



BOARD OF TRUSTEES MEETING
Whatcom County Library System
April 15, 2025

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

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

1. 9:00 a.m. **Call to Order.** Quorum determined. Land Acknowledgement.
We are on the ancestral homeland of the Nooksack, Lummi and other Coast Salish peoples. They have been its stewards since time immemorial, respecting the land, river and ocean with the understanding that everything is connected, related and alive. We acknowledge the elders and their collective and individual plights and achievements. We consider the legacies of violence, displacement, migration, and settlement that bring us together today. And we pursue ongoing action, to build lasting relationships and grow together so that all may prosper.
2. 9:05 a.m. **Open Public Comment Opportunity**
This period is set aside for persons wishing to address the Board. Each person may have up to three minutes for this purpose. Written comments may be submitted to Rheannan.Pfnister@wcls.org prior to the meeting.
3. 9:15 a.m. **Consent Agenda**
 - a. Meeting Minutes
 - b. Expenditures
4. 9:20 a.m. **Celebrating National Library Week (all month long)**
 - a. Golden Apple Award
 - b. The Library Game
 - c. Library Giving Day
 - d. The First 500
5. 9:30 a.m. **Levy Lid Lift Update**
 - a. Resolution 04/15/25-05 Approving Levy Lid Lift Pro/Con Committee Members
6. 9:40 a.m. **EV Charging Stations Update**
 - a. Public Works Project Award
7. 9:50 a.m. **Financial Report and Resolutions**
 - a. Finance Committee Report
 - b. Resolution 04/15/25-06 Amending the 2025 Capital Fund Budget
8. 10:00 a.m. **BREAK**
9. 10:10 a.m. **Policy Updates**
 - a. Collection Policy 3.01
 - b. Fund Balance Policy 20.03
10. 10:20 a.m. **Staff Reports**
11. 10:35 a.m. **Performance Measures and Committee Reports**
 - a. Welcome to our new Foundation Development Director, Jessica Burson
12. 10:45 a.m. **Announcements and Adjourn**

Board of Trustees Meetings are open to the public in accordance with RCW 42.30. The Board is currently holding meetings with options for in-person or remote participation. Persons wishing to be provided with an internet link or telephone number to access the meeting are asked to please email Rheannan.Pfnister@wcls.org before 4:00 p.m. Monday, April 14, 2025. Written comments may be submitted to Rheannan.Pfnister@wcls.org prior to the meeting.



Board Meeting Agenda Item Cover Sheet

Meeting Date:	4/15/2025
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:

- March 18, 2025 Regular Board Meeting
- March 28, 2025 Special Meeting

Expenditures:

General Fund:

- February 16-28, 2025 payroll: check nos. 1042152221-1042152224 and voucher nos. 561893-562042 totaling \$220,910.08 and March 1-15, 2025 payroll: check nos. 1042330572-1042330576 and voucher nos. 562047-562200 totaling \$245,066.22.
- ACH transactions for employee benefits, telecommunication services and monthly sales/use tax filings totaling \$101,981.95; \$50,968.60 of this is for employee funded contributions to dental insurance premiums, Health Savings Accounts, PERS and deferred compensation plans (made via payroll deduction).
- Claim 2025-09G: warrant nos. 1253183-1253202 totaling \$65,675.22
- Claim 2025-10G: warrant nos. 1253330-1253350 totaling \$44,442.72
- Claim 2025-11G: warrant nos. 1253940-1253966 totaling \$129,363.17
- Claim 2025-12G: warrant nos. 1254165-1254191 totaling \$42,951.23

Capital Fund:

- Claim 2025-04C: warrant no. 1253203 totaling \$29,131.50
- Claim 2025-05C: warrant nos. 1254192-1254193 totaling \$14,347.99

Alternatives: N/A

Fiscal Impact: Expenditures for approval paid from available 2025 budgeted funds.

Comments: The Finance Committee has reviewed the General and Capital Fund claims listed above. They reviewed that there was 1 General Journal entry in March.

Library Board of Trustees Regular Meeting

March 18, 2025

Location

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

In Attendance

Trustees: Rodney Lofdahl, Chair; Matthew Santos, Vice Chair; John Miller; Danielle Gaughen and Jes Stugelmayer. Absent: None.

Staff: Christine Perkins, Executive Director; Michael Cox, Deputy Director; Jackie Saul, Director of Finance and Administration; Thom Barthelmess, Youth Services Manager; Mary Vermillion, Community Relations Manager; Lisa Gresham, Collection Services Manager; Geoff Fitzpatrick, IT Services Manager; Ryan Cullup, Facilities Services Manager; Beth Andrews, Human Resources Manager; Dianne Marrs-Smith, Birch Bay and Lynden Library Manager and Friends of the Birch Bay Library (FOBBL) President; Maggie Mae Nase, Learning Coordinator; Rheannan Pfnister, Records Management Specialist & Executive Assistant.

Guests: None.

Call to Order

Rod 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.

Welcome New Trustee, Jes Stugelmayer

The Board welcomed Jes Stugelmayer and introductions were made.

Consent Agenda

The Consent Agenda included minutes of the February 18, 2025, Board of Trustees Regular Meeting as well as the following:

Expenditures:

General Fund:

- January 16-31, 2025 payroll: check nos. 1041825148-1041825151 and voucher nos. 561570-561727 totaling \$243,807.66 and February 1-15, 2025 payroll: check nos. 1042008640- 1042008644 and voucher nos. 561733-561887 totaling \$235,851.74.
- ACH transactions for employee benefits, telecommunication services and monthly sales/use tax filings totaling \$107,023.73; \$51,520.87 of this is for employee funded contributions to dental and vision

insurance premiums, Health Savings Accounts, PERS and deferred compensation plans (made via payroll deduction).

- Claim 2025-05G: warrant nos. 1251688-1251708 totaling \$57,405.69
- Claim 2025-06G: warrant nos. 1252015-1252027 totaling \$113,544.42
- Claim 2025-07G: warrant nos. 1252325-1252356 totaling \$49,644.79
- Claim 2025-08G: warrant nos. 1252680-1252694 totaling \$70,533.21

Capital Fund:

- Claim 2025-02C: warrant nos. 1251709-1251710 totaling \$2,178.82
- Claim 2025-03C: warrant no. 1252357 totaling \$1,630.00

Authorization to Void a Warrant

- Resolution 03/18/25-03 voiding warrant 1204850

Danielle moved to accept the Consent Agenda as presented. Seconded. Unanimous board approval.

Financial Report and Resolutions: Finance Committee Report

Jackie reviewed her report, including the February Notes and Highlights section. It is still early in the year, but expenses are where they are expected to be so far. WCLS had to draw on the cash reserves to cover expenses in February. The funds will be replenished in April with incoming property tax payments.

Some expense categories appear to be very high for how early in the year it is. This is due to upfront costs at the beginning of the year, mostly professional services and annual service agreements. It drives up costs at the beginning of the year, but it balances out as the year progresses.

Levy Lid Lift

Christine updated the board about Budget Listening Sessions and conveyed feedback provided by community members during these sessions. There were some surprising responses from community members, including the desire for WCLS to prioritize low or short-term negative impact on staff. Attendees of the sessions seemed to already be large supporters of the library.

All trustees agree that pursuing a levy lid lift this year is in the best interests of WCLS. Pros and cons were discussed for August and November election dates. Rod asked if there were any board members who were against WCLS being on the ballot for a levy lid lift in August. All board members agreed that August was the right time to attempt a levy lid lift.

Trustees then discussed the levy amount, which needs to be determined and is not yet noted in the Resolution shared today. Jackie shared revenue and expense projections based on various levy rates and assessed valuation scenarios.

Matthew moved to approve Resolution 03/18/25-04 authorizing a levy lid lift funding initiative for the amount of \$0.42 per \$1,000 of assessed value to be put before voters on August 5, 2025. Seconded. Discussion ensued.

Trustees discussed the pros and cons for different amounts; they agreed on \$0.42.

Unanimous board approval.

Break

Rod adjourned for a break from 10:23-10:35 a.m.

Birch Bay Project Update

Michael offered to provide an update on the Birch Bay Project.

Rod motioned to add this update to the agenda before we resume the previously scheduled agenda. Seconded and approved.

Michael shared an abbreviated version of a larger presentation that he prepared for the Birch Bay Friends and the Whatcom Community Foundation. Mary noted the presentation will be added to the Birch Bay project webpage at a later date. In April 2024 WCLS hired Osborne Architects (OAI) after the project scope change was approved by the Department of Commerce. We then began the permitting process with Whatcom County. A community engagement session was held in July 2024.

The County permitting process resulted in additional testing, assessments and planning. For example, the asphalt driveway is required to have a commercial roadway apron and pervious concrete. A landscaping plan has been developed to remove dead or dying trees or those that interfere with the roadway apron. Several healthy trees will remain, and twenty-two new trees and shrubs will be planted. A survey showed that an area of approximately six feet beyond the fence line at the rear of the property is part of our lot. Michael is working with our attorneys and the adjoining property owner to craft an easement agreement.

We submitted conditional use and shoreline permit applications to the County on February 18, 2025. This process can take up to 221 days. OAI has provided an updated permitting timeline – we have passed the completeness review and are now in the staff review phase. Project funding from Whatcom County expires at the end of this year. We are working with community advocates to request an expedited permitting process. We will not begin demolition or vegetation updates until the conditional use permitting process is complete. We are considering purchasing furnishings and equipment that would be stored if necessary, so the County funding can be used before the year-end deadline.

We are waiting for a substantive estimate before seeking additional funds or making a final fundraising push. Fundraising could also support ongoing sustainability of the facility such as a rental venue for the Friends to hold book sales or provide programing space. We are working with local artist Kim Morris on a donor recognition display, featuring natural aspects of the area.

Resolution Review

The board reviewed an updated version of Resolution 03/18/25-04 that included the agreed upon election date and levy amount. Feedback was provided to update language in the resolution. Christine will send the amended resolution to legal counsel for review. If the attorney finds substantive edits are needed, trustees will be asked to attend a special meeting later this month to review and approve the finalized document.

Annual General Meeting – Board Officers and Committee Assignments

Election of officers was discussed. Rod and Matthew are willing to continue their roles as Chair and Vice Chair, respectively.

Jes nominated Danielle as secretary. Seconded. Unanimous approval of all positions.

Discussion continued regarding committee assignments and the following were decided:

Jes Stugelmayer – Community Relations Committee, Foundation Liaison

Rod Lofdahl – Personnel Committee, Finance Committee

John Miller - Personnel Committee, IT Services Committee

Matthew Santos - IT Services Committee, Community Relations Committee

Danielle Gaughen - Finance Committee

Rod motioned to approve committee assignments as discussed. Seconded. Unanimously passed.

Board Meeting Location and Time

Discussion about the meeting locations and times for the remainder of 2025 took place. All agreed to continue meeting at Administrative Services throughout 2025 and revisit the locations when approving the 2026 schedule later this year. All agreed that the 9 a.m. start time works best.

Rod moved to approve the Board of Trustee meeting locations and times for 2025 as discussed. Seconded. Unanimous board approval.

Staff Reports: Executive Director

In addition to her written report, Christine highlighted that on Saturday the Administrative Services building experienced a trespass incident. The trespasser was able to access the fenced area with the vehicles by cutting through barbed wire and climbing over the chain link fence on the backside of the building. The Sheriff's Office has been notified, and Ryan is working to have the fence repaired. All WLCS vehicles have catalytic converter protectors installed on them to prevent theft of the part.

Ryan has put forth an RFP for installation of the EV charging stations at Administrative Services and North Fork Library. A site walkthrough is scheduled for this Thursday.

A recent federal order to dismantle the Institute of Museum and Library Services has raised concerns about how this may impact WCLS and its partnerships. Christine has a meeting with the State Librarian and other library directors from around Washington State to learn more.

Staff Reports: Deputy Director

In addition to his written report, Michael shared that the Ferndale Library entrance has a camera pointed at it. Recently, the branch had a patron take a curbside pickup bag that did not belong to them and the camera was used to figure out what happened. Michael is in contact with the patron and working to resolve the issue. This is the first time this has happened since WCLS first began offering this service in 2020.

Staff Reports: Youth Services Manager

Thom shared his written report and highlighted a thank you card received from the homeschooling group that visited AS in February.

Staff Reports: Community Relations Manager

Mary had nothing to add to her written report.

Performance Measures & Committee Reports: Performance Measures

Jes pointed out that video streaming usage increased by over 12% in February and inquired about the costs of using Kanopy for video streaming. Lisa answered that Kanopy charges a flat rate regardless of the amount of

usage. There is no expectation of a dramatic increase to that rate in the future due to the wording of WCLS's contract and Kanopy's values.

Performance Measures & Committee Reports: Personnel Committee

Nothing to report.

Performance Measures & Committee Reports: Whatcom County Library Foundation

Nothing to report.

Announcements and Adjourn

No further announcements.

Rod adjourned the meeting at 11:26 a.m.

Next Meeting

The next Board of Trustees meeting will be held on April 15, 2025, at 9:00 a.m. online via Microsoft Teams and at Administrative Services, 5205 Northwest Drive, Bellingham, WA 98226.

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Danielle Gaughen, Board Secretary	04/15/2025 Date	Rheannan Pfnister, Exec. Assistant

Library Board of Trustees Special Meeting

March 28, 2025

Location

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

In Attendance

Trustees: Rodney Lofdahl, Chair; Matthew Santos, Vice Chair; Danielle Gaughen, Secretary; and Jes Stugelmayer.
Absent: John Miller.

Staff: Christine Perkins, Executive Director; Jackie Saul, Director of Finance and Administration; Thom Barthelmess, Youth Services Manager; Dianne Marrs-Smith, Lynden Library Manager and Friends of the Birch Bay Library (FOBBL) President; Maggie Mae Nase, Learning Coordinator; Rheannan Pfnister, Records Management Specialist & Executive Assistant.

Guests: none

Call to Order

Rod determined quorum and called the meeting to order at 4:36 p.m., followed by a reading of the WCLS Land Acknowledgement by Christine.

Open Public Comment

No public comment.

Levy Lid Lift Resolution 03/18/25-04 Update

After the March 18 Board of Trustees meeting, Christine shared with our attorney the Levy Lid Lift resolution changes that were made during the meeting prior to its approval. The attorney recommends two additional changes that help clarify the intention of the resolution. The changes are:

Section 1, "...continue to maintain current levels of operation, address development and maintenance of community library facilities, and enhance hours and services to reflect future community needs" is changed to, "continue to maintain current levels of operation, develop and maintain community library facilities, and enhance hours and services to accommodate future community needs."

Section 2, ballot proposition language stating, "...to provide funding for the District to provide library services and facilities" is changed to "to provide stable funding for the continued operation, maintenance, and development of public libraries and library services in Whatcom County."

Jes wondered if the word "stable" implies that our funding isn't currently stable. Christine reported that we borrowed that language from another library district's recent successful levy lid lift measure. Matthew took it to mean that funding becomes instable in the future if the measure doesn't pass.

Rod is comfortable with the changes as presented. Jes agrees.

Matthew moved to approve Resolution 03/18/25-04 as amended. Seconded. Unanimous approval.

Christine previewed a one-page informational handout that Mary Vermillion and the Community Relations team have prepared. We are sending it to the Public Disclosure Commission for approval and confirmation that it is informational and not persuasive. Then it will be shared publicly.

Jes thinks the home value breakdown is valuable and clear.

Announcements and Adjourn

Christine reminded trustees that she will be out of the office but available April 2-4, and both she and Michael will be on vacation the week of April 7. Jackie will be in charge during that time.

Rod adjourned the meeting at 4:47 p.m.

Next Meeting

The next Board of Trustees meeting will be held on April 15, 2025, at 9:00 a.m. online via Microsoft Teams and at Administrative Services, 5205 Northwest Drive, Bellingham, WA 98226.

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Danielle Gaughen, Board Secretary	4/15/2025 Date	Jackie Saul, Director of Finance and Administration



Board Meeting Agenda Item Cover Sheet

Meeting Date:	4/15/2025
Committee or Department:	Administration Department
Subject:	Resolution 04/15/25-05 Appointing Committees to Advocate Voter Approval or Rejection of Levy Lid Lift Proposition
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 04/15/25-05 Appointing Committees to Advocate Voter Approval or Rejection of Proposition Regarding Restoration of the District's Regular Property Tax Levy

Suggested Motion for Consideration: Move approval of Resolution 04/15/25-05 Appointing Committees to Advocate Voter Approval or Rejection of Proposition Regarding Restoration of the District's Regular Property Tax Levy

Summary: As part of the levy lid lift election process, the Board of Trustees must formally approve members of the pro/con committees via resolution.

Alternatives: NA

Fiscal Impact: none

Comments: none

RESOLUTION NO. 04/15/25-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE WHATCOM COUNTY RURAL LIBRARY DISTRICT APPOINTING COMMITTEES TO ADVOCATE VOTER APPROVAL OR REJECTION OF PROPOSITION REGARDING RESTORATION OF THE DISTRICT'S REGULAR PROPERTY TAX LEVY

WHEREAS, pursuant to RCW 84.55.050, the Whatcom County Rural Library District (the "District") may levy regular property taxes in any calendar year in excess of the limit factor provided for in RCW 84.55.0101 when such levy has been authorized by a proposition approved by a majority of the voters of the District voting on the proposition at a general or special election within the District; and

WHEREAS, the District has adopted Resolution No. 03/18/25-04 to call for an election authorizing the District to restore its regular property tax levy to \$0.42 per \$1,000 of assessed value for collection in 2026; and

WHEREAS, pursuant to RCW 29A.32.280, the District must formally appoint a committee to prepare arguments advocating voters' approval of the proposition and shall formally appoint a committee to prepare arguments advocating voters' rejection of the proposition;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. The Board hereby formally appoints the following individuals as the committee to prepare arguments advocating voters' approval of the proposition set forth in Resolution No. 03/18/25-04. Each such individual has certified that they favor said proposition and that they reside within the jurisdictional boundaries of the District:

Individual's Name	Individual's Address
Keith Alesse	8941 Dearborn Ave. Blaine, WA 98230
Katrina Buckman	7752 Uphill Dr. Deming, WA 98244
Tammy LaPlante	3901 Timothy Ct. Bellingham, WA 98226

Section 2. The Board hereby formally appoints the following individuals as the committee to prepare arguments advocating voters' rejection of the proposition as set forth in Resolution No. 03/18/25-04. Each such individual has certified that they oppose said proposition and they reside within the jurisdictional boundaries of the District:

Individual's Name	Individual's Address
Janice Dykstra	1598 Scenic Place Lynden, WA 98264
Jon Dykstra	1598 Scenic Place Lynden, WA 98264

Section 3. The Executive Director is hereby authorized and directed to take such actions as shall be determined necessary or appropriate in furtherance of these resolutions including, without limitation, submitting such forms, and otherwise taking or causing to be taken all actions, as may be required of the District regarding committee appointment, as may be required by Whatcom County, including the Whatcom County Auditor's Office, Elections Division, and its administrative rules and procedures and applicable law.

Section 4. This resolution shall become effective immediately upon its adoption.

[Signature Page Follows]

Adopted by the Board of Trustees of the Whatcom County Rural Library District at an open, public meeting thereof, held this 15th day of April, 2025.

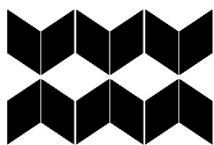
Rodney Lofdahl, Chair

Matthew Santos, Vice Chair

Danielle Gaughen, Secretary

John Miller, Trustee

Jes Stugelmayer, Trustee



whatcom county
library system

Board Meeting Agenda Item Cover Sheet

Meeting Date:	4/15/2025
Committee or Department:	Facilities
Subject:	Public Works Project Award
Prepared By:	Ryan Cullup
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: Award Public EV Charging Public Works Project to apparent low bidder.

Suggested Motion for Consideration: Move to award Administrative Services and North Fork Library public EV charging construction project to the apparent low bidder.

Summary:

On March 2nd, 2025, WCLS issued an Invitation to Bid for the Public Works Project known as the WCLS Public Electric Vehicle Charging Stations. A single responsive bid was received in response, with Summit Construction Group Inc., selected as the apparent low bidder. Their bid is presented today for approval.

Alternatives:

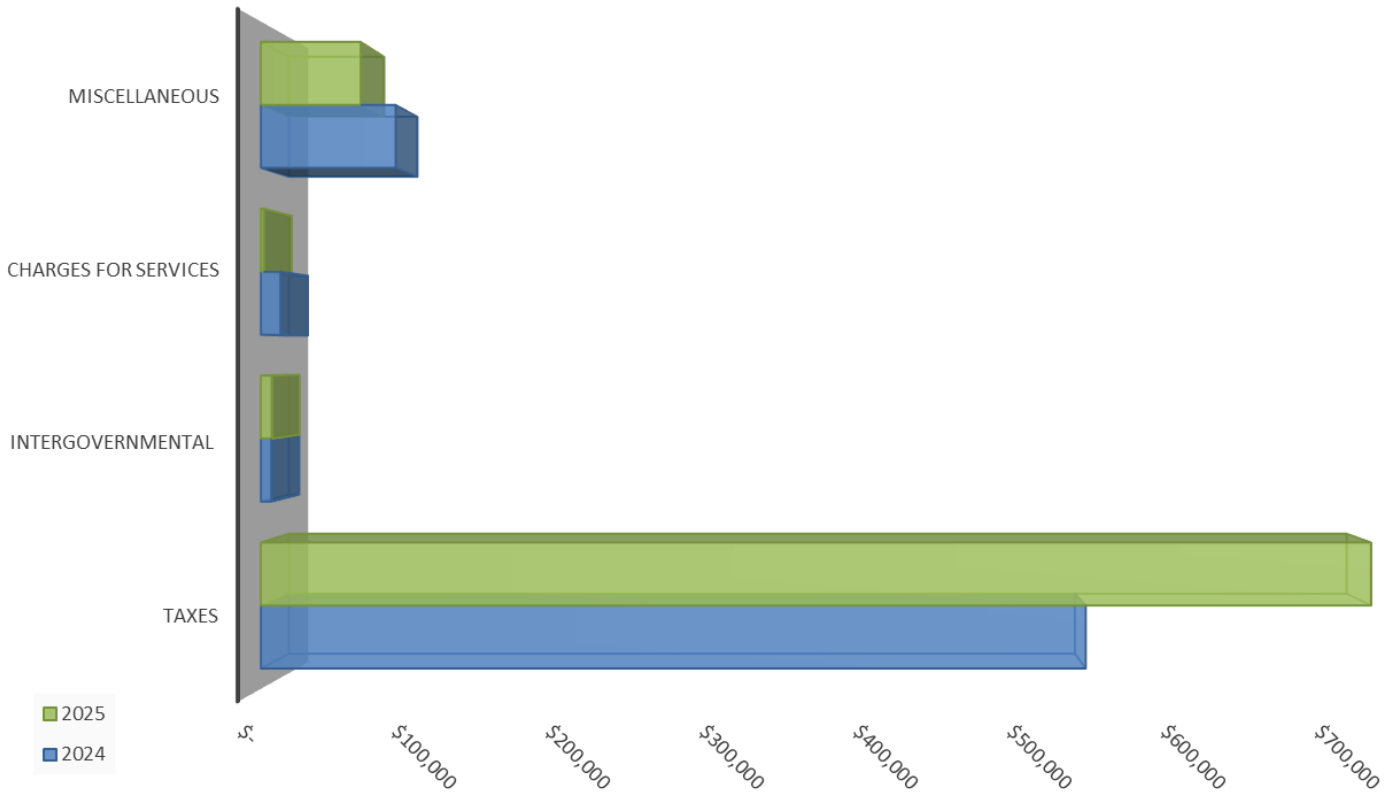
Fiscal Impact: See Capital Budget Amendment

Comments: None

March Revenue

2025 Budget Revenues - Year-To-Date						
March 2025 (25% 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	\$ 10,153,717	\$ 748,671	90.66%	7.37%	\$ (9,405,046)
	TOTAL TAXES	10,153,717	748,671	90.66%	7.37%	(9,405,046)
330	INTERGOVERNMENTAL REVENUE					
333.4530	Fed Indirect Grant - IMLS	2,000	400	0.05%	20.00%	(1,600)
337.1000	Local Grants, Entitlements & Other	45,000	185	0.02%	0.41%	(44,815)
337.2000	Leasehold Excise Tax	30,000	7,023	0.85%	23.41%	(22,977)
	TOTAL INTERGOV. REVENUE	77,000	7,608	0.92%	9.88%	(69,392)
340	CHARGES FOR GOODS & SERVICES					
347.2001	Printing & Duplication Services	6,000	1,722	0.21%	28.69%	(4,278)
347.2002	Library Use Fees	12,400	297	0.04%	2.40%	(12,103)
	TOTAL CHARGES FOR SERVICES	18,400	2,019	0.24%	10.97%	(16,381)
360	MISCELLANEOUS REVENUES					
361.1100	Investment Interest	352,000	52,264	6.33%	14.85%	(299,736)
362.1000	Rents & Leases	3,000	540	0.07%	18.00%	(2,460)
367.1000	Contributions & Donations	39,000	6,829	0.83%	17.51%	(32,171)
369.1000	Sale of Surplus	100	50	0.01%	50.00%	(50)
369.8100	Cashier's Overages or Shortages	-	(0.73)	0.00%	0.00%	(1)
369.9101	Other Misc. Revenue	22,000	5,558	0.67%	25.26%	(16,442)
369.9102	Reimburse Lost/Damaged Books	11,000	2,267	0.27%	20.61%	(8,733)
369.9105	E-Rate Reimbursement	15,000	-	0.00%	0.00%	(15,000)
	TOTAL MISC. REVENUES	442,100	67,507	8.17%	15.27%	(374,593)
	TOTAL OPERATING REVENUE	10,691,217	825,806	100.00%	7.72%	(9,865,412)
390	OTHER FINANCING SOURCES					
395.1000	Proceeds from Sale of Capital Assets	-	-	0.00%	0.00%	-
	TOTAL OTHER FINANCING SOURCES	-	-	0.00%	0.00%	-
	TOTAL REVENUE	\$ 10,691,217	\$ 825,806	100.00%	7.72%	\$ (9,865,412)

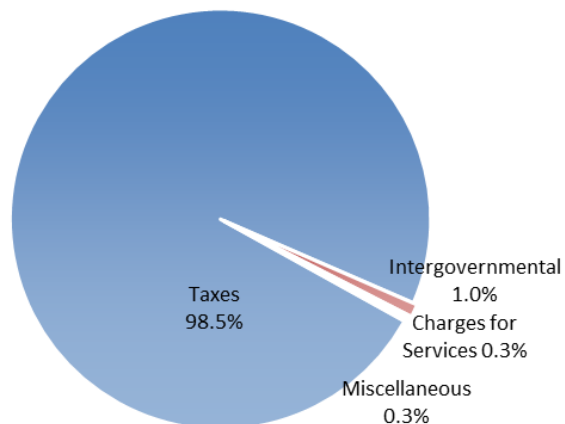
General Fund Operating Revenue to Date-Compared to Prior Year



Actual General Fund Revenue Year to Date Comparison

	2024	2025	% Change
Taxes	\$ 556,316	\$ 748,671	34.58%
Intergovernmental	7,288	7,608	4.39%
Charges for Services	13,434	2,019	-84.97%
Miscellaneous	91,004	67,507	-25.82%
Total Operating Revenue	668,041	825,806	23.62%
Other Financing Sources	-	-	0.00%
Total Revenue	\$ 668,041	\$ 825,806	23.62%

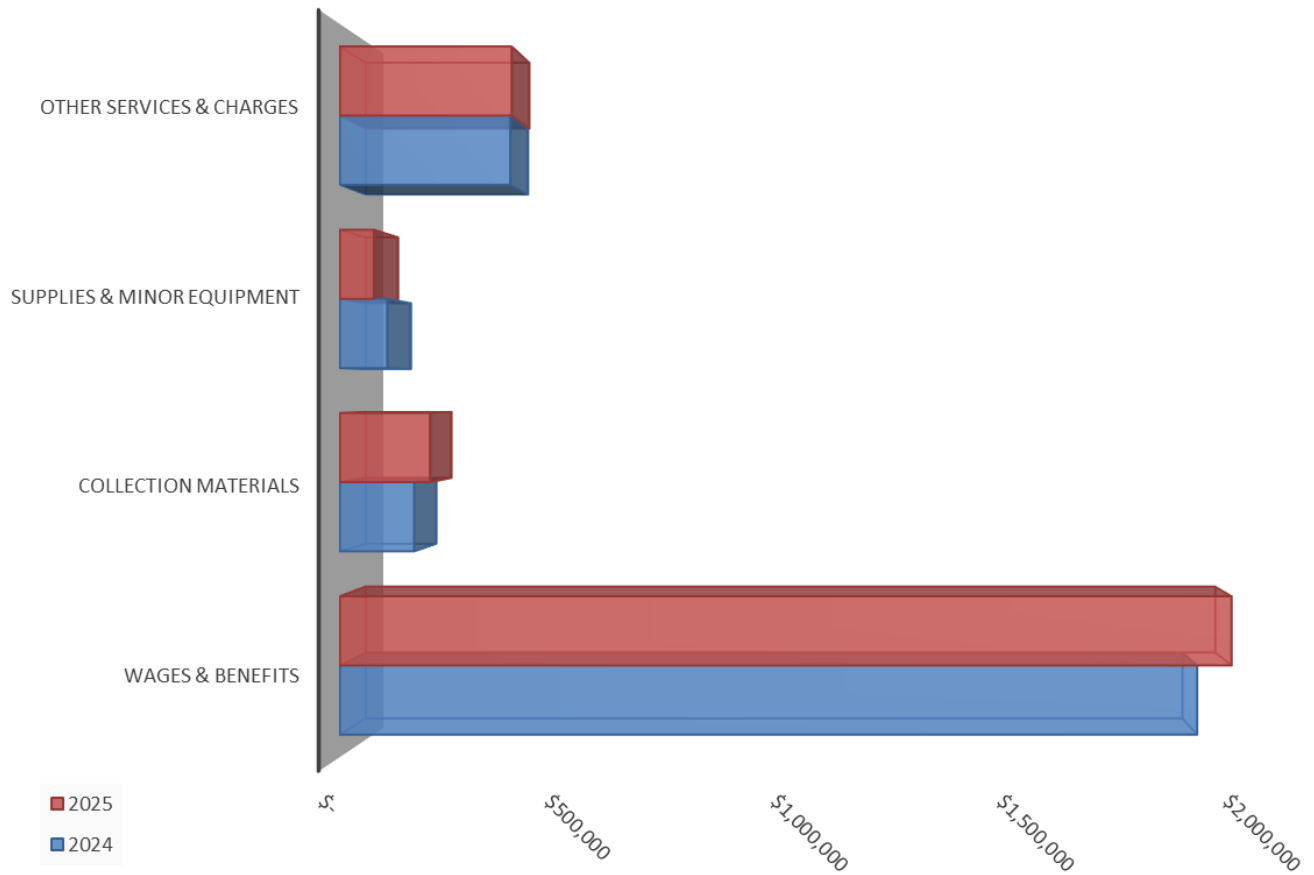
YTD Revenue by category



March Expenditures

2025 Budget Expenditures - Year-To-Date						
March 2025 (25% of FY)						
Acct No	Description	Budgeted Expenditures	Actual Expenditures YTD	% of Actual Expenditures YTD	% of Budgeted Expenditures Spent YTD	Budget Variance
572	SALARIES, WAGES, & BENEFITS					
572.1000	Salaries and Wages	\$ 6,289,075	\$ 1,512,743	55.54%	24.05%	\$ (4,776,332)
572.2000	Benefits	2,210,792	531,611	19.52%	24.05%	(1,679,182)
	TOTAL SALARIES, WAGES, & BENEFITS	8,499,867	2,044,354	75.06%	24.05%	(6,455,513)
572.30	SUPPLIES & MINOR EQUIPMENT					
572.3031	Office & Operating Supplies	156,570	35,418	1.30%	22.62%	(121,152)
572.3032	Fuel	24,050	5,357	0.20%	22.27%	(18,693)
572.3034	Collection Materials	1,275,000	206,882	7.60%	16.23%	(1,068,118)
572.3035	Small Tools & Minor Equipment	217,500	37,578	1.38%	17.28%	(179,922)
	TOTAL SUPPLIES & MINOR EQUIPMENT	1,673,120	285,235	10.47%	17.05%	(1,387,885)
572.40	OTHER SERVICES & CHARGES					
572.4041	Professional Services	705,465	207,256	7.61%	29.38%	(498,209)
572.4042	Communication	132,088	35,634	1.31%	26.98%	(96,454)
572.4043	Travel	30,600	2,561	0.09%	8.37%	(28,039)
572.4044	Taxes & Operating Assessments	550	165	0.01%	30.08%	(385)
572.4045	Operating Rentals & Leases	22,423	5,667	0.21%	25.27%	(16,756)
572.4046	Insurance	99,537	76,120	2.79%	76.47%	(23,417)
572.4047	Utilities	166,424	45,344	1.66%	27.25%	(121,080)
572.4048	Repair & Maintenance	112,740	14,992	0.55%	13.30%	(97,748)
572.4049	Miscellaneous	104,420	6,381	0.23%	6.11%	(98,039)
	TOTAL OTHER SERVICES & CHARGES	1,374,247	394,121	14.47%	28.68%	(980,126)
	TOTAL OPERATING EXPENDITURES	11,547,235	2,723,710	100.00%	23.59%	(8,823,524)
590	OTHER FINANCING USES					
597.1000	Transfers to Capital	78,164	-	0.00%	0.00%	-
	TOTAL OTHER FINANCING USES	78,164	-	0.00%	0.00%	-
	TOTAL EXPENDITURES	\$ 11,625,398	\$ 2,723,710	100.00%	23.43%	\$ (8,901,688)
	NET INCOME (LOSS)	\$ (934,181)	\$ (1,897,905)			\$ (963,724)
	FUND BALANCE SUMMARY					
	Beginning Fund Balance	\$ 9,932,448	\$ 9,932,448			
	Net Income	(934,181)	(1,897,905)			(963,724)
	Ending Fund Balance	\$ 8,998,267	\$ 8,034,543			\$ (963,724)

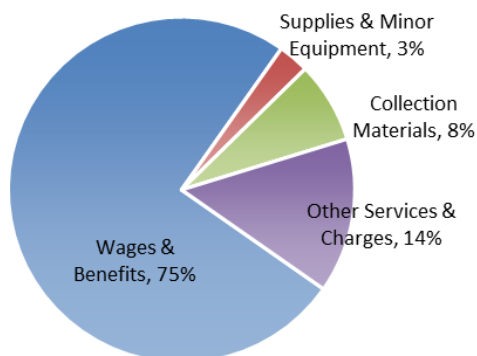
General Fund Operating Expenditures to Date-Compared to Prior Year



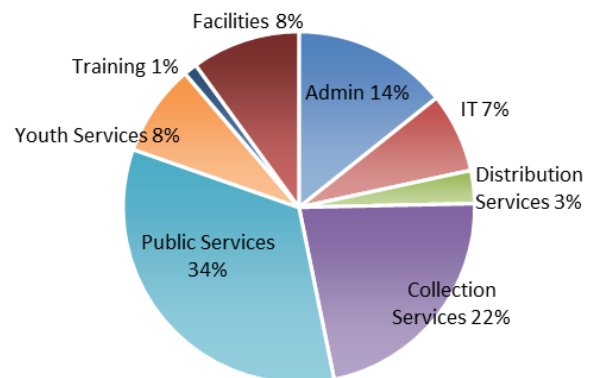
Actual General Fund Expenditures Year to Date Comparison

	2024	2025	% Change
Wages & Benefits	\$ 1,965,497	\$ 2,044,354	4.01%
Collection Materials	170,489	206,882	21.35%
Supplies & Minor Equipment	109,105	78,353	-28.19%
Other Services & Charges	391,018	394,121	0.79%
Total Operating Expenditures	2,636,109	2,723,710	3.32%
Other Financing Uses	-	-	0.00%
Total Expenditures	\$ 2,636,109	\$ 2,723,710	3.32%
Net Operating Income	\$ (1,968,067)	\$ (1,897,905)	3.57%

YTD Expense by Category



YTD Expense by Department



Fund Balance Summary		2024 Actual	2025 Budgeted	2025 Actual to Date
Beginning Fund Balance	\$	10,612,545	9,932,448	\$ 9,932,448
Revenue		10,517,581	10,691,217	825,806
Expenditures		(10,967,678)	(11,625,398)	(2,723,710)
Transfer to (from) Reserves		(230,000)	-	-
Ending Fund Balance	\$	9,932,448	\$ 8,998,267	\$ 8,034,543
Ending Fund Balance Designation Detail		2024 Actual	2025 Budgeted	2025 Actual to Date
Designated Ending Fund Balance - Cash Flow	\$	3,639,587	\$ 3,767,044	\$ 2,875,394
Designated Ending Fund Balance - Emergency		926,588	951,274	951,274
Designated Ending Fund Balance - Capital Transfer		94,135	75,000	75,000
Designated Ending Fund Balance - Unemployment Comp Reserve		14,662	15,560	15,560
Designated Ending Fund Balance - Birch Bay Operating Fund Reserve		600,000	580,000	600,000
Designated Ending Fund Balance - Facility Ownership & Library Svcs Fund Reserve		3,192,315	2,967,315	2,967,315
Designated Ending Fund Balance - Facility Maintenance Fund		650,000	550,000	550,000
Designated Ending Fund Balance - Operating Cost Stabilization Fund		250,000	-	-
Designated Ending Fund Balance - Collection Project Fund		172,000	-	-
Total Designated Ending Fund Balance		9,539,286	8,906,194	8,034,543
Beginning Fund Balance less designated funds		1,073,259	1,026,255	1,897,905
Transfer to (from) Reserves		(230,000)	-	-
Net Income		(450,097)	(934,181)	(1,897,905)
Ending Unassigned Funds with no designation		393,162	92,073	-
Ending Designated Funds		9,539,286	8,906,194	8,034,543
Total Ending Fund Balance	\$	9,932,448	\$ 8,998,267	\$ 8,034,543

March Summary

- Property taxes revenues continued to lag in March, although they are higher than is typical this time of year. This is due to the one-time distribution received in January from the settlement of a property valuation dispute. This distribution is in abeyance and will be deducted from tax collections later this year (see 2025 Levy Summary in February Finance Committee report for more information).
- Expenses are tracking close to budget, at just under 24% of budgeted revenues.
- We have dipped into the Cash Flow reserve by \$891,650. This will be replenished by the next influx of property tax revenue in April.
- HB 1042, introduced in the legislature earlier this year, would have allowed County Treasurers to recoup up to 1% of annual property tax revenues for cost recovery from special purpose districts like WCLS. The bill did not make it out of committee this legislative session.
- The 2024 Annual Report to the State Auditor's Office is underway. I'll be working on this over the coming weeks; it's due at the end of May.

WCLS Account Summary

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

Revenue Accounts:

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

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

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

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

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

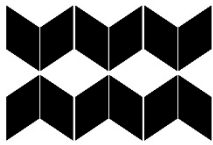
Expense Accounts:

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

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

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

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



whatcom county
library system

Board Meeting Agenda Item Cover Sheet

Meeting Date:	4/15/2025
Committee or Department:	Administration
Subject:	Resolution 04/15/25-06 Amending the 2025 Capital Fund Budget
Prepared By:	Jackie Saul
Impact upon Budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Supporting Documents:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Recommendation or Request: Approval of Resolution 04/15/25-06 amending the 2025 Capital Fund Budget

Suggested Motion for Consideration: Move approval of Resolution 04/15/25-06 amending the 2025 Capital Fund Budget as presented.

Summary:

This resolution adjusts the Capital Fund Budget as follows:

- The beginning balance is updated to reflect the 2024 ending balance.
- The amount budgeted for transfer from the General to Capital fund is updated to reflect 2024 intergovernmental revenues.
- Revenue is also updated to include funds expected in 2024 but received in 2025 and additional funding awarded for the electric vehicle charging initiative.
- Expenditures are updated to include costs that were budgeted for projects in 2024 but need to be carried forward into 2025.
- Expenditures are also increased to reflect additional funds needed for the electric vehicle charging initiative.

Alternatives: Reduce expenditures by eliminating planned projects or initiatives. Eliminating projects with outside grant funding would result in reduced revenues as well.

Fiscal Impact: A decrease of \$37,896 to the Beginning Fund Balance, an increase of \$56,719 in revenue, an increase of \$143,309 in capital expenditures, resulting in a net decrease of \$124,486 to the Ending Fund Balance.

Comments: N/A

2025-2029 CAPITAL IMPROVEMENT PLAN							
Project	2025 Budget	Amendment April 15, 2025	2026	2027	2028	2029	Est. plan Total
Building and Furnishings Enhancement and Replacement program							
Birch Bay New Branch Furnishings	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Branch Renovations/Upgrades	121,866	127,541	87,000	35,000	160,000	50,000	459,541
Sub-Total Building and Furnishings Enhancement and Replacement Program	271,866	277,541	87,000	35,000	160,000	50,000	609,541
Building Repair and Maintenance Program							
Admin Services Maintenance & Improvements	75,000	75,000	100,000	100,000	100,000	100,000	475,000
Branch Lighting Retrofit Upgrades	-	-	-	20,000	120,000	-	140,000
Branch Building Updates	135,000	135,000	88,000	113,000	28,000	45,000	409,000
Exterior Signage Updates	25,000	25,000	60,000	10,000	-	-	95,000
Solar Panels	-	-	-	75,000	-	-	-
Sub-Total Building Repair and Maintenance Program	235,000	235,000	248,000	318,000	248,000	145,000	1,119,000
Equipment Replacement Program							
Vehicle Replacements & Upgrades	135,000	135,000	50,000	28,000	-	-	213,000
Book Return	6,000	6,000	-	-	-	-	6,000
Sub-Total Equipment Replacement Program	141,000	141,000	50,000	28,000	-	-	213,000
Land Purchase/New Branch Libraries/Building Upgrades							
Birch Bay Library Design and Construction	1,718,221	1,718,221	-	-	-	-	1,718,221
AS Feasibility Study	-	1,741	-	-	-	-	1,741
Electric Vehicle Charging Initiative	363,715	499,608	-	-	-	-	499,608
Sub-total Land Purchase/New Branch Libraries/Building Upgrades	2,081,936	2,219,569	-	-	-	-	1,718,221
Total Expenditures	\$ 2,729,802	\$ 2,873,110	\$ 385,000	\$ 381,000	\$ 408,000	\$ 195,000	\$ 3,659,762
Funding Summary:	2025 Budget	Amendment April 15, 2025	2026	2027	2028	2029	Est. Plan Total
Investment Interest	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 350,000
Grants/Donations/Reimbursements	2,057,827	2,111,382	111,000	173,000	113,000	-	2,508,382
Transfer From General Fund	75,000	78,164	75,000	75,000	75,000	75,000	378,164
Prior Period Ending Fund Balance	2,293,607	2,255,711	1,642,147	1,513,147	1,450,147	1,300,147	
Total Funding	\$ 4,496,435	\$ 4,515,257	\$ 1,898,147	\$ 1,831,147	\$ 1,708,147	\$ 1,445,147	
Fund Balance:	2025 Budget	Amendment April 15, 2025	2026	2027	2028	2029	
Assigned Beginning Fund Balance	\$ 2,061,707	2,023,811	\$ 1,410,247	\$ 1,281,247	\$ 1,218,247	\$ 1,068,247	
Designated Beginning Fund Balance - Emergency	231,900	231,900	231,900	231,900	231,900	231,900	
Total Beginning Fund Balance	2,293,607	2,255,711	1,642,147	1,513,147	1,450,147	1,300,147	
Revenues	2,127,827	2,181,382	181,000	243,000	183,000	70,000	
Transfer From General Fund	75,000	78,164	75,000	75,000	75,000	75,000	
Expenditures	2,729,802	2,873,110	385,000	381,000	408,000	195,000	
Net Income	(526,975)	(613,564)	(129,000)	(63,000)	(150,000)	(50,000)	
Ending Fund Balance	\$ 1,766,633	\$ 1,642,147	\$ 1,513,147	\$ 1,450,147	\$ 1,300,147	\$ 1,250,147	



RESOLUTION NO. 04/15/25-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
WHATCOM COUNTY RURAL LIBRARY DISTRICT AMENDING
THE 2025 CAPITAL FUND BUDGET

WHEREAS, at the December 17, 2024 Board of Trustees meeting the Board approved the Final 2025 Capital Fund budget by a vote of three to zero, with two trustees absent; and,

WHEREAS, the beginning fund balance needs to be adjusted to reflect the actual balance at the beginning of the 2025 budget year; and,

WHEREAS, the amount budgeted for transfer from the General to Capital Fund needs to be amended to reflect timber, Forest Board, and other miscellaneous tax receipts received in 2024 and earmarked for the 2025 Capital Fund; and,

WHEREAS, revenues need to be further adjusted to reflect grant funds that were expected in 2024 but will be received in 2025, as well as additional funds awarded; and

WHEREAS, expenditures need adjusted to reflect costs associated with projects budgeted for 2024 but that carried forward into 2025; and,

WHEREAS, expenditures need to be further adjusted to include additional costs expected for the electric vehicle charging initiative; and,

WHEREAS, an amendment to the 2025 Capital Fund budget is needed to reflect these transfers, adjustments, and estimated fund balances;

NOW, THEREFORE, BE IT RESOLVED that budget amendment Resolution No. 04/15/25-06 be adopted, amending the 2025 Capital Fund Budget to \$4,515,257 as follows:

Capital Fund - Budgetary Accounts		
308 Beginning Fund Balance	\$2,255,711	
360 Miscellaneous Revenue	2,181,382	
397 Transfers In	78,164	
594 Capital Expenditures		2,873,110
508 Ending Fund Balance		1,642,147
Total	\$4,515,257	\$4,515,257

Adopted by the Whatcom County Library System Board of Trustees this 15th day of April, 2025:

Rodney Lofdahl, Board Chair



Board Meeting Agenda Item Cover Sheet

Meeting Date:	4/15/2025
Committee or Department:	Collection Services
Subject:	Update to Collection Policy 3.01
Prepared By:	Lisa Gresham
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 Collection Policy 3.01 as presented.

Suggested Motion for Consideration: Move approval of Collection Policy 3.01 as presented.

Summary: This policy revision addresses digital selection and content, defines responsibly for selection, and adds relevant criteria for selection guidelines. The materials comment section is updated to note that comments are accepted from WCLS cardholders. Lastly, this revision cleans up outdated references to an ALA document.

Alternatives: Leave policy as is

Fiscal Impact: none

Comments: none

COLLECTION POLICY

POLICY NUMBER: 3.01

SCOPE: This policy designates responsibility for selecting materials for the library's collection to library staff and provides guidelines for selection.

~~STATEMENT OF PURPOSE~~statement of Purpose

The Whatcom County Library System Collection Policy ~~exists because of its collection, both physical and electronic. This policy~~ guides the library staff in the management of WCLS's collection (both physical and digital content~~books, magazines, audio-visual materials, electronic and other information sources~~) and informs the public of the principles used ~~by the staff~~ to build and maintain the collection.

1. WCLS's collections ~~will be~~ are designed to meet the ~~particular~~ needs of Whatcom County's population, taking into account ~~its economy, lifestyle, demographics and the elements of~~ WCLS's Strategic Plan. The Board of Trustees recognizes that within the service area there are groups and individuals with widely ~~separate and~~ diverse interests, backgrounds, cultural ~~heritageses, social values, and needs. The~~ WCLS collection strives to serve the interests and needs of all residents in the WCLS service area.~~Board further recognizes that WCLS serves all the people within the service area of the region regardless of age, race, sex, creed, national origin, sexual orientation, or ideology, including those who are physically or mentally disabled, or in institutions. The interests and needs of all are taken into account in the selection of WCLS's collection.~~
2. The Board of Trustees believes that reading, listening to, viewing and using library materials are individual, private matters, and that while one is free to select or reject materials for oneself, one cannot restrict the freedom of others to read, view or inquire.~~believes that censorship is purely an individual matter and declares that, while anyone is free to reject for themselves materials of which they do not approve, they cannot exercise this right of censorship to restrict the freedom of others to read or inquire.~~
- 2.—The Board also recognizes that parents have the primary responsibility to guide and direct the reading, listening, and viewing of their own minor children. WCLS does not stand *in loco parentis* (that is, in place of a parent, or charged with a parent's rights, duties and responsibilities).
3. ~~The Library Board further defends the principles of the freedom to read and declares that whenever censorship is involved, WCLS material shall not be removed from the library save under the order of a court of competent jurisdiction, nor will library materials be sequestered except for the express purpose of protecting them from damage or theft.~~

The Library Board adopts and declares that it will adhere to and support:

- **Library Bill of Rights**: Adopted June 19, 1939 by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of “age” reaffirmed January 23, 1996; amended January 29, 2019.
- **Freedom to Read Statement**: Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.
- **Free Access to Library Resources and Services for Minors**: Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991, June 30, 2004, July 2, 2008 under previous name "Free Access to Libraries for Minors"; July 1, 2014; and June 25, 2019.-
- **WLA Intellectual Freedom Statement**: Ratified April 6, 2001.
- _____

Selection Responsibility and Scope

To serve Whatcom County’s diverse community, library selectors ~~shall~~ choose a balance of materials representing a wide range of non-fiction topics, fiction genres, authors, performers, and styles. The responsibility of administering and maintaining the library collection lies with professionally trained library staff under the direction of the Executive Director and Collection Services Manager. The focus of the collection is breadth rather than depth, and materials suitable for the general reader rather than the advanced student or the expert. While the collection should serve the individual needs of students, it is not intended to be a substitute for replace school or homeschool curricular needs.

Selection Criteria~~Materials acquired by WCLS support library patrons who are:~~

~~Pursuing life-long learning;~~

~~Using leisure time to enjoy books and other library materials;~~

~~Improving skills in daily life and pursuing hobbies;~~

~~Keeping abreast of new ideas;~~

~~Examining various sides of issues;~~

~~Becoming informed citizens of the community, the nation and the world;~~

~~Improving business success and occupational performance;~~

~~Discovering and developing creativity.~~

~~Over the years, the share of the budget and shelf space allotted to each of these purposes will shift according to use and demand, but each one will always be represented in WCLS’s collection.~~

Materials are selected based on multiple factors, including budget, space constraints, reviews and demand. Criteria include, but are not limited to according to one or more of the following guidelines:

- Favorable reviews from professional resources and/or critical acclaim;
- Community Patron requests and/or anticipated popular demand;
- ~~• Enduring quality and renown;~~
- ~~• Attention of critics, reviewers and the public;~~
- Reputation of author or publisher;
- ~~•~~
- Artistic, literary, and/or scientific merit;
- Support of early/emergent literacy;
- ~~• Practical usefulness;~~
- Suitability for the lay person;
- Contribution to the balance of the collection;
- ~~• Support for school reports;~~
- ~~• Contribution to a diversity of taste and opinion;~~
- Representation of ideas that are unique, alternative, experimental or controversial;
- Documentation of the content creator in the case of AI-generated content;
- Anticipation of new trends in literature, technology, leisure and culture;
- Durability sufficient to withstand ~~its the~~ intended use;
- Technical ~~quality characteristics~~ (nonprint such as paper quality, binding, margins);
- Utility and value to the patron (for Library of Things);
- Conditions imposed by licenses (for electronic materials);
- Price, ~~stewardship of resources, and availability for purchase.~~

Digital Resources

Digital resources fall into two categories: owned materials and accessed materials. Accessed materials include databases and subscription collections and are made available through licensing agreements. Accessed digital resources may be curated by third-party sources in which case the library does not select the content. Digital content that is selected by WCLS staff is subject to the general guidelines for

selection. Digital resources from third-party sources are evaluated annually to review their relevance to the collection. WCLS may participate in consortia to share expenses and broaden the number of digital resources we are able to offer.

Donations

WCLS accepts gifts of books and other materials as outlined in the Gift Acceptance Policy 20.12. Authors who wish to bring their content to the attention of selectors should fill out the Collection Suggestions from Authors form found on the Library Policies page at wcls.org.

Deselection

WCLS has an established process for regularly assessing the materials in its collection for retention or withdrawal. Except for local history and local documents, WCLS does not serve an archival function. (See Disposal of Library Materials Policy 3.02)

Comments on Library Materials

WCLS welcomes the comments of ~~library patrons~~ WCLS cardholders about library materials and has an established ~~a~~ process for reviewing and responding to ~~those~~ comments if a ~~library patron~~ WCLS cardholder wishes to initiate the process. ~~Library patrons submitting w~~ Written comments submitted through this process ~~to WCLS~~ will receive a written response ~~in a timely fashion~~. As part of this process, materials under review will remain available ~~to patrons~~.

RELATED POLICIES: Disposal of Library Materials Policy 3.02; Borrower's Policy 4.01; Postings, Petitions and Exhibit Policy 7.04; Gift Acceptance Policy 20.12; Diversity Statement Policy and Procedure Manual 1.03-

STATUTORY REFERENCES: U.S. Constitution Amendment I; RCW 27.12.210(9) Library trustees — Organization — Bylaws — Powers and duties; RCW 27.12.270 Rules and regulations — Free use of libraries.

SCOPE

This policy designates responsibility for selecting materials for the library's collection to library staff and provides guidelines for selection.

STATEMENT OF PURPOSE

The Whatcom County Library System Collection Policy guides library staff in the management of WCLS's collection (both physical and digital content) and informs the public of the principles used to build and maintain the collection.

1. WCLS's collections are designed to meet the needs of Whatcom County's population, taking into account demographics and elements of WCLS's Strategic Plan. The Board of Trustees recognizes that within the service area there are groups and individuals with widely diverse interests, backgrounds, cultures, values and needs. The WCLS collection strives to serve the interests and needs of all residents in the WCLS service area.
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SELECTION RESPONSIBILITY AND SCOPE

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expert. While the collection should serve the individual needs of students, it is not intended to be a substitute for school or homeschool curricular needs.

SELECTION CRITERIA

Materials are selected based on multiple factors, including budget, space constraints, reviews and demand. Criteria include, but are not limited to:

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- Patron requests and/or anticipated popular demand;
- Reputation of author or publisher;
- Artistic, literary, and/or scientific merit;
- Support of early/emergent literacy;
- Suitability for the lay person;
- Contribution to the balance of the collection;
- Representation of ideas that are unique, alternative, experimental or controversial;
- Documentation of the content creator in the case of AI-generated content;
- Anticipation of new trends in literature, technology, leisure and culture;
- Durability sufficient to withstand the intended use;
- Technical characteristics (such as paper quality, binding, margins);
- Utility and value to the patron (for Library of Things);
- Conditions imposed by licenses (for electronic materials);
- Price, stewardship of resources and availability of purchase.

DIGITAL RESOURCES

Digital resources fall into two categories: owned materials and accessed materials. Accessed materials include databases and subscription collections and are made available through licensing agreements. Accessed digital resources may be curated by third-party sources in which case the library does not select the content. Digital content that is selected by WCLS staff is subject to the general guidelines for selection. Digital resources from third-party sources are evaluated annually to review their relevance to the collection. WCLS may participate in consortia to share expenses and broaden the number of digital resources we are able to offer.

DONATIONS

WCLS accepts gifts of books and other materials as outlined in the Gift Acceptance Policy 20.12. Authors who wish to bring their content to the attention of selectors should fill out the Collection Suggestions from Authors form found on the Library Policies page at wcls.org.

DESELECTION

WCLS has an established process for regularly assessing the materials in its collection for retention or withdrawal. Except for local history and local documents, WCLS does not serve an archival function. (See Disposal of Library Materials Policy 3.02)

COMMENTS ON LIBRARY MATERIAL

WCLS welcomes the comments of WCLS cardholders about library materials and has an established process for reviewing and responding to comments if a WCLS cardholder wishes to initiate the process. Comments submitted through this process will receive a written response. As part of this process, materials under review will remain available.

RELATED POLICIES: [Diversity Statement 1.03](#); [Disposal of Library Materials Policy 3.02](#); [Borrower's Policy 4.01](#); [Postings, Petitions and Exhibit Policy 7.04](#); [Gift Acceptance Policy 20.12](#).

STATUTORY REFERENCES: U.S. Constitution Amendment I; [RCW 27.12.210\(9\) Library trustees](#) — Organization — Bylaws — Powers and duties; [RCW 27.12.270 Rules and regulations](#) — Free use of libraries.

APPROVALS AND UPDATES

Date	Action	Reviewer	Approved By	Approval Signature
March 20, 2001	Adopted.	-	Whatcom County Library System Board of Trustees	/s/
September 17, 2002	Revised.	-	Whatcom County Library System Board of Trustees	/s/
December 16, 2003	Revised.	-	Whatcom County Library System Board of Trustees	/s/
July 22, 2008	Revised.	-	Whatcom County Library System Board of Trustees	/s/ Amory Peck
March 18, 2014	Revised.	-	Whatcom County Library System Board of Trustees	/s/ Deb Lambert
December 20, 2016	Revised.	-	Whatcom County Library System Board of Trustees	/s/ Marvin Waschke
March 19, 2019	Revised.	-	Whatcom County Library System Board of Trustees	/s/ Marvin Waschke
April 15, 2025	Revised.	Lisa Gresham	Whatcom County Library System Board of Trustees	



Board Meeting Agenda Item Cover Sheet

Meeting Date:	4/15/2025
Committee or Department:	Administration Department
Subject:	Update to Fund Balance Management Policy 20.03
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 Fund Balance Management Policy 20.03 as presented.

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

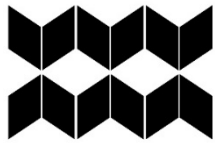
Summary: The Operating Cost Stabilization Fund was created in 2017 to mitigate the impact of expenditures outpacing revenues over time. This policy amendment renames the Operating Stabilization Fund to the Levy Sustainability Fund and codifies it as a standing fund rather than a special purpose fund. Further, this change provides clarity and transparency to taxpayers regarding the use of property tax dollars.

The Operating Cost Stabilization Fund currently has a \$0 balance, as it was used to offset the 2025 operating deficit. Should a levy lid lift be approved by voters in August 2025, the Levy Sustainability Fund would be replenished with property tax revenues received in 2026 and future years. The amount to be designated to or drawn from this fund would be determined as part of the annual budget process.

Alternatives: Maintain Operating Cost Stabilization Fund as is.

Fiscal Impact: The Levy Sustainability Fund will ensure that levy funds are prudently managed for use in future budget years.

Comments: none



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FUND BALANCE MANAGEMENT POLICY

POLICY NUMBER: 20.03

PURPOSE

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

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

FUND BALANCE CLASSIFICATIONS

In accordance with [the Budgeting, Accounting and Reporting System \(BARS\) guidelines from the Washington State Auditor's Office](#), funds are classified as described below. These fund balance classifications depict the relative strength of constraints that control how specific amounts can be spent.

Nonspendable

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

Restricted

Restricted fund balance includes the amounts that are subject to externally enforceable legal restrictions (imposed by creditors, grantors, donors, other governments, most voter approved levies, etc.). The restrictions may also be imposed by law through constitutional provisions or enabling legislation.

Committed

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

Assigned

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

Unassigned

Unassigned fund balance is the residual classification for the General Fund and includes all amounts not contained in the other classifications. Unassigned amounts are technically available for any purpose including the coverage of any losses in revenues, one-time expenditures, or transfers to other funds to meet current or future expenditure needs. If a governmental fund other than the General Fund has a fund

balance deficit, then it will be reported as a negative amount in the unassigned classification in that fund. Positive unassigned amounts will be reported only in the General Fund.

FUND BALANCE LEVELS

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

General Fund:

Unassigned – Designated – Unemployment Compensation

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

Unassigned – Designated – Cash Flow Reserve

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

Unassigned – Designated – Emergency

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

Unassigned – Designated – Levy Sustainability Fund

In order to best manage funds for fiscal sustainability, the Levy Sustainability Fund is used to accumulate cash at the beginning of a levy funding cycle to balance subsequent budgets without incurring major reductions in services. The Levy Sustainability Fund is funded through direct property tax revenue receipts and any other sources designated for fiscal sustainability.

Capital Fund

Unassigned – Designated –Emergency

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

Assigned – Planned Capital Improvement

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

SPECIAL PURPOSE RESERVES

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

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

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

APPROVALS AND UPDATES

Date	Action	Reviewer	Approved By	Approval Signature
October 17, 2006	Adopted.	-	Whatcom County Library System Board of Trustees	/s/ Amory Peck
August 18, 2009	Revised.	-	Whatcom County Library System Board of Trustees	/s/ Janneth Hunter
February 16, 2016	Revised.	-	Whatcom County Library System Board of Trustees	/s/Marvin Waschke
October 17, 2017	Revised.	-	Whatcom County Library System Board of Trustees	/s/Marvin Waschke

Date	Action	Reviewer	Approved By	Approval Signature
March 15, 2022	Revised.	-	Whatcom County Library System Board of Trustees	/s/Marvin Waschke
<u>April 15, 2025</u>	<u>Revised.</u>		<u>Whatcom County Library System Board of Trustees</u>	

DRAFT

COMMUNITY

Our 2024 Community Report is now available, highlighting WCLS's many programs and services and celebrating the fact that Whatcom County residents saved millions at their libraries last year.

ACCESS

Three cheers for the DSHS Mobile Office, which brings crucial social and health services to people around the county by visiting WCLS libraries. DSHS specialists help people determine their eligibility for state and federal medical, cash, and food assistance programs. Being able to visit the DSHS Mobile Office helps people who lack transportation to get to Bellingham get the services they need for themselves and their families.

RESOURCES

There remain many people in our rural communities who rely on DVDs to watch feature films and television shows at home. Similarly, there are folks who are still using music CDs to listen to music and audiobooks on CD. Last year, nearly 9,000 patrons checked out 310,000 items in these formats – an average of 35 of them per patron. In our budget listening sessions, we heard from people who urged us not to discontinue these formats.

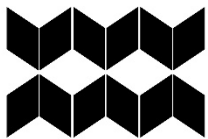
EQUITY, DIVERSITY AND INCLUSION

Next year's Whatcom READS title has been announced: *Solito* by Javier Zamora, a memoir about his experiences as a nine-year old boy emigrating by himself from El Salvador to the United States. It's a story about perseverance and "the lengths humans will go to help one another in times of struggle."

STEWARDSHIP

No fooling, April 1 was Library Giving Day! Donors came through with over \$17,000 (so far). Our new Foundation Development Director Jessica Burson's first day will be April 14. More good news: the Foundation received a \$10,000 gift and the Ferndale Library endowment at Whatcom Community Foundation received an anonymous donation of \$3,999.

Christine Perkins, Executive Director



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Deputy Director Report

April 2025

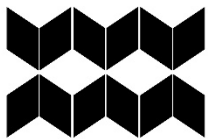
COMMUNITY – South Whatcom Library Spotlight

The South Whatcom Library opened in the Adult Center space owned by the Sudden Valley Community Association in 2015. In the years leading up to gaining access to library services in a bricks and mortar facility, the area received two visits by the Bookmobile each week. Patron use of library services in this area has consistently increased, showing the largest percentage increase in circulation of any WCLS location since pre-pandemic times. This is a strong community of good readers, and they engage with library staff to discuss books and place holds on materials. The South Whatcom Library is one of the few places in the community to gather and engage in social connection. Located near Lake Whatcom and surrounded by a golf course, it is common to see dog walkers and even golfers stop by briefly to return materials and pick up books in the middle of their activity. The peaceful garden open to the public and swimming pool open to residents are additional draws to this community social hub.

Liz Andre became the Branch Manager in 2020 while the library was still open only for curbside pickups. She is the point person for a number of community partnerships including those with Valley Artists to rotate artwork, events with the Sudden Valley Community Association such as the summer festival, the Garden Club, Glenhaven Lakes Club, Valley Market for the placement of a convenient book return, and notably, the Friends of the South Whatcom Library which added 60 new members during the recent Friends Member Madness push in March. In addition to focusing her attention on branch operations and local partnerships, Liz supports systemwide efforts such as planning for All Staff Learning Day, she oversees the online book club open to all, and she participates in our partnership with the Whatcom Resources Information Collaborative to help curate [Community Resources – Whatcom County Library System](#).

The South Whatcom Library is the only WCLS location owned by a community association. The current lease agreement continues through June 2029. WCLS has contributed to significant tenant improvements such as the installation of a heat pump to provide air conditioning during summer months. Library services to the South Whatcom area keep improving, and all are invited to see what all the excitement is about.

Michael Cox
Deputy Director



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Youth Services Report

April 2025

RESOURCES



We have launched our pilot of **The First 500**, a new picture book subscription service designed to make it as easy as possible for families with young children to avail themselves of our rich and varied collections to position their children for success in school and in life. Successful reading acquisition depends upon particular skills in early literacy (what children need to know *about* reading before they learn to read) and upon favorable attitudes towards reading. Research shows us that children with 500 books in the home are better prepared to acquire those skills and attitudes. The First 500 will deliver 500 books over the course of a year, preparing a bag of 10 picture books each week that a family can swing by and pick up without the need to browse or check out. The program is built on the responsive innovation of our libraries during the pandemic

lockdown, removing barriers for patrons by preparing “grab bags” and figuring out curbside pickup. Unlike Surprise Selections, The First 500 is not a curated service; the program is intended to expose children and families to the depth and breadth of our picture book collections and will feature a sampling of picture books representing a variety of topics, themes, and styles. Making the patron experience simple requires some special work for staff behind the scenes, and we’re testing those systems now. Our pilot is underway at the Deming Library, and we hope to roll it out to our other locations and the Bookmobile later this fall. You can learn more about the program on our website at www.wcls.org/first500. Thanks to The First 500 Team: Carmi Parker, Katrina Carabba, Mary Vermillion, Theresa Morrison (and myself).

EQUITY, DIVERSITY AND INCLUSION

In partnership with our Cultural Liaisons we offer a weekly bilingual Spanish and English storytime online, with alternating staff pairs presenting every other week. The Cultural Liaisons bring language and cultural expertise to the programs themselves, and help connect the program to interested members of the community. We regularly see Hispanic and Anglo families engaging with the material in different ways, looking to build skills in both languages. Recently a young teen in Honduras, related to a Whatcom County teacher, has been attending to practice her English and make connections. We typically design our programming with a particular kind of engagement in mind, and it’s always fascinating to see how members of our community find and make value at their library.

Thom Barthelmess

Youth Services Manager

COMMUNITY/ACCESS

The Community Relations team creates messages and materials that illustrate the value of the library system and connect community members with library services. In the past month, we have written, designed and produced two critical projects.

Levy Lid Lift materials: Working with staff across the system, our team created informational handouts, a news release and a webpage (wcls.org/levy) to announce the library levy lid lift and to invite community members to learn more.



Community Report: In 2024, WCLS welcomed more than half a million people to our 10 libraries and the bookmobile, checked out 2.1 million items to the public, offered nearly 44,000 computer sessions, and hosted over 2,200 programs and events. In our [2024 Community Report](#), the numbers become stories that show how the library system builds community and provides free access to information. Copies are mailed to community stakeholders. The Community Report is also available at each branch and online.

News Releases

- [Golden Apple awards honor local educators](#)
- [WCLS Board of Trustees approves levy lid lift resolution for Aug. 5 ballot](#)
- [Whatcom READS selects *Solito: A Memoir* by Javier Zamora as its featured title for the 2025-2026 seasons](#)

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

- [Episode 53: Erica Bauermeister and Claire McElroy, Whatcom READS](#)

Book Reviews

- *Cascadia Daily News*, March 16, 2025, [Black Woods, Blue Sky by Eowyn Ivey](#)
- *Bellingham Alive*, March 2025. See clip below

Book Reviews

WRITTEN BY MARY KINSER



To most people, Hana Babić is an unassuming librarian, easily overlooked. Only her friend Amina knows the truth: that Hana is a survivor of the war in Bosnia who garnered a fierce reputation as a militia fighter following an unspeakable personal tragedy. After fleeing Bosnia, Hana cast aside her history and remade her life in rural Minnesota. But when Amina is murdered under mysterious circumstances, the secrets Hana has buried for 30 years begin to seep forth. Hana decides to employ the skills she honed in wartime to protect her peaceful life and find Amina's killer. The suspense builds as the two threads of Hana's life come together and readers begin to wonder how far Hana is willing to go to put the past to rest. With its vivid depictions of the horrors of war, this novel isn't for the faint of heart, but it raises thought-provoking



On a beautiful June morning, literary agent Cam Deschamps has just arrived at work when she receives shocking news. Her husband Luke is involved in a hostage situation—not as a victim, Cam soon learns, but as the hostage taker in a standoff with police. The news is unimaginable; Luke is steady and easygoing, devoted to Cam and their infant daughter. But when the situation goes terribly wrong and Luke disappears, Cam's life is upended entirely. Years go by with no word from Luke. And then, just as she is ready to let him go, Cam receives a mysterious communication that reopens the case. Can Cam piece together these cryptic clues to find out what happened? And does she want to know the truth after all? Author Gillian McAllister once again serves up a story that never skimps on the twists and turns. Fair warning: this propulsive thriller is the definition of a can't-put-it-down read.

Literary Events

March 8, 11:00 a.m.-12:30 p.m.
THE LIFE CYCLE OF A BOOK
 Village Books and Paper Dreams, 1200 11th St., Bellingham, 360.671.2626, [villagebooks.com](#)

Learn about all the stages of book publishing from professionals with years of industry experience. Melissa Vail Coffman, Jill Flores, and Chris Satterlund will walk you through the behind-the-scenes process.

March 14, 11:00 a.m.-12:30 p.m.
THE ART AND CRAFT OF WRITING WITH ERICA BAUERMEISTER
 Village Books and Paper Dreams, 1200 11th St., Bellingham, 360.671.2626, [villagebooks.com](#)

Erica Bauermeister, author of the Whatcom Reads book selection for 2025, will be sharing her tips and tricks on book writing to hopefully inspire others to craft some work of their own.

March 22, 5 p.m.
ROB CASEY, "PADDLING THE SALISH SEA"
 Village Books and Paper Dreams, 1200 11th St., Bellingham, 360.671.2626, [villagebooks.com](#)

Join Rob Casey at Village Books, with an admission fee of five dollars, to discuss his adventures from his most recent guidebook as a professional kayaker and stand-up paddler. The guidebook provides routes for all levels of paddlers, from beginner to advanced.

March 18, 6:30-8:30 p.m.
SUSAN MEISSNER, "A MAP TO PARADISE" BOOK LAUNCH
 Lynden Library, 216 4th Street, Lynden 360.354.4883, [wcls.libcal](#)

Susan Meissner launches "A Map to Paradise," which takes place at the height of The Cold War and follows three characters with vastly different lives, all searching for a sense of belonging. Join her and fellow author Cheryl Grey Bostrom to discuss the book.

Media Coverage

Don't miss: *We are grateful to Cocoa Laney with Cascadia Daily News for this feature about WCLS's bookmobile.*

- *Cascadia Daily News*, March 8, 2025, [Whatcom County's 'library on wheels' has served rural readers since 1947](#)
- *Substack*, March 1, 2025, [What We Find in the Dark](#) (Susan Meissner book launch at Lynden Library)

- *Cascadia Daily News*, March 4, 2025, [Five ideas for honoring International Women's Day 2025 \(book recommendations from Christine Perkins\)](#)
- *The Northern Light*, March 5, 2025, [Whatcom County Charter Review Commission meeting comes to Blaine](#)
- *Cascadia Daily News*, March 5, 2025, [Cocoa's picks: Books, birds and mythical beasts \(Whatcom READS\)](#)
- *The Northern Light*, March 5, 2025, [Dive into local birding with Wings Over Water](#)
- *UFCW3000*, March 8, 2025, [March Contract Action Team Meetings](#)
- *Lynden Tribune*, March 14, 2025, [Mary Vermillion has become integral part of Whatcom County Library System](#)
- *Cascadia Daily News*, March 20, 2025, [Ecology invites public input on plan to clean up Ferndale industrial site](#)
- *Visit Bellingham*, March 24, 2025, <https://www.bellingham.org/pressreleases/whatcom-reads-selects-solito-a-memoir-by-javier-zamora-as-its-featured-title-for-the-2025-2026-season->
- *Visit Bellingham*, March 27, 2025, [bellingham.org/pressreleases/birch-bay-kid's-kite-festival-returns-to-birch-bay-state-park](https://www.bellingham.org/pressreleases/birch-bay-kid's-kite-festival-returns-to-birch-bay-state-park)
- *All Points Bulletin*, March 6, 2025, see clip below

Let's Upcycle for Earth Day: Wednesday, April 2, 3 to 4 pm., PR Library. Grades K-5.

Japanese Storytime: Wednesday, May 14, 3 to 4 pm., PR Library. Grades K-5.

Significant Social Media

We're celebrating National Library Week all month. Watch our [Facebook](#) and [Instagram](#) accounts for day-in-the-life videos highlighting a wide range of the wonderful WCLS staff who deliver library services to our community. Find us at @wclslibraries. The first video was posted on National Library Workers Day, April 8. The engagement has been strong on both platforms with great comments from patrons.

Big thanks to staff who created the concept and produced and/or starred in the videos: Joy McGrath, Ferndale PSA; Yarrow Bedford, Ferndale PSA; Vanessa Tucker, Ferndale page; Neil McKay, online experience coordinator; Ben Blackhurst, distribution driver; Diana Antaño, PSA-cultural liaison, Everson; Amelia Martinez, PSA-cultural liaison, Lynden; Maddy Mercer, PSA, Blaine; and Tess Reding Hoffart, youth services assistant. The videos will also be added to WCLS's YouTube channel. Find them at [this link](#).

Mary Vermillion

Community Relations Manager

Collection Size	Physical	Electronic	Total
	300,160	387,179	687,339

Circulation	Mar 2024	Mar 2025	YTD 2024	YTD 2025	YTD % chg
Physical Circulation					
Blaine	13,252	14,953	36,160	42,786	18.3%
Bookmobile & Outreach	4,408	4,551	13,038	13,722	5.2%
Deming	8,164	7,929	23,780	23,358	-1.8%
Everson	9,424	9,003	26,037	26,064	0.1%
Ferndale	33,646	31,835	94,934	89,134	-6.1%
Island	1,597	1,862	4,876	5,367	10.1%
Lynden	37,972	38,407	106,388	106,670	0.3%
North Fork	4,165	3,599	11,487	10,350	-9.9%
NWIC	14	11	24	39	62.5%
Point Roberts + PRX	2,431	2,206	6,108	6,315	3.4%
Sumas + SLX	2,562	2,887	6,860	7,729	12.7%
South Whatcom	8,072	8,403	22,170	22,866	3.1%
NDX	3,459	4,178	9,640	12,203	26.6%
Physical Circulation Total	129,166	129,824	361,502	366,603	1.4%
Disc materials: DVDs, CDs	27,227	25,168	77,992	73,724	-5.5%
All other materials	100,925	102,200	280,176	285,161	1.8%
Digital Circulation					
eBooks/eAudiobooks	36,673	38,833	107,836	112,928	4.7%
eMagazines	6,119	6,336	17,882	17,883	0.0%
eMusic	10,983	9,731	31,722	28,967	-8.7%
Streaming Video	1,303	1,485	4,059	4,589	13.1%
Digital Circulation Total	55,078	56,385	161,499	164,367	1.8%
Grand Total	184,244	186,209	523,001	530,970	1.5%

Visitors (Door counts)	Mar 2024	Mar 2025	YTD 2024	YTD 2025	YTD % chg
Blaine	6,900	6,929	19,897	20,614	3.6%
Deming	2,871	3,070	8,476	8,436	-0.5%
Everson	3,194	3,481	9,326	9,941	6.6%
Ferndale	13,901	13,282	38,135	37,839	-0.8%
Island	1,190	2,207	3,263	4,404	35.0%
Lynden	11,515	12,579	33,436	35,020	4.7%
NDX	343	326	969	927	-4.3%
North Fork	1,762	1,859	4,777	5,032	5.3%
Point Roberts + PRX	1,210	1,337	3,749	3,811	1.7%
Sumas + SLX	1,130	1,612	3,080	4,032	30.9%
South Whatcom	2,937	2,963	8,224	8,755	6.5%
Total	46,953	49,645	133,332	138,811	4.1%

New Borrowers	Mar 2024	Mar 2025	YTD 2024	YTD 2025	YTD % chg
	634	554	1,954	1,701	-12.9%

Interlibrary Loan	Mar 2024	Mar 2025	YTD 2024	YTD 2025	YTD % chg
Borrowed from BPL	13,323	12,923	36,425	36,832	1.1%
Lent to BPL	22,967	23,612	66,822	67,189	0.5%
Borrowed: other libraries	654	676	1,958	1,818	-7.2%
Lent: other libraries	624	634	1,821	1,890	3.8%

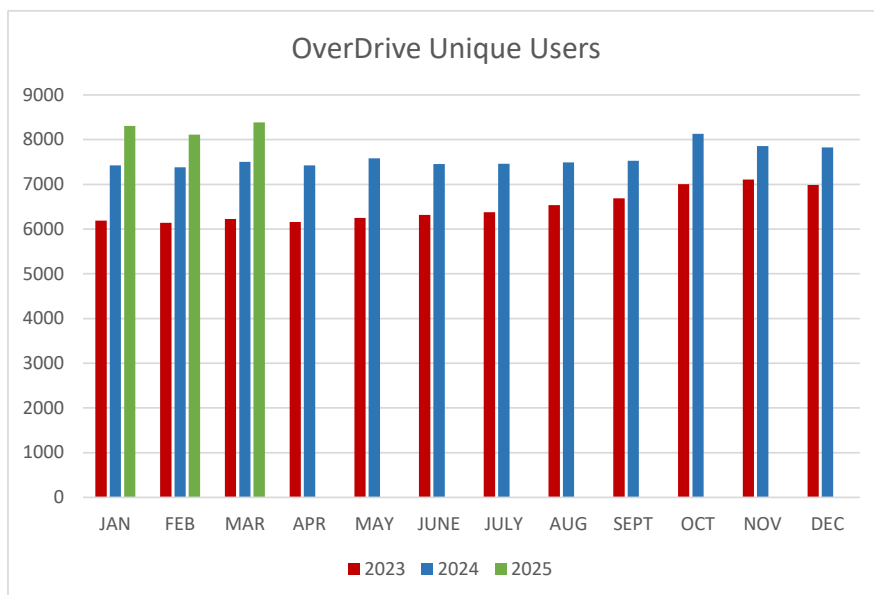
Electronic Resources	Mar 2024	Mar 2025	YTD 2024	YTD 2025	YTD % chg
WCLS.org Sessions	38,610	41,600	115,612	119,164	3.1%
Bibliocommons Sessions	104,017	95,836	293,356	277,218	-5.5%
Internet Sessions	3,655	4,428	10,498	11,978	14.1%
Wifi Clients / Sessions	6,658	7,483	18,039	22,292	23.6%

Activities	Mar 2024	Mar 2025	YTD 2024	YTD 2025	YTD % chg
Programs					
Adults	86	115	195	299	53.3%
Teens	21	44	48	109	127.1%
Children	127	131	286	344	20.3%
Total	234	290	529	752	42.2%
Attendance					
Adults	1,807	2,049	2,722	3,819	40.3%
Teens	443	788	1,758	2,535	44.2%
Children	2,144	3,203	5,957	7,117	19.5%
Total	4,394	6,040	10,437	13,471	29.1%

Notes/Corrections:

OVERDRIVE UNIQUE USERS

WCLS continues to draw unique users to our digital materials. March 2025 was a new all-time high for number of unique users (8,385). Comparing March 2025 to March 2020 - the month when the pandemic shutdown of physical library spaces compelled users to rely on digital loans - unique users have increased 78% (from 4,714 to 8,385 users). In March, the top-circulating eBook/eAudio title was the self-help, self-empowerment book *The Let Them Theory* by Mel Robbins (109 circs). *The New Yorker* (532 circs) and *New Scientist* (225 circs) topped the charts for eMagazine circulation.



DATABASE USAGE

What were people using our databases to learn about in March? Folks with older vehicles found value in our Chilton's database where repair sessions were conducted for 48 different make/model vehicles ranging in age from 1986 to 2021. Users of Ancestry Library Edition conducted 981 searches in 59 separate sessions, each involving a visit to one of our libraries as this resource is in-library use only. Patrons used Reference Solutions to download 520 Canadian business records and 307 U.S. business records, as well as searching their Jobs and White Pages databases.

