



BOARD OF TRUSTEES MEETING
Whatcom County Library System
July 18, 2023

Via Teams and Administrative Services
5205 Northwest Drive
Bellingham, WA 98226

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

1. 9:00 a.m. **Call to Order.** Quorum determined. Land Acknowledgement.
We are on the ancestral homeland of the Nooksack, Lummi and other Coast Salish peoples. They have been its stewards since time immemorial, respecting the land, river and ocean with the understanding that everything is connected, related and alive. We acknowledge the elders and their collective and individual plights and achievements. We consider the legacies of violence, displacement, migration, and settlement that bring us together today. And we pursue ongoing action, to build lasting relationships and grow together so that all may prosper.
2. 9:05 a.m. **Open Public Comment Opportunity**
This period is set aside for persons wishing to address the Board. Each person may have up to three minutes for this purpose. Written comments may be submitted to Em.Olpinski@wcls.org prior to the meeting.
3. 9:10 a.m. **Consent Agenda**
 - a. Meeting Minutes
 - b. Expenditures
4. 9:15 a.m. **Financial Report and Resolutions**
 - a. Finance Committee Report
 - b. Resolution 07/18/23-07 Authorizing an Interfund Transfer
5. 9:30 a.m. **Trustee Education: Friends of the Library**
6. 9:45 a.m. **Policy Spotlight**
 - a. Conduct Policy and Disruptive Behavior Procedure
7. 10:00 a.m. **Tour of Island Library**
8. 10:20 a.m. **BREAK**
9. 10:30 a.m. **Levy Budget Planning**
10. 10:50 a.m. **Staff Reports**
 - a. Executive Director
 - b. Deputy Director
 - c. Youth Services Manager
 - d. Community Relations Manager
11. 11:00 a.m. **Performance Measures and Committee Reports**
 - a. Performance Measures
 - b. Personnel Committee
 - c. Whatcom County Library Foundation

Board of Trustees Meetings are open to the public in accordance with RCW 42.30. The Board is currently holding meetings with options for in-person or remote participation. Persons wishing to be provided with an internet link or telephone number to access the meeting are asked to please email Em.Olpinski@wcls.org before 4:00 p.m. Monday, July 17, 2023. Written comments may be submitted to Em.Olpinski@wcls.org prior to the meeting.

12. 11:15 a.m. **Announcements and Adjourn**
- a. Budget Planning Retreat
 - b. Union Negotiations (Rod and Holly with Lori as an alternate)
 - October 9 from 9:00 a.m. to 5:00 p.m.
 - October 10 from 9:00 a.m. to 2:00 p.m.
 - Backup Date: October 16 from 9:00 a.m. to 5:00 p.m.

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Board Meeting Agenda Item Cover Sheet

Meeting Date:	7/18/2023
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:

- June 20, 2023 Regular Board Meeting

Expenditures:

General Fund:

- June 1-15, 2023 payroll: check nos. 1034711782-1034711787 and voucher nos. 555387-555540 totaling \$228,203.44 and June 16-30, 2023 payroll: check nos. 1034901227-1034901231 and voucher nos. 555547-555691 totaling \$216,236.97.
- ACH transactions for employee benefits, telecommunication services and monthly sales/use tax filings totaling \$94,901.98; \$31,263.54 of this is for employee funded contributions to dental insurance premiums, PERS and deferred compensation plans (made via payroll deduction).
- Claim 2023-22G: warrant nos. 1170167-1170174 totaling \$25,227.69
- Claim 2023-23G: warrant nos. 1170197-1170218 totaling \$105,847.01
- Claim 2023-24G: warrant nos. 1170813-1170833 totaling \$20,380.56
- Claim 2023-25G: warrant nos. 1171336-1171351 totaling \$119,731.18

Capital Fund:

- Claim 2023-11C: warrant no. 1170196 totaling \$418.11
- Claim 2023-12C: warrant no. 1170834 totaling \$810.00

Alternatives: N/A

Fiscal Impact: Expenditures for approval paid from available 2023 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 June.

Library Board of Trustees Regular Meeting

June 20, 2023

Location

This meeting was held in a hybrid manner, with remote attendance via Microsoft Teams and in-person attendance at Administrative Services, 5205 Northwest Drive, Bellingham, WA 98226.

In Attendance

Trustees: Rodney Lofdahl, Chair; Erika Lautenbach, Secretary; Matthew Santos, and Holly Robinson. Absent: Lori Jump, Vice Chair.

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; Ryan Cullup, Facilities Services Manager; Beth Andrews, Human Resources Manager; Jennifer Rick, Foundation Development Director; Maggie Mae Nase, Learning Coordinator; Em Olpinski, Administrative Assistant.

Guests: N/A.

Call to Order

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

Open Public Comment

No public comment.

Consent Agenda

The Consent Agenda included minutes of the May 16, 2023 Board of Trustees Regular Meeting as well as the following:

Expenditures:

General Fund:

- May 1-15, 2023 payroll: check nos. 1034299814-1034299818 and voucher nos. 555069-555221 totaling \$232,628.32 and May 16-31, 2023 payroll: check nos. 1034496047-1034496050 and voucher nos. 555228-555380 totaling \$224,418.67.
- ACH transactions for employee benefits, telecommunication services and monthly sales/use tax filings totaling \$92,942.96; \$30,909.76 of this is for employee funded contributions to dental insurance premiums, PERS and deferred compensation plans (made via payroll deduction).
- Claim 2023-17G: warrant nos. 1167523-1167537 totaling \$89,719.35
- Claim 2023-18G: warrant nos. 1168353-1168374 totaling \$41,209.19
- Claim 2023-19G: warrant nos. 1168640-1168658 totaling \$112,894.22
- Claim 2023-20G: warrant nos. 1169129-1169149 totaling \$84,737.66
- Claim 2023-21G: warrant nos. 1169129-1169149 totaling \$48,942.62

Capital Fund:

- Claim 2023-07C: warrant no. 1167604 totaling \$20,198.92
- Claim 2023-08C: warrant no. 1168375 totaling \$1,304.40
- Claim 2023-09C: warrant no. 1169150 totaling \$810.00
- Claim 2023-10C: warrant nos. 1169635-1169636 totaling \$4,332.88

Jackie shared that Ruth Nail, WCLS Accountant, noticed that in the original June Agenda Packet, Claim 2023-10C was accidentally listed as Claim 2023-19C. Em said that they will make this correction. Em has also corrected an immaterial spelling error found in the Unapproved May Meeting Minutes.

Holly moved to accept the Consent Agenda with the correction to the reporting of Capital Fund Claim 2023-10C. Seconded. Approved unanimously.

Financial Report and Resolutions: Finance Committee Report

Jackie presented her report and May summary, noting that we received additional property tax revenue in May, as May 1 was the first of two annual payment deadlines. We have now received 55% of our budgeted revenue for 2023. New sources of revenue in recent months include professional development grants from the Washington State Library and the University of Washington to support staff attendance of the Washington Library Association Conference earlier this year and \$1,500 from participating in a class action lawsuit. Jackie thanked Christine for including WCLS in this lawsuit.

As of May, we have spent 42% of our budget for salaries and wages. Several new hires have been onboarded in the past few months, and we expect this expense to be closer to budget as the year progresses. Reported fuel spending has continued to be under budget because the County is not up-to-date with billing us for our fuel use. Once we are billed, fuel expenses should be on track. As of the end of May, we have spent 38% of our budgeted expenditures for 2023.

We are still waiting to receive two final payments from FEMA this year, which will supplement the management costs involved in requesting other funding from FEMA related to COVID-19 and flooding in Sumas. The 2023 Public Employee Retirement System (PERS) rate change was lower than Jackie had predicted, which will result in savings of approximately \$22,000. This change will be addressed in today's budget amendment.

Jackie is interested in hosting a budget retreat for the Trustees in either September or October and asked the trustees for their availability. It was decided that the end of September will be a suitable time for a retreat.

Jackie then presented the WCLS' 2022 Annual Report to the State Auditor's Office to the trustees. Each year every government institution in Washington must submit this report to the State Auditor's Office, for the purpose of having uniform financial reporting across the state. The State Auditor reviews the data from our reports when we are audited every two years. The data from these reports can also be viewed online and acts as a source of government transparency.

Jackie gave a summary of the report, which discloses detailed information about the financial proceedings of WCLS in 2022. The report also includes information about WCLS' accounting policies and practices. WCLS operates on a cash basis following the Budgeting, Accounting, and Reporting System (BARS), meaning that we only report transactions when they are received or paid, not when they are initially invoiced.

Jackie highlighted some important details of our financial practices, including that since our budget is legally approved by the board each year, if approved funds are not spent within the fiscal year in which they are approved, they must be reapproved by the board before being spent in future fiscal years.

In the report, the Whatcom County Library Foundation (WCLF) is referenced as a Joint Venture, based on the nature of the relationship and the amount of support WCLS receives from WCLF. Our 2022 cybersecurity event was also disclosed in the 2022 report, as it had a significant impact on the functioning of our System. The complete 2022 report can be found in the June Agenda Packet.

Christine thanked Jackie for her work on the report, which is a very significant undertaking. Holly asked Jackie why these reports are required annually. Jackie replied that it is possibly so the State Auditor's Office can have real-time data.

Financial Report and Resolutions: Budget Amendment

Jackie presented Resolution 06/20/23-06 Amending the 2023 General Fund Budget to the trustees. The fiscal impact of this amendment is an increase of \$19,729 in revenue and a decrease of \$21,018 in expenditures. This results in a net increase of \$40,810 to the ending fund balance.

The amendment accounts for increased revenue for staff professional grants and a decrease in revenue from FEMA. We also anticipate to receive additional revenue from investment interest compared to initial projections, which is included in the amendment, along with updated year-to-date COBRA reimbursements and expenditures. A new revenue account code has been added to the budget for the funds received in the class action lawsuit, and personnel expenditures are updated to reflect an anticipated reduction in our PERS contributions in 2023. The amendment also reallocates funds to different sections of the budget, including moving money originally budgeted for insurance to the Emergency Fund.

Rod moved to approve Resolution 06/20/23-06 Amending the 2023 General Fund Budget, as presented by Jackie. Seconded. Approved unanimously.

Policy Updates

Beth presented the update to the Management Benefits and Leave Policy 12.20, which we were advised to make by our employment attorney Karen Funston, as per WAC 357-28-285. The proposed change to the policy recognizes that if an employee were to accrue 240 hours or more of compensatory time, we would be required to pay this time out through the normal payroll process.

Jackie stated that we have checks in place that make it unlikely an employee would be able to accrue 240 hours of compensatory time. However, if someone were to accrue this time, we would be required to pay it out.

Holly moved to approve the updated Management Benefits and Leave Policy 12.20, as presented by Beth. Seconded. Approved unanimously.

Staff Reports: Executive Director

On Saturday, June 17, Christine attended Joan Airoidi's memorial service. Joan was the former Director of WCLS and passed away at the end of 2022. Christine said that it was a wonderful event that captured Joan's spirit.

Christine then introduced Ryan Cullup, WCLS' new Facilities Services Manager, to the trustees. Ryan introduced himself, sharing that he received a Master's in Business and Administration from Western Washington University and spent the last 13 years working for the University, most recently as a Facilities Services Coordinator.

Christine is happy to have Ryan joining WCLS' management team and thanked Jackie for her work managing facilities during her time with WCLS. Jackie will be available to advise Ryan as he becomes acquainted with his new position.

Over the weekend of June 17, a letter was written to the editor of the Lynden Tribune, in which a person stated that they believe some books at the Lynden Library push an LGBTQIA+ agenda. Christine said that in the past when public complaints have been made about WCLS' collection or services, we have sometimes waited to see if there is a larger public response before making a statement. We have yet to decide if we will make a statement in response to this letter.

Holly asked if the letter was written by someone representing a larger group or organization. Christine responded that the letter appeared to be from an independent person.

Mary commented that Dianne Marrs-Smith, Branch Manager of Lynden Library, is doing a great job leading staff following the publication of the letter. Holly asked Christine if WCLS has a policy regarding what to do if a book or library material is challenged. Christine responded that we do and that she will share it with Holly.

Christine and Mary shared that we also received recent feedback from a patron who felt that an Overdue Notice email was pushing an agenda, potentially because of WCLS' colorful logo. Christine commented that some community members are sensitive to specific topics currently and may be finding significance or controversy in places where it isn't intended.

In the June Agenda Packet, Christine has included an article with her report about a recent Illinois law that will penalize libraries that ban books. This new law represents how diverse the climate towards library materials currently is across the country.

Staff Reports: Deputy Director

Michael shared that there has been high turnover at Ferndale Library in recent months. Alix Prior has been the Branch Manager of Ferndale Library for nine months, and her entire team of direct reports has been hired during her time with WCLS. This has presented a challenging situation for the branch but has been a great opportunity for Alix to build her team. There has been an emphasis on hiring employees capable of responding to an increased incidence of disruptive behavior at Ferndale Library. New hires have also continued their learning at WCLS, in part through trainings created by Ryan Dowd, an expert in the field whose work is influenced by brain development research and trauma-informed practices. Michael passed out an informational flyer from Ryan Dowd to the group.

Holly asked Michael if there have been more incidents throughout Ferndale in recent months. Michael confirmed that there have been, though there isn't a simple explanation for why this is occurring. Historically, Ferndale Library has observed a higher incidence of disruptive behavior than other WCLS libraries. Michael noted that the Ferndale Youth Coalition has been assisting with the response at Ferndale Library, and Community Services staff have been supporting library employees. There has been significant interplay between community organizations and WCLS in response to disruptive behavior at Ferndale Library, with great sharing of information and strategies.

Michael recommended the trustees look into Ryan Dowd's work, including his newsletter and trainings available to members of the WCLS organization. Rodney commented that Dowd's newsletter is energizing, and Erika has found his trainings informative.

Thom commented that Ferndale Library has two Youth Librarians, Theresa Morrison and Sarah Lavender, both of whom have been with WCLS for years and offer a great source of knowledge to the Ferndale team. Michael mentioned that Ferndale also has a number of experienced Pages. He also thanked Alix Prior for her strong leadership and resilience during her time with WCLS.

Eleven Wi-Fi Hotspots were recently added to WCLS' Library of Things, using the same model that the Bellingham Public Library (BPL) has been utilizing. Michael thanked North Fork Branch Manager Katrina Buckman for coordinating this project. WCLS' Hotspots work using T-Mobile. If patrons prefer Verizon's service, they can reserve Verizon Hotspots from BPL. We are currently waiting to qualify for reduced rates to purchase more Hotspots, at which point we plan to double our collection.

The Hotspots have a three-week checkout period, and staff can turn Hotspots off once the period lapses to encourage patrons to return them on time. Holly asked what the Hotspots look like. Michael and Thom responded that they are small, handheld devices. Holly also asked how we are advertising Hotspots to patrons. Michael replied we are not actively advertising Hotspots since we have a limited number that already have consistent holds queues. Once we are able to purchase more, we will begin sharing more widely about this resource.

Staff Reports: Youth Services Manager

Thom reviewed his written report, highlighting the large presence of WCLS staff at the Whatcom Youth Pride parade. WCLS employees joined staff from BPL to cheer on the parade. Tamar Clarke; Teen Services Coordinator, Ollie Holm; Youth Services Assistant, and Thom helped run a pop-up library at the parade's resource fair. Tamar had the chance to speak with Representative Rick Larsen at the event, who affirmed his ongoing support of libraries.

Many people from across Northwest Washington came to the parade, and Thom could tell the event was meaningful to the young people participating. He was also able to talk to parents at the event about how meaningful the library is to their families. Christine said it was powerful to be able to support the kids participating in the parade and help them feel recognized. Christine also noted that WCLS has a presence at many community events across Whatcom County, Whatcom Youth Pride being just one of them.

Thom commented that complaints about LGBTQIA+ materials in libraries can feel like a personal attack to the members of this community.

Thom then presented to the trustees about Staff Shelf, a searchable database of staff book recommendations available on WCLS.org that was started for youth readers during the COVID-19 pandemic. Each Youth Services (YS) staff member has contributed 60 book recommendations to the database, which now consists of over 700 titles. A searchable database of BiblioCommons booklists have also been added to the Staff Shelf page of WCLS.org, and QR codes (complete with an image of Sasquatch) linking to a staff member's Staff Shelf have been added to the back of YS business cards.

Many of the titles in the Staff Shelf are being requested for holds pickup in schools that offer this service through the ConnectED program. Thom commented that it is gratifying to see young people engaging with this resource. Thom thanked the YS team and Community Relations for making this resource possible.

Rodney asked Thom if there is significant overlap in the titles included in different Staff Shelves. Thom responded that there is some, but not a significant amount. Matthew asked if there is a way to track who is accessing Staff Shelves through QR codes. Mary responded that this could potentially be implemented.

Staff Reports: Community Relations Manager

Mary shared her written report, noting that the graphics included were created in-house; Cynthia French designed the image of Sasquatch reading the newest edition of Explorations on the first page of her report.

Mary then highlighted Whatcom Grooves, a free jazz concert series being presented by the Friends of South Whatcom, Ferndale, and Blaine Library. These events are a continuation of a jazz series that began in Sudden Valley in 2011 to help raise funds for the South Whatcom Library. Three concerts are being hosted over the course of the summer, and Mary hopes the trustees will be able to attend one or more to support the Friends of the Library groups. Mary also included a QR code in her report that leads to a Freegal jazz playlist created by Neil McKay, WCLS Online Experience Coordinator, to help everyone get excited for the summer concert series.

Mary concluded by sharing that she, Christine, and Lisa regularly write books reviews for *Cascadia Daily News* to help share new books with the readers of Whatcom County. She has linked to three recent reviews in her report and hopes everyone gets a chance to read them. Rod thanked Mary for her report and work to share library services and events with people across the County.

Break

Rodney adjourned for a break from 10:10-10:20 a.m.

Performance Measures & Committee Reports: Performance Measures

Michael shared that in May we experienced a net decline in total circulation, as compared to May 2022. This trend was also observed in February and April of this year. Christine commented that Bellingham Public Library has been experiencing similar trends in circulation.

Holly asked if it is meaningful that electronic circulation has generally been increasing as physical circulation decreases in recent months. Michael responded that many people became comfortable using eMaterials during the pandemic, and many of these habits remain. Mary added that there has been a large uptick in people listening to media in recent years, which can be seen in the consistent increase in patron engagement with eAudiobooks. Michael said that it is a challenge to bring visiting the library back into people's regular habits following the pandemic.

Holly asked Michael why we are concerned about physically bringing people back to the library if circulation of electronic materials is up. Michael responded that a library is more than its collections. Holly commented she will think more about this trend, as she doesn't necessarily view this shift in engagement with the library negatively. Rodney added that he doesn't view the shift towards eMaterials negatively, as long as the same number of people continue using the library.

Branch door counts in May were trending down. As of last week, Geoff was able to restore consistent emails to branch staff about daily door counts. It is important for staff to receive regular updates on this data so they can know that the door counters are functioning properly.

Rod asked how WCLS' door counts compare to those of other library systems? Christine replied that nationally libraries are observing decreasing door counts. Based on the issues we have experienced with our current door counters in recent months, Michael and Geoff are investigating alternate door counter technologies, such as a camera door counters. There is no consensus yet if we will adopt a new method for tracking door counts, but we need to make certain we are receiving accurate data.

Michael noted that there was a significant increase in new borrowers in May. Internet sessions on WCLS branch computers increased during May, while Wi-Fi sessions on non-WCLS devices decreased. We continue to see great increases in the number of programs offered and the number of people in attendance. In May the Youth Services team was busy going to schools to talk about Summer Reading,

Lisa Gresham will share both May and June Database and Digital Use Performance Measures at the July board meeting.

Matthew asked who compiles the performance measure data and how it is being used outside of board meetings. Michael said that several people work on compiling the data. Christine replied that circulation data is monitored for any significant decreases, and when this happens, Lisa reaches out to the branch to see what shifts we can make to the collection to better serve its patrons. Michael added that sometimes changes are made in branches because of observations from data, but sometimes adjustments are made based on observations within a branch.

Christine noted that a limit to our performance data is our consortium membership, as we are not able to see where people who are using eMaterials live or what their home library is.

Mary shared that she uses performance measures as a metric to measure how well a marketing campaign is doing. Thom added that Youth Services looks at programming turnout as one metric to measure how well they are reaching young people. Christine commented that this is also looked at with adult programming.

Matthew said he would be interested in having more specific information about the types of programming WCLS is offering included in the Performance Measures. Rod commented that it would also be interesting to have a Trustee Education about the programs and events WCLS offers. Christine commented that she will look into providing this information to the trustees.

Open Book Introduction

Christine announced to the trustees that a new event called Open Book is currently being planned for Sunday, November 5. The event is funded through contributions from WCLF and funds Community Relations received for winning a John Cotton Dana Award in 2021. We are partnering with Village Books to host the event, which will be held at the Ferndale Events Center. The event will celebrate all thing books and will feature many different book-related experiences for community members of all ages. We want to surprise and delight people with this event and hope that attendees will be compelled to stay for a large portion of the event.

Michael commented that Open Book will also be a chance for members of the community to experience library services and build their reading lists for the coming year. We are considering helpful services that could be offered at the event and active ways to engage those in attendance. Christine hopes the trustees will be able to attend the event.

Erika exited the meeting.

Holly asked if anyone has looked into having a local historical society attend the event. Michael responded that the planning team could look into what experiences these societies could bring to the event.

Performance Measures & Committee Reports: Personnel Committee

No report.

Performance Measures & Committee Reports: Whatcom County Library Foundation

In Jennifer's report, she shared that she is excited about several grants the Foundation has recently issued, including \$5,000 to support the upcoming Open Book event and a \$2,500 grant in support of Whatcom Grooves. WCLF will also potentially be awarding a grant to support putting land acknowledgment art in every branch library.

Jennifer also announced that there are currently several openings on the WCLF board. The Foundation will need assistance with Branch Out and planning for other events in the coming months.

Trustee Education: Tour of Mobile Services and Bookmobile

Greta Haas and Rika Lee Vanderhorst, Mobile Services Public Service Assistants, led the trustees through a tour of the Mobile Services office, and Greta led a tour of WCLS' Bookmobile. The Mobile Services office is where the behind-the-scenes work for WCLS' homebound service, jail service, and mobile outreach work occurs.

Rika shared that currently 95 patrons are served by the homebound program. This program delivers library materials to patrons residing in retirement homes, nursing homes, adult family homes, and assisted living facilities, in addition to individuals who are permanently homebound. Some of these locations feature reserved shelves for these patrons to easily access library materials. People residing in these facilities can also request different materials to be brought to them. Greta and Rika both have many close relationships with the patrons they serve through the homebound service.

Books-by-mail is a newer program offered by Mobile Services where patrons can be mailed their holds via the United States Postal Service. In this program, patrons get to keep their materials for about two months, and WCLS prepays for the postage needed to return the materials.

Greta then gave the trustees a tour of the Bookmobile. The Bookmobile brings library services to residents of the County in Glenhaven, Birch Bay, Wickersham, and Lake Samish. Our current Bookmobile was custom built by the local Ferndale company TriVan Truck and Body in 2019. The Bookmobile offers patrons a small browsing collection and the ability to pick up their holds on the truck. The Bookmobile spends four hours at each of its scheduled stops, allowing members of these communities' adequate time to browse and check out materials. The Bookmobile also features a BraunAbility Lift, for patrons who are not able to use the stairs to enter the truck.

Following the tour, the trustees thanked the Mobile Services Department for their work bringing library services to people across the county.

Announcements and Adjourn

Em announced that the July board meeting will be held at Island Library. Christine will reach out to the trustees about carpooling.

Rodney adjourned the meeting at 11:50 a.m.

Next Meeting

Next meeting will be July 18, 2023 at 9:00 a.m. online via Teams and at Island Library.

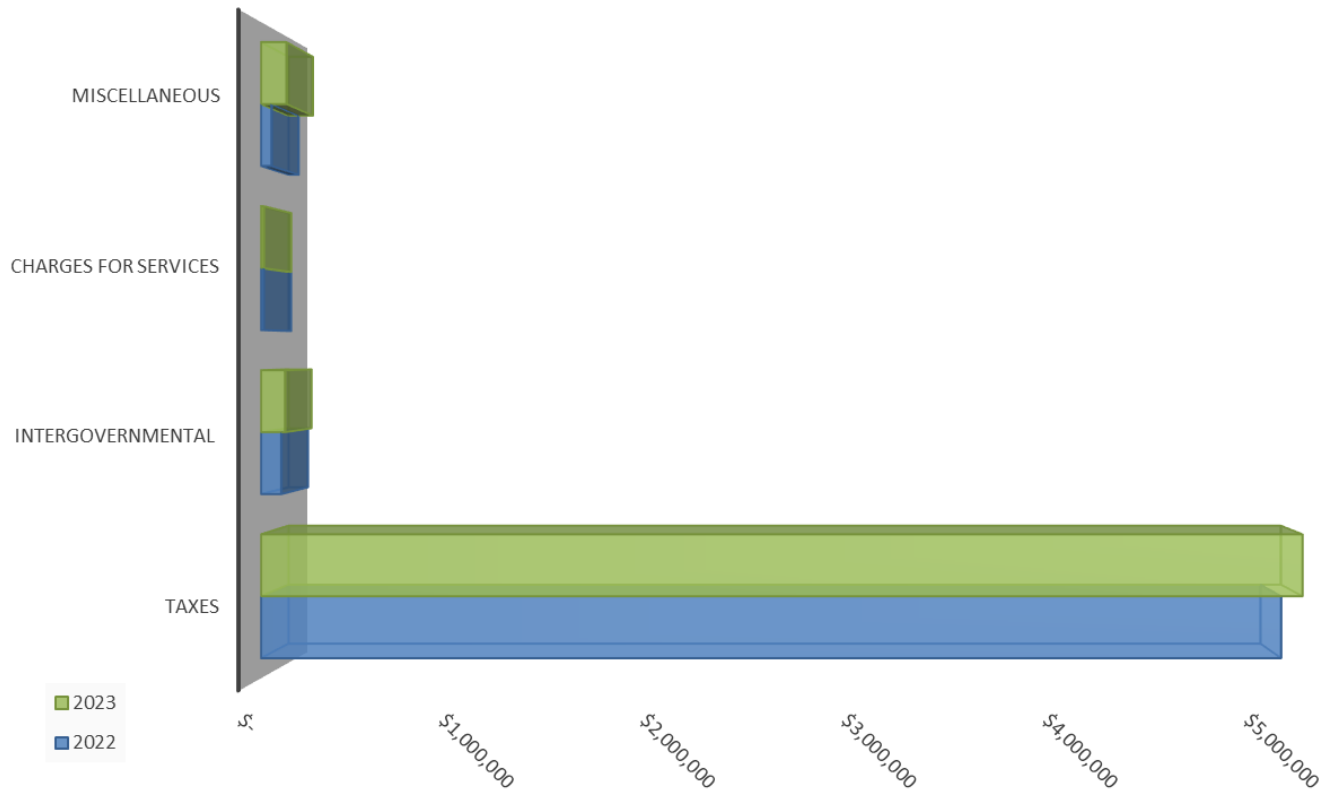
Address: 2144 South Nugent Road, Lummi Island.

	07/18/2023	
Rodney Lofdahl, Chair	Date	Em Olpinski, Admin. Assistant

June Revenue

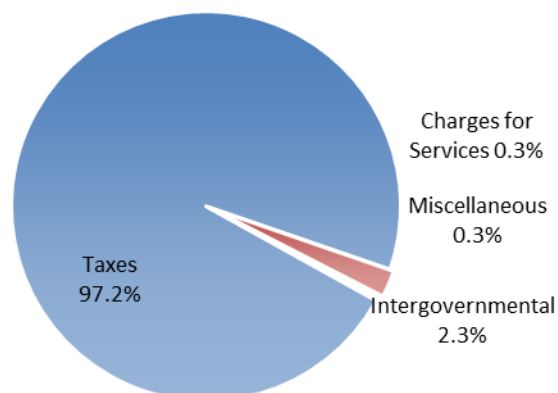
2023 Budget Revenues - Year-To-Date						
June 2023 (50% of FY)						
Acct No	Description	Budgeted Revenues*	Actual Revenues YTD	% of Actual Revenues YTD	% of Budgeted Revenues Received YTD	Budget Variance
310	TAXES					
311.10	General Property Taxes	\$ 9,660,921	\$ 5,373,901	95.19%	55.63%	\$ (4,287,020)
	TOTAL TAXES	\$ 9,660,921	\$ 5,373,901	95.19%	55.63%	\$ (4,287,020)
330	INTERGOVERNMENTAL REVENUE					
333.4530	Fed Indirect Grant - IMLS	\$ 19,546	\$ 19,546	0.35%	100.00%	\$ (0)
333.9700	Fed Indirect Grant - DHS	43,947	38,751	0.69%	88.18%	(5,196)
334.0690	State Grant from Other Agencies	650	650	0.01%	100.00%	-
337.10	Local Grants, Entitlements & Other	175,000	51,302	0.91%	29.32%	(123,698)
337.20	Leasehold Excise Tax	25,000	14,642	0.26%	58.57%	(10,358)
	TOTAL INTERGOV. REVENUE	\$ 264,142	\$ 124,891	2.21%	47.28%	\$ (139,252)
340	CHARGES FOR GOODS & SERVICES					
347.2001	Printing & Duplication Services	\$ 4,000	\$ 2,407	0.04%	60.16%	\$ (1,593)
347.2002	Library Use Fees	12,100	12,152	0.22%	100.43%	52
	TOTAL CHARGES FOR SERVICES	\$ 16,100	\$ 14,559	0.26%	90.43%	\$ (1,541)
360	MISCELLANEOUS REVENUES					
361.11	Investment Interest	\$ 120,000	\$ 94,483	1.67%	78.74%	\$ (25,517)
362.10	Rents & Leases	2,000	\$ 1,540	0.03%	77.00%	(460)
367.10	Contributions & Donations	34,000	\$ 20,293	0.36%	59.69%	(13,707)
369.10	Sale of Surplus	100	\$ 20	0.00%	20.00%	(80)
369.41	Judgements & Settlements	1,546	\$ 1,546	0.03%	100.00%	0
369.81	Cashier's Overages or Shortages	-	\$ (14)	0.00%	0.00%	(14)
369.9101	Other Misc. Revenue	20,000	\$ 7,397	0.13%	36.99%	(12,603)
369.9102	Reimburse Lost/Damaged Books	10,000	\$ 5,745	0.10%	57.45%	(4,255)
369.9106	COBRA Reimbursement	1,151	\$ 1,151	0.02%	100.03%	0
	TOTAL MISC. REVENUES	\$ 188,797	\$ 132,161	2.34%	70.00%	\$ (56,636)
	TOTAL OPERATING REVENUE	\$ 10,129,960	\$ 5,645,512	100.00%	55.73%	\$ (4,484,449)
390	OTHER FINANCING SOURCES					
395.10	Proceeds from Sales	\$ -	\$ -	0.00%	0.00%	\$ -
395.20	Insurance Recoveries	-	-	0.00%	0.00%	-
	TOTAL OTHER FINANCING SOURCES	\$ -	-	0.00%	0.00%	\$ -
	TOTAL REVENUE	\$ 10,129,960	\$ 5,645,512	100.00%	55.73%	\$ (4,484,449)
	*As amended 6/20/23					

General Fund Operating Revenue to Date-Compared to Prior Year



Actual General Fund Revenue Year to Date Comparison			
	2022	2023	% Change
Taxes	\$ 5,263,338	\$ 5,373,901	2.10%
Intergovernmental	105,608	124,891	18.26%
Charges for Services	14,249	14,559	2.18%
Miscellaneous	55,168	132,161	139.56%
Total Operating Revenue	\$ 5,438,363	5,645,512	3.81%
Other Financing Sources	\$ 178,100	-	-100.00%
Total Revenue	\$ 5,616,463	\$ 5,645,512	0.52%

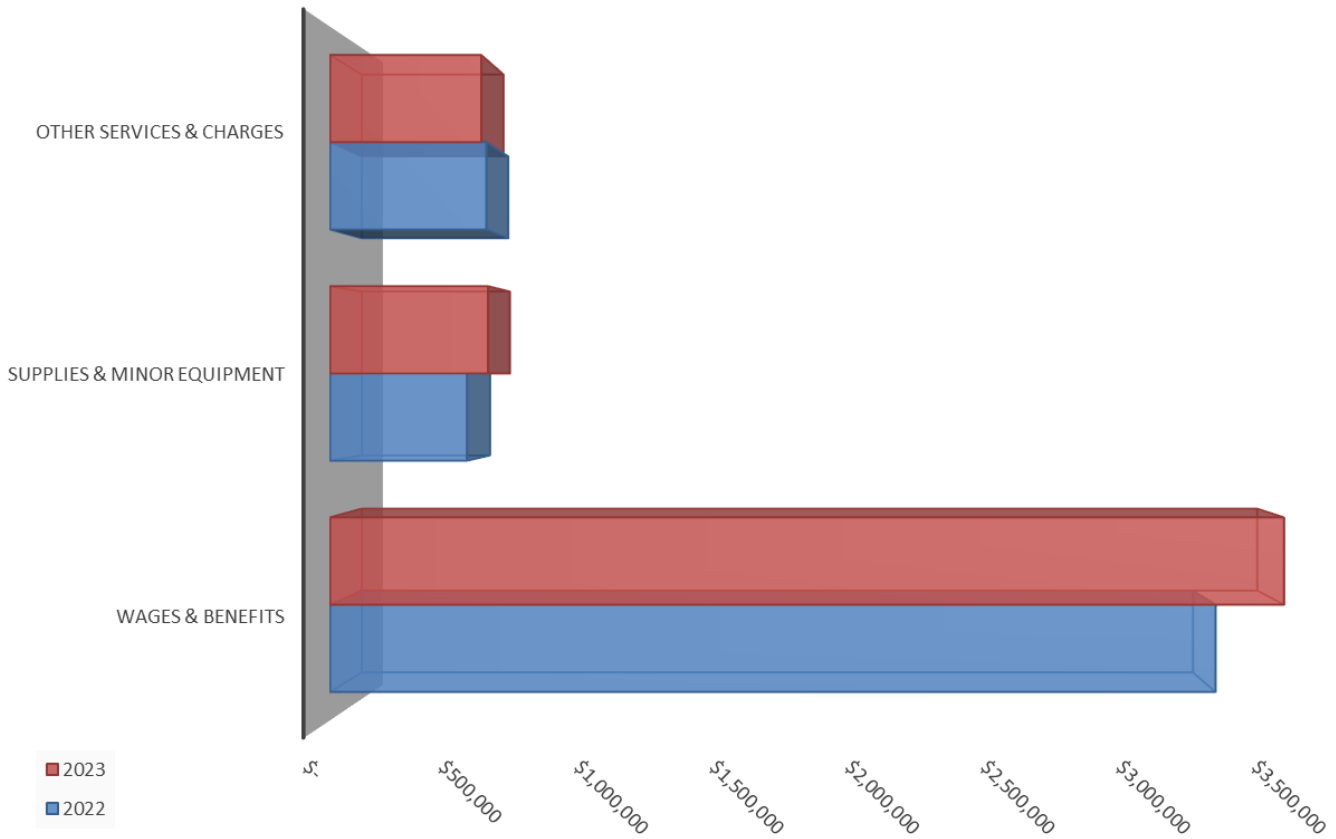
YTD Operating Revenue by Category



June Expenditures

2023 Budget Expenditures - Year-To-Date						
June 2023 (50% 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	\$ 5,730,222	\$ 2,748,395	56.13%	47.96%	\$ (2,981,827)
572.20	Benefits	2,056,993	949,486	19.39%	46.16%	(1,107,507)
	TOTAL SALARIES, WAGES, & BENEFITS	\$ 7,787,215	\$ 3,697,881	75.52%	47.49%	\$ (4,089,334)
572.30	SUPPLIES & MINOR EQUIPMENT					
572.3031	Office & Operating Supplies	\$ 125,800	\$ 59,752	1.22%	47.50%	\$ (66,048)
572.3032	Fuel	28,900	7,771	0.16%	26.89%	(21,129)
572.3034	Collection Materials	1,250,000	456,240	9.32%	36.50%	(793,760)
572.3035	Small Tools & Minor Equipment	222,610	88,708	1.81%	39.85%	(133,902)
	TOTAL SUPPLIES & MINOR EQUIPMENT	\$ 1,627,310	612,471	12.51%	37.64%	\$ (1,014,839)
572.40	OTHER SERVICES & CHARGES					
572.4041	Professional Services	\$ 569,327	\$ 273,837	5.59%	48.10%	\$ (295,490)
572.4042	Communication	133,118	60,520	1.24%	45.46%	(72,598)
572.4043	Travel	40,182	12,617	0.26%	31.40%	(27,565)
572.4044	Taxes & Operating Assessments	500	177	0.00%	35.37%	(323)
572.4045	Operating Rentals & Leases	28,018	13,277	0.27%	47.39%	(14,741)
572.4046	Insurance	89,482	73,226	1.50%	81.83%	(16,256)
572.4047	Utilities	153,176	70,961	1.45%	46.33%	(82,215)
572.4048	Repair & Maintenance	164,780	46,408	0.95%	28.16%	(118,372)
572.4049	Miscellaneous	102,055	35,217	0.72%	34.51%	(66,838)
	TOTAL OTHER SERVICES & CHARGES	\$ 1,280,638	586,239	11.97%	45.78%	\$ (694,399)
	TOTAL OPERATING EXPENDITURES	\$ 10,695,163	4,896,591	100.00%	45.78%	\$ (5,798,572)
590	OTHER FINANCING USES					
597.10	Transfers-Out to Capital	\$ 45,000	\$ -	0.00%	0.00%	\$ -
	TOTAL OTHER FINANCING USES	\$ 45,000	\$ -	0.00%	0.00%	\$ -
	TOTAL EXPENDITURES	\$ 10,740,163	\$ 4,896,591	100.00%	45.59%	\$ (5,843,572)
	NET INCOME (LOSS)	\$ (610,203)	748,920			\$ 1,359,123
	FUND BALANCE SUMMARY					
	Beginning Fund Balance	\$ 10,630,324	\$ 10,630,324			
	Net Income	(610,203)	748,920			1,359,123
	Ending Fund Balance	\$ 10,020,121	\$ 11,379,244			\$ 1,359,123
	*As amended 6/20/23					

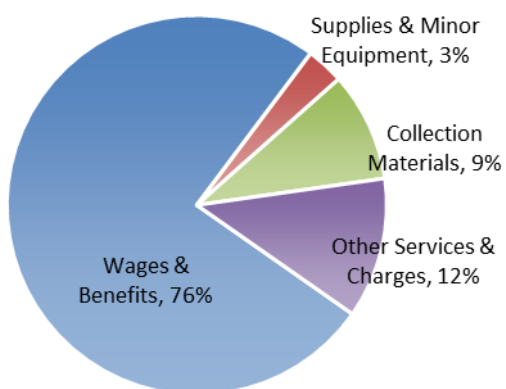
General Fund Operating Expenditures to Date-Compared to Prior Year



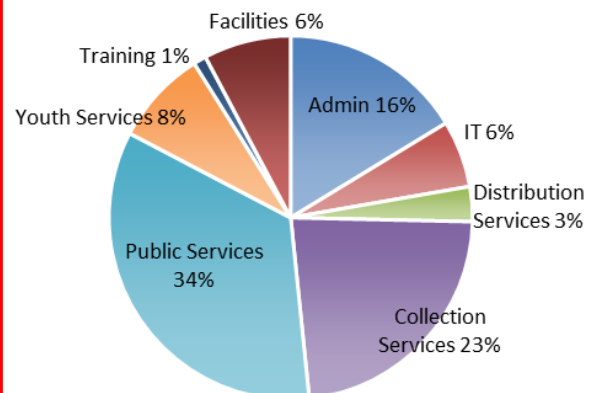
Actual General Fund Revenue Year to Date Comparison

	2022	2023	% Change
Wages & Benefits	\$ 3,432,454	\$ 3,697,881	7.73%
Supplies & Minor Equipment	530,672	612,471	15.41%
Other Services & Charges	605,808	586,239	-3.23%
Total Operating Expenditures	4,568,934	4,896,591	7.17%
Other Financing Uses	\$ -	-	0.00%
Total Expenditures	\$ 4,568,934	\$ 4,896,591	7.17%

YTD Expense by Category



YTD Expense by Department



Fund Balance Summary	2023		
	2022 Actual	2023 Budgeted	Actual to Date
Beginning Fund Balance	\$ 10,583,985	10,630,324	\$ 10,630,324
Revenue	9,994,550	10,129,960	5,645,512
Expenditures	(9,948,211)	(10,740,163)	(4,896,591)
Ending Fund Balance	\$ 10,630,324	\$ 10,020,121	\$ 11,379,244

Ending Fund Balance Designation Detail	2023		
	2022 Actual	2023 Budgeted	Actual to Date
Designated Ending Fund Balance - Cash Flow	\$ 3,369,707	\$ 3,502,655	\$ 3,502,655
Designated Ending Fund Balance - Emergency	850,936	892,009	892,009
Designated Ending Fund Balance - Capital Transfer	172,000	45,000	45,000
Designated Ending Fund Balance - Unemployment Comp Reserve	13,599	14,403	14,403
Designated Ending Fund Balance - Birch Bay Operating Fund Reserve	600,000	600,000	600,000
Designated Ending Fund Balance - Facility Ownership & Library Svcs Fund Reserve	3,192,315	3,192,315	3,192,315
Designated Ending Fund Balance - Facility Maintenance Fund	650,000	650,000	650,000
Designated Ending Fund Balance - Operating Cost Stabilization Fund	250,000	250,000	250,000
Designated Ending Fund Balance - Collection Project Fund	112,000	172,000	172,000
Total Designated Ending Fund Balance	9,210,557	9,318,382	9,318,382
Beginning Fund Balance less designated funds	1,373,428	1,311,942	1,311,942
Net Income	46,339	(610,203)	748,920
Ending Unassigned Funds with no designation	1,419,767	701,739	2,060,862
Ending Designated Funds	9,210,557	9,318,382	9,318,382
Total Ending Fund Balance	\$ 10,630,324	10,020,121	\$ 11,379,244

June Summary

- The State Auditor's Office's Financial Intelligence Tool ("FIT") is an interactive online resource for local government financial data. It's designed to be used by government staff and leadership as well as the public to learn more about their governments' financial condition and fiscal health, or to compare multiple entities. [Take a peek at WCLS's FIT report](#), recently updated with our 2022 data.
- At the end of June, we were notified by the County Treasurer's Office of a recent revalued property in the WCLS district. This will result in a property tax refund of \$33,733, which we will receive in July. This refunded amount is not included in the highest lawful levy amount that next year's property tax levy increase of up to 1% is calculated from.
- Like all employers across the state, we recently resumed payroll deductions for the Washington Cares Fund long term care program. Employees who have not previously applied for and received an exemption from the Employment Services Division will contribute 0.058% of gross earnings to the program. Cares was originally slated to begin in January 2022 but was delayed until July 2023 while the some issues with the program rules were resolved.
- We recently switched up the way we purchase and account for printer toner at our branches. Rather than having this overseen by our IT department, branch managers will now purchase toner for their individual locations, and the cost will come from their branch's office and operating supplies budget. This may seem insignificant, but this small change of treating toner like a consumable office supply rather than IT equipment will give branch managers more control over the process to ensure adequate supplies are on hand, and it will free up time for IT staff. Managers and IT staff will continue to work together to ensure that correct products are purchased and that toner supplies are used up before equipment is swapped out.

WCLS Account Summary

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

Revenue Accounts:

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

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

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

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

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

Expense Accounts:

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

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

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

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



Board Meeting Agenda Item Cover Sheet

Meeting Date:	7/18/2023
Committee or Department:	Administration Department
Subject:	Resolution 07/18/23-07 Authorizing an Interfund Transfer
Prepared By:	Jackie Saul
Impact upon Budget?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supporting Documents:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Recommendation or Request: Approval of Resolution 07/18/23-07 authorizing an interfund transfer from the General Fund to the Capital Fund as presented.

Suggested Motion for Consideration: Move approval of Resolution 07/18/23-07 authorizing an interfund transfer from the General Fund to the Capital Fund as presented.

Summary: The Board of Trustees budgeted for the transfer of \$45,000 from the General Fund to the Capital Fund during the 2023 fiscal year. Monies are currently available in the General Fund to complete this transfer.

Alternatives: N/A

Fiscal Impact: Transfers \$45,000 from the General Fund to the Capital Fund.

Comments: None.



RESOLUTION NO. 07/18/23-07

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
WHATCOM COUNTY RURAL LIBRARY DISTRICT
AUTHORIZING AN INTERFUND TRANSFER**

WHEREAS, the Whatcom County Rural Library District in Resolution 12/29/80-21 established a Cumulative Reserve Fund for the purpose of acquisition, enlargement or improvement of the real or personal property of the Library District; and,

WHEREAS, the Cumulative Reserve Fund was renamed the Capital Fund in Resolution 09/23/08-12; and,

WHEREAS, \$45,000 has been budgeted to be transferred from the General Fund to the Capital Fund during the 2023 fiscal year;

NOW, THEREFORE, BE IT RESOLVED, that \$45,000 be transferred from the Whatcom County Rural Library District General Fund into the Whatcom County Rural Library District Capital Fund.

Approved by the Whatcom County Rural Library District Board of Trustees this 18th day of July, 2023

Rodney Lofdahl, Chair



Board Meeting Agenda Item Cover Sheet

Meeting Date:	7/18/2023
Committee or Department:	Administration Department
Subject:	Conduct Policy and Disruptive Behavior Procedure Spotlight
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: None, information only.

Suggested Motion for Consideration: None, information only.

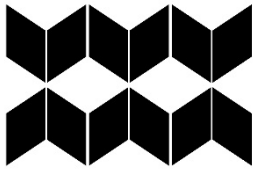
Summary: 6.01 Conduct Policy states, "The Board of Trustees has established this policy to protect the rights and safety of WCLS patrons and staff; to preserve WCLS's materials, equipment, and property; and to enable staff to provide everyone with good library service. **Any activity prohibited by law or any other conduct that interferes with others' use, safety, or enjoyment of the library is not allowed in Whatcom County Library System Branch Libraries.** The Executive Director is responsible for establishing administrative policy and procedures necessary to carry out this Board policy."

We are updating Administrative Procedure 6.01.03 in response to a recent incident. The Conduct Policy and updated Administrative Procedure are attached for reference.

Alternatives: N/A

Fiscal Impact: None.

Comments: None.



whatcom county
library system

CONDUCT POLICY

POLICY NUMBER: 6.01

SCOPE: This policy applies to all patrons and staff in every facility of the Whatcom County Library System.

The goal of the Whatcom County Library System is to protect each individual's use and enjoyment of WCLS services. The Board of Trustees has established this policy to protect the rights and safety of WCLS patrons and staff; to preserve WCLS's materials, equipment, and property; and to enable staff to provide everyone with good library service.

Any activity prohibited by law or any other conduct that interferes with others' use, safety, or enjoyment of the library is not allowed in Whatcom County Library System Branch Libraries.

The Executive Director is responsible for establishing administrative policy and procedures necessary to carry out this Board policy, which shall include the posting of rules prominently in each library. These rules will be enforced in a fair and reasonable manner. WCLS staff or local law enforcement officers will intervene to stop prohibited activities and behaviors.

Library privileges may be limited or revoked for violating any of the rules. WCLS may withdraw permission for a person to re-enter its facilities if the person continues violating the rules or if a person's physical condition is deemed offensive or dangerous to other library patrons (RCW 27.12.290).

STATUTORY REFERENCE: RCW 27.12.290 Violators may be excluded.

ADOPTED by the Whatcom County Library System Board of Trustees September 18, 1995.

REVISED: November 15, 2005.



DISRUPTIVE BEHAVIOR

ADMINISTRATIVE PROCEDURE NUMBER: 6.01.03

POLICY AUTHORITY: Conduct Policy 6.01; Harassment Policy 12.28

SCOPE: This procedure applies to all patrons and staff in every facility of the Whatcom County Library System

A. CONDUCT POLICY RULES

Disruptive Behavior is any activity which endangers the perpetrator or others, interferes with the library activity of other patrons or staff, or is illegal. This may include any activity which results in harm to library equipment or services.

A patron who is **disruptive** will be notified that the behavior is inappropriate. If the behavior continues, the patron will be asked to leave the library. If the patron refuses to leave, local law enforcement officials will be called. Disruptive behavior on the part of a library patron may result in the suspension of an individual's library privileges, for a length of time to be determined by the library staff.

1. EXAMPLES OF PROHIBITED ACTIVITIES INCLUDE BUT ARE NOT LIMITED TO:

- a. Any activity prohibited by law or any other conduct that interferes with others' use, safety, or well-being in the library, including statements that are intentionally demeaning to people based on age, ancestry, color, creed, disability, gender identity, marital status, national origin, parental status, political ideology, race, religion, sex, sexual orientation, use of service animal, military status, class, economic status, or other personal characteristics.
- b. Disruptive or unsafe behavior which may disturb other patrons' privacy, cause injury, or damage library property. Examples include running, climbing, pushing and shoving, and throwing things.
- c. Deliberately moving, removing, hiding, or otherwise tampering with library materials, displays, or collections in a way that interferes with other patrons' use of them.
- d. Unreasonably loud noise.
- e. Harassment or threats to library patrons or staff, including but not limited to stalking, intimidating, and prolonged staring.
- f. Leaving young children unattended or unsupervised in violation of the Safe Child & Children's Program Policy 6.03.
- g. Unsolicited soliciting in the library or on library property.
- h. Using restrooms for laundry or bathing needs that are excessive or unreasonable.
- i. Entering into the library barefoot or removing one's footwear while in the library, or being otherwise attired so as to be disruptive to the library environment.
- j. Using tobacco or vapor products inside the library or within 25 feet of the entrance, windows that open, or ventilation intakes as provided in RCW 70.160 and Whatcom County Code 24.14.
- k. Carrying a weapon in the library or on library property (unless authorized by law.)
- l. Violating any policy or procedure regarding the use of the library's computers or the Internet.
- m. Failing to comply with a reasonable staff request.

2. THE FOLLOWING ACTIVITIES MAY BE DEEMED INAPPROPRIATE IF THEY INTERFERE WITH OTHERS' USE OF THE LIBRARY:

- a. Having a personal scent or odor so strong as to impact others.
- b. Excessive use of space that impacts others' ability to use the library.

- c. Bringing animals into the library (except service animals or animals used in library-sponsored activities.)
- d. Consuming food or beverages in a way that may cause damage to library property. Beverages with secure lids may be allowed.

These rules will be enforced in a fair and reasonable manner. Library staff or local law enforcement officers will intervene to stop prohibited activities and behaviors.

Library privileges may be limited or revoked for violating any of these rules. The library may withdraw permission for a person to re-enter its facilities if the person continues violating these rules or if a person's physical condition is deemed offensive or dangerous to other library patrons (RCW 27.12.290).

B. DISRUPTIVE BEHAVIOR PROCEDURES

1. Discuss behavior with patron (when possible have two staff members involved and consult with branch manager or supervisor if available):

- a. Explain which behavior is inappropriate.
- b. Explain why it is inappropriate.
- c. Give reasonable choices with consequences—this is the warning.

2. If the behavior continues:

- a. Ask the patron to leave.
- b. If the patron refuses, call 911.

3. When the police are involved, complete an Incident Report Form.

- Obtain names and phone numbers of witnesses if possible.
- Notification by sending the form to the Executive Director and the Deputy Director.
- If there is damage, take a photo to document it when possible.

4. Ejecting a patron from the local library – one day or up to 30 days

- Staff have the authority to eject a patron after following the 3 steps of explaining and warning as listed above or when the situation is hostile, threatening, or violent.
- Suspension of library use privilege may be a day for a first offense and behavior that does not endanger other people (e.g. noise, loitering, and intoxication); and longer (from one week up to one month) for subsequent offenses and for threatening, harassing, unsafe or illegal behavior.
- Manager will alert branch staff by email and insert a block in the patron's library record disallowing library use until the date noted.
- Manager may alert other branch managers if the patron is known to use other libraries.
- Manager will mail a letter to adult patrons or to minor's parent if the suspension of library use privilege is for more than one week.

5. Trespassing (RCW 27.12.290)

- When the behavior warrants more than 30 days of suspension of library use privilege—the Executive Director will make the determination to trespass a patron; and determine if it is system wide or local branch only.
- Executive Director will have a certified WCLS letter of trespass mailed to the adult patron or to the minor’s parent.
- Executive Director will have staff alerted by email and a block will be placed in the patron’s record.
- When the person trespassed is either unidentified or not a registered borrower, the Executive Director will take appropriate steps to provide staff with any information that would assist them in identifying the person.

STATUTORY REFERENCE: RCW 27.12.290 Violators may be excluded; RCW 70.160 Smoking in Public Places.

APPROVED: November 17, 2005.

REVISED: July 14, 2023; December 9, 2022; June 25, 2018; April 21, 2014; July 7, 2011, March 22, 2010.



Board Meeting Agenda Item Cover Sheet

Meeting Date:	7/18/2023
Committee or Department:	Administration Department
Subject:	Levy Budget Planning
Prepared By:	Christine Perkins & 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: None, information only.

Suggested Motion for Consideration: None, information only.

Summary: In anticipation of a future levy lid lift election, we've prepared a presentation about levy history, financial projections, and future budget needs.

Alternatives: As discussed.

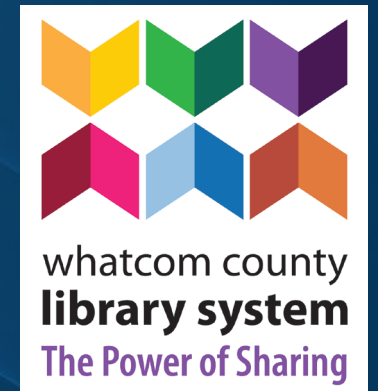
Fiscal Impact: As discussed.

Comments: None.

LEVY LID LIFT FINANCIAL PROJECTIONS

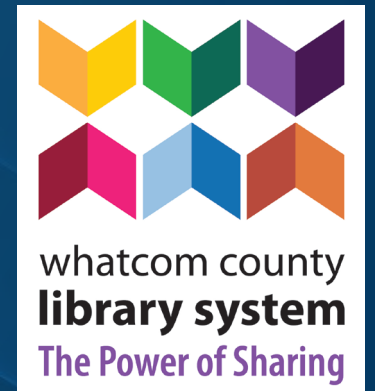
WCLS Board of Trustees

July 18, 2023



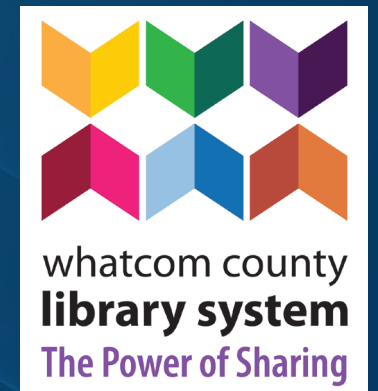
2023 LEVY

- ▶ \$9,660,921 levy
- ▶ \$0.30 levy rate
- ▶ Projected revenue shortfall vs. expenditures: \$411,668
- ▶ Projected ending fund balance: \$10,218,656



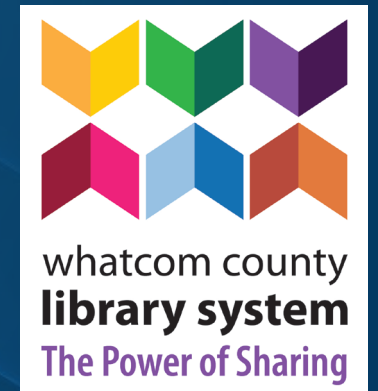
FUND BALANCE – SUB-DESIGNATIONS

Cash Flow	\$3,502,655
Emergency	\$892,009
Capital Transfer	\$45,000
Unemployment Comp Reserve	\$14,403
Birch Bay Operating Fund Reserve	\$600,000
Facility Ownership & Library Services Fund Reserve	\$3,192,315
Facility Maintenance Fund	\$650,000
Operating Cost Stabilization Fund	\$250,000
Collection Project Fund	\$172,000
Total Designated Ending Fund Balance	\$9,318,382
Undesignated Ending Fund Balance	\$900,274
Total 2023 Ending Fund Balance	\$10,218,656



LEVY RATES

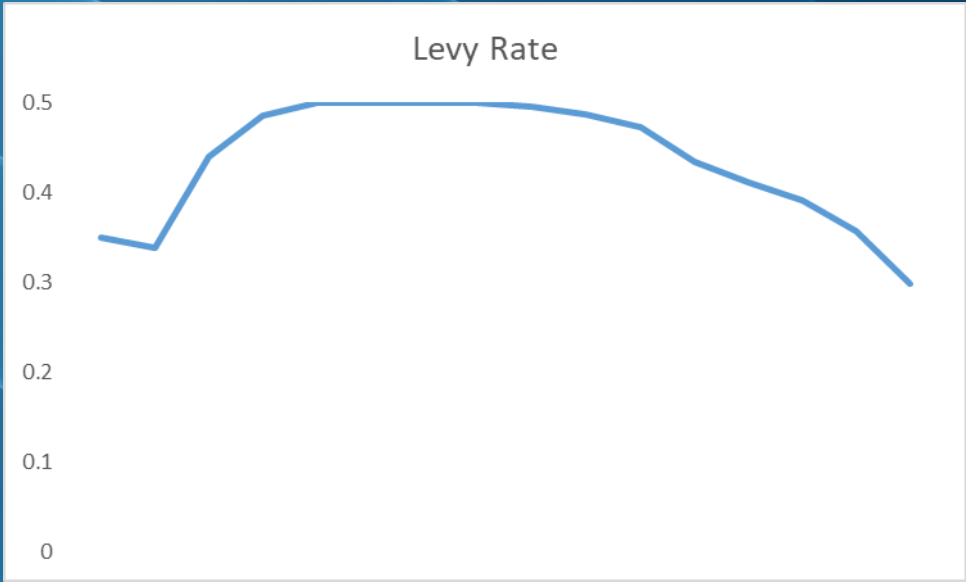
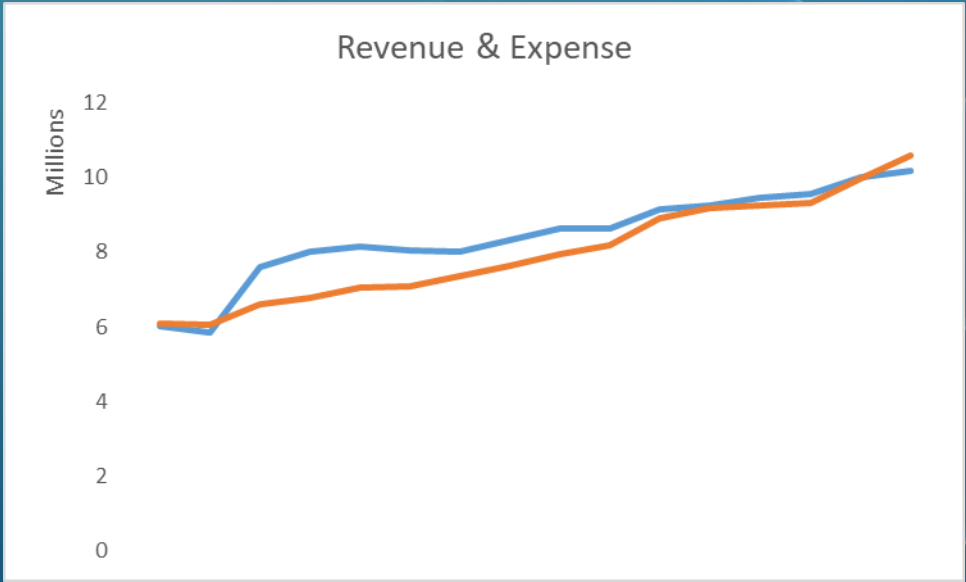
- ▶ Maximum allowed under RCW 84.52.063 is \$.50 / \$1,000 A.V.
- ▶ 2009 Levy Lid Lift Election we asked for \$.42
- ▶ Critical to select an amount that voters will approve, less than \$.50, but sufficient to cover essential needs and some for enhanced facilities and services
- ▶ Could start with one levy rate, and if it doesn't pass, fall back to a lower rate that only meets essential needs



LEVY, LEVY RATE, AND BUDGET HISTORY

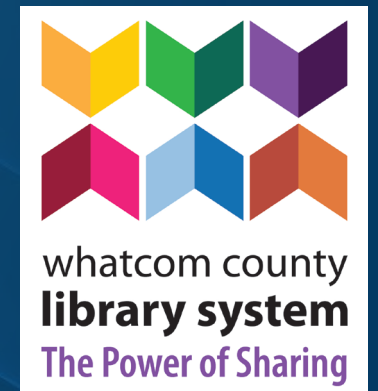
	2008	2009	2010	2011	2012	2013	2014	2015
Revenue	6,020,111	5,830,030	7,595,926	8,016,711	8,145,095	8,026,711	8,013,295	8,309,977
Expense	6,093,933	6,050,101	6,608,871	6,785,959	7,053,338	7,081,446	7,355,976	7,631,356
Ending Fund Balance	3,329,689	3,109,618	4,096,673	5,327,425	6,419,182	7,364,507	8,021,786	8,700,068
Levy	5,301,497	5,484,540	7,251,439	7,442,355	7,602,142	7,567,891	7,562,705	7,711,466
Levy Rate	0.35042	0.33886	0.44000	0.48604	0.50000	0.50000	0.50000	0.49999
	2016	2017	2018	2019	2020	2021	2022	2023
Revenue	8,610,738	8,623,515	9,123,862	9,254,297	9,452,670	9,553,794	9,994,550	10,163,043
Expense	7,944,125	8,161,047	8,910,791	9,155,894	9,256,356	9,307,895	9,948,211	10,574,711
Ending Fund Balance	9,367,060	9,830,298	10,043,370	10,141,772	10,338,086	10,583,985	10,630,324	10,218,656
Levy	7,934,230	8,188,772	8,482,550	8,687,097	8,967,707	9,167,516	9,419,135	9,660,921
Levy Rate	0.49596	0.48726	0.47277	0.43400	0.41148	0.39152	0.35634	0.29847

LEVY, LEVY RATE, AND BUDGET HISTORY



STATUS QUO BUDGET ASSUMPTIONS

- ▶ Annual 1% statutory increase plus 1% increase for new construction based on historic averages
- ▶ 1% increase in miscellaneous revenues
- ▶ 5% increase in expenditures based on historic average increases, including increases to wages and benefits, inflation, etc.
- ▶ No new staff, including none for Birch Bay
- ▶ No new expenses (cybersecurity audits, compensation studies, facility improvements, new services)
- ▶ Expenditures increasing > revenues
 - ▶ therefore we need levy lid lift simply to maintain status quo



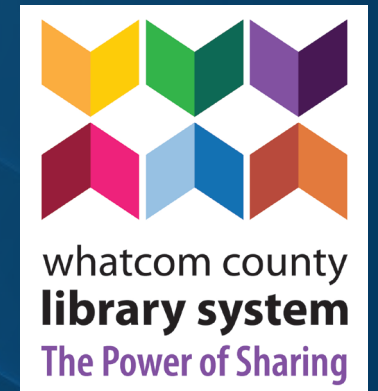
LEVY AND LEVY RATE PROJECTIONS FOR STATUS QUO BUDGET

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Beginning Fund Balance	10,218,656	9,326,109	8,349,616	7,045,632	5,396,905	3,386,238	996,693	(1,788,148)	(4,983,859)	(8,604,775)
Total Revenue	10,273,613	10,502,250	10,740,617	10,989,944	11,251,694	11,527,609	11,819,764	12,130,631	12,463,167	12,820,898
Total Expense	11,166,159	11,478,744	12,044,601	12,638,670	13,262,361	13,917,155	14,604,604	15,326,342	16,084,082	16,879,624
Ending Fund Balance	9,326,109	8,349,616	7,045,632	5,396,905	3,386,238	996,693	(1,788,148)	(4,983,859)	(8,604,775)	(12,663,500)
Net Income	(892,546)	(976,494)	(1,303,984)	(1,648,726)	(2,010,667)	(2,389,545)	(2,784,841)	(3,195,711)	(3,620,916)	(4,058,725)
Levy Rate	0.26473	0.25716	0.24982	0.24268	0.23574	0.22901	0.22247	0.21611	0.20994	0.20394

- In 2028, we risk depleting the Cash Flow Reserve and Emergency Reserve below policy-mandated levels
- If new income does not arrive by 2029 AND/OR we do not make significant cuts to expenses, we will not have enough money to operate in 2030
- We will not get to this point – we MUST take action prior to 2027 to avoid this scenario

ESSENTIAL BUDGET NEEDS

- ▶ Classification & Compensation study implementation to attract and retain staff and remain competitive in labor market
- ▶ Periodic cybersecurity audits and implementation of security recommendations
- ▶ Ongoing staffing for Birch Bay Library
- ▶ Infrastructure improvements and expansion of Library of Things hub
- ▶ Capital Project expenses for library facilities



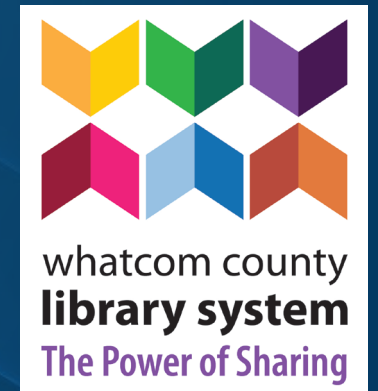
LEVY AND LEVY RATE PROJECTIONS FOR ESSENTIAL BUDGET NEEDS

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Beginning Fund Balance	10,218,656	9,221,109	7,732,979	6,837,777	8,088,671	7,174,514	7,874,650	8,378,687	8,467,306	8,332,164
Total Revenue	10,273,613	10,502,250	16,560,617	16,926,344	17,306,822	17,703,840	18,119,519	18,556,382	19,017,432	19,506,249
Total Expense	11,271,159	11,990,380	17,455,819	15,675,450	18,220,980	17,003,704	17,615,481	18,467,763	19,152,574	17,581,540
Ending Fund Balance	9,221,109	7,732,979	6,837,777	8,088,671	7,174,514	7,874,650	8,378,687	8,467,306	8,332,164	10,256,873
Net Income	(997,546)	(1,488,130)	(895,203)	1,250,894	(914,157)	700,136	504,038	88,619	(135,142)	1,924,709
Levy Rate	0.26473	0.25716	0.39163	0.38044	0.36957	0.35901	0.34876	0.33879	0.32911	0.31971

- Assumes levy lid lift approved by voters in August 2025 and funds begin January 2026
- Levy lid lift to \$.39 / \$1,000 A.V.
- 2033 ending fund balance comparable to 2023 ending fund balance

ENHANCED SERVICES AND FACILITY BUDGET NEEDS

- ▶ Outdoor Active Learning Areas for Young Patrons
- ▶ Library of Things: collection, staff, volunteer coordinator
- ▶ Library expansion projects
- ▶ Additional certified librarians and staff: archivist/local history librarian, social worker, adult services librarians, children's librarians for each school district plus homeschool support, outreach services



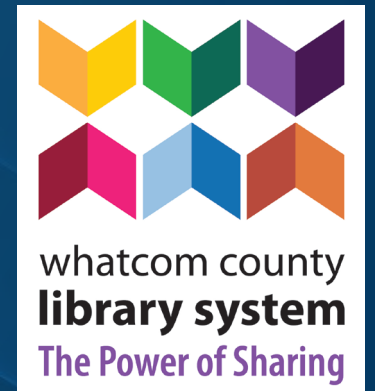
LEVY AND LEVY RATE PROJECTIONS FOR ENHANCED SERVICES AND FACILITIES BUDGET NEEDS

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Beginning Fund Balance	10,218,656	9,221,109	7,732,979	6,817,777	8,078,271	7,203,906	7,874,629	8,380,667	8,503,325	8,334,903
Total Revenue	10,273,613	10,502,250	18,040,617	18,435,944	18,846,614	19,274,428	19,721,518	20,190,421	20,684,152	21,206,304
Total Expense	11,271,159	11,990,380	18,955,819	17,175,450	19,720,980	18,603,704	19,215,481	20,067,763	20,852,574	19,281,540
Ending Fund Balance	9,221,109	7,732,979	6,817,777	8,078,271	7,203,906	7,874,629	8,380,667	8,503,325	8,334,903	10,259,667
Net Income	(997,546)	(1,488,130)	(915,203)	1,260,494	(874,365)	670,724	506,037	122,658	(168,422)	1,924,764
Levy Rate	0.26473	0.25716	0.42769	0.41548	0.40360	0.39207	0.38087	0.36999	0.35942	0.34915

- Incremental amount available if we use same levy rate as 2009: approximately \$1.5-1.7 million/year
- Levy lid lift to \$.42 / \$1,000 A.V.
- Certain projects may gain voter support

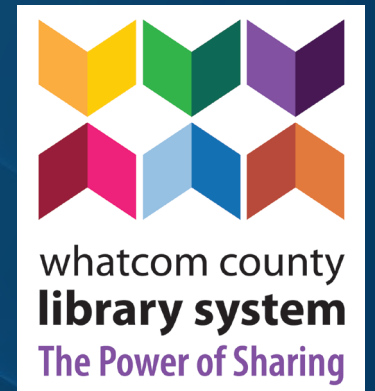
LEVY TIMING

- ▶ If levy lid lift passes in August 2025, we can begin collecting additional taxes January 2026
- ▶ If levy lid lift doesn't pass and we choose to re-run in February, April, or August 2026, and it passes, we can begin collecting additional taxes January 2027
- ▶ If levy lid lift doesn't pass a 2nd time, will need to make significant budget reductions



NEXT STEPS

- ▶ Maximize community goodwill towards WCLS / demonstrate value to community
- ▶ Gain trustee consensus on levy lid lift target date
- ▶ Discuss financial projections and brainstorm cost saving measures with staff
- ▶ Convene Citizen's Advisory Committee



COMMUNITY

At Lynden Library's 20th anniversary celebration, I had the pleasure of meeting the daughter of Arthur Henken, for whom the building was named. She was visiting from Kirkland, and came to the library to enjoy the festivities and take a peek at some of the many detailed scrapbooks compiled by Friends of the Lynden Library. Staff gathered notes and reminiscences to seal away in a time capsule to be opened in twenty years.



ACCESS

Artificial intelligence – like ChatGPT – will change the way people search for and access information. Currently it also throws in a lot of junk – making librarians an important resource for vetting and analyzing information. I attended several presentations about AI and libraries at the American Library Association Conference in Chicago this June.

RESOURCES

Branch Managers Katrina Carabba and Alix Prior attended the All Hands Whatcom Opioid Summit on June 27 and 28. They looked at community-based approaches to addressing the opioid crisis, including preventative action. Author Sam Quinones will be at Bellingham High School on August 1 at 6:00 p.m. to discuss his book *The Least of Us* and continue the conversation.

EQUITY, DIVERSITY AND INCLUSION

An ALA conference workshop on social justice and restorative practices led me to Dr. Eddie Moore's 21-Day [Racial Equity Habit Building Challenge](#). Like an exercise regime or diet plan, it's based on the idea that it takes 21 days to develop lasting habit or change. The plan includes suggested reading, listening, viewing, and other opportunities to deepen an understanding of power, privilege, and equity.

STEWARDSHIP

President Biden's [Internet for All](#) initiative intends to bring high-speed internet to everyone in the United States, framing broadband as a basic human right. The Federal government has allocated \$42.45 billion to the Broadband Equity, Access, and Deployment Program (BEAD) and \$2.75 billion in the Digital Equity Act Programs. Public libraries will be eligible to compete for grants under DEA, and we are exploring opportunities to partner with the Washington State Library to help access some of these funds to benefit Whatcom County residents.

Christine Perkins, Executive Director

ACCESS

Seasonal hours at both Island Library and Point Roberts Library add Friday service July through August each year. To accomplish this, seasonal Page positions have been filled. These positions may pick up sub shifts throughout the year, helping fulfill staffing needs of our System.

RESOURCES

Since May, 11 WCLS WiFi hotspots have been filling hold requests. These joined the collection of 66 similar devices being circulated by the Bellingham Public Library. Like other items, these devices have a 3-week loan period. At the end of that time, Internet access is turned off as an encouragement to return them. Over the past ten weeks, no devices have gone missing, and there is currently a holds ratio of about 1 to 1, meaning there is a hold for every device available, resulting in a wait of about 3 weeks. Katrina Buckman, North Fork Branch Manager, managed this project, and staff at both North Fork and Deming Libraries work to regularly monitor this collection. Staff at the Bellingham Public Library developed the model we replicated. Our staff have heard from many patrons using these resources, and they share stories about using these for homeschooling, working from home, and connecting with friends and family. A marketing campaign about this service would likely result in so many requests being placed that wait times would skyrocket. For now, this is a valuable resource reliably accessible to those aware of them.

EQUITY, DIVERSITY AND INCLUSION

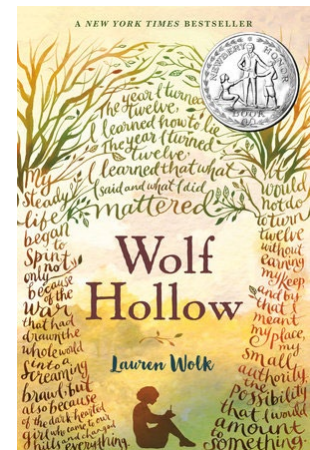
To honor Juneteenth, WCLS partnered with [Connect Ferndale](#) and filmmaker Remy Styrk to present a special screening at Ferndale Library of his films, *I Am the Hope and the Dream* and *Before I*. "These are the stories of what it means to be the hope and the dream of the slave. Without Juneteenth, these stories wouldn't be heard." Watch *I Am the Hope and the Dream* at wcls.org/juneteenth. *Before I* premiered June 19 on Remy Styrk's YouTube channel.

Michael Cox
Deputy Director



Restorative Practices is an emerging social science that studies how to strengthen relationships between individuals as well as connections within communities. It does so by responding to tears in the social fabric, not by excluding or punishing perpetrators, but by intentionally holding everyone in community. The goal is not a culture free from transgression, but instead, a culture full of connection. WCLS is embracing this model of community cohesion, and under the Access goal of our current Strategic Plan, the fourth objective is that “staff employ restorative practice concepts to allow patrons who have damaged their relationships with the library to begin using the library again in good standing.” That objective includes two bullets:

- A Team of staff, including Alix Prior, Branch Manager at Ferndale; Evie Harman, Youth Services Assistant at Everson and Sumas; Katrina Buckman, Branch Manager at North Fork; Nick Flerchinger, Youth Services Librarian at Lynden; and myself, is working on realizing this goal. As an inaugural orientation to these concepts, we have organized a staff one-read of the Newbery Honor-winning middle grade novel *Wolf Hollow* by Lauren Wolk. We hope to lay a foundation of shared values on which we can build understanding of the principles of Restorative Practices and proficiency in the skills necessary to support them. We'll read the novel and gather over a meal to consider some of the book's themes—prejudice, shame, humanity, redemption—that sit at the heart of Restorative Practices.



- Wednesday, August 23, 12:00-1:00pm – Lunch at Ferndale
- Tuesday, August 29, 12:00-1:00p, – Lunch at Lynden
- Friday, September 1, 6:30-7:30pm – Dinner at Everson
- Tuesday, September 5, 8:30-9:30am – Breakfast at Administrative Services
- Friday, September 15, 6:30-7:30pm – Dinner at Deming

Youth Services Manager

COMMUNITY AND RESOURCES



Friends of the Library groups are essential allies for the Whatcom County Library System. The volunteers raise awareness of library services and resources, raise funds to support items not supported by the library system's budget, coordinate staff recognition, and advocate for libraries with local government and community members. Two Friends groups – Island and Deming – also own and maintain their library buildings. Today's Trustee Education session focuses on our Friends and how they support WCLS and how they support WCLS.

One way to show appreciation for their work is to attend upcoming Friends events. Here are a few highlights.

- **Whatcom Grooves: Celebrating Summer, Jazz and Libraries:** 2-3 p.m. Saturday, July 15 at the Glenhaven Clubhouse, 7-8 p.m. Saturday, Aug. 5 at the Ferndale Library, and 7-8 p.m. Saturday, Aug. 19 at the Blaine Performing Arts Center. Details at wcls.org/jazz.
- **Friends of the Sumas Library Movie Night** (Super Mario Brothers): 8:40 p.m. Friday, Aug 4 (rain date, Saturday, Aug 5) at Sumas City Park.
- **Friends of the Deming Library Backyard Concert Series:** 4-6 p.m. Sunday, Aug. 6 and 6-8 p.m. Saturday, Sept. 2.
- **Friends of the South Whatcom Library Ice Cream Social:** 1:30-4:30 p.m. Friday, Aug. 18.
- **Friends of Birch Bay Library Summer Book Sale, Pancake Breakfast and Lunch Fundraiser:** 9:30 a.m.-3 p.m. Saturday, July 29. Proceeds support the Birch Bay Vogt Library Express.
- **Friends of Birch Bay Library End-of-Summer Book Sale and Breakfast Fundraiser:** 9:30 a.m.-3 p.m. Saturday, Aug. 26. Breakfast served until 11 a.m. Proceeds support the Birch Bay Vogt Library Express.

Find details and more events by visiting wcls.org/events and searching for Friends of the Library and/or by branch.

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

- Episode 36: Whatcom Grooves

Book Reviews

- *Cascadia Daily News*, June 15, 2023, [The Necessity of Wildfire: Poems](#) by Caitlin Scarano
- *Cascadia Daily News*, June 19, 2023, [Meet Me Tonight in Atlantic City](#) by Jane Wong
- *Cascadia Daily News*, July 7, 2023, [Making of a Rescuer](#) by Nicholas Campbell Corff
- *Cascadia Daily News*, July 10, 2023, [Cascadia Field Guide: Art, Ecology, Poetry](#) edited by Elizabeth Bradfield, CMarie Fuhrman and Derek Sheffield
- *Bellingham Alive*, June/July 2023, see clip below



Media Coverage

- *Lynden Tribune*, June 7, 2023, [Community calendar for June 7, 2023](#) (Friends of Everson Library book sale)
- *Cascadia Daily News*, June 11, 2023, [What's at our local libraries \(besides books\)?](#)
- *Whatcom Talk*, June 13, 2023, [Friends of the Library groups present free concerts to celebrate summer, jazz and libraries](#)
- *KGMI*, June 14, 2023, [Whatcom County Library System hosting free jazz concerts this summer](#)
- *Lynden Tribune*, June 14, 2023, [Community calendar for June 14, 2023](#) (Everson book sale)
- *KPUG*, June 15, 2023, [Whatcom County Library System hosting free jazz concerts this summer](#)
- *Lynden Tribune*, June 22, 2023, [Lynden Library to celebrate two decades at 216 4th St.](#)
- *The Northern Light*, June 22, 2023, [Birch Bay Kite Festival, Splash Days kicking off summer fun](#) (Friends of Birch Bay Library presents Storytime.)
- *Lynden Tribune*, June 21, 2023, [Whatcom County News Briefs: June 21, 2023](#) (Friends of Sumas Library movie night)

- *Cascadia Daily News*, June 25, 2023, [2023 Birch Bay Kite Festival](#)
- *Bellingham Herald*, June 26, 2023, [Linda Burpee Obituary \(1945 - 2023\) - Deming, WA](#) (Board member, Friends of the Deming Library)
- *FOX 28*, June 29, 2023, [Check out Washington program expands to more libraries statewide](#)
- *Lynden Tribune*, June 29, 2023, [Everson-Nooksack Summer Festival returns July 7-8](#) (Friends book sale)
- *Northern Light*, June 28, 2023, [Blaine's Old-Fashioned Fourth of July expected to draw a crowd](#) (Friends book sale)
- *Cascadia Daily News*, July 6, 2023, [Amy's picks: Pride, guitar gurus, a musical and a car show](#) (mentions Whatcom Grooves among featured July 15 events)
- *KMRE*, July 8, 2023, [Arts & Entertainment Spotlight with Margaret Bikman](#) (Whatcom Grooves)

All Point Bulletin, June 1, 2023

Summer reading kick-off: Saturday, July 1, 10 a.m.–4:30 p.m., PR Library. Come to the library to sign up for Summer Pleasure Reading and get a brand-new free book. Our theme this summer is trees, and you'll be able to add leaves to our PR Library tree all summer long. For Kids and Teens.

Storytime: Wednesdays, 10:30–11 a.m., PR library. For ages 2-6. An open program that includes stories, rhymes and songs with opportunities for movement and interactive participation.

Make it – Sun Catchers: Wednesday, July 5, 1–2 p.m., PR Library. Adorn the branches of your favorite tree with a sun catcher poised to bounce and reflect those brilliant summer rays. All supplies provided. Grades K-5.

All Point Bulletin, June 22, 2023

Friends of the Point Roberts Library AGM: Sunday, July 9, 2 p.m. in the Point Roberts Library. Presentation and discussion: Libraries as Community Services. Public welcome. Refreshments will be served. info: fopr1@gmail.com

All Point Bulletin, June 29, 2023

English Ivy: The Silent Killer: Saturday, July 22, 2-3:30 p.m., PR Library. Learn How To Protect Your Trees English ivy kills 100% of the trees it climbs up on. Michael Feerer of Whatcom Million Trees Project will discuss this threat to local trees and show you how to safely and effectively remove this non-native killer. Co-sponsored with the Point Roberts Garden Club. For adults.

Teen Art Camp: Wednesday, Friday and Saturday, July 26, 28 and 29, 2:30-4 p.m., Library. Each day features a different project designed to stretch creative muscles and help us see the world in new ways. Grades six to 12.

Storytime: Wednesdays, 10:30–11 a.m., PR library. Through July. For ages 2–6. An open program that includes stories, rhymes and songs with opportunities for movement and interactive participation.

Play Date: Wednesdays in August, 10:30 to 11 a.m., PR Library. Families with young children play and create at this informal social time. Toys and materials will be provided.

Chess: Every Tuesday, 4–7 p.m., Point Roberts library. Beginners are welcome.

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.

Make It: Birdhouses: Saturday, July 15, 1–2 p.m., PR Library. Customize your very own birdhouse to hang in a tree. All supplies provided. For grades K–5.

Salish Current, June 2, 2023

Books and homes. Discussions by Kulshan Community Land Trust, the City of Blaine and Whatcom County Library System are underway on a proposal to combine building a new Blaine library and market-rate housing. ([*The Northern Light*](#))

Salish Current, June 16 and June 23, 2023

Library jazz. Whatcom County Library System presents Friends of the Library Summer Jazz in various branches on July 15 (South Whatcom), Aug. 5 (Ferndale) and Aug. 19 (Blaine). Free. [Information and registration](#). Also check out the Jazz for Kids programs.

Summer Programs at the Island Library

By Brooke Pederson

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 25	26	27 Summer Reading Kickoff! 1-7pm	28	29	30	July 1 Storytime! 10:30am
2	3	4	5	6 MAKE-IT: Bird Feeders, 1-2pm	7	8 Read with Ellie 10:30-11:30
9	10	11	12	13	14	15 Snap E. Bday Party! 1-4pm
16	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Library hours: TUES 1-7PM THURS 10-5PM FRI (JULY/AUG ONLY) 10-5PM SAT 10-5PM </div>		19	20 MAKE IT: Bird houses, 1-2pm	21	22
23			26	27	28 TEEN ART CAMP, 2:30-4pm	29
30	31	August 1	2	3 MAKE IT: Sun Catchers, 1-2pm	4	5 Storytime! 10:30am
6	7	8	9	10	11	12 Read with Ellie 10:30-11:30

Summer Reading Kickoff! Join us for this exclusive, all-day kickoff celebration! We will be distributing Summer Reading books to all youth, offering fun crafts for the whole family, and promoting our exciting slate of in-person programs happening this Summer. **Tuesday, June 27, 1-7pm.** Can't make it to your branch's kickoff day? Check out the other kickoff events happening across the county throughout the whole week.

Read with Ellie! Karen and Ellie are part of Pet Partners Read with Me, an organization that supports and trains therapy dogs and their handlers to provide safe and supportive reading experiences for kids. Read with Ellie on the 2nd Saturday of the month, June–August. Learn more about Pet Partners at PetPartners.org.

Saturday, June 10th, 10:30 - 11:30am
Saturday, July 8th, 10:30 - 11:30am
Saturday, August 12th, 10:30 - 11:30am

Make It: Bird Feeders Feed the neighborhood birds (and squirrels, too, probably) with a homemade bird feeder ready to hang in a branch near you. **All supplies provided. Grades K-5 Thursday, July 6, 1-2pm**

Teen Art Camp Make art and make connections. Art Camp will have an in-depth project designed to stretch our creative muscles and help us see the world in new ways. **Grades 6-12. Friday, July 28, 2:30-4pm.**

Snap-E Turns 30! Snap E. Dragon the Literasaurus turned 30 this spring. Please join us in celebrating dragons and libraries! **Saturday, July 15, 1-4pm.**



Make It: Birdhouses Give the birds in your neighborhood a safe, cozy home. Customize your very own birdhouse to hang in a tree. **All supplies provided. Grades K-5. Thursday, July 20, 1-2pm.**

Make It: Sun Catchers Adorn the branches of your favorite tree with a sun catcher poised to bounce and reflect those brilliant summer rays. **All supplies provided. Grades K-5. Thursday, August 3, 1-2pm.**

Island Storytime:

Saturday, July 1, 10:30am, Teddy Bear Picnic! Bring your favorite stuffed animal friend along as we read stories and sing songs outside on a blanket, weather permitting. **Ages 2-6.**

Saturday, August 5, 10:30am, Stories on the Library Lawn! Meet us on the library lawn for an outdoor (weather permitting) program that includes stories, rhymes, and songs with opportunities for movement and interactive participation. **Ages 2-6.**

We never really grow up, we only learn how to act in public - Bryan White

Island Library - It Belongs to You

By Joan Keiper

FOIL's Used Book Sale- FOIL is requesting books for their annual used book sale. Please drop your books off during the days and hours that the library is open. We need clean, gently used books. FOIL is asking that you please find another home for your old magazines, text books, travel books older than 3 yrs, VHS tapes and old encyclopedias. These have all exceeded their "use by" date, even at a used book sale.

The sale will open Saturday, Jun 24th, 10:00am - 7:00pm.

Funds raised at the book sale are used to maintain the building and grounds and to sponsor events and programs at Island Library. **Free root beer floats 10:00am – 12:00pm.**

Silent Auction – FOIL will hold a fundraising silent auction for the Library on **Sunday, Aug 5, 4:00 – 6:30 pm.** Please see article on Page 4 for details.

The Friends of Island Library(FOIL) is a local non-profit that supports the Island Library through fundraising and promoting the purposes and activities of the Island Library and its community. The FOIL Board meets bi-monthly on the second Monday of the month. The next meeting will be on Jul 10th at 4:00 PM at the library. All library patrons are welcome.

To support FOIL's work, contributions can be sent to PO Box 204, or through Paypal on www.friendsofislandlibrary.org.

Page 4 – June 2023

OurLummiIsland.org

Fundraising Auction for the Library

By Joan Keiper

The Friends of Island Library is planning a **fundraising silent auction on Sunday, August 5th from 4:00-6:30 PM.** It will be at **Wirth/Malling's Cottage Gardens on N. Nugent.** There will be music, food, beverages and exciting auction items.

We are currently looking for items from Islanders, their friends and families. Suggestions: home-canned goods, theme baskets, photos and paintings, handcrafted items, books, services, classes, adventures, things children and teens would love, beautiful heirloom items.

Photos and other art work should be associated with the Island- either featuring the Island or by an Lummi Island artist.

If you would like to donate an item or service, please **call Pat Moye 360.510.7392, Joan Keiper 360.739.0146 or Ginny Winfield 805.320.1533**

All proceeds from the auction are used by FOIL to support building and maintenance of the Library and "edutainment" for adults, teens and children.

Mary Vermillion

Community Relations Manager

Collection Size	June		
	Physical	Electronic	Total
	312,170	285,931	598,101

Circulation<	June		Year to Date		% Chg
	2022	2023	2022	2023	
Physical Circulation					
Blaine	13,521	12,174	84,298	72,886	-13.5%
Bookmobile & Outreach	4,823	3,463	27,359	24,858	-9.1%
Deming	9,357	7,610	58,956	47,215	-19.9%
Everson	10,183	8,704	59,970	55,034	-8.2%
Ferndale	34,848	32,600	203,127	190,482	-6.2%
Island	2,141	1,735	12,813	11,226	-12.4%
Lynden	41,141	38,792	240,258	228,908	-4.7%
North Fork	4,391	4,280	27,910	26,201	-6.1%
NWIC	5	6	68	68	0.0%
Point Roberts + PRX	2,403	2,038	12,653	13,155	4.0%
Sumas + SLX	279	2,236	1,687	10,403	516.7%
South Whatcom	8,101	7,840	44,630	45,786	2.6%
NDX	3,368	1,637	21,770	16,374	-24.8%
Total	134,561	123,115	795,499	742,596	-6.65%
Electronic Circulation					
eBooks/eAudiobooks	27,183	31,354	164,614	189,332	15.0%
eMusic	8,884	14,498	58,098	71,130	22.4%
Streaming Video	848	734	5,541	4,777	-13.8%
eMagazines	1,645	1,631	9,713	9,872	1.6%
Total	38,560	48,217	237,966	275,111	15.61%
Total Circulation	173,121	171,332	1,033,465	1,017,707	-1.52%

< Sumas Library closed 11/20/21 to 2/11/23.

< Sumas Library Express opened 2/11/23.

Visitors (Door Counts)	June			Year to Date		% Chg Frm 2021
	2019	2022	2023	2022	2023	
Blaine	8,708	6,435	6552	36,708	37,427	2.0%
Deming	3,819	2,328	2255	14,157	13,151	-7.1%
Everson	5,072	1,690	3158	12,810	17,362	35.5%
Ferndale	17,056	9,940	12602	59,246	64,861	9.5%
Island	1,809	1,321	1102	7,042	4,672	-33.7%
Lynden	15,132	10,002	11510	63,748	59,783	-6.2%
Northwest Drive Express		467	276	1,991	1,713	-14.0%
North Fork	2,703	2,224	1939	9,755	8,072	-17.3%
Point Roberts + PRX	1,847	1,248	1356	6,650	6,807	2.4%
Sumas + SLX	2,519	0	1307	0	4,810	
South Whatcom	2,604	2,443	1510	13,801	8,933	-35.3%
Total	61,269	38,098	43,567	225,908	227,591	0.74%

* Sumas door counter installed on March 1, 2023.

New Borrowers	June		Year to Date		% Chg
	2022	2023	2022	2023	
Registered	494	768	2,363	3,645	54.25%

Patron Service	June		Year to Date		% Chg
	2022	2023	2022	2023	
Interlibrary Loan					
Borrowed from BPL	11,455	11,223	72,925	69,553	-4.6%
Lent to BPL	20,686	21,286	138,719	131,176	-5.4%
Borrowed from other libraries	601		3,990	2,672	-33.0%
Lent to other libraries	485		3,027	2,641	-12.8%

Electronic Resources	June		Year to Date		% Chg
	2022	2023	2022	2023	
WCLS.org Entrances	36,224	36,963	224,406	221,576	-1.3%
Bibliocommons Entrances	51,370	53,439	313,455	315,435	0.6%
Internet Sessions	0	3218	13,201	18,215	38.0%
Wifi Clients / Sessions	0	6468	29,401	37,692	28.2%

Zero in 2022 b/c of data breach

Zero in 2022 b/c of data breach

Volunteers	June		Year to Date		% Chg
	2022	2023	2022	2023	
Volunteer Hours	980.00	798.25	4,581.50	4,397.75	-4.0%

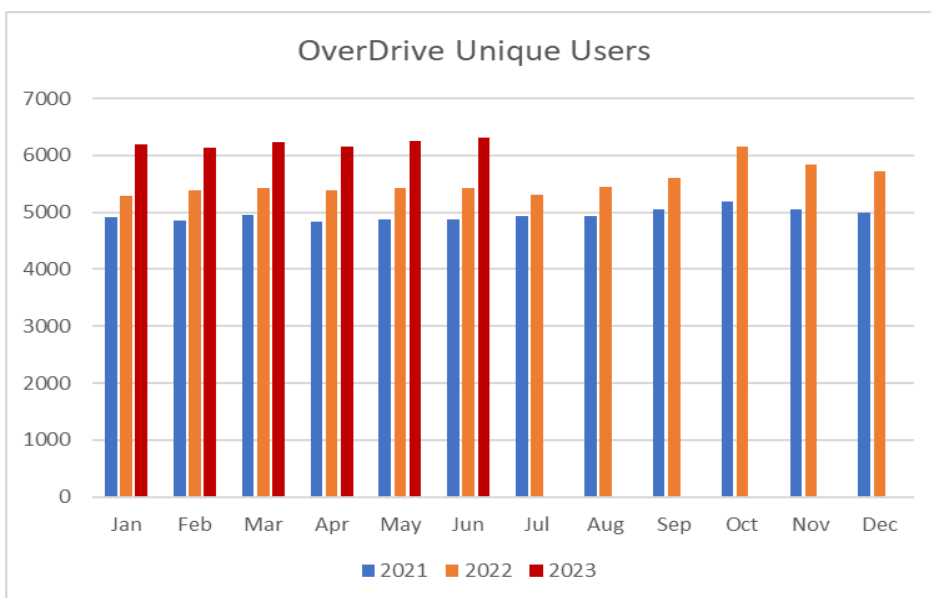
Activities	June		Year to Date		% Chg
	2022	2023	2022	2023	
Programs					
Adults	36	64	131	309	135.9%
Teens	17	30	134	144	7.5%
Children	24	77	192	519	170.3%
Total	77	171	457	972	112.7%

Attendance					
Adults	605	600	2,236	3,674	64.3%
Teens	999	2,162	2,842	6,099	114.6%
Children	4,006	3,226	8,306	15,964	92.2%
Total	5,610	5,988	13,384	25,737	92.3%

Corrections:

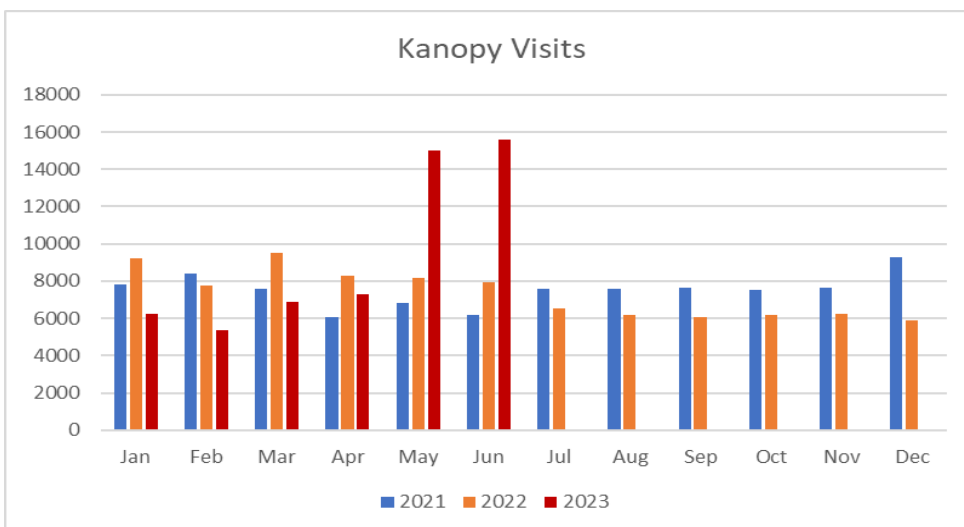
OVERDRIVE UNIQUE USERS

Unique Users in both May and June exceeded all previous highs, with June 2023 being our highest number of unique users yet. Comparing May/June 2023 to May/June 2022, unique users grew by 19%, eBook usage grew by 11%, eAudiobook usage grew by 20%, and eMagazine usage grew by 4%. eAudiobooks dominate the June list of top ten circulating titles where 7 of the top 10 titles are eAudio format. *Woman's World* eMagazine tied the eAudio adult fantasy *Fourth Wing* for top circling title (157 checkouts each).



KANOPY VISITS - JANUARY TO DECEMBER COMPARISON

From OverDrive's Account Manager: "I was able to confirm with Kanopy that there was a change to the ways visits were captured in mid-May but will remain consistent moving forward." I hope to have a detailed explanation of this change by next month's board meeting. BBC and History Channel content continue to capture the highest number of plays on Kanopy. 209 unique patrons accessed Kanopy content in May with 27 using 8 or more play credits, and 217 unique patrons accessed Kanopy content in June (11 with 8 or more play credits).



DATABASE USAGE

School use of databases was strong in May, with May usage of our state-funded Gale package recording a new high (1,321 sessions). Predictably, June usage fell with school out of session and low usage for Britannica, Gale package, and Culturegrams. June overall usage was higher than in 2022, largely due to ValueLine setting a new high point (1,349 report views). Also, the Creativebug marketing campaign helped increase May over April usage by 89% and June over April usage by 103%.

