bay Library (FOBBL); Neil McKay, Online Experience Coordinator; Jennifer Rick, Foundation Development Director; Ruth Nail, Administrative Assistant.

Guests: None.

Call to Order

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

Open Public Comment

No public comment.

Consent Agenda

The Consent Agenda included minutes of the April 19, 2022 Regular Meeting of the WCLS Board of Trustees as well as the following:

Expenditures:

General Fund:

- April 1-15, 2022 Payroll: Nos. 1029686186-1029686192, (Voucher Nos. 551035-551176) Totaling \$205,814.58 and April 16-30, 2022 Payroll: Nos. 1029841897-1029841905, (Voucher Nos. 551183-551326) Totaling \$195,211.98.
- ACH transactions for employee benefits and monthly sales/use tax filings totaling \$85,946.01; \$28,881.23 of this is for employee funded contributions to dental insurance premiums, PERS and deferred compensation plans (made via payroll deduction).

- Claim 2022-11G: Warrant Nos. 1144823-1144849 Totaling \$115,517.11
- Claim 2022-12G: Warrant Nos. 1145570-1145598 Totaling \$49,667.25
- Claim 2022-13G: Warrant Nos. 1145832-1145852 Totaling \$104,960.46

Capital Fund:

- Claim 2022-06C: Warrant Nos. 1144850-1144851 Totaling \$10,931.76

Authorization to Void Warrant:

- Resolution 05/17/22-04 voiding warrant 1145591

Lori moved approval of the Consent Agenda as presented. Seconded. Unanimous approval, with Erika absent at the time of the vote.

Financial Report: Finance Committee Report and Resolutions

Jackie reviewed her report, including the April Notes and Highlights section, pointing out the influx of property tax revenues and replenishment of the Cash Flow reserve fund. She noted that expenses are in alignment with expectations, although fuel costs are running ahead of target. Jackie will continue to monitor this line item and its potential impact on the budget. Over the next few weeks, she will be preparing the 2021 Annual Report for submission to the State Auditor's Office by May 30. Jackie plans to share the report at the next board meeting. Christine added that she and Jackie will be reviewing the report several times before submission. There were no questions for Jackie on the April financial report.

Trustee Education – Material Challenges

Lori suggested, and it was agreed, that we record the trustee education presentation for those absent, as well as for future reference. She further suggested that we consider recording future trustee education presentations.

Christine, Lisa and Thom shared a presentation on material challenges, citing current news articles detailing public challenges at school and public libraries across the nation and requests to remove materials from these libraries. Christine noted that the American Library Association (ALA) has a system to report challenged books. In the US, there were 1,600 challenges reported in 2021, versus 377 in 2019. When questioned, Christine clarified that the ALA is a professional organization, not a governing body, and added that there is no federal oversight for libraries.

Erika joined the meeting at 9:20 a.m.

Christine provided examples of recent books challenged, including children's books, and the basis upon which they were challenged. The materials challenged represented a variety of topics and viewpoints, across the ideological spectrum. Rod inquired about percentages of materials that are challenged, compared to those that actually get removed or banned. Christine answered that, for WCLS, challenges resulting in removal are very few, although there is an occasionally a resulting reclassification. She also gave examples of materials that are not getting challenged, including many popular titles.

Lisa presented an in-depth review of the WCLS collection policy and its principles. She noted the policy's inclusion of such foundational documents as the ALA Library Bill of Rights, the ALA Freedom to Read Statement and the Washington Library Association (WLA) Intellectual Freedom Statement. Lisa reiterated the library system's goal of choosing a balanced collection, focusing on breadth rather than depth, and demonstrated how selectors utilize the policy guidelines to this end. Lisa shared our Library Materials Comment Form and explained how branch staff listen to and acknowledge patrons' feelings about a collection item. The comment form would be offered, if the patron desires, for further review by the Executive Director, Youth Services Manager (Youth materials), Collection

Services Manager (Adult materials) and selector. This team considers the item against our guidelines, reviewing and responding within two weeks to the commenter.

Thom further elucidated the history and content of the ALA Bill of Rights, Freedom to Read Statement, and the Office for Intellectual Freedom and illustrated how they guide our collection. He noted the library system's commitment to Intellectual Freedom evident in the areas of Choice, Reflection, Community and Family. Putting readers in charge of their consumption improves their chances of becoming better, more enthusiastic readers. Showing readers the entire world reflected in literature affirms their place in the world, while helping readers to appreciate the perspectives of others and develop empathy. Connecting readers through common experiences is among the many reasons to read, and libraries serve as guides and entrust families with their own reading choices.

Christine, Lisa and Thom shared further learning resources and answered trustees' questions about the utilization of the collection within the ConnectED program and the availability of challenged materials through interlibrary lending. They listened to trustee concerns about these nationwide materials challenges and reassured the trustees that WCLS has not seen an uptick in materials comment forms to date. Marv thanked the three presenters for their thorough presentation.

The recording was stopped. Ruth will email the recording to all trustees.

Lori inquired about making this topic available for public education, too, and suggested it be presented at other meetings. Marv agreed about increased advocacy, and Mary concurred that it would be good for sharing at Friends' meetings. She added that Online Experience Coordinator Neil McKay was in attendance to prepare for the possibility of featuring this topic on a future WCLS podcast.

Trustee Recruitment

Christine recapped recent efforts for trustee recruitment, including an update to the WCLS Trustees' webpage. An invitation to apply to be a trustee, along with trustee responsibilities and qualifications, are featured on the page. She said the invitation was also included in a media release, a WCLS social media post and an email to patrons, the latter of which had a 27% open rate and, of those that opened the email, 73 people clicked on the trustee recruitment link.

The WCLS management team has been networking throughout the community and reaching out to potential candidates. Christine requested candidate suggestions from the trustees, asking them to forward ideas to her or contact candidates themselves. Erika offered some input, and she will send Christine contact details.

The trustees offered suggestions on edits to the trustee qualifications listed on the webpage and noted that the time commitment, as well as meeting date and time, may be limiting our recruits. They expressed their willingness to change the meeting date and time, if necessary.

Rod, representing the Personnel Committee, and Christine have a meeting scheduled June 2 with Whatcom County Executive Satpal Sidhu. Christine is aware of only one applicant to date and will set up Zoom meetings with the Personnel Committee when there are several candidates ready to interview. She emphasized that we would like to fill this opening as soon as possible and asked again that trustees review their network contacts to assist in finding suitable candidates.

Looking at the time, it was suggested and agreed to break now and resume the agenda with the Birch Bay update.

Break

Marvin adjourned for a break from 10:20 – 10:28 a.m.

Birch Bay Update

Michael shared data related to the option of modular construction (a portable building) for Birch Bay library services. He has been given a rough quote of \$215,000 for a 1,000 sq. ft. open plan with specific parameters and considerations. This figure is informational only and does not include additional costs such as site prep or parking. If WCLS decided to pursue this option, an RFP would be required.

Michael addressed a variety of concerns with the Board, including delivery impediments, placement of the portable building on the site, additional archeological oversight and site development requirements, and the associated costs still to be determined. Getting these budgetary answers will likely require more expenditures.

Michael expressed decreased confidence that the modular structure option would be supported in a request for scope change with the Department of Commerce (DOC). He also emphasized the need discuss this option with key private donors that have already made their gifts under an earlier premise.

Marv asked Dianne Marrs-Smith for input from the Friends of Birch Bay Library (FOBBL) about this option. She said that there are concerns within FOBBL and the community about the placement of the portable building, its aesthetics and its impacts on the historic house. Dianne stated that FOBBL would accept the modular if that is their only option, but feel that this option will likely generate more questions and resistance in the community, and they are therefore less enthusiastic about pursuing this option than others that have been discussed to date.

Discussion followed about the house's impact on the value of the property. It was reported that the house is structurally appropriate for a residence and has been identified as an asset, whether on the property or moved elsewhere. In addition to its physical value, it has historic and sentimental value. The use of the outbuildings as part of a temporary solution was proposed, as was partnering with another public entity, such as a post office. Some associated limitations of these options were explored, and the desire not to focus funds on a temporary solution was expressed. Christine clarified that using DOC funds obligates us to a solution that is not temporary.

Michael said a site plan has been developed with Zervas that utilizes the existing house. He would like to share the plan at the June 21 meeting, after gathering more budgetary information. He feels we can deliver full library services in the 1500 sq. ft. of the house's first floor at a smaller scope than the previous new construction plan. He reiterated that additional time and expenditures are necessary to get more data on costs to use the existing structure(s).

The trustees shared their concerns about meeting the needs of community and the extended focus on Birch Bay in comparison to other branches. It was agreed that Michael utilize budgeted funds to continue gathering costs to present a more informed proposal at the June 21 meeting. Michael will follow up with Jackie to verify the balance of budgeted available and proceed accordingly.

Trustee Education – Library Giving Day / Library Foundation

Foundation Development Director Jennifer Rick shared a timeline of how the Foundation got started and how they have moved forward in the past 17 years. She referred attendees to the [video link](#) on the WCLS website detailing the 2004 FBI Case at Deming Library and the 2005 PEN/Newman Award the started the Foundation.

Jenn reviewed early fundraising efforts, the hiring of a Foundation Development Director, and the beginning of the annual fundraising event, Branch Out, and its subsequent success. She credited key donors, such as Joan Airolidi, Chris Villani, Ziad Youssef, Robert Bates and Kathy Veterane for their gifts that created project grants, memorial funds, endowment funds. Jenn thanked Judy Ross for her donation that seeded sub-endowment funds for each library branch. The WCLF Endowment Fund and branch sub-endowment funds are managed by the Whatcom Community Foundation, where the funds continue to grow with reinvested dividends and additional donations.

Jenn recalled our first Library Giving Day in 2019 and the 2020 initiation of the Give Every Month (GEM) Campaign. She recounted how the Foundation was able to pivot its fundraising efforts in 2020 and 2021, when Branch Out was canceled due to the COVID-19 pandemic. Recently, the Foundation has received over \$32,000 for the Sumas Library Recovery Fund, designated to help that branch reopen after being closed due to 2021's historic flood event in Whatcom County. Jenn highlighted that the Foundation has surpassed their annual fundraising goal for the General Fund in the first five months of 2022. She shared further statistics on donations and grant distributions, as well as the growth of the Endowment Fund.

Jenn expressed her gratitude to all of the Foundation's donors, whose gifts help to meet community needs. She reminded attendees that this year's Branch Out event will be held September 9 and encouraged everyone to save the date. Marv thanked Jenn for her presentation and efforts cultivating donors and spreading the word about the Foundation.

Erika left at 11:00 a.m.

Staff Reports: Executive Director

In addition to her written report, Christine highlighted the retirements and departures of several staff members. With the retirement of long-time employee Sarah Koehler, Ferndale and Mobile Services Manager, and the departure of Everson and Sumas Manager Alexa Andrews, the majority of our Branch Managers are on the newer side. We welcome the new energy and ideas, while also acknowledging the extra onboarding time required in Michael's schedule. Christine also noted that Ruth Nail will be filling the opening created by the retirement of Accountant Mary Jothen, leaving the position of Administrative Assistant to be filled.

Christine reported that the Washington State Tax Structure Work Group is currently examining adjusting the 1% cap on levies for taxing districts and receiving input on the matter. She reminded attendees that each year, our junior district can only levy 1% more than the prior's year's property tax levy. Christine had drafted a letter to the Work Group communicating how library districts fit in to this adjustment and requesting that they consider libraries in their considerations. The Board would like to include their signatures on the letter. Ruth will send the letter for the trustees' signatures via DocuSign this afternoon and Christine will submit the signed letter to the Working Group by the due date at the end of this week.

Staff Reports: Deputy Director

In addition to his written report, Michael expressed his enthusiasm about library staff being able to be out and about at various community engagement opportunities. He stated that, with so many plans to visit so many locations, it's great to be meeting with people face-to-face again.

Staff Reports: Youth Services Manager

In addition to his written report, Thom also noted his excitement about being able to focus on in-person programming. He drew attention to the Pride in the Park celebration at Marine Park on Saturday, July 16, from 11:00 a.m. – 3:30 p.m. This family event stems partially out of input from Blaine Youth Services Assistant Marie Guenette and her interactions with youth and families at the library.

Staff Reports: Community Relations Manager

Mary discussed her written report and highlighted the Power of Sharing campaign. 99.9% of the campaign work is done in-house, with support from an outside agency that places our digital ads. She shared statistics from this

agency on clicks resulting from our ad buys, including results related to ads for Peterson Test Prep, following up on Mary's suggestion from last meeting. Mary has plans to do a more in-depth presentation in the future.

Performance Measures & Committee Reports: Performance Measures

In addition to his written report, Michael noted that we continue to see increases in physical circulation almost across the board. He will investigate the drop in Bookmobile figures. Michael noted that NDX circulation is dropping off a little as we see people returning to browsing and picking up materials in branches. We are better able to make activity comparisons with eMagazines, now that year-to-year monthly figures reflect activity on the same platform. Post-COVID increases in door counts are also more visible with the 2019 column added, as requested. Items we are lending to and borrowing from BPL are similar to 2019 figures, an apparent signal of a return to normal library service for both systems.

Lisa provided a brief analysis of digital and database usage, noting the increase of Kanopy usage on TVs. She added that the decrease in Youth Services school visits during spring break contributes to a decrease in school databases usage, and when these visits increase again, so will school database use.

Performance Measures & Committee Reports: Personnel Committee

No report.

Performance Measures & Committee Reports: Whatcom County Library Foundation

Jenn reported that the Foundation is having their retreat in-person on June 23. They will be planning for Branch Out and preparing to fill upcoming board vacancies.

Announcements and Adjourn

Christine reminded attendees of the WCLS Board Facilities Planning Retreat on Thursday, June 30, from 5:00 – 8:00 p.m., at the Ferndale Library meeting room.

With the salvaged collection from the Sumas Library currently being stored in the conference room at Administrative Services, we plan to hold the June, August and October regular meetings in the Ferndale Public Library meeting room, with an option for remote attendance.

The Staff Association is planning an outdoor retirement party on Tuesday, June 14, from 3:00 p.m. – 5:00 p.m. at Administrative Services. The Board is invited to attend, and invitations will be emailed to them with more details.

Marvin adjourned the meeting at 11:55 a.m.

Next Meeting

The next regular meeting will be on June 21, 2022 at 9:00 a.m. at the Ferndale Public Library, 2125 Main Street, Ferndale, WA 98248, with an option for remote attendance.

June 21, 2022

Marvin Waschke, Board Chair

Date

Ruth Nail, Administrative Assistant



RESOLUTION NO. 06/21/22-05

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

This page submitted in place of confidential information



Finance Committee Report

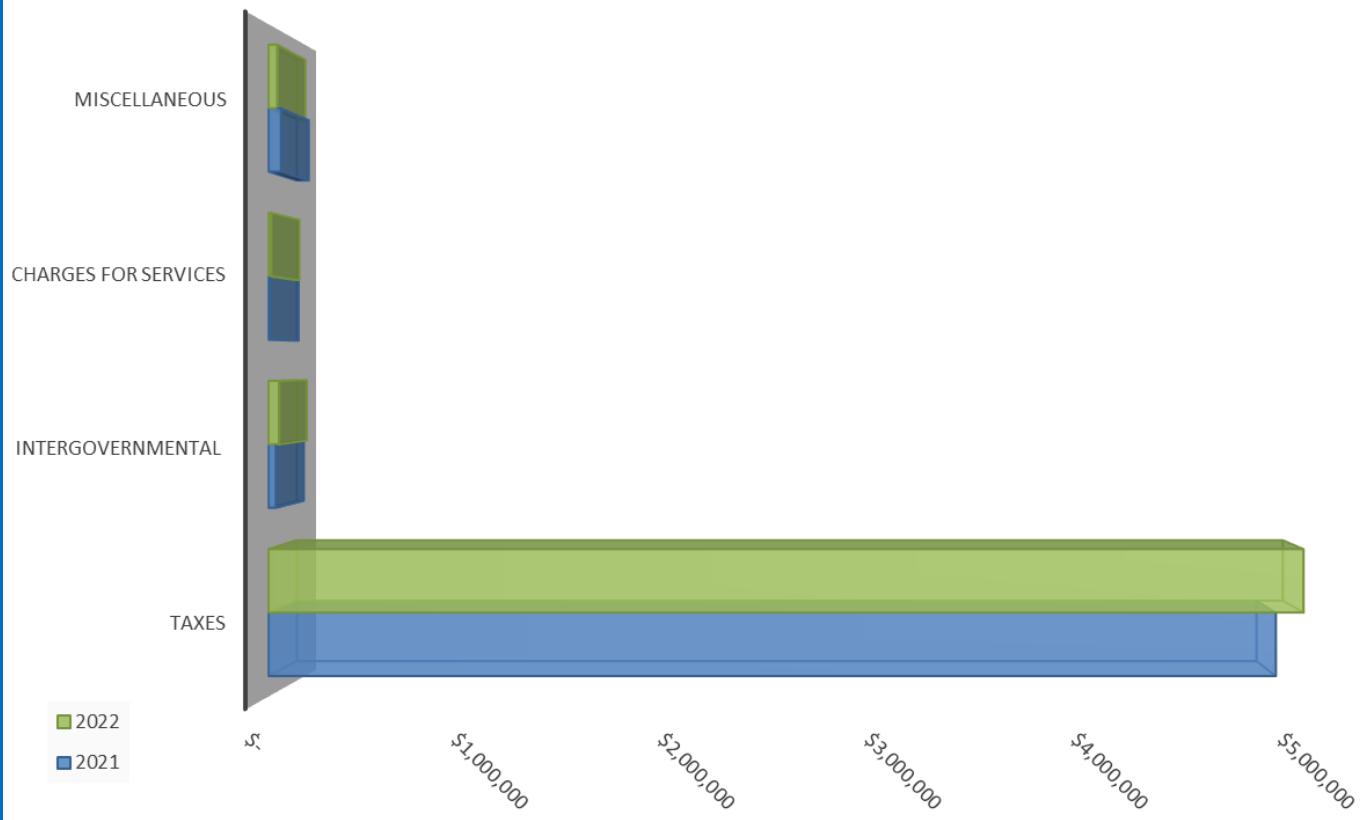
June, 2022

May Revenue

2022 Budget Revenues - Year-To-Date		Budgeted Revenues*	Actual Revenues YTD	% of Actual Revenues YTD	% of Budgeted Revenues Received YTD	Budget Variance
Acct No	Description					
310	TAXES					
311.10	General Property Taxes	\$ 9,419,052	\$ 5,201,959	94.71%	55.23%	\$ (4,217,093)
	TOTAL TAXES	\$ 9,419,052	\$ 5,201,959	94.71%	55.23%	\$ (4,217,093)
330	INTERGOVERNMENTAL REVENUE					
333.4531	State Library Grant - LSTA	\$ 30,000	\$ 579.55	0.01%	1.93%	\$ (29,420)
333.9700	Fed Indirect Grant from DHS	75,000	19,032	0.35%	25.38%	(55,968)
337.10	Local Grants, Entitlements & Other	175,000	19,889	0.36%	11.37%	(155,111)
337.20	Leasehold Excise Tax	22,000	14,161	0.26%	64.37%	(7,839)
	TOTAL INTERGOV. REVENUE	\$ 302,000	\$ 53,661	0.98%	17.77%	\$ (248,339)
340	CHARGES FOR GOODS & SERVICES					
341.80	Printing & Duplication Services	\$ 3,400	\$ 1,798	0.03%	52.89%	\$ (1,602)
347.20	Library Use Fees	12,250	12,020	0.22%	98.12%	(230)
	TOTAL CHARGES FOR SERVICES	\$ 15,650	\$ 13,818	0.25%	88.30%	\$ (1,832)
360	MISCELLANEOUS REVENUES					
361.11	Investment Interest	\$ 100,000	\$ 26,373	0.48%	26.37%	\$ (73,627)
362.10	Rents & Leases	400	460	0.01%	115.00%	60
367.10	Contributions & Donations	67,350	4,584	0.08%	6.81%	(62,766)
369.10	Sale of Surplus	100	22	0.00%	22.00%	(78)
369.81	Cashier's Overages or Shortages	-	13	0.00%	0.00%	13
369.9101	Other Misc. Revenue	20,000	8,973	0.16%	44.87%	(11,027)
369.9102	Reimburse Lost/Damaged Books	12,000	4,763	0.09%	39.69%	(7,237)
	TOTAL MISC. REVENUES	\$ 199,850	\$ 45,187	0.82%	22.61%	\$ (154,663)
	TOTAL OPERATING REVENUE	\$ 9,936,552	\$ 5,314,626	96.76%	53.49%	\$ (4,621,926)
390	OTHER FINANCING SOURCES					
395.20	Insurance Recoveries	\$ 177,000	\$ 178,100	0.00%	100.62%	\$ 1,100
	TOTAL OTHER FINANCING SOURCES	\$ 177,000	\$ 178,100	0.00%	0.00%	\$ 1,100
	TOTAL REVENUE	\$ 10,113,552	\$ 5,492,726	100.00%	54.31%	\$ (4,620,826)
	Transfer from Reserves to Operating	\$ 45,000	\$ -	0.00%	0.00%	\$ (45,000)
	TOTAL WITH USE OF RESERVES	\$ 10,158,552	\$ 5,492,726	100.00%	54.07%	\$ (4,665,826)

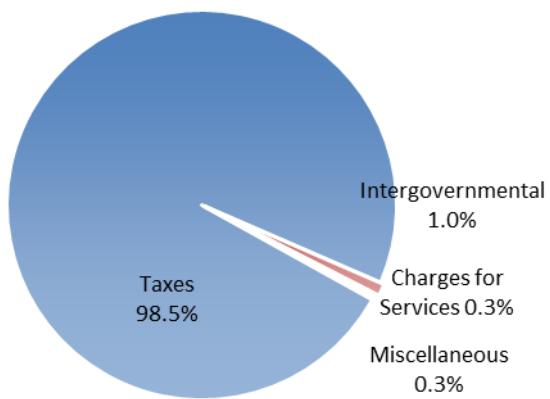
*As Amended 2/15/22

General Fund Operating Revenue to Date-Compared to Prior Year



Actual General Fund Revenue to Date				
	2021	2022	% Change	
Taxes	\$ 5,062,741	\$ 5,201,959	2.75%	
Intergovernmental	37,729	53,661	42.23%	
Charges for Services	9,790	13,818	41.15%	
Miscellaneous	63,967	45,187	-29.36%	
Total Operating Revenue	\$ 5,174,226	\$ 5,314,626	2.71%	
Other Financing Sources	\$ -	\$ 178,100	NA	
Total Revenue	\$ 5,174,226	\$ 5,492,726	6.16%	

YTD Operating Revenue by Category

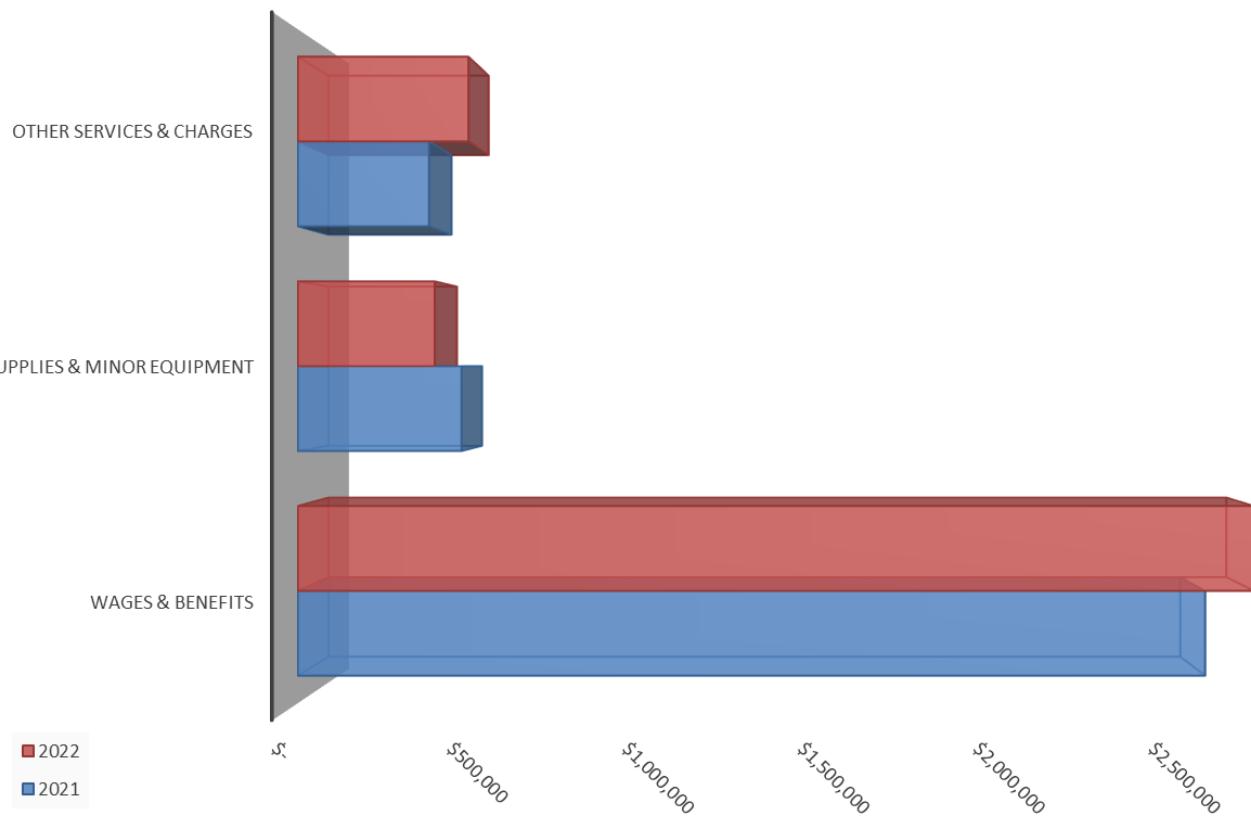


May Expenditures

2022 Budget Expenditures - Year-To-Date						
May 2022 (42% 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	\$ 2,113,377	55.81%	39.11%	\$ (3,289,894)
572.20	Benefits	1,950,523	751,382	19.84%	38.52%	(1,199,141)
	TOTAL SALARIES, WAGES, & BENEFITS	\$ 7,353,793	\$ 2,864,759	75.65%	38.96%	\$ (4,489,035)
572.30	SUPPLIES & MINOR EQUIPMENT					
572.3031	Office & Operating Supplies	\$ 128,150	\$ 36,268	0.96%	28.30%	\$ (91,882)
572.3032	Fuel	19,300	10,921	0.29%	56.59%	(8,379)
572.3034	Collection Materials	1,369,000	309,527	8.17%	22.61%	(1,059,473)
572.3035	Small Tools & Minor Equipment	273,954	53,731	1.42%	19.61%	(220,224)
	TOTAL SUPPLIES & MINOR EQUIPMENT	\$ 1,790,404	\$ 410,448	10.84%	22.92%	\$ (1,379,957)
572.40	OTHER SERVICES & CHARGES					
572.4041	Professional Services	\$ 531,910	\$ 207,357	5.48%	38.98%	\$ (324,553)
572.4042	Communication	140,704	59,672	1.58%	42.41%	(81,032)
572.4043	Travel	30,400	14,035	0.37%	46.17%	(16,366)
572.4044	Taxes & Operating Assessments	600	144	0.00%	24.04%	(456)
572.4045	Operating Rentals & Leases	25,166	8,302	0.22%	32.99%	(16,864)
572.4046	Insurance	65,290	59,617	1.57%	91.31%	(5,673)
572.4047	Utilities	140,527	57,263	1.51%	40.75%	(83,264)
572.4048	Repair & Maintenance	141,840	68,609	1.81%	48.37%	(73,231)
572.4049	Miscellaneous	99,805	36,645	0.97%	36.72%	(63,160)
	TOTAL OTHER SERVICES & CHARGES	\$ 1,176,242	\$ 511,643	13.51%	43.50%	\$ (664,598)
	TOTAL OPERATING EXPENDITURES	\$ 10,320,439	\$ 3,786,849	100.00%	36.69%	\$ (6,533,590)
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	\$ 3,786,849	100.00%	35.49%	\$ (6,884,171)
	NET INCOME (LOSS)	\$ (557,468)	\$ 1,705,877			\$ 2,263,345
	NET INCOME (LOSS) W/USE OF RESERVES	\$ (512,468)	\$ 1,705,877			\$ 2,218,345
	FUND BALANCE SUMMARY					
	Beginning Fund Balance	\$ 10,326,603	\$ 10,326,603			
	Transfer from Reserves to Operating	(45,000)	-			
	Net Income	(512,468)	1,705,877			\$ 2,218,345
	Ending Fund Balance	\$ 9,769,135	\$ 12,032,480			\$ 2,263,345

*As Amended 2/15/22

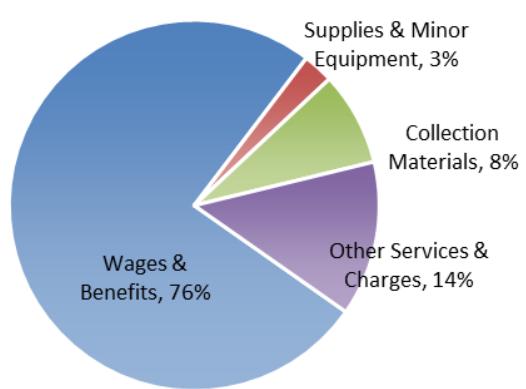
General Fund Operating Expenditures to Date-Compared to Prior Year



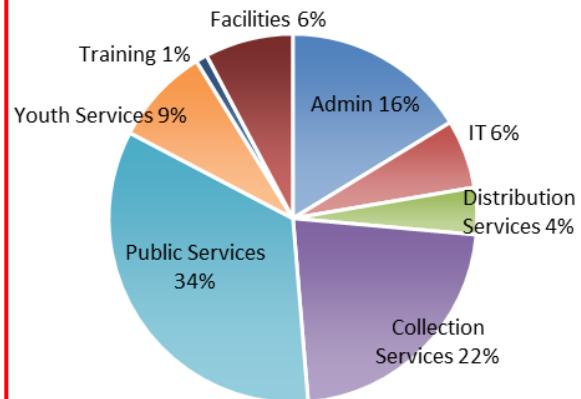
Actual General Fund Expenditures to Date Compared to Prior Year

	2021	2022	% Change
Wages & Benefits	\$ 2,717,950	\$ 2,864,759	5.40%
Supplies & Minor Equipment	490,782	410,448	-16.37%
Other Services & Charges	393,466	511,643	30.03%
Total Operating Expenditures	3,602,198	3,786,849	5.13%
Other Financing Uses	\$ -	\$ -	NA
Total Expenditures	\$ 3,602,198	\$ 3,786,849	5.13%

YTD Expense by Category



YTD Expense by Department



	2022		
Fund Balance Summary	2021 Actual	2022 Budgeted*	Actual to Date
Beginning Fund Balance	\$ 10,338,086	10,326,603	\$ 10,326,603
Revenue	9,553,794	10,158,552	5,492,726
Expenditures	(9,308,139)	(10,671,020)	(3,786,849)
Transfer from Reserves to Operating	-	(45,000)	-
Ending Fund Balance	\$ 10,583,741	9,769,135	\$ 12,032,480
Ending Fund Balance Designation Detail	2021 Actual	2022 Budgeted*	Actual to Date
Designated Ending Fund Balance - Cash Flow	\$ 3,201,849	3,369,707	3,369,707
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	3,147,315	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	9,165,557	9,210,557
Beginning Fund Balance less designated funds	1,320,259	1,161,046	1,116,046
Transfer from Reserves to Operating	-	(45,000)	-
Net Income	245,655	(512,468)	1,705,877
Ending Unassigned Funds with no designation	1,565,915	603,578	2,821,923
Ending Designated Funds	9,017,827	9,165,557	9,210,557
Total Ending Fund Balance	\$ 10,583,741	9,769,135	\$ 12,032,480

*As Amended 2/15/22

May Summary

- Additional property tax revenue was received in May, bringing our total for the first half of the year to just over \$5.1 million, or 55% of the budgeted amount.
- We've had unexpected repair and maintenance costs at the Administrative Services building, including cleaning up from four instances of vandalism (broken windows and graffiti on the front of the building), repairing the hot water system, and work on the HVAC system that we hope will mitigate some of the repeated issues we have each winter. The Whatcom County Sheriff's Department has increased patrols of the building after hours, and I am working with the insurance company to recoup some of the repair costs. We are getting a quote for additional security cameras on that side of the building.
- The CDC's County COVID-19 tracking has Whatcom at level "Medium." In response, we continue to ensure we have an adequate supply of face masks, gloves, cleaning supplies, and paper bags for curbside pickup.

WCLS Account Summary

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

Revenue Accounts:

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

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

Charges for Goods and Services: This category includes fees received from library printing and copying services. It also includes use fees from the sale of library cards to non-residents and 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.

ANNUAL REPORT CERTIFICATION

Whatcom County Rural Library District

(Official Name of Government)

1646

MCAG No.

Submitted pursuant to RCW 43.09.230 to the Washington State Auditor's Office

For the Fiscal Year Ended 12/31/2021

GOVERNMENT INFORMATION:

Official Mailing Address	5205 Northwest Dr
	Bellingham, WA 98226
Official Website Address	www.wcls.org
Official E-mail Address	jackie.saul@wcls.org
Official Phone Number	360-305-3603

AUDIT CONTACT or PREPARER INFORMATION and CERTIFICATION:

Audit Contact or Preparer Name and Title	Jackie Saul Director of Finance and Administration
Contact Phone Number	360-305-3603
Contact E-mail Address	jackie.saul@wcls.org

I certify 27th day of May, 2022, that annual report information is complete, accurate and in conformity with the Budgeting, Accounting and Reporting Systems Manual, to the best of my knowledge and belief, having reviewed this information and taken all appropriate steps in order to provide such certification. I acknowledge and understand our responsibility for the design and implementation of controls to ensure accurate financial reporting, comply with applicable laws and safeguard public resources, including controls to prevent and detect fraud. Finally, I acknowledge and understand our responsibility for immediately submitting corrected annual report information if any errors or an omission in such information is subsequently identified.

Signatures

Jackie Saul (jackie.saul@wcls.org)

**Whatcom County Rural Library District
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2021**

		Total for All Funds (Memo Only)	001 General	300 Capital
Beginning Cash and Investments				
308	Beginning Cash and Investments	11,580,329	10,338,086	1,242,243
388 / 588	Net Adjustments	-	-	-
Revenues				
310	Taxes	9,206,508	9,206,508	-
320	Licenses and Permits	-	-	-
330	Intergovernmental Revenues	193,695	193,695	-
340	Charges for Goods and Services	12,409	12,409	-
350	Fines and Penalties	-	-	-
360	Miscellaneous Revenues	242,469	137,837	104,632
Total Revenues:		9,655,081	9,550,449	104,632
Expenditures				
570	Culture and Recreation	9,035,272	9,035,272	-
Total Expenditures:		9,035,272	9,035,272	-
Excess (Deficiency) Revenues over Expenditures:		619,809	515,177	104,632
Other Increases in Fund Resources				
391-393, 596	Debt Proceeds	-	-	-
397	Transfers-In	272,624	-	272,624
385	Special or Extraordinary Items	-	-	-
381, 382, 389,	Other Resources	3,347	3,347	-
395, 398				
Total Other Increases in Fund Resources:		275,971	3,347	272,624
Other Decreases in Fund Resources				
594-595	Capital Expenditures	299,514	-	299,514
591-593, 599	Debt Service	-	-	-
597	Transfers-Out	272,624	272,624	-
585	Special or Extraordinary Items	-	-	-
581, 582, 589	Other Uses	-	-	-
Total Other Decreases in Fund Resources:		572,138	272,624	299,514
Increase (Decrease) in Cash and Investments:		323,642	245,900	77,742
Ending Cash and Investments				
50821	Nonspendable	-	-	-
50831	Restricted	-	-	-
50841	Committed	-	-	-
50851	Assigned	1,319,986	-	1,319,986
50891	Unassigned	10,583,985	10,583,985	-
Total Ending Cash and Investments		11,903,971	10,583,985	1,319,986

The accompanying notes are an integral part of this statement.

**WHATCOM COUNTY RURAL LIBRARY DISTRICT
NOTES TO FINANCIAL STATEMENTS
For the Fiscal Year Ended December 31, 2021**

Note 1 - Summary of Significant Accounting Policies

Whatcom County Rural Library District was incorporated in 1944 and operates under the laws of the state of Washington applicable to a rural library district. The District is a special purpose local government providing public library services.

The District reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed, but are not included in the financial statements.
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The Schedule of Liabilities is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances for proprietary and fiduciary funds are presented using classifications that are different from the ending net position classifications in GAAP.

A. Fund Accounting

Financial transactions of the District are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprise its cash and investments, revenues and expenditures. The District's resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements, except for fiduciary funds, which are presented by fund types. The total column is presented as "memo only" because any interfund activities are not eliminated. The following fund types are used:

GOVERNMENTAL FUND TYPES:

General Fund

This fund is the primary operating fund of the District. It accounts for all financial resources except those required or elected to be accounted for in another fund.

Capital Projects Funds

These funds account for financial resources which are assigned for the acquisition or construction of capital facilities or other capital assets.

B. Basis of Accounting and Measurement Focus

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received and expenditures are recognized when paid.

In accordance with state law the District also recognizes expenditures paid during twenty days after the close of the fiscal year for claims incurred during the previous period.

C. Cash and Investments

See Note 4 - *Deposits and Investments*.

D. Capital Assets

Capital assets are assets with an initial individual cost of more than \$5,000 or a group of identical assets purchased together whose total cost is more than \$5,000, and an estimated useful life in excess of one year. Capital assets and inventory are recorded as capital expenditures when purchased.

E. Compensated Absences

Vacation leave may be accumulated up to a maximum of 240 hours at year-end, and is payable upon separation or retirement. Sick leave may be accumulated up to a maximum of 960 hours. Upon separation or retirement employees do not receive payment for unused sick leave, however, employees whose accrued sick leave exceeds 960 hours may cash out up to eight hours annually. Payments are recognized as expenditures when paid.

F. Restricted and Committed Portion of Ending Cash and Investments

Beginning and Ending Cash and Investments are reported as restricted or committed when they are subject to restrictions on use imposed by external parties or due to internal commitments established by Resolution of the District's Board of Trustees. When expenditures that meet restrictions are incurred, the District intends to use the most restricted resources first.

The District's primary source of revenue, property tax collections, is received primarily in the second and fourth quarters. Given the variability in the timing of the receipts of these and other operating revenues, the District designates a portion of its unassigned funds, minimum of thirty-three and one-third percent (33.33%) of budgeted operating expenditures, as unassigned but designated Beginning and Ending Cash Investments to ensure adequate cash flows and to avoid short-term borrowing to fund operating activities. Additionally, the District has designated eight and one-third percent (8.33%) as unassigned but designated Beginning and Ending Cash Investments for emergency use. The District's Board of Trustees has designated additional unassigned funds for future projects, unanticipated operating expenditures, and facilities maintenance needs. As of December 31, 2021, the unassigned but designated Ending Cash and Investments in the General Fund was \$9,017,827 The remaining unassigned balance was \$1,566,158 for a total of \$10,583,985 in unassigned funds. The restricted and committed balance is \$0.

The District's Beginning and Ending Cash and Investments in its Capital Fund are assigned to be used for the acquisition or improvement of the real personal property of the District. As of December 31, 2021, the Capital Fund assigned balance was \$1,319,986. The restricted and committed balance is \$0.

Note 2 - Budget Compliance

The District adopts annual appropriated budgets for its General and Capital funds. These budgets are appropriated at the fund level. The budget constitutes the legal authority for expenditures at that level. Annual appropriations for these funds lapse at the fiscal year end.

Annual appropriated budgets are adopted on the same basis of accounting as used for financial reporting.

The appropriated and actual expenditures for the legally adopted budgets were as follows:

Fund	Final Appropriated	Actual Expenditures	Variance
General Fund	\$9,927,559	\$9,307,895	\$ 619,664
Capital Fund	\$ 549,353	\$ 299,514	\$ 249,839

Budgeted amounts are authorized to be transferred between departments within any fund, however, any revisions that alter the total expenditures of a fund must be approved by the District's Board of Trustees.

Note 3 – COVID-19 Pandemic

In February 2020, the Governor of the state of Washington declared a state of emergency in response to the spread of COVID-19. Precautionary measures to slow the spread of the virus continued throughout 2021. These measures included limitations on business operations, public events, gatherings, travel and in-person interactions.

Libraries in the District remained closed to the public through March 1, 2021. While physical library buildings were closed, patrons had access to a variety of online services and curbside pickup of library materials. All library operations followed federal, state and local guidelines, such as occupancy restrictions and use of facial coverings. Throughout 2021 the District purchased additional equipment and supplies to support social distancing, safe handling of library materials, disinfection of facilities and for the protection of staff and patrons. The District adopted a Pandemic Shared Leave pool (Policy 12.34) permitting employees to share accrued sick leave with fellow employees who are required to quarantine to prevent transmission in the workplace.

The length of time these measures will continue to be in place, and the full extent of the financial impact on the District is unknown at this time.

Note 4 – Deposits and Investments

Investments are reported at fair value. Deposits and investments at December 31, 2021 are as follows:

Type of deposit or investment	District's deposits and investments		
	General Fund	Capital Fund	Total
Bank Deposits	\$ 473,805	\$ 244,292	718,097
Local Government Investment Pool	10,109,370	1,075,694	11,185,064
Cash on Hand (branch change funds)	810	0	810
Total	\$10,583,985	\$1,319,986	\$11,903,971

It is the District's policy to invest all temporary cash surpluses. The interest on these investments is prorated to the General and Capital Funds.

Investments in Whatcom County Investment Pool

The District is a voluntary participant in the Whatcom County Investment Pool, an external investment pool operated by the County Treasurer. The pool is not rated or registered with the SEC. Rather, oversight is provided by the County Finance Committee in accordance with RCW 36.48.070. The District reports its investment in the pool at fair value, which is the same as the value of the pool per share. The Whatcom County Investment Pool does not impose liquidity fees or redemption gates on participant withdrawals.

Note 5 – Joint Ventures, Component Unit(s) and Related Parties

Whatcom County Library Foundation (WCLF) is a 501(c)(3) non-profit organization formed in 2005. WCLF supports library system programs, projects and services that augment tax-based support through private giving. The District and its patrons are the primary beneficiaries of WCLF.

WCLF supports programs such as providing books for all babies born in Whatcom County and to annual Summer Reading program participants, purchasing books for a program that promotes literacy to at-risk teens and providing Innovation Grants that support a variety of District initiatives. WCLF often covers the cost of expenses that the District may not incur due to the prohibition of gifting of public dollars, such as refreshments at events or books to give to community members. WCLF is also a sponsor of Whatcom READS, an annual county-wide group reading event.

WCLF payments are made directly to vendors on behalf of the District, or as a reimbursement to the District for purchases made related to the above programs. In 2021, WCLF paid a total of \$15,986 to the District for the reimbursement of purchases as described above, or to support various District programs. WCLF's total program and giving related expenses in 2021 were \$42,609. No amount is due to or from WCLF and the District as of December 31, 2021.

Note 6 – Other Disclosures

A. Self-Insurance

The Whatcom County Rural Library District reimburses Washington State Employment Security Department for all unemployment benefits paid to former employees. This assumed self-insurance risk resulted in \$1,259 in liability for unemployment compensation for the 2021 fiscal year, and a total of \$4,028 for the five-year period from 2017 through 2021.

Note 7 – OPEB Plans

During the year ended December 31, 2021, the District adopted guidance for the presentation and disclosure of postemployment benefits other than pensions, as required by the BARS manual. This requirement resulted in the addition of a postemployment benefit liability reported on the Schedule of Liabilities.

As of January 1, 2021, the District is a participating employer in the state's Public Employees Benefits Board (PEBB) program, a defined benefit plan administered by the Washington State Health Care Authority. The plan provides medical benefits for public employees and retirees on a pay-as-you-go basis. The plan provides OPEB benefits through both explicit and implicit subsidies. The explicit subsidy is a set dollar amount that lowers the monthly premium paid by members over the age of 65 enrolled in Medicare Parts A and B. PEBB determines the amount of the explicit subsidy annually. The implicit subsidy results from the inclusion of active and non-Medicare eligible retirees in the same pool when determining premiums. There is an implicit subsidy from active employees since the premiums paid by retirees are lower than they would have been if the retirees were insured separately.

The District had 68 active plan members and zero retired plan members as of December 31, 2021. As of December 31, 2021, the District's total OPEB liability was \$2,621,299 as calculated using the alternative measurement method. The District contributed \$669,513 to the plan for the year ended December 31, 2021.

Note 8 – Pension Plans

State Sponsored Pension Plans

Substantially all the District's full-time and qualifying part-time employees participate in the following statewide retirement systems administered by the Washington State Department of Retirement Systems (DRS), under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plans.

The State Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems, a department within the primary government of the State of Washington, issues a publicly available comprehensive annual financial report that includes financial statements and required supplementary information for each plan. The DRS report may be obtained by writing to:

Department of Retirement Systems
Communications Unit
P.O. Box 48380
Olympia, WA 98540-8380

Also, the DRS report may be downloaded from the DRS website at www.drs.wa.gov.

At June 30, 2021 (the measurement date of the plans), the District's proportionate share of the collective net pension liabilities, as reported on the Schedule of Liabilities, was as follows:

Plan	Employer Contributions	Allocation %	Liability (Asset)
PERS 1 UAAL	\$ 210,563	.028268%	\$ 345,218
PERS 2/3	\$ 344,031	.036318%	\$ (3,617,857)

Note 9 - Property Tax

The Whatcom County Treasurer acts as an agent to collect property tax levied in the county for all taxing authorities. Collections are distributed daily.

Property tax revenues are recognized when cash is received by the District. Delinquent taxes are considered fully collectible because a lien affixes to the property after tax is levied.
The District's regular levy for the year 2021 was \$.39152 per \$1,000 on an assessed valuation of \$23,414,991,239 for a total regular levy of \$9,167,516.

Note 10 – Risk Management

The District uses a combination of self-insurance, individually purchased commercial insurance policies and participation in insurance pools in order to manage risk.

The District maintains individually purchased commercial insurance policies through Philadelphia Insurance Companies, Selective Insurance Company of America, and American Bankers Insurance Company of Florida to insure property and liability risks. This coverage primarily extends to commercial property, general liability, automobile, cyber, directors' and officers' liability and employment practices liability.

Health and welfare insurance benefits are provided to eligible employees through membership in the state's Public Employees Benefits Board (PEBB) program and premiums paid to Delta Dental and Lincoln National Life Insurance Co. Benefits provided include medical, dental, vision, prescription drug and long-term disability insurance.

The District self-insures its unemployment compensation obligations through a reimbursable account administered by the Washington State Employment Security Department, and pays the full cost of all unemployment benefits drawn by former employees. For the five-year period from 2017 through 2021, the District incurred total expenses of \$4,028 for unemployment compensation.

Workers' compensation obligations are insured through participation in the Washington State Fund insurance pool administered by the Washington State Department of Labor and Industries. Premiums are paid by a combination of employer and employee contributions, and benefits include medical treatment for workers who are injured in the course of their employment or develop an occupational disease as a result of their work activities.

Whatcom County Rural Library District

Schedule 01

For the year ended December 31, 2021

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1646	001	General	3083100	Restricted Cash and Investments - Beginning	\$0
1646	001	General	3084100	Committed Cash and Investments - Beginning	\$0
1646	001	General	3085100	Assigned Cash and Investments - Beginning	\$0
1646	001	General	3089100	Unassigned Cash and Investments - Beginning	\$10,338,086
1646	001	General	3111000	Property Tax	\$9,206,508
1646	001	General	3339700	Federal Indirect Grant from Department of Homeland Security	\$7,809
1646	001	General	3370000	Local Grants, Entitlements and Other Payments	\$185,886
1646	001	General	3472000	Library Services	\$12,409
1646	001	General	3611000	Investment Earnings	\$81,417
1646	001	General	3614000	Other Interest	\$3
1646	001	General	3620000	Rents and Leases	\$803
1646	001	General	3670000	Contributions and Donations from Nongovernmental Sources	\$21,246
1646	001	General	3691000	Sale of Surplus	\$314
1646	001	General	3698000	Cash Adjustments	(\$2)
1646	001	General	3699100	Miscellaneous Other, Operating	\$34,056
1646	300	Capital	3083100	Restricted Cash and Investments - Beginning	\$0
1646	300	Capital	3084100	Committed Cash and Investments - Beginning	\$0
1646	300	Capital	3085100	Assigned Cash and Investments - Beginning	\$1,242,243
1646	300	Capital	3089100	Unassigned Cash and Investments - Beginning	\$0
1646	300	Capital	3611000	Investment Earnings	\$10,354
1646	300	Capital	3670000	Contributions and Donations from Nongovernmental Sources	\$94,278
1646	001	General	5721010	Administration	\$768,506
1646	001	General	5721020	Administration	\$253,631
1646	001	General	5721030	Administration	\$20,587
1646	001	General	5721040	Administration	\$244,237
1646	001	General	5722010	Library Services	\$3,823,354
1646	001	General	5722020	Library Services	\$1,366,685
1646	001	General	5722030	Library Services	\$1,495,895
1646	001	General	5722040	Library Services	\$320,510
1646	001	General	5724010	Training	\$63,157
1646	001	General	5724020	Training	\$24,318

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1646	001	General	5724030	Training	\$2,692
1646	001	General	5724040	Training	\$5,943
1646	001	General	5725010	Facilities	\$242,349
1646	001	General	5725020	Facilities	\$71,287
1646	001	General	5725030	Facilities	\$51,552
1646	001	General	5725040	Facilities	\$280,569
1646	001	General	5083100	Restricted Cash and Investments - Ending	\$0
1646	001	General	5084100	Committed Cash and Investments - Ending	\$0
1646	001	General	5085100	Assigned Cash and Investments - Ending	\$0
1646	001	General	5089100	Unassigned Cash and Investments - Ending	\$10,583,985
1646	300	Capital	5083100	Restricted Cash and Investments - Ending	\$0
1646	300	Capital	5084100	Committed Cash and Investments - Ending	\$0
1646	300	Capital	5085100	Assigned Cash and Investments - Ending	\$1,319,986
1646	300	Capital	5089100	Unassigned Cash and Investments - Ending	\$0
1646	001	General	3981000	Insurance Recoveries	\$3,347
1646	300	Capital	3970000	Transfers-In	\$272,624
1646	001	General	5970000	Transfers-Out	\$272,624
1646	300	Capital	5947260	Capital Expenditures/Expenses - Libraries	\$299,514

Whatcom County Rural Library District
Schedule of Liabilities
For the Year Ended December 31, 2021

ID. No.	Description	Due Date	Beginning Balance	Additions	Reductions	Ending Balance
Revenue and Other (non G.O.) Debt/Liabilities						
259.12	Compensated Absences	1/1/1900	308,740	399,356	421,471	286,625
264.30	Net Pension Liability	1/1/1900	1,452,283	-	1,107,065	345,218
264.40	Other Post Employment Benefits	1/1/1900	2,372,510	248,789	-	2,621,299
Total Revenue and Other (non G.O.) Debt/Liabilities:			4,133,533	648,145	1,528,536	3,253,142
Total Liabilities:			4,133,533	648,145	1,528,536	3,253,142

Whatcom County Rural Library District
Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2021

Federal Agency (Pass-Through Agency)	Federal Program	CFDA Number	Other Award Number	Expenditures			Passed through to Subrecipients	Note
				From Pass- Through Awards	From Direct Awards	Total		
THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES, THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES (via Office of the Secretary of State - Washington State Library)	Grants to States	45.310	GN034-05	580	-	580	-	23
FEDERAL EMERGENCY MANAGEMENT AGENCY, HOMELAND SECURITY, DEPARTMENT OF (via Military Department - Emergency Management Division)	COVID 19 - Disaster Grants - Public Assistance (Presidentially Declared Disasters)	97.036	D20-688	2,646	-	2,646	-	234
FEDERAL EMERGENCY MANAGEMENT AGENCY, HOMELAND SECURITY, DEPARTMENT OF (via Military Department - Emergency Management Division)	COVID 19 - Disaster Grants - Public Assistance (Presidentially Declared Disasters)	97.036	D20-688	5,163	-	5,163	-	234
FEDERAL EMERGENCY MANAGEMENT AGENCY, HOMELAND SECURITY, DEPARTMENT OF (via Military Department - Emergency Management Division)	COVID 19 - Disaster Grants - Public Assistance (Presidentially Declared Disasters)	97.036	D20-688	19,032	-	19,032	-	234
Total CFDA 97.036:				26,841	-	26,841	-	
Total Federal Awards Expended:				27,421	-	27,421	-	

The accompanying notes are an integral part of this schedule.

Whatcom County Rural Library District
Notes to the Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2021

Note 1 – Basis of Accounting

This Schedule is prepared on the same basis of accounting as the District's financial statements. The District reports financial activity using the revenue and expenditure classifications, statements, and schedules contained in the Cash Basis Budgeting, Accounting, and Reporting System (BARS) manual.

Note 2 – Federal De Minimis Indirect Cost Rate

The District has not elected to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance. The amount expended includes \$0 claimed as indirect cost recovery.

Note 3 – Program Costs

The amounts shown as current year expenditures represent only the federal grant portion of the program costs. Entire program costs, including the District's portion, are more than shown. Such expenditures are recognized following, as applicable, either the cost principles in the OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments, or the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Note 4 – FEMA Disaster Assistance Program Costs

Certain program costs related to COVID-19 were incurred in the prior fiscal year, 2020, but are reported in the current year, 2021, when they were approved by the Federal Emergency Management Agency (FEMA). The total amount approved and reported in 2021, but expended in 2020, is \$26,841.

**Labor Relations Consultant(S)
For the Year Ended December 31, 2021**

Has your government engaged labor relations consultants? ___ Yes No

If yes, please provide the following information for each consultant:

Name of firm:
Name of consultant:
Business address:
Amount paid to consultant during fiscal year:
Terms and conditions, as applicable, including: Rates (e.g., hourly, etc.) Maximum compensation allowed Duration of services Services provided

**Local Government Risk Assumption
For the Year Ended December 31, 2021**

1. Self-Insurance Program Manager: __Washington State Department of Employment Services _____
2. Manager Phone: ____360-902-9650_____
3. Manager Email: __employeraccountstaxsd@esd.wa.gov_____
4. How do you insure property and liability risks, if at all?
 - a. Formal self-insurance program for some or all perils/risks
 - b. Belong to a public entity risk pool
 - c. **X Purchase private insurance**
 - d. Retain risk internally without a self-insurance program (i.e., risk assumption)
5. How do you provide health and welfare insurance (e.g., medical, dental, prescription drug, and/or vision benefits) to employees, if at all?
 - a. Self-insure some or all benefits
 - b. Belong to a public entity risk pool
 - c. **X All benefits provided by health insurance company or HMO**
 - d. Not applicable – no such benefits offered
6. How do you insure unemployment compensation benefits, if any?
 - a. **X Self-insured (“Reimbursable”)**
 - b. Belong to a public entity risk pool
 - c. Pay taxes to the Department of Employment Security (“Taxable”)
 - d. Not applicable – no employees
7. How do you insure workers compensation benefits, if any?
 - a. Self-insured (“Reimbursable”)
 - b. Belong to a public entity risk pool
 - c. **X Pay premiums to the Department of Labor and Industries**
 - d. Not applicable – no employees
8. How do you participate in the Washington Paid Family & Medical Leave Program?
 - a. Self-insured (“Voluntary Plan”) for one or both program benefits
 - b. **X Pay premiums to the State’s program for both benefits**
 - c. Not Applicable – No Employees

If the local government DID NOT answer (a) to any of the above questions, then there is no need to complete the rest of this schedule.

If the local government answered (a) to any of the above questions, then answer the rest of the form in relation to the government’s self-insured risks and copy the table below as needed.

	<u>Please list the title of the self-insurance program or type of risk covered by self-insurance:</u>				
	<i>Unemployment</i>	<i>Program/Risk 2</i>	<i>Program/Risk 3</i>	<i>Program/Risk 4</i>	<i>Program/Risk 5</i>
Self-Insurance as a <i>formal</i> program?	No				
If yes, do other governments participate?					
If yes, please list participating governments.					
Self-Insure as part of a joint program?	Yes				
Does a Third-Party Administer manage claims?	Yes				
If no, does an employee or official reconcile claims payments to the information in the claims management software or other records of approved claims? (Not applicable for self-insured unemployment compensation.)					
Has program had a claims audit in last three years?	No				
Are program resources sufficient to cover expenses?	Yes				
Does an actuary estimate program liability?	No				
Number of claims paid during the period?	7				
Total amount of paid claims during the period?	1258.78				
Total amount of recoveries during the period?	0				

Provide any other information necessary to explain answers to the Schedule 21 questions above.



Board Meeting Agenda Item Cover Sheet

Meeting Date:	6/21/2022	
Committee or Department:	Administration Department	
Subject:	Political Activity and Expression by WCLS Employees Policy 12.31	
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 revisions to Political Activity and Expression by WCLS Employees Policy 12.31.

Suggested Motion for Consideration: Move approval of revisions to Political Activity and Expression by WCLS Employees Policy 12.31 as presented.

Summary: This policy is updated to reflect current standards and practices. It has been reviewed by our Human Resources attorney Karen Funston.

Alternatives: As discussed.

Fiscal Impact: None.

Comments: None.



POLITICAL ACTIVITIES AND EXPRESSION BY WCLS EMPLOYEES

POLICY NUMBER: 12.31

SCOPE: All employees of the Whatcom County Library System

Employees of the Whatcom County Library System are also citizens, and when they are not working as WCLS employees and representatives, WCLS employees have the same rights to expression that all citizens enjoy: the rights to vote; to express opinions on all political subjects and candidates; to hold political office; to participate in a partisan or nonpartisan political campaign; and to participate in campaigns relating to Constitutional amendments, referendums, initiatives, and issues of similar character. All library employees have these rights in their private lives, where they are private citizens.

WCLS is a public entity which maintains objective neutrality on political issues and provides a neutral forum for all political perspectives and beliefs. For this reason, WCLS does not take a position for or against any particular position, issue e-or candidate that is unrelated to Libraries, Library Services, or Library Policies.

When they are working, employees are representatives of WCLS, and they should attempt to~~must~~ maintain the objective neutrality of WCLS as a public entity.~~z~~ Employees may not take or advocate any position on behalf of WCLS, and must be careful not to make any statement which could be understood as being made on behalf of WCLS as an entity. WCLS employees may provide neutral information about a candidate or issue, including library-related ballot measures, but may not encourage voters to cast their votes in a particular way.

In addition, WCLS employees must observe the requirements of state law and WCLS policies regarding the use of library facilities and property for political purposes and expression of political views in or with library facilities.

The following considerations apply to staff Political Activities and Expression when engaging with patrons and co-workers inside or outside of WCLS facilities:

- Employees patron and co-worker interactions outside of the workplace are subject to the same rules and policies that apply to other activities of employees. These are described in the WCLS Personnel Handbook and include but are not limited to Program Policy 4.04; Meeting Room and Facilities Use Policy 7.03; Personal Appearance Policy 12.08; Social Networking Policy 12.09; Workplace Behavior Standards Policy 12.29, the Equal Opportunity Policy 12.01; the Confidentiality of Patron Records Policy 5.01; the Unlawful Discrimination Policy 12.27; and the Harassment Policy 12.28 ~~the Workplace Behavior Standards Policy 12.29, the Equal Opportunity Policy 12.01; the Confidentiality of Patron Records Policy 5.01; the Unlawful Discrimination Policy 12.27; and the Harassment Policy 12.28~~.
- Behavior that violates these or other WCLS policies or the rights of WCLS patrons, users, or employees may subject an employee to disciplinary action, up to and including termination.
- WCLS employees are also citizens, and when they are not working as WCLS employees and representatives, WCLS employees have the same rights as other citizens to express their views on

Commented [CP1]: This section and every subsequent section has been added to the original policy.

issues of interest. This includes expression in political demonstration and on social media. This policy addresses employees' public communications, including public demonstrations and social media, which may affect the employee's job performance, the performance of others, WCLS's interests and the safety and dignity of WCLS staff and patrons. Employees are responsible for making sure their online and public-activities do not interfere with their ability to effectively fulfill their job requirements with or without a reasonable accommodation.

- Employees are private citizens outside~~Outside~~ of work, and employees are free to communicate and express opinions freely, subject to the following terms, which apply to all public communications by WCLS employees:
 - If staff identify themselves as a WCLS employee in any posting or public statement, staff must make it clear that they are speaking as an individual and not as a representative of WCLS.
 - Public and Internet communications are not anonymous and employees should not expect or assume privacy in any public or social media communication.
 - Employees may not engage in public discourse, including public demonstrations or social media, in a manner that violates any WCLS policy by participating in behavior that is potentially criminal, unsafe, or impacts the ability for WCLS to provide services to the public., including the Equal Opportunity Policy 12.01; the Confidentiality of Patron Records Policy 5.01; the Unlawful Discrimination Policy 12.27; and the Harassment Policy 12.28, and the Workplace Behavior Standards Policy 12.29.
 - Employees are prohibited from sharing anything publicly or via social media that could violate another employee's or patron's right to privacy, including personal information stored ~~in~~ in any WCLS system that can identify patrons or their personal information. Employees are prohibited from utilizing patron records for any reason outside of library-related business.
 - For the protection of WCLS, employees and patrons, employees are prohibited from using public platforms, including internal or external social media channels, for evaluating the performance of their co-workers, or to publicly criticize or complain about the behavior or actions of a patron.

Nothing in this policy is intended to limit the rights of employees to discuss the terms and conditions of their job with their coworkers or immediate family members. Individuals exercising their free speech rights to publicly promote, endorse, or critique WCLS or related services through their political activity or expression must identify themselves as employees when doing so.

Commented [BA2]: added this disclaimer re: federal rights and responsibilities of staff free speech under NLRB per Karen's rec on Social Networking policy of similar. Karen has seen and approved this addition

RELATED POLICIES: Program Policy 4.04; Meeting Room and Facilities Use Policy 7.03; Personal Appearance Policy 12.08; Social Networking Policy 12.09; Workplace Behavior Standards Policy 12.29, the Equal Opportunity Policy 12.01; the Confidentiality of Patron Records Policy 5.01; the Unlawful Discrimination Policy 12.27; and the Harassment Policy 12.28

STATUTORY REFERENCE: RCW 42.52.180 Use of public resources for political campaigns; 42.17A.005 Definitions; 42.17A.555 Use of public office or agency facilities in campaigns—Prohibition—Exceptions.

Legal review by attorney: Karen Funston June 6, 2022; Deborra Garrett, March 2008.[_](#)

ADOPTED by the Whatcom County Library System Board of Trustees March 16, 1992.

REVISED: [June 21, 2022](#); April 15, 2008.

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POLITICAL ACTIVITIES AND EXPRESSION BY WCLS EMPLOYEES

POLICY NUMBER: 12.31

SCOPE: All employees of the Whatcom County Library System

Employees of the Whatcom County Library System are also citizens, and when they are not working as WCLS employees and representatives, WCLS employees have the same rights to expression that all citizens enjoy: the rights to vote; to express opinions on all political subjects and candidates; to hold political office; to participate in a partisan or nonpartisan political campaign; and to participate in campaigns relating to Constitutional amendments, referendums, initiatives, and issues of similar character. All library employees have these rights in their private lives, where they are private citizens.

WCLS is a public entity which maintains neutrality on political issues and provides a neutral forum for all political perspectives and beliefs. For this reason, WCLS does not take a position for or against any particular position, issue or candidate.

When they are working, employees are representatives of WCLS, and they should attempt to maintain the neutrality of WCLS as a public entity. Employees may not take or advocate any position on behalf of WCLS, and must be careful not to make any statement which could be understood as being made on behalf of WCLS. WCLS employees may provide neutral information about a candidate or issue, including library-related ballot measures, but may not encourage voters to cast their votes in a particular way.

In addition, WCLS employees must observe the requirements of state law and WCLS policies regarding the use of library facilities and property for political purposes and expression of political views in or with library facilities.

The following considerations apply to staff Political Activities and Expression when engaging with patrons and co-workers inside or outside of WCLS facilities:

- Employees patron and co-worker interactions outside of the workplace are subject to the same rules and policies that apply to other activities of employees. These are described in the WCLS Personnel Handbook and include but are not limited to Program Policy 4.04; Meeting Room and Facilities Use Policy 7.03; Personal Appearance Policy 12.08; Social Networking Policy 12.09; Workplace Behavior Standards Policy 12.29, Equal Opportunity Policy 12.01; Confidentiality of Patron Records Policy 5.01; Unlawful Discrimination Policy 12.27; and Harassment Policy 12.28. Behavior that violates these or other WCLS policies or the rights of WCLS patrons, users, or employees may subject an employee to disciplinary action, up to and including termination.
- WCLS employees are also citizens, and when they are not working as WCLS employees and representatives, WCLS employees have the same rights as other citizens to express their views on issues of interest. This includes expression in political demonstration and on social media. This policy addresses employees' public communications, including public demonstrations and social media,

which may affect the employee's job performance, the performance of others, WCLS's interests and the safety and dignity of WCLS staff and patrons. Employees are responsible for making sure their online and public activities do not interfere with their ability to effectively fulfill their job requirements with or without a reasonable accommodation.

- Outside of work, employees are free to communicate and express opinions freely, subject to the following terms, which apply to all public communications by WCLS employees:
 - If staff identify themselves as a WCLS employee in any posting or public statement, staff must make it clear that they are speaking as an individual and not as a representative of WCLS.
 - Public and Internet communications are not anonymous and employees should not expect or assume privacy in any public or social media communication.
 - Employees may not engage in public discourse, including public demonstrations or social media, in a manner that violates any WCLS policy by participating in behavior that is potentially criminal, unsafe, or impacts the ability for WCLS to provide services to the public.
 - Employees are prohibited from sharing anything publicly or via social media that could violate another employee's or patron's right to privacy, including personal information stored in any WCLS system. Employees are prohibited from utilizing patron records for any reason outside of library-related business.
 - For the protection of WCLS, employees and patrons, employees are prohibited from using public platforms, including internal or external social media channels, for evaluating the performance of their co-workers, or to publicly criticize or complain about the behavior or actions of a patron.

Nothing in this policy is intended to limit the rights of employees to discuss the terms and conditions of their job with their coworkers or immediate family members. Individuals exercising their free speech rights to publicly promote, endorse, or critique WCLS or related services through their political activity or expression must identify themselves as employees when doing so.

RELATED POLICIES: Program Policy 4.04; Meeting Room and Facilities Use Policy 7.03; Personal Appearance Policy 12.08; Social Networking Policy 12.09; Workplace Behavior Standards Policy 12.29; Equal Opportunity Policy 12.01; Confidentiality of Patron Records Policy 5.01; Unlawful Discrimination Policy 12.27; and Harassment Policy 12.28.

STATUTORY REFERENCE: RCW 42.52.180 Use of public resources for political campaigns; 42.17A.005 Definitions; 42.17A.555 Use of public office or agency facilities in campaigns—Prohibition—Exceptions.

Legal review by attorney: Karen Funston June 6, 2022; Deborra Garrett, March 2008.

ADOPTED by the Whatcom County Library System Board of Trustees March 16, 1992.

REVISED: June 21, 2022; April 15, 2008.



Board Meeting Agenda Item Cover Sheet

Meeting Date:	6/21/2022	
Committee or Department:	Administration Department	
Subject:	Social Networking and Social Media Policy 12.09	
Prepared By:	Mary Vermillion	
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 Social Networking and Social Media Policy 12.09.

Suggested Motion for Consideration: Move approval of revisions to Social Networking and Social Media Policy 12.09 as presented.

Summary: This policy is updated to reflect current standards and practices, including oversight by Community Relations department and employees' use of social media.

Alternatives: None

Fiscal Impact: None

Comments: None



SOCIAL NETWORKING AND SOCIAL MEDIA-POLICY

POLICY NUMBER: 12.09

SCOPE: All employees of the Whatcom County Library System who are using social media, whether or not the use is job related.

This policy applies to official library accounts on social media platforms (Facebook, Instagram, Twitter, etc.) administered by library staff as well as staff members' personal social media accounts.

Definitions

- “**Social networking**” is online activity that focuses on building social networks or social relations among people who share interests and/or activities.
- “**Social media**” includes any web application, site or account, and any other internet or online resource in which people communicate and share information and opinions.
- “**WCLS employees**” includes all people employed by WCLS, whether or not they are using social media on working time or for work-related reasons.

Objective

Emerging online collaboration platforms are fundamentally changing the way individuals and organizations communicate. Whatcom County Library System (WCLS) maintains accounts on social media platforms to support clear, open and consistent communication with the communities we serve. WCLS uses these sites to provide information; encourage community involvement and engagement; champion lifelong learning, reading and literacy; support marketing campaigns; share relevant community information and news; and promote library services, resources, programs and events.

This policy establishes standards and responsibilities for the manner in which WCLS employees use social media.

This policy is designed to:

- Establish practical, reasonable, and enforceable guidelines by which employees can conduct responsible, constructive social media engagement in both official and unofficial capacities.
- Prepare WCLS and its employees to utilize social media to help each other and the communities we serve.
- Protect WCLS and its employees from violating applicable laws through social media.

Scope

This policy applies to official library accounts on social media platforms (Facebook, Instagram, Twitter, etc.) administered by library staff as well as staff members' personal social media accounts.

Definitions

- “**Social networking**” is online activity that focuses on building social networks or social relations among people who share interests and/or activities.
- “**Social media**” includes any web application, site or account, and any other internet or online resource in which people communicate and share information and opinions.

- “WCLS employees” includes all people employed by WCLS, whether or not they are using social media on working time or for work-related reasons.

Roles and Responsibilities

The Community Relations Manager is responsible for approving the creation of all social media accounts for the library WCLS.

The Online Experience Coordinator is responsible for organizing a schedule of content, maintaining the login credentials, and responding to questions and comments (as needed) on library-wide social media accounts.

The social media committee is responsible for reviewing and administering the social media content calendar, including posting relevant content to branch pages.

Branch or approved departmental accounts aimed at a specific subset of library users will be maintained by staff in the relevant department with support from the social media committee.

All staff are responsible for being familiar with proper netiquette and for using social media according to best practice guidelines and standards.

Followers of the library’s social media accounts are responsible for familiarizing themselves with each platform’s terms of service.

Friends of the Library groups may create and administer their own social media accounts. Friends should familiarize themselves with this policy especially the public comments and use of social media section.

Friends and other volunteers may never speak on behalf of the library system and should identify themselves as volunteers in public comments regarding library services or activities.

Employees’ use of social media, and any other form of online publishing or communication, is subject to the same rules and policies that apply to other activities of employees. These are described in the WCLS Personnel Handbook and the Workplace Behavior Standards Policy 12.29; the Equal Opportunity Policy 12.01; the Confidentiality of Patron Records Policy 5.01; the Unlawful Discrimination Policy 12.27; and the Harassment Policy 12.28. Use of social media in a manner that violates this or other WCLS policies or the rights of WCLS patrons, users, and employees may subject an employee to disciplinary action, up to and including discharge.

Work-Related Use of Social Media

The Community Relations Manager approves the creation of all social media accounts for the library system. WCLS employees may use social media for work-related purposes only if approved by their supervisors or managers. Information and/or comments may be publicly posted only by employees who have been appointed to the WCLS Social Networking Team social media committee or who have been specifically authorized to post information or comment on behalf of WCLS. All official WCLS communication through social media should remain professional in nature and should always be conducted in accordance with WCLS’s communications practices and expectations. Employees may not use WCLS social media for political purposes, to conduct private commercial transactions or to engage in private business activities.

Roles and responsibilities, as well as Guidelines and protocols for posting on behalf of WCLS are contained in the WCLS Social Networking Administrative Procedure 12.09.01.

Personal Use of Social Media

WCLS employees are also citizens, and when they are not working as WCLS employees and representatives, WCLS employees have the same rights as other citizens to express their views on issues of interest. This includes expression in-via social media.

Employees' use of social media, and any other form of online publishing or communication, is subject to the same rules and policies that apply to other activities of employees. These are described in the WCLS Personnel Handbook and the Workplace Behavior Standards Policy 12.29; the Equal Opportunity Policy 12.01; the Confidentiality of Patron Records Policy 5.01; the Unlawful Discrimination Policy 12.27; and the Harassment Policy 12.28. Use of social media in a manner that violates these or other WCLS policies or the rights of WCLS patrons, users, and employees may subject an employee to disciplinary action, up to and including discharge.

This policy addresses employees' Employees' public communications, including social media, which may affect the employee's job performance, the performance of others, or WCLS's interests and the safety and dignity of WCLS staff and patrons's.

Employees are responsible for making sure their online activities do not interfere with their ability to effectively fulfilling their job requirements.

1. Personal use of social media using WCLS equipment, computers, or other information technology resources owned by WCLS: Only minimal personal use is permitted, and that use must occur during non-working time. All use must be consistent with the Staff Use of WCLS Computers and Other Information Technology Resources Policy 12.37. Use must adhere to posting guidelines in this policy.

2. Use of social media using equipment or resources not owned by WCLS:

a. Employees must never use their work email account or password in conjunction with a personal (non-work) social media account.

-Public comments and use of via social media: Employees are free to use social media and to communicate and express opinions freely, subject to the following terms, which apply to all public communications by WCLS employees:

- -If you-staff identify themselves yourself as a WCLS employee in any posting or public statement, staff must make it clear that you-they are speaking as an individual and not as a representative of WCLS. Use a disclaimer such as: "The postings on this site are my own and don't reflect or represent the opinions of the organization for which I work." Or "Opinions are my own."
- -Internet communications are not anonymous and employees should not expect or assume privacy in any social media communication.
- -Employees may not use the internet or social media channels in a manner that violates any WCLS policy, including the Workplace Behavior Standards Policy 12.29; the Equal

Opportunity Policy 12.01; the Confidentiality of Patron Records Policy 5.01; the Unlawful Discrimination Policy 12.27; and the Harassment Policy 12.28.

- Employees are prohibited from sharing anything via social media that could violate another employee's right to privacy or a patron's right to privacy.
- For your the protection of and the protection of WCLS, employees and patrons, employees are prohibited from using internal or external social media channels for evaluating the performance of their co-workers, or to publicly criticize or complain about the behavior or actions of a patron.

b-WCLS employees' personal engagement with use of WCLS Facebook page and websitesocial media platforms:

Employees are permitted and encouraged to engage with use these resources freely during non-work time, in addition to any use required in the employee's job. The guidelines and principles described previously in this Policy also apply to these communications.

Anyone who does not agree to the terms of this policy may not use WCLS social media services and resources since violation of these terms can lead to legal liability and/or disciplinary action.

MODERATION OF THIRD-PARTY CONTENT

WCLS does not necessarily endorse, support, sanction, encourage, verify or agree with Third Party comments, messages, posts, opinions, advertisements, videos, promoted content, external hyperlinks, linked websites (or the information, products or services contained therein), statements, commercial products, processes or services posted on any social media site.

WCLS social media sites serve as limited public forums and all content published is subject to preservation and disclosure in accordance with Washington ~~s~~State public record law. User-generated posts may be rejected or removed when the content includes any of the following:

- Incitement of violence or violent behavior,
- Defamation or spread of misinformation,
- Copyrighted or commercial material,
- Fraudulent material or accusations, or
- Obscene or illegal material

We do not allow information intended to compromise the safety or security of the public or public systems. Individuals participate at their own risk, taking personal responsibility for comments, username and any information provided.

RETENTION

Social media sites contain communications sent to or received by WCLS and its employees; such communications are therefore public records subject to Washington state law. These retention requirements apply regardless of the form of the record (e.g., digital text, photos, audio and video). WCLS shall preserve records pursuant to a relevant records retention schedule.

EMERGENCY POSTINGS

Social media sites are not monitored 24/7. If there is an emergency, contact 911.

RELATED POLICIES: Internet Use and Social Networking Services Policy 4.06; Confidentiality of Patron Records Policy 5.01; Equal Opportunity Policy 12.01; Unlawful Discrimination Policy 12.27; Harassment Policy 12.28; Workplace Behavior Standards Policy 12.29; Staff Use of WCLS Computers and Other Information Technology Resources Policy 12.37.

LEGAL REVIEW by attorney Deborra Garrett August 23, 2011.

ADOPTED by the Whatcom County Library System Board of Trustees September 20, 2011.

REVISED: June 21, 2022.



SOCIAL NETWORKING AND SOCIAL MEDIA POLICY

POLICY NUMBER: 12.09

SCOPE: This policy applies to official library accounts on social media platforms (Facebook, Instagram, Twitter, etc.) administered by library staff as well as staff members' personal social media accounts.

Objective

Whatcom County Library System (WCLS) maintains accounts on social media platforms to support clear, open and consistent communication with the communities we serve. WCLS uses these sites to provide information; encourage community involvement and engagement; champion lifelong learning, reading and literacy; support marketing campaigns; share relevant community information and news; and promote library services, resources, programs and events.

This policy establishes standards and responsibilities for the manner in which WCLS employees use social media to promote WCLS events and activities. Because this is an area of technology and communication that changes rapidly, WCLS expects employees to apply the general principles of professionalism and integrity to adapt to using these platforms as they change.

Definitions

- **"Social networking"** is online activity that focuses on building social networks or social relations among people who share interests and/or activities.
- **"Social media"** includes any web application, site or account, and any other internet or online resource in which people communicate and share information and opinions.
- **"WCLS employees"** includes all people employed by WCLS, whether or not they are using social media on working time or for work-related reasons.

Roles and Responsibilities

The Community Relations Manager is responsible for approving the creation of all social media accounts for the library.

The Online Experience Coordinator is responsible for organizing a schedule of content, maintaining the login credentials, and responding to questions and comments (as needed and appropriate) on library-wide social media accounts.

The Social Media Committee is responsible for reviewing and administering the social media content calendar, including posting relevant content to branch pages.

Branch or approved departmental accounts aimed at a specific subset of library users will be maintained by staff in the relevant department with support from the Social Media Committee.

All staff are responsible for being familiar with proper netiquette and for using social media according to best practice guidelines and standards.

Friends of the Library groups and other volunteers will be asked to review and to follow this policy as appropriate.

Followers of the library's social media accounts are responsible for familiarizing themselves with each platform's terms of service and complying with those terms as part of their individual use.

Work-Related Use of Social Media

WCLS employees may use social media for work-related purposes only if approved by their supervisors or managers. Information and/or comments may be publicly posted only by employees who have been appointed to the WCLS social media committee or who have been specifically authorized to post information or comment on behalf of WCLS. All official WCLS communication through social media should remain professional in nature and should always be conducted in accordance with WCLS's communications practices and expectations. Employees may not use WCLS social media for political purposes, to conduct private commercial transactions or to engage in private business or recreational activities.

Guidelines and protocols for posting on behalf of WCLS are contained in the WCLS Social Networking Administrative Procedure 12.09.01.

Personal Use of Social Media

WCLS employees are also citizens, and when they are not working as WCLS employees and representatives, WCLS employees have the same rights as other citizens to express their views on issues of interest. This includes expression via social media.

Employees' use of social media, and any other form of online publishing or communication, is subject to the same rules and policies that apply to other activities of employees. These are described in the WCLS Personnel Handbook and the Workplace Behavior Standards Policy 12.29; the Equal Opportunity Policy 12.01; the Confidentiality of Patron Records Policy 5.01; the Unlawful Discrimination Policy 12.27; and the Harassment Policy 12.28. Use of social media in a manner that violates these or other WCLS policies or the rights of WCLS patrons, users, and employees may subject an employee to disciplinary action, up to and including discharge.

Employees' public communications, including social media, may affect the employee's job performance, the performance of others, WCLS's interests and the safety and dignity of WCLS staff and patrons. Employees are responsible for making sure their online activities do not interfere with their ability to effectively fulfill their job requirements.

Personal use of social media using WCLS equipment, computers, or other information technology resources owned by WCLS: Only minimal personal use is permitted, and that use must occur during non-working time. All use must be consistent with the Staff Use of WCLS Computers and Other Information Technology Resources Policy 12.37. Use must adhere to posting guidelines in this policy.

Use of social media using equipment or resources not owned by WCLS: Employees must never use their WCLS email account or password in conjunction with a personal (non-work related) social media account.

Public comments via social media: Employees are free to use social media and to communicate and express opinions freely, subject to the following terms, which apply to all public communications by WCLS employees:

- If staff identify themselves as a WCLS employee in any posting or public statement, staff must make it clear that they are speaking as an individual and not as a representative of WCLS. Use a disclaimer such as: "The postings on this site are my own and don't reflect or represent the opinions of the organization for which I work." Or "Opinions are my own."
- Internet communications are not anonymous and employees should not expect or assume privacy in any social media communication.
- Employees are prohibited from sharing anything via social media that could violate another employee's right to privacy or a patron's right to privacy.
- For the protection of WCLS, employees and patrons, employees are prohibited from using internal or external social media channels for evaluating the performance of their co-workers, or to publicly criticize or complain about the behavior or actions of a patron.

Nothing in this policy is intended to limit the rights of employees to discuss the terms and conditions of their job with their coworkers or immediate family members. Individuals using social media to promote, endorse, or critique WCLS or related services must identify themselves as employees in their posting.

WCLS employees' personal engagement with WCLS social media platforms:

Employees are permitted and encouraged to engage with these resources freely during non-work time, in addition to any use required in the employee's job. The guidelines and principles described previously in this Policy also apply to these communications.

Anyone who does not agree to adhere to the terms of this policy may not use WCLS social media services and resources since violation of these terms can lead to legal liability and/or disciplinary action.

MODERATION OF THIRD-PARTY CONTENT

WCLS does not necessarily endorse, support, sanction, encourage, verify or agree with Third Party comments, messages, posts, opinions, advertisements, videos, promoted content, external hyperlinks, linked websites (or the information, products or services contained therein), statements, commercial products, processes or services posted on any social media site.

WCLS social media sites serve as limited public forums and all content published is subject to preservation and disclosure in accordance with Washington State public record law. User-generated posts may be rejected or removed when the content includes any of the following:

- Incitement of violence or violent behavior,
- Defamation or spread of misinformation,
- Copyrighted or commercial material,
- Fraudulent material or accusations, or
- Obscene or illegal material

We do not allow information intended to compromise the safety or security of the public or public systems. Individuals participate at their own risk, taking personal responsibility for comments, username and any information provided.

RETENTION

Social media sites may contain communications sent to or received by WCLS and its employees; such communications are therefore public records subject to Washington state law. These retention requirements apply regardless of the form of the record (e.g., digital text, photos, audio and video). WCLS shall preserve records pursuant to a relevant records retention schedule.

EMERGENCY POSTINGS

Social media sites are not monitored 24/7. If there is an emergency or if you believe someone's safety is at issue anytime, contact 911.

RELATED POLICIES: Internet Use and Social Networking Services Policy 4.06; Confidentiality of Patron Records Policy 5.01; Equal Opportunity Policy 12.01; Unlawful Discrimination Policy 12.27; Harassment Policy 12.28; Workplace Behavior Standards Policy 12.29; Staff Use of WCLS Computers and Other Information Technology Resources Policy 12.37.

LEGAL REVIEW by attorney: Karen Funston June 6, 2022; Deborra Garrett August 23, 2011.

ADOPTED by the Whatcom County Library System Board of Trustees September 20, 2011.

REVISED: June 21, 2022.



Board Meeting Agenda Item Cover Sheet

Meeting Date:	6/21/2022	
Committee or Department:	Administration Department	
Subject:	Photo Permissions Policy 12.56	
Prepared By:	Beth Andrews	
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 proposed Photo Permissions Policy 12.56.

Suggested Motion for Consideration: Move approval of new Photo Permissions Policy 12.56, as presented.

Summary: This policy was drafted to secure WCLS employee permission for internal and external photograph according to current standards and practices, and to provide a mechanism for a photo-opt-out for public facing images for safety reasons.

Alternatives: As discussed.

Fiscal Impact: None

Comments: None



PHOTO PERMISSIONS POLICY

POLICY NUMBER: 12.56

SCOPE: This policy applies to all WCLS employees

The Whatcom County Library System employees over 150 staff across multiple locations throughout the county. Many staff are also serving the public and engaged with communities and public programming as a public sector employee. There are many instances where staff images could be utilized for business purposes both in internal and in public-facing materials.

PURPOSE: The purpose of the Photo Permission Policy is to clarify and outline the expectations and rights of employees around the use of their image for WCLS business, and to provide a mechanism for staff to opt-out of public-facing image use by WCLS.

INTERNAL PHOTO USE: As a condition of employment at WCLS, all WCLS staff will have a staff photo taken upon hire. This photo is to aid WCLS staff and managers in accurately identifying staff by face, name, and title across the various locations in our system. Staff images may be used on a variety of internal Whatcom County Library System platforms, including but not limited to: Microsoft Suite programs like Outlook and Teams, Skype for Business, Paylocity, Zoom, in the WCLS pictorial directory, and on WCLSNet, our system-wide intranet. Staff images may be visible to individuals outside of WCLS organization if they engage with others outside of WCLS organization through these or similar platforms.

EXTERNAL PHOTO USE: The Whatcom County Library System may at times use employee photographs, photographic images, and names for general publicity in external publications, public relations, promotions, program or event materials or stories, publicity, social media, and advertising. Staff photos may also be taken through attendance or participation at WCLS programs, activities or events. Photos may be saved in scrapbooks or digital archives.

OPT OUT: Any employee who does *NOT* want to have their image used by WCLS in connection with any such public-facing platform due to safety concerns, must indicate this by completing the Photo Permission Opt-Out form. Upon receipt of this form, WCLS will not select images featuring the individual in question. Photo Permission Opt-Out forms must be signed, dated and submitted to Human Resources to be valid. This Photo Permission Opt-Out form is intended for public-facing materials only, and will not extend to internal use of staff images in company-wide platforms for staff identification purposes across the system. Employees should note that WCLS cannot control the collection or use of staff images by the public or the media.

ACKNOWLEDGEMENT: All WCLS employees consent to image use permission under this policy, and all staff should operate on the understanding that their image may be used in both internal and in public-facing platforms as an employee of WCLS unless a signed photo opt-out form is submitted to HR.

ADOPTED by the Whatcom County Library System Board of Trustees June 21, 2022.



Board Meeting Agenda Item Cover Sheet

Meeting Date:	6/21/2022	
Committee or Department:	Administration Department	
Subject:	Birch Bay Library – Scope Change Option	
Prepared By:	Michael Cox	
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: Review information regarding proposed scope change request process with the WA Department of Commerce.

Suggested Motion for Consideration: Move approval of initiating scope change request with the WA Department of Commerce for the Birch Bay Library Project.

Summary: A 2018 WA State Library Capital Facilities Project grant awarded \$2M for the Birch Bay Library project. Unsuccessful attempts to secure full funding for a 7,600 square foot construction project outlined in the scope of the grant puts the Birch Bay Library Project at risk of losing this State funding. Initiating a scope change request process, if successful, would redefine the project scope, allowing for updated plans to renovate the existing historic structure in support of a 1,500 square foot library space with full site improvements, including parking.

Alternatives: Allow WA State grant funding timeline to lapse.

Fiscal Impact: A successful scope change request process would retain \$2M in WA State funding. Total project costs are estimated to exceed funds raised by an estimated \$315,000.

Comments: None

Birch Bay Library: Renovation & Site Development

Funding

WA Capital Grant	\$1,950,000
Private Fundraising	\$211,000
WCLS FFE	\$150,000 *Reduced allocation for previous project by \$150,000
Total	\$2,311,000

Costs

Construction Project Total, FFE	\$1,550,880
Architecture & Engineering Fees	\$187,525
Sales Tax	\$139,072
LEED Fees	\$72,000 *May be waived due to reduced scope of project
Site Acquisition	\$677,000
Total	\$2,626,477
	-\$315,477

Previous Costs

Design, Engineering, Permitting Fees	\$90,000
Election Costs (2021 & 2022)	\$23,000



whatcom county **library system**

SCHEMATIC DESIGN

ISSUED FOR	DATE

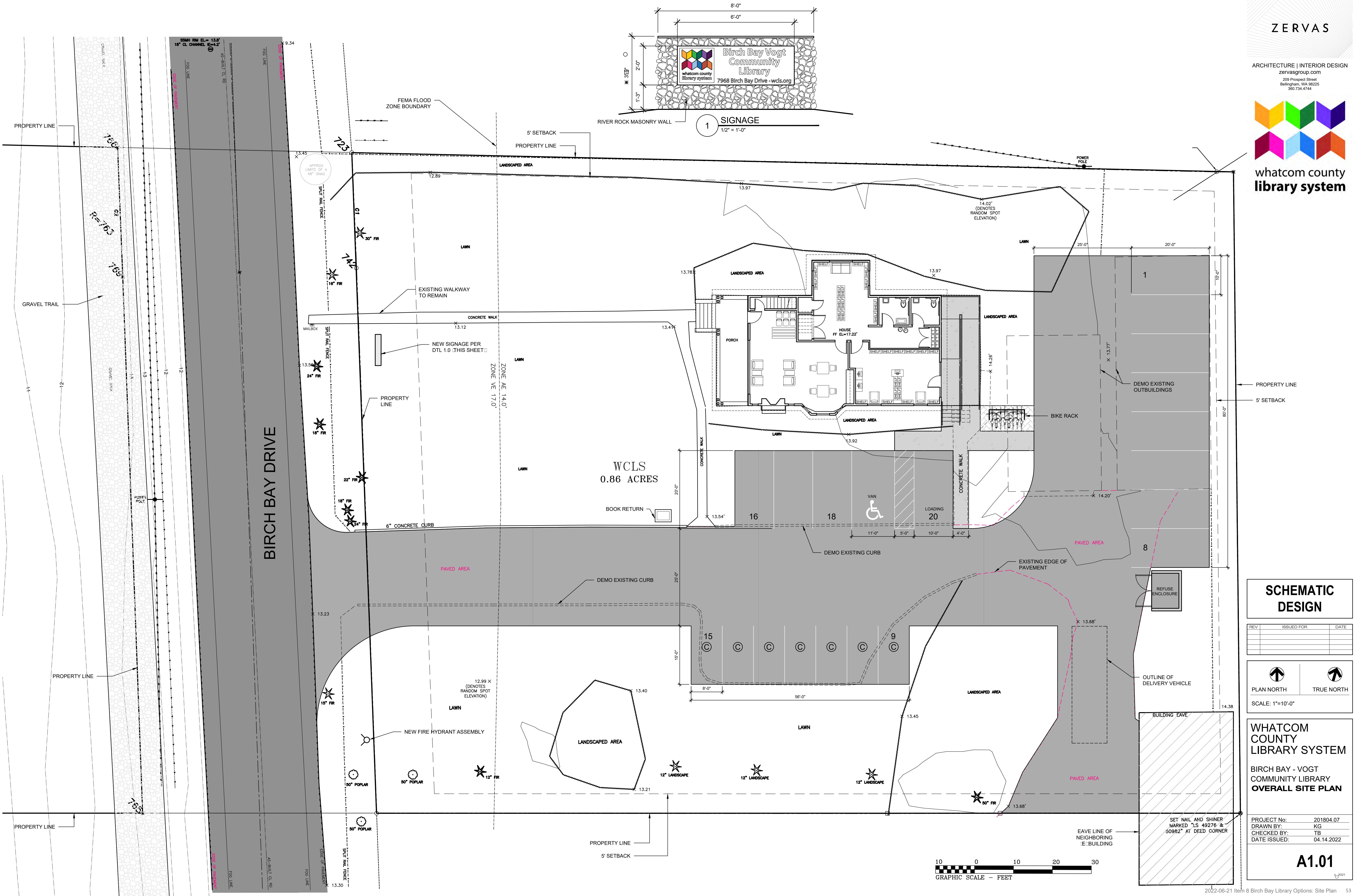
A diagram illustrating the difference between magnetic north and true north. It features two vertical compass roses separated by a vertical line. The left rose has an arrow pointing upwards labeled 'NORTH'. The right rose has an arrow pointing upwards labeled 'TRUE NORTH'.

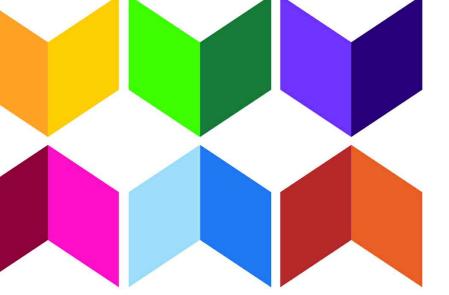
HATCOM COUNTY LIBRARY SYSTEM

SEARCH BAY - VOGT COMMUNITY LIBRARY **OVERALL SITE PLAN**

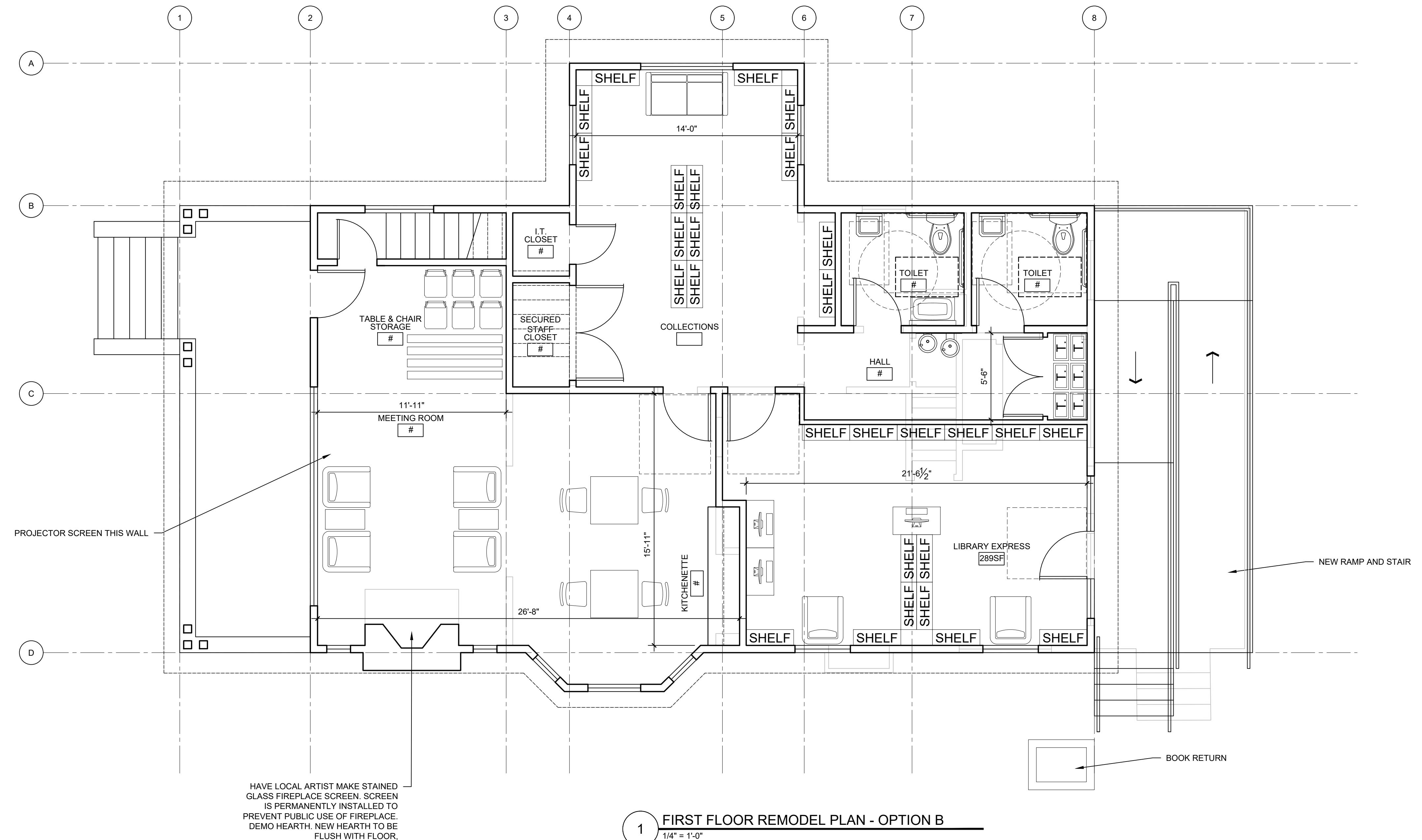
JECT No:	201804.07
WN BY:	KG
CKED BY:	TB
E ISSUED:	04.14.2022

A1.01

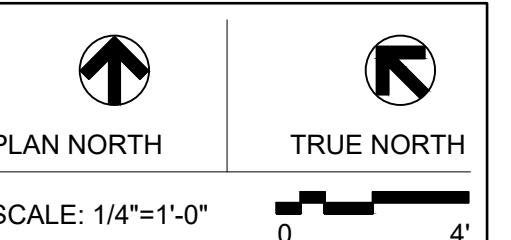




whatcom county **library system**



SCHEMATIC DESIGN



WHATCOM COUNTY LIBRARY SYSTEM

BIRCH BAY - VOGT
COMMUNITY LIBRARY
**PROPOSED
FLOOR PLANS**

PROJECT No:	201804.07
DRAWN BY:	KG
CHECKED BY:	TB
DATE ISSUED:	03.31.2022

A2.01



Executive Director's Report

June 2022

COMMUNITY

Michael Cox shared [this edition](#) of Library Leadership Podcast with me, in which Jamie LaRue discusses ways that libraries can transition from being “library-centric” to “community-centric”. LaRue says, “It is not the job of the community to build a great library, it’s the job of the library to build a great community.” He proposes getting systemic about cataloging the resources in our communities, which is this way we’re approaching our Strategic Action Plan item “Develop Master Community Contacts and Events lists”. As LaRue says, “we’re looking for places where we can add value.”

ACCESS

The Friends of the North Fork Library celebrated the 10th Anniversary of the construction of the North Fork Library on June 10 – a year or so after the fact, due to the pandemic. Community members enjoyed live music, jugglers, storytellers and more under tents in front of the library, and remarked how the library gives them access to books, movies, music, computers, and each other.



RESOURCES

A March 2022 public opinion survey commissioned by the American Library Association found that voters oppose efforts to remove books from libraries. Key findings are listed on the following page.

EQUITY, DIVERSITY AND INCLUSION

A reminder that WCLS locations will be closed Sunday, June 19 and Monday, June 20 in observance of Juneteenth. WCLS is one of many businesses and organizations to sponsor the [Juneteenth Video Project](#) coordinated by Connect Ferndale. WCLS staff have curated multiple booklists for readers of all ages to learn more about Juneteenth, as well as links to other resources, at <https://www.wcls.org/juneteenth/>

STEWARDSHIP

WCLS partnered with the Friends of the Island Library (FOIL) to install a heat pump at the library to help the library stay cool during warmer months. FOIL contributed \$13,252 to the project (including a \$300 rebate from Puget Sound Energy) and WCLS contributed \$1,692. This change is expected to increase energy efficiency and reduce costs for heating and cooling the library, a long-term benefit for WCLS since we pay for utilities.

Christine Perkins
Executive Director

Voters Oppose Book Bans in Libraries

[Voters Oppose Book Bans in Libraries | Advocacy, Legislation & Issues \(ala.org\)](#)

Polling Shows Voters Oppose Efforts to Remove Books from Libraries and Have Confidence in Libraries to Make Good Decisions About Their Collections

Read the key findings from a survey conducted by Hart Research Associates and North Star Opinion Research on behalf of the American Library Association among 1,000 voters and 472 parents of children in public school. The survey was conducted March 1 to 6, 2022, and the sample is demographically and geographically representative of U.S. voters and parents.

Large majorities of voters (71%) oppose efforts to have books removed from their local public libraries, including a majority of Democrats (75%), independents (58%), and Republicans (70%). Most voters and parents hold librarians in high regard, have confidence in their local libraries to make good decisions about what books to include in their collections, and agree that libraries in their communities do a good job offering books that represent a variety of viewpoints.

Key Findings

1) More than seven in 10 voters (71%) oppose efforts to remove books from public libraries, with majorities of voters across party lines opposed.

- By a substantial 42-point margin, voters oppose efforts to have books removed from their local public libraries because some people find them offensive or inappropriate and do not think young people should be exposed to them: 71% oppose, 29% support. Majorities of Democrats (75%), independents (58%), and Republicans (70%) are opposed.
- Parents also oppose efforts to remove books from their local public libraries by a significant 20-point margin: 60% oppose, 40% support.

Strong Opposition to Removing Books from Public Libraries

Would you support or oppose efforts to remove books from local public libraries because some people find them offensive or inappropriate and do not think young people should be exposed to them?

2) Large majorities oppose book removals in school libraries after hearing arguments from both sides.

- After hearing reasons to both support and oppose efforts to remove books from school libraries because some parents find them offensive or inappropriate, voters oppose efforts to remove books from school libraries by a 34-point margin (67% oppose, 33% support).

- Similarly, after hearing arguments on both sides, parents oppose efforts to remove books from school libraries by a 22-point margin (61% oppose, 39% support), and this view holds true for parents with children of all grade levels: 59% of parents with children in pre-K through 5th grade, 66% with middle schoolers, and 64% with high schoolers oppose book removals.

3) There is near-universal high regard for librarians and recognition of the important role that local public libraries and school libraries play in communities.

- Nine in 10 voters (90%) and parents (92%) have a favorable opinion of librarians who work in local public libraries and school libraries, including 66% of voters and 65% of parents who are very favorable toward librarians.
- The vast majority of voters (89%) and parents (93%) say local public libraries play an important role in communities across the country including their own, including 64% of voters and 70% of parents who believe they play a very important role.
- At even higher rates, voters (92% important, 72% very important) and parents (95% important, 71% very important) say school libraries play an important role in public elementary, middle, and high schools.
- Voters across the political spectrum have a keen sense of the importance of public libraries (95% of Democrats, 78% of independents, 87% of Republicans) and school libraries (96% of Democrats, 85% of independents, 91% of Republicans).

High Regard for Librarians and the Role Libraries Play in Communities and Schools

4) Most voters are confident in local public libraries to make good decisions about their collections and think libraries do a good job representing a variety of viewpoints.

- Large majorities of voters (75%) and parents (80%) have quite a lot or a great deal of confidence in their local libraries to make good decisions about what books to include in their collections and make available in their communities.
- Nearly eight in 10 voters (79%) and parents (79%) say libraries in their community do a good job of offering books that represent a variety of viewpoints, a sentiment held by majorities of Democrats (89%), independents (77%) and Republicans (70%), and by majorities of voters across demographic backgrounds. Only small proportions think libraries go too far in promoting books that present a liberal (16% voters, 17% parents) or conservative (5% voters and parents) point of view.

- Fully 83% of voters and 86% of parents say that they are more likely to trust librarians when they hear that librarians are trained to not impose their own thoughts and opinions on which ideas are right but to make knowledge and ideas available so that people have the freedom to choose what to read.

Belief that Libraries Do a Good Job Offering Books with Variety of Viewpoints

Good job representing variety of viewpoints	
Voters	Good job representing variety of viewpoints
All voters	79%
Democrats	89%
Independents	77%
Republicans	70%
Men	74%
Women	84%
White voters	79%
Black/African-American voters	83%
Hispanic/Latino voters	75%

Good job representing variety of viewpoints	
Parents	Good job representing variety of viewpoints
All parents	79%
Democratic parents	86%
Independent parents	83%
Republican parents	70%
Child in Pre-K-5th grade	78%
Child in 6th-8th grade	80%
Child in 9th-12th grade	79%
White parents	76%
Parents of color	83%

5) Parents express a high degree of confidence in school libraries' decisions about their collections and very few think that school librarians ignore parents' concerns.

- Three in four parents (74%) have quite a lot or a great deal of confidence in public libraries in their local school district to make good decisions about what books to include in their collections.
- Only 12% of parents say librarians in their district's public school libraries ignore the concerns of parents. Majorities of parents (59%) say school librarians in their district generally listen to the concerns of parents and try to work with them if they have concerns; 29% of parents indicate that they do not know enough to say.

6) Voters and parents affirm the importance of giving young people access to books and not allowing individual parents to decide what books are available to other people's children.

- When presented with pairs of statements that represent different viewpoints about removing books from libraries, voters and parents consistently align with opponents of these removals by large margins:

Agreement with Viewpoints Against Removing Books from Libraries

Please indicate which one of the following statements you agree with more.

STATEMENT A: We need to protect the ability of young people to have access to books from which they can learn about and understand different perspectives, and help them grow into adults who can think for themselves.

STATEMENT B: We need to protect young people from books they might find upsetting or that reflect ideologies and lifestyles that are out of the mainstream.

STATEMENT A: Individual parents can set rules for their own children, but they do not have the right to decide for other parents what books are available to their children.

STATEMENT B: Parents have a right not to have their children exposed to objectionable books at the library, and should be able to join with other parents in having those books removed.

###

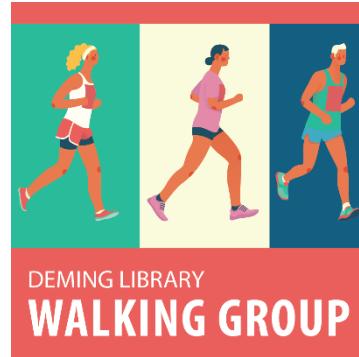
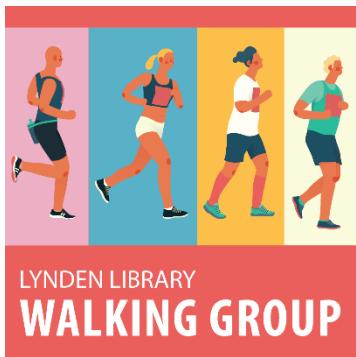


Deputy Director Report

June 2022

COMMUNITY

Walking/Running Groups are being offered at Blaine, Deming, and Lynden libraries. These outdoor activities aim to introduce neighbors and create opportunities to learn from each other while moving together. We are seeing some great friendships forming. We are also seeing much curiosity about these groups and expect to see more participation as the weather improves.



STEWARDSHIP

The impacts of COVID on library staff and operations continues to be felt throughout the system. Over the past few months, at least 16 staff within Public Services have been required to miss shifts due to quarantine requirements. We have responded with library closures as needed. In the past, staff would have reported to work with minor cold symptoms. This practice has appropriately changed with the Daily Health Check procedure.

Recent closures due to COVID-related staffing shortages:

NF 6/9 starting 5PM

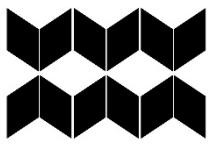
NF 6/7 starting 1:30PM

DE 6/7 starting 6pm

DE 6/1 starting 6pm

I will talk more about how the large number of newly hired staff, an increase in requests for unpaid leave, and the frequency of heavy, personal challenges are stressing shift coverage and wearing on the resiliency of our teams. A big piece of daily work for branch managers recently is focusing on staff and keeping operations moving smoothly in light of these challenges.

Michael Cox
Deputy Director



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library system

Youth Services Report

June 2022

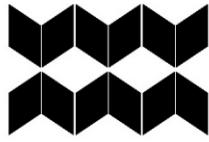
RESOURCES

Summer Reading Kickoff events begin next week at all WCLS locations and Bookmobile stops. The day-long (or stop-long, in the case of the Bookmobile) events are designed to generate interest in the program and get people of all ages started on their own reading adventures. Each location will have a paper-stone-decorating craft available, where participants can embellish a large cut-out paper stepping stone in any way they choose. Those stones will decorate the space, adding a sense of fun and community. Kickoff visitors ages 0-18 will be able to choose a book to keep. We'll have large selections to choose from, courtesy of the library Friends Groups, the Whatcom County Library Foundation, and the Whatcom Educational Credit Union. A cadre of Youth Services staff will be on hand to answer questions, build enthusiasm, and help young readers navigate the book choice. As we did last year, there will be no formal registration process. We distribute LOTS of cards via schools, and we didn't want to introduce a step between getting your card and beginning your summer reading journey. We will be scrupulously counting books distributed through kickoff events, which will give us one concrete measuring point. This summer we have divided the books into fourteen categories: board books, picture books, beginning reader fiction, beginning reader nonfiction, chapter books, kids' fiction, kids' nonfiction, kids' graphic novels, teen fiction, teen nonfiction, teen graphic novels, Spanish board books, Spanish picture books, and Spanish kids' books. We will track how many books in each category are claimed at each location on the kickoff day, giving us valuable anecdotal information about the demographics of our participants, and valuable data for planning giveaway book selection for summer 2023.

Our staff is spending much of the months of May and June talking to young people about Summer Reading in their classrooms and school libraries. As of this writing, we have already connected with almost 4,500 young people outside of our buildings to talk about books and reading and what's in store, with more to come. At the same time, there are schools and school districts that aren't able to host WCLS YS staff, because of their COVID protocols, or because their instruction schedules have already been disrupted. In those cases, we look for other ways to connect. Evie Harman, working with the Nooksack Valley School District as YS Assistant for Everson and Sumas, created a video to be shared by teachers with their students. It has been viewed a few dozen times, and with each view representing a classroom full of kids, it seems it has already reached hundreds of young readers. We are already hearing from parents that kids are arriving home, card in hand, ready to get going RIGHT NOW.

Here's a link to the video: <https://youtu.be/3FOMDJcQGxE>

Thom Barthelmess
Youth Services Manager

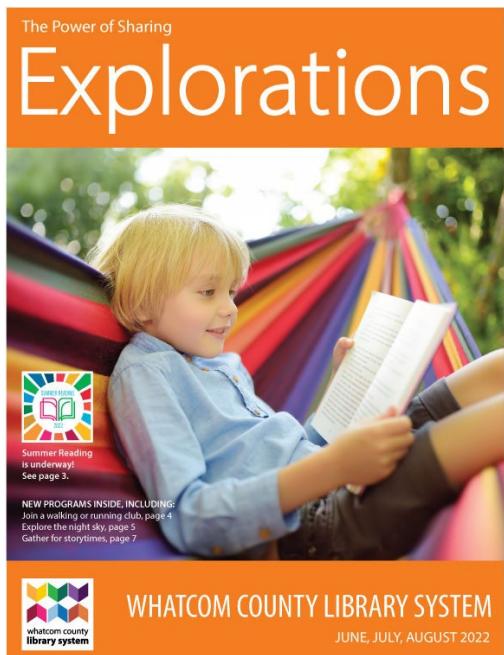


whatcom county
library system

Community Relations Report

June 2022

COMMUNITY AND ENGAGEMENT



good things you are doing makes me wish I could start all over again and raise my kids here, at this library."

Summer Reading is also supported with beautiful new webpages: wcls.org/summer-reading. From the landing page, you can visit pages for [younger readers](#) or [adults](#). Review them to find endless Summer Reading resources for patrons (and yourself)! You'll also find links to always available eBook and eAudiobook titles and summer events. While you're there, sign up for our new Summer Reading email list. Special thanks to Neil McKay and Amy Jones for the elegant design and dynamic user experience. The pages were developed in partnership with Collection Services and Youth Services staff, who provide excellent content. The Summer Reading pages are step one in a redesign to enhance book discovery on our website.

Summer Reading is a partnership with Bellingham Public Library. This year, WECU is a community sponsor, providing \$15,000 in funding to BPL and WCLS to purchase Summer Reading books for young

The summer issue of Explorations introduces readers to a season of wonder at the library. Copies have been mailed to all county households and are available at branches and community locations. A [digital version](#) is available at our website.

Pair the issue with the latest episode of our [podcast](#) for a colorful introduction to Summer Reading 2022.

Many staff members contribute to Explorations. The good work that goes into the featured programs and the publication's editorial and design is rewarded by patron comments like this one: "Thank you so much for all you do. Reading through Explorations today made me weep with joy. That may make me sound unstable, but I'm not! My son still lives in Hawaii and is studying to become a librarian. I send each one of these to my son. Seeing all the



patrons. Whatcom County Library Foundation and Friends of the Library groups continue to generously support WCLS's Summer Reading program. Thanks to all.



To deepen our community's understanding of the Juneteenth holiday, [Connect Ferndale](#), a program of [Ferndale Community Services](#), created the Juneteenth Video Project. WCLS is proud to be a supporting partner.

To view the video, visit our web page, wcls.org/juneteenth. The page also features book lists created by WCLS staff as well as links to other learning resources. The webpage is featured at the close of the video, further positioning the library as a place to learn together and to build community.

Mary Vermillion and South Whatcom Manager Liz Andre are working with members of the South Whatcom Friends group to develop a new countywide jazz series. Inspired by the long-running Sudden Valley Jazz Series that is now on hiatus, the education and advocacy program will potentially launch in 2023. The Friends' initiative will be included in the 2023 action plan for Trustees' review.

Press Releases

- [It's time for Summer Reading](#)

Book Reviews

- *Bellingham Alive*, April 2022, [Tell Me an Ending](#) by Jo Harkin
- *Bellingham Alive*, May 2022, [Black Cake](#) by Charmaine Wilkerson
- *Bellingham Alive*, May 2022, [The Swimmers](#) by Julie Otsuka
- *Cascadia Daily News*, May 19, 2022, [The Salt Fields](#) by Stacy Flood
- *Cascadia Daily News*, May 28, 2022, [Orhan's Inheritance](#) by Aline Ohanesian
- *Cascadia Daily News*, June 14, 2022, [Northwest Know-How: Beaches](#) by Rena Priest

Major Press

- *El Periodico*, May 2022, WCLS prioriza arreglos, mejoras para biblioteca de Sumas (clip below)
- *The Northern Light*, May 11, 2022, [Library system looks to fill board member seat](#)
- *Whatcom Talk*, May 20, 2022, [Connect Ferndale launches Juneteenth video project](#)
- *The Northern Light*, June 1, 2022, [Blaine Library starts weekly workout group](#)
- *Whatcom Talk*, June 14, 2022, [Libraries kick off annual Summer Reading program](#)
- *Cascadia Daily News*, June 15, 2022, ['This is the conversation starter': Local organizations ready Juneteenth video project](#)
- *Bellingham Herald*, June 15, 2022, ['This is only the beginning' Black film director says of Whatcom Juneteenth video project](#)

WCLS prioriza arreglos, mejoras para biblioteca de Sumas

'Volveremos a tener una biblioteca en Sumas,' Alexa Andrews dijo

Por Bill Helm
bill@lyndentribune.com

SUMAS — Las inundaciones en noviembre del 2021 en el noreste del Condado de Whatcom dañaron aproximadamente 85% de los hogares de Sumas.

Un hogar para muchos residentes en la comunidad, la Biblioteca de Sumas se inundó, lo que la hizo inutilizable.

A pesar de las fuertes inundaciones, la biblioteca se abrirá de nuevo.

De hecho, el Sistema de Bibliotecas del Condado de Whatcom (WCLS) tiene planes para que sea mejor que antes de las fuertes lluvias destruyeron mucho de la colección de la biblioteca y causaron decenas de miles de dólares en daños al

equipo, los muebles y las estanterías.

"Varios pies de agua moviéndose rápidamente movió por la biblioteca, destruyendo las estanterías, los asientos, escritorios de servicio, mesas, juguetes en los áreos para niños, computadores, alfombras, decoraciones y paisajismo," dijo Meg Krieg, la presidenta interina de Amigos de la Biblioteca de Sumas. "Estas son todas las cosas que necesitaban ser reemplazadas."

Desafortunadamente, no hay un marco de tiempo oficial para la reapertura de la biblioteca.

Pero yo puedo enfatizar de nuevo que la Biblioteca de Sumas es una prioridad alta para WCLS," dijo Alexa Andrews, gerente de la sucursal de las bibliotecas de Sumas y Everson. "WCLS ha priorizado este proyecto."

'Nos encanta nuestra biblioteca'

Andrews explicó que el sistema de bibliotecas en el condado está "trabajando

Ver WCLS en la página 5



Debido a las inundaciones en noviembre del 2021, la Biblioteca de Sumas sufrió daños a su equipo, muebles, estanterías y materiales. El seguro cubrirá algunos de los costos de la reparación y el reemplazo.

(Foto cortesía de Alison Boudle)

WCLS: arreglos, mejoras para biblioteca de Sumas



El 14 de abril, Alexa Andrews, a la izquierda, gerente de sucursal de las bibliotecas Everson y Sumas, dijo a los Amigos de la Biblioteca Sumas que la Biblioteca Sumas no estaba en peligro de ser olvidada. "Volveremos a tener una biblioteca en Sumas", dijo Andrews al grupo de amigos. (Bill

Viene de la página 3

lo más rápido posible entre los límites del proyecto, incluyendo retrazos de la cadena de suministro y la naturaleza compartida del edificio en sí."

Durante la reunión de Amigos de la Biblioteca de Sumas el 14 de abril, Andrews dijo que WCLS está todavía "ultimo varios elementos de la nueva biblioteca y estableciendo los precios de las obras y los muebles."

Esto significa que WCLS todavía no sabe cuánto costará, ni puede desglosarlo por categoría "porque mucho es susceptible de cambiar".

En un correo electrónico al Lynden Tribune, Andrews dijo que WCLS anticipa que mucho del costo para reparar la biblioteca será cubierto por seguros, los fondos de FEMA y una beca nómada de ARPA (American

Rescue Plan Act) designada para mejorar la accesibilidad para las personas con discapacidades."

La brecha restante será cubierta por las donaciones privadas al Fondo de Recuperación de la Biblioteca de Sumas, y de la Fundación de Biblioteca del Condado de Whatcom, junto con la recaudación de fondos por Amigos de la Biblioteca de Sumas.

"Estamos aquí porque nos encanta nuestra biblioteca," Krieg dijo.

Para donar, visita wcls.org/donation-forms.

Biblioteca es 'un gran lugar para reunirse'

Un residente de Sumas, Andrews explicó al Lynden Tribune, que con muchos residentes todavía desplazados de sus hogares, Amigos de la Biblioteca de Sumas instan a "una gama más amplia de miembros de la comunidad interesados a participar en

el esfuerzo de recuperación para la biblioteca."

"La mayoría de residentes en Sumas están simplemente haciendo frente a los retos diarios de reconstruir sus propias vidas desde cero," Krieg dijo. "Amigos de la Biblioteca de Sumas esperan que los residentes fuera de Sumas ayuden en nuestros esfuerzos de recuperación. Mientras se restaura la biblioteca de Sumas, habrá un impacto duradero para nuestros jóvenes, personas mayores y todas las edades intermedias que anhelan una sensación de normalidad. No son solamente las estructuras físicas que han sido dañadas en esta inundación, sino nuestros corazones que han sido dañados también. Debemos reunirnos como ciudad, y la biblioteca es un gran lugar para hacerlo."

Póngase en contacto con Meg Krieg en genno@hotmail.com o 360-988-2963 para ayudar.

Library News

- *Publishers Weekly*, May 25, 2022, [U.S. Book Show: Jamie Raskin headlines a big day for libraries](#)

Other

- *All Point Bulletin*, May/June 2022, Point Roberts Library events and book picks

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.

- *Lynden Tribune*, May 18, 2022, [Letter to the Editor](#) (regarding Lynden Library)
- *Lynden Tribune* community calendar, June 1, 2022, [Lynden Library walking group](#)

Mary Vermillion

Community Relations Manager

LIBRARY PICKS

KRIS LOMEDICO

Bestsellers:

Livid Patricia Cornwell
The 6:20 Man David Baldacci
Aftermath Lavan Burton
The Best Is Yet to Come Debbie Macomber

Movies:

The 355 Penelope Cruz
American Rust Jeff Daniels
The Batman Zoe Kravitz
Around the World in 80 Days David Tennant

Music:

Lalalalovesongs Jason Mraz
Open Road Colin James
Blue Water Road Kehlani
Fierce Bliss Ann Wilson

Teens:

African Town Irene Lathan
The Agathas Kathleen Glasgow
Ballad & Dagger Daniel Jose Older
Kids:

Answers in the Pages David Levithan
The Boy Who Met a Whale Nizrana Farook
A Brave Cat Marianna Cappo

Collection Size	May				
	Physical		Electronic		Total
	315,944		219,867	535,811	
Circulation<	May		Year to Date		% Chg
	2021	2022	2021	2022	
Physical Circulation					
Blaine	13,539	14,066	56,926	70,777	24.3%
Bookmobile & Outreach	5,605	5,183	28,523	22,536	-21.0%
Deming	10,812	10,150	46,277	49,599	7.2%
Everson	8,003	10,134	38,930	49,787	27.9%
Ferndale	31,795	34,074	126,908	168,279	32.6%
Island	2,325	2,222	10,017	10,672	6.5%
Lynden	36,518	39,711	151,247	199,117	31.7%
North Fork	5,031	5,056	22,023	23,519	6.8%
NWIC	20	12	81	63	-22.2%
Point Roberts	2,017	2,123	9,429	10,250	8.7%
Sumas	1,894	202	8,558	2,621	-69.4%
South Whatcom	7,272	7,437	28,542	36,529	28.0%
NDX	4,245	3,878	20,562	18,402	-10.5%
Total	129,076	134,248	548,023	662,151	20.83%
Electronic Circulation					
eBooks/eAudibooks^	25,917	29,619	131,191	144,140	9.9%
eMusic	11,141	9,671	65,908	49,214	-25.3%
Streaming Video#	813	917	4,088	4,693	14.8%
eMagazines>	1,819	1,701	26,160	8,068	-69.2%
Total	39,690	41,908	227,347	206,115	-9.34%
Total Circulation	168,766	176,156	775,370	868,266	11.98%

< 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 eAudibooks. GALE started 6/1/2021.

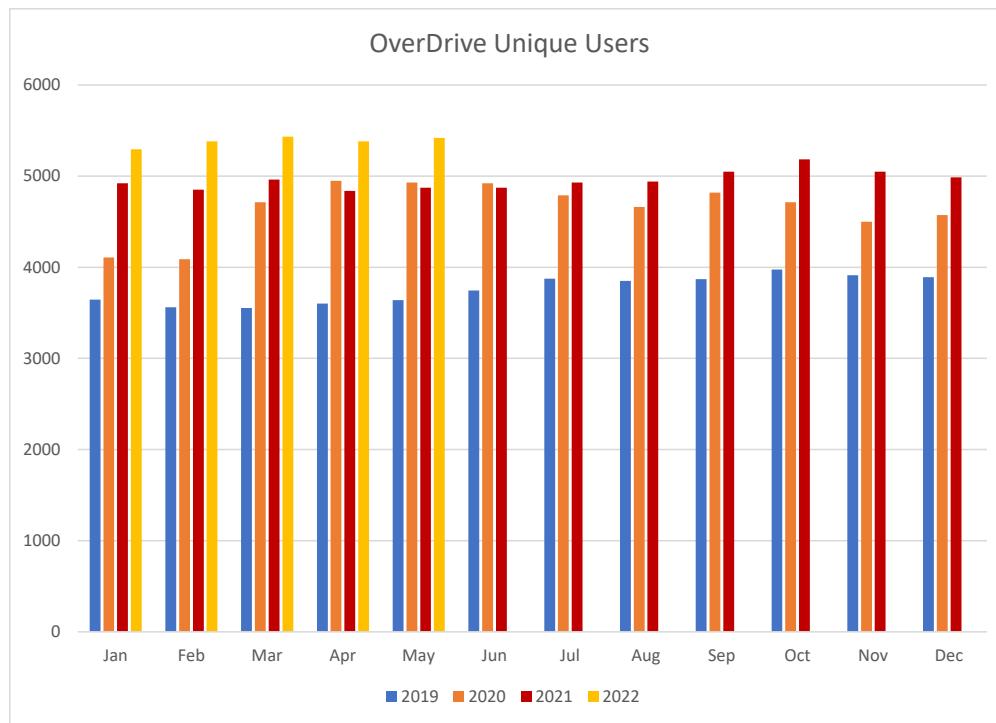
Visitors (Door Counts)	May			Year to Date		% Chg Frm 2021
	2019	2021	2022	2021	2022	
Blaine	8,941	3,635	6,278	9,349	30,273	223.8%
Deming	4,188	1,680	2,557	5,127	11,829	130.7%
Everson	4,741	2,073	2,077	7,367	11,120	50.9%
Ferndale	17,267	7,634	9,882	23,488	49,306	109.9%
Island	1,778	1,128	1,197	3,413	5,721	67.6%
Lynden	14,866	6,561	10,737	15,801	53,746	240.1%
Northwest Drive Express		306	350	1,047	1,524	45.6%
North Fork	3,115	875	1,691	2,846	7,531	164.6%
Point Roberts + PRX	1,539	991	1,072	4,225	5,402	27.9%
Sumas	1,800	781	0	2,612	0	-100.0%
South Whatcom	2,511	2,275	2,237	6,667	11,358	70.4%
Total	60,746	27,939	38,078	81,942	187,810	129.20%

New Borrowers	May		Year to Date		% Chg	
	2021	2022	2021	2022		
	Registered	257	453	1,300	1,869	43.77%
Patron Service		May		Year to Date		% Chg
		2021	2022	2021	2022	
Interlibrary Loan						
Borrowed from BPL		13,813	11,657	72,617	61,470	-15.4%
Lent to BPL		29,753	21,613	163,414	118,033	-27.8%
Borrowed from other libraries		496	561	2,819	3,389	20.2%
Lent to other libraries		422	518	2,216	2,542	14.7%
Electronic Resources		May		Year to Date		% Chg
		2021	2022	2021	2022	
WCLS.org Entrances		34,433	35,428	178,078	188,182	5.7%
Bibliocommons Entrances		52,487	51,433	272,047	262,085	-3.7%
Internet Sessions		1,303	2,604	3,444	13,201	283.3%
Wifi Clients / Sessions		4,879	6,629	22,207	29,401	32.4%
Volunteers		MAY		Year to Date		% Chg
		2021	2022	2021	2022	
Volunteer Hours		819.50	726.25	2,612.25	3,511.50	34.4%
Activities		May		Year to Date		% Chg
		2021	2022	2021	2022	
Programs						
Adults		14	24	79	95	20.3%
Teens		31	31	163	117	-28.2%
Children		27	32	120	168	40.0%
Total		72	87	362	380	5.0%
Attendance						
Adults		216	149	2,300	1,631	-29.1%
Teens		308	462	1,011	1,843	82.3%
Children		399	929	1,699	4,300	153.1%
Total		923	1,540	5,010	7,774	55.2%

Corrections:

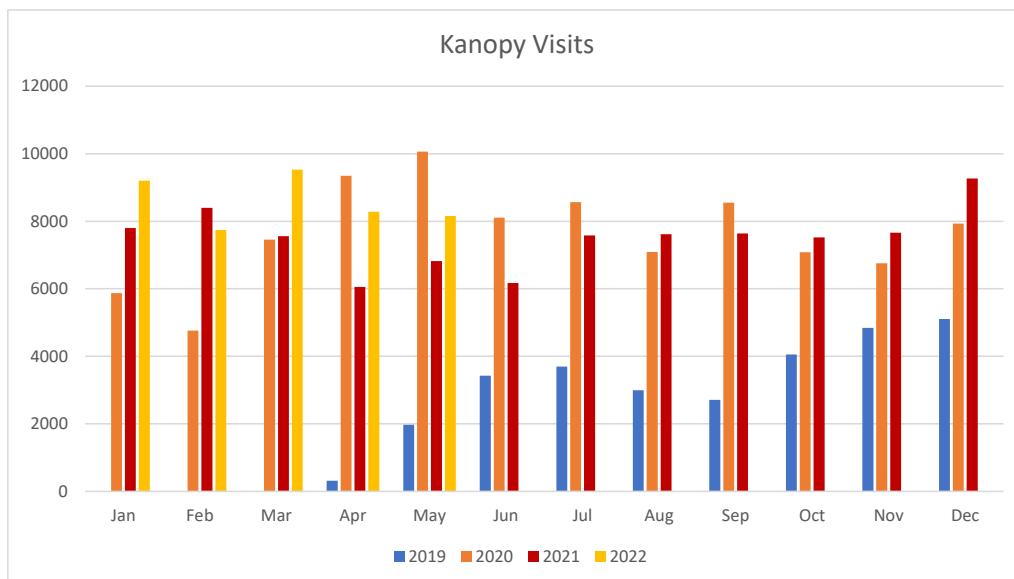
OVERDRIVE UNIQUE USERS

OverDrive unique users per month continues to hold steady at a level higher than was experienced in 2020 and 2021 during library closures. In May, those 5,420 users made 109,672 active visits to the WA Anytime Library and viewed 771,500 pages. *The Economist* and *Us Weekly* eMagazines were the top checkouts in May, and *Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones* by James Clear currently has the most WCLS patron holds (47 on 6/2/2022).



KANOPI VISITS - JANUARY TO DECEMBER COMPARISON

The Great Courses content continues to be very popular in Kanopy, with 25% (18,789 minutes) of May viewing minutes being patrons accessing Great Courses classes. Most popular films in May were The History Channel's *Alone: Season 5* (29 plays) and Stash Media's *Short Film Festival: Comedy 3* (21 plays).



DATABASE USAGE

May saw an increase in aggregated database usage, with Value Line Investment Research use the highest month ever (1,274 reports viewed), which makes sense as people are trying to figure out what is happening with the stock market and their investments during this volatile time. Britannica, Consumer Reports, Novelist, Newsbank, and Reference Solutions all also had high usage in May.

