



BOARD OF TRUSTEES MEETING
Whatcom County Library System
June 17, 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. **Service Anniversary Recognition – Mariya Farmagey**
4. 9:20 a.m. **Consent Agenda**
 - a. Meeting Minutes
 - b. Expenditures
 - c. Authorization to void a warrant
5. 9:25 a.m. **Financial Report and Resolutions**
 - a. Finance Committee Report
 - b. Resolution 06/17/25-11 Amending the 2025 General Fund Budget
 - c. 2024 Annual Report to the State Auditor's Office
 - d. Cooperative Purchasing Agreement Approval
6. 9:30 a.m. **Trustee Education: Summer Reading**
7. 9:50 a.m. **Policy Update**
 - a. Public Records Policy 21.01
8. 10:00 a.m. **Levy Lid Lift Update**
9. 10:10 a.m. **BREAK**
10. 10:20 a.m. **Staff Reports**
11. 10:50 a.m. **Performance Measures and Committee Reports**
12. 11:00 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, June 16, 2025. Written comments may be submitted to Rheannan.Pfnister@wcls.org prior to the meeting.



Board Meeting Agenda Item Cover Sheet

Meeting Date:	6/17/2025
Committee or Department:	Administration Department
Subject:	Consent Agenda – Board Meeting Minutes, Monthly Expenditures, Resolution to Void a Warrant
Prepared By:	Jackie Saul
Impact upon Budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Supporting Documents:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Recommendation or Request: Approval of consent agenda items

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

Summary:

Meeting Minutes:

- May 20, 2025 Regular Board Meeting

Expenditures:

General Fund:

- April 16-30, 2025 payroll: check nos. 1042809642-1042809645 and voucher nos. 562517-562667 totaling \$241,102.34 and May 1-15, 2025 payroll: check nos. 1042993462- 1042993468 and voucher nos. 562672-562824 totaling \$245,169.70.
- ACH transactions for employee benefits, telecommunication services and monthly sales/use tax filings totaling \$107,632.93; \$54,555.31 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 2025-18G: warrant nos. 1256483-1256504 totaling \$22,431.44
- Claim 2025-19G: warrant nos. 1256744-1256765 totaling \$121,327.31
- Claim 2025-20G: warrant nos. 1257090-1257106 totaling \$12,597.22
- Claim 2025-21G: warrant nos. 1257657-1257678 totaling \$67,088.95

Capital Fund:

- Claim 2025-08C: warrant no. 1256766 totaling \$449.04
- Claim 2025-09C: warrant no. 1257107 totaling \$375.00
- Claim 2025-10C: warrant no. 1257679 totaling \$78.13

Authorization to Void a Warrant

- Resolution 06/17/25-10 voiding warrant no. 1256361

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 were no General Journal entries in May.

Library Board of Trustees Regular Meeting

May 20, 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; John Miller 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; Ryan Cullup, Facilities Services Manager; Beth Andrews, Human Resources Manager; Jessica Burson, Foundation Development Director; Maggie Mae Nase, Learning Coordinator; Rheannan Pfnister, Records Management Specialist & Executive Assistant; Bryan Middlebrook, Ferndale Page; Shelley Catwell, Ferndale Assistant Branch Manager; Alix Prior, Ferndale Branch Manager.

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.

Service Anniversary Recognition – Michael Cox & Bryan Middlebrook

The Board recognized Bryan Middlebrook, Ferndale Page, for his 20-year service anniversary. Ferndale Assistant Branch Manager Shelley Catwell shared a brief summary of Bryan's time with WCLS including his contributions to the Ferndale Library and WCLS. He has worked at three separate Ferndale Library buildings with multiple management changes and has worked in the menderly as a sub. Bryan is a great resource of institutional knowledge. A few games and genres that are now part of the library collection were suggested by Bryan. Over the years, he has also provided his creativity, acting skills and voice talent for many of the WCLS social media videos created by Ferndale staff. The Board congratulated and thanked Bryan for his dedication and years of service so far.

The Board recognized Michael Cox, Deputy Director, for his 10-year service anniversary. Christine shared many "Top 10" lists for Michael that were compiled by his colleagues. These lists covered everything from his magic and musical skills to his professional contributions to WCLS. During his time with WCLS so far, Michael has helped expand services and reduce access barriers for patrons. One example is automatic renewals that WCLS

provides for items currently checked out, which John thanked him for. Rod thanked Michael for reading the land acknowledgement at each Board meeting.

Consent Agenda

The Consent Agenda included minutes of the April 15, 2025, Board of Trustees Regular Meeting as well as the following:

Expenditures:

General Fund:

- March 16-31, 2025 payroll: check nos. 1042500590-1042500594 and voucher nos. 562205-562355 totaling \$233,763.66 and April 1-15, 2025 payroll: check nos. 1042677215-1042677219 and voucher nos. 562360-562512 totaling \$247,391.74.
- ACH transactions for employee benefits, telecommunication services and monthly sales/use tax filings totaling \$125,959.48; \$69,353.42 of this is for employee-funded contributions to dental, vision and health insurance premiums, Health Savings Accounts, state paid family medical leave and long-term care fund premiums, and PERS and deferred compensation plans (made via payroll deduction).
- Claim 2025-13G: warrant nos. 1254838-1254858 totaling \$66,535.80
- Claim 2025-14G: warrant nos. 1254965-1254980 totaling \$23,072.62
- Claim 2025-15G: warrant nos. 1255281-1255305 totaling \$125,375.69
- Claim 2025-16G: warrant nos. 1255685-1255708 totaling \$71,751.38
- Claim 2025-17G: warrant nos. 1256344-1256369 totaling \$68,382.91

Capital Fund:

- Claim 2025-06C: warrant no. 1254859 totaling \$5,885.42
- Claim 2025-07C: warrant nos. 1255306-1255307 totaling \$14,319.15

Authorization to Void Warrants

- Resolution 05/20/25-07 voiding warrants 1251701 and 1253194
- Resolution 05/20/25-08 voiding warrant 1254974

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

John asked for clarification about the voided warrants included in the Consent Agenda. Jackie explained why these warrants were voided. John suggested adding account status to the resolutions for future void resolutions. Jackie agreed that it would be useful for the Board to have that information added to the resolutions in the future.

Financial Report and Resolutions: Finance Committee Report

Jackie reviewed her report, including the April Notes and Highlights section. As of April 30th, WCLS received 45% of projected property tax revenue for the year, which was short of what WCLS expected for this time of year. As of the first half of May, the total received was up to 54%, which is more typical for this time of year. This allowed WCLS to replenish the cash reserve after dipping into it earlier this year to cover operating expenses.

Jackie is finishing the 2024 Annual report to the State Auditor's Office. Christine will look over the report in detail before it is submitted later this month.

Birch Bay Property

Jackie reminded Trustees of the easement that was approved with a motion at the February Board meeting. A resolution needs to be formally approved by the Board authorizing the Executive Director to execute the easement.

Danielle asked about the term of the easement. Michael said that the term of the easement is “in perpetuity.” There is interest from the other party in purchasing the affected property. WCLS is open to selling it to the party in the future. However, selling the section of property involved at this time may affect or delay the permitting process currently underway with Whatcom County for the construction of the Birch Bay Vogt Library Express.

John moved to approve Resolution 05/20/25-09 Delegating Signature Authority to Execute an Easement. Seconded. Unanimous Board approval.

Trustee Education: Responding to Conflict and Cultural Tension

Thom and Michael spoke to the Board about how WCLS approaches and incorporates restorative practices in the work staff do. Thom shared the principles behind restorative practice such as focusing on the behavior instead of the individual and focusing on repairing harm and not punishing the perpetrator(s). He spoke about how empathy and understanding are applied to interactions with the community every day at WCLS locations.

Michael showed the Board a few video clips from the Ryan Dowd training content provided to WCLS staff. These training videos talk about a topic that has been surfacing more recently regarding stereotypes and cultural tension. Michael reminded the Trustees that they also have access to this material. Christine asked Maggie Mae to resend the email invitation for the Ryan Dowd training to all Trustees.

Levy Update

Christine talked about the recent media attention regarding the levy lid lift on the ballot for voters in August. She showed the Trustees the updated informational webpage on wcls.org that includes a widget that calculates the increase in taxes for a homeowner.

Matthew asked about tracking the visits to the page. Mary said there is steady traffic but no way to separate which visits are made by staff and which are by the public. WCLS staff visit the page often to look at updates and to ensure they have the most recent information if a patron has questions.

Michael did a few informational presentations to various community groups last week while Christine was away. He is pleased to be getting the information out to the public so that voters can make an informed decision in August.

Rod motioned to amend the agenda to postpone the break. Seconded. Passed unanimously.

2025 Strategic Action Plan Update

Trustees reviewed the strategic plan. Many projects have already been completed or are in progress. The strategic plan for 2026 will be reviewed in the third quarter of this year. The date of the August election will have passed and WCLS will be able to plan a budget based on what the voters have decided regarding the proposed levy lid lift.

Ryan reached out to the Department of Commerce to decline the grant for installing electronic vehicle charging stations at various WCLS locations. The Department of Commerce informed WCLS that the grant funds expended by WCLS so far for the project did not need to be reimbursed.

Rod inquired about the search for a Learning Management System and if there was any progress to report. Christine shared that Learning Coordinator Maggie Mae Nase will be narrowing the choices down and, as her schedule allows, will look deeper into them before selecting a finalist.

Break

Rod adjourned for a break from 10:22-10:30 a.m.

Staff Reports: Executive Director

In addition to her written report, Christine led Trustees in a discussion about the possibility of a joint meeting with the Bellingham Public Library Board of Trustees. Trustees decided not to commit to a joint meeting between the two boards. Instead, Trustees who are interested in attending a BPL Board meeting should contact Christine so that she can make arrangements. BPL Board of Trustees are also welcome to reach out to attend a WCLS Board meeting.

John inquired about mention of the Icelandic Prevention Model in her report. Christine explained the ideas behind the model and how it applies to youth.

Rod asked if the water adjudication impacted any of our libraries. Ryan said that North Fork Library does have a well and WCLS has filed the required paperwork.

Staff Reports: Deputy Director

In addition to his written report, Michael thanked Paul Fullner, Everson and Sumas Branch Manager for sharing a few of the many things that make Sumas a great branch.

Michael talked about the work going into a state program to assist patrons in testing for certain certifications for free. The uncertainty of future funding of the resources for the program has halted the rollout of this service. WCLS will reevaluate the future of this program in the fall.

Staff Reports: Youth Services Manager

Thom had nothing to add to his written report.

John thanked Thom for going to the Juvenile Detention Center and the program Youth Services hosts there. Thom informed the Board that the program is led by Teen Services Coordinator Tamar Clarke, and the credit is all hers. Christine and Foundation Development Director Jessica Burson toured the facilities a few weeks ago with Tamar Clarke and a donor who has pledged to support the program for the next five years.

Staff Reports: Community Relations Manager

Mary had nothing to add to her written report.

Performance Measures & Committee Reports: Performance Measures

In addition to his written report, Michael mentioned that physical circulation has plateaued. He compared disc circulation from previous years and pointed out that it has steadily been declining. Some items are not available in DVD or CD format and WCLS is not able to purchase them.

Lisa spoke about the change in Kanopy tracking. The way Kanopy reports views with kids' content is different than other content and would delay the collection of accurate statistics for reports for two months. WCLS has chosen to revert to the ticket reporting model for Kanopy use for Board reports.

Performance Measures & Committee Reports: Personnel Committee

The Personnel Committee had nothing to report.

Performance Measures & Committee Reports: IT Services

The IT Services Committee had nothing to report.

Performance Measures & Committee Reports: Whatcom County Library Foundation

Jessica is still getting acquainted with WCLS and Whatcom County. She is working with Online Experience Coordinator Neil McKay to post WCLF information on its own social media account. She reminded Trustees that Branch Out is in September. A survey about Branch Out will be sent out shortly to both the WCLF and WCLS Boards and WCLS staff to get feedback.

Announcements and Adjourn

No further announcements.

Rod adjourned the meeting at 10:58 a.m.

Next Meeting

The next Board of Trustees meeting will be held on June 17, 2025, at 9:00 a.m. online via Microsoft Teams and at Administrative Services, 5205 Northwest Drive, Bellingham, WA 98226.

Danielle Gaughen, Board Secretary

06/17/2025

Date

Rheannan Pfnister, Exec. Assistant



RESOLUTION NO. 06/17/25-10

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

WHEREAS, the following warrant was issued as payment to a vendor for services rendered; and,

WHEREAS, the warrant was lost or not received and has not been redeemed; and,

WHEREAS, the payment has been reissued and WCLS's account with the vendor is current;

NOW, THEREFORE, BE IT RESOLVED that the County Administrative Services and County Treasurer are hereby authorized to execute the cancellation of the warrant shown below.

Warrant #	Date	Vendor	Amount
1256361	April 29, 2025	Springshare, LLC	\$1,252.00

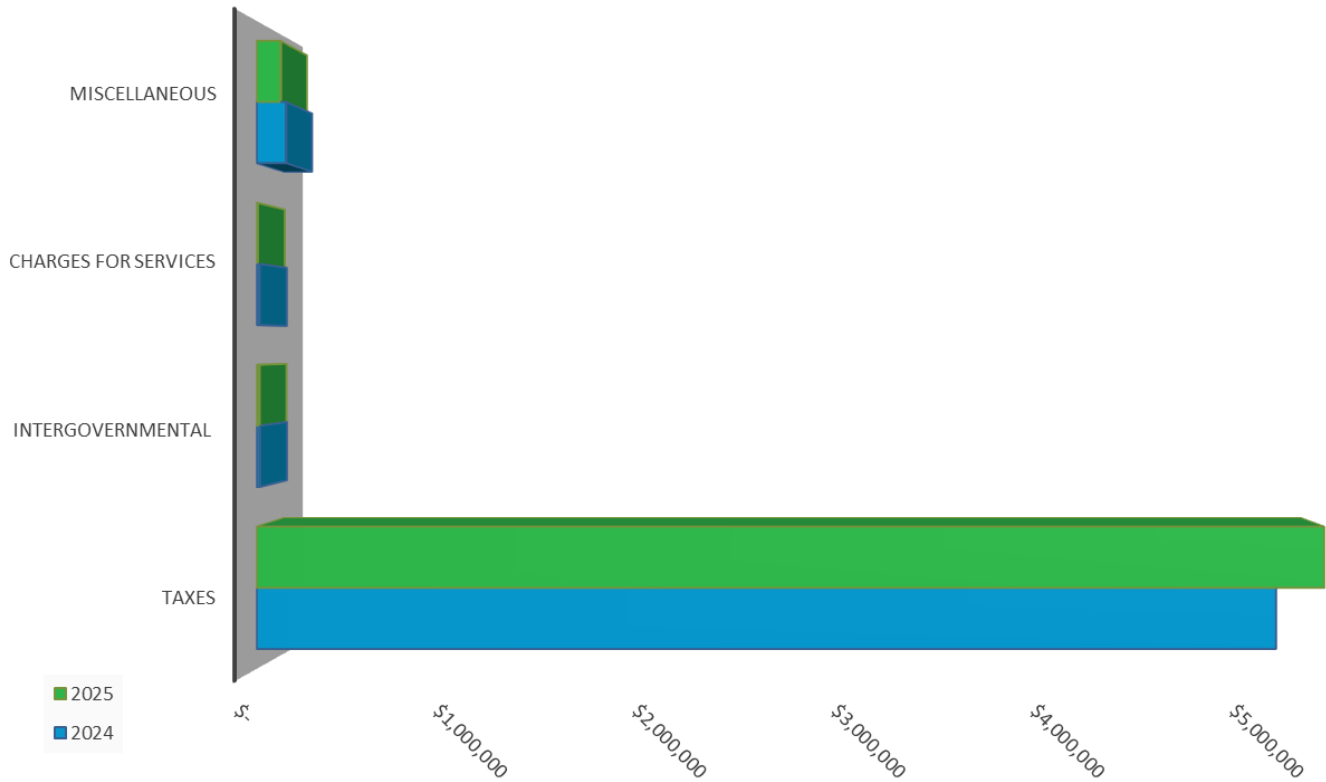
Adopted by the Whatcom County Library System Board of Trustees this 17th day of June, 2025:

Rodney Lofdahl, Board Chair

2025 Budget Revenues - Year-To-Date May 2025 (42% 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	\$ 5,561,392	97.53%	54.77%	\$ (4,592,325)
	TOTAL TAXES	10,153,717	5,561,392	97.53%	54.77%	(4,592,325)
330	INTERGOVERNMENTAL REVENUE					
333.4530	Fed Indirect Grant - IMLS	2,000	400	0.01%	20.00%	(1,600)
337.1000	Local Grants, Entitlements & Other	45,000	1,005	0.02%	2.23%	(43,995)
337.2000	Leasehold Excise Tax	30,000	11,549	0.20%	38.50%	(18,451)
	TOTAL INTERGOV. REVENUE	77,000	12,954	0.23%	16.82%	(64,046)
340	CHARGES FOR GOODS & SERVICES					
347.2001	Printing & Duplication Services	6,000	2,933	0.05%	48.89%	(3,067)
347.2002	Library Use Fees	12,400	657	0.01%	5.30%	(11,743)
	TOTAL CHARGES FOR SERVICES	18,400	3,590	0.06%	19.51%	(14,810)
360	MISCELLANEOUS REVENUES					
361.1100	Investment Interest	352,000	99,482	1.74%	28.26%	(252,518)
362.1000	Rents & Leases	3,000	945	0.02%	31.50%	(2,055)
367.1000	Contributions & Donations	39,000	12,193	0.21%	31.26%	(26,807)
369.1000	Sale of Surplus	100	70	0.00%	70.00%	(30)
369.8100	Cashier's Overages or Shortages	-	(1.73)	0.00%	0.00%	(2)
369.9101	Other Misc. Revenue	22,000	7,724	0.14%	35.11%	(14,276)
369.9102	Reimburse Lost/Damaged Books	11,000	3,960	0.07%	36.00%	(7,040)
369.9105	E-Rate Reimbursement	15,000	-	0.00%	0.00%	(15,000)
	TOTAL MISC. REVENUES	442,100	124,372	2.18%	28.13%	(317,728)
	TOTAL OPERATING REVENUE	10,691,217	5,702,309	100.00%	53.34%	(4,988,909)
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	\$ 5,702,309	100.00%	53.34%	\$ (4,988,909)

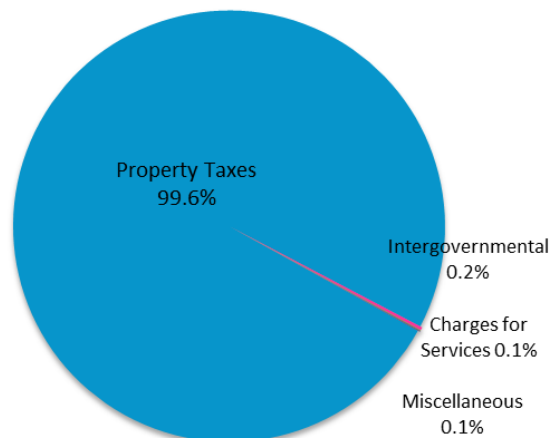
General Fund Operating Revenue to Date-Compared to Prior Year



Actual General Fund Revenue Year to Date Comparison

	2024	2025	% Change
Taxes	\$ 5,310,526	\$ 5,561,392	4.72%
Intergovernmental	15,368	12,954	-15.70%
Charges for Services	14,284	3,590	-74.86%
Miscellaneous	152,603	124,372	-18.50%
Total Operating Revenue	5,492,780	5,702,309	3.81%
Other Financing Sources	-	-	0.00%
Total Revenue	\$ 5,492,780	\$ 5,702,309	3.81%

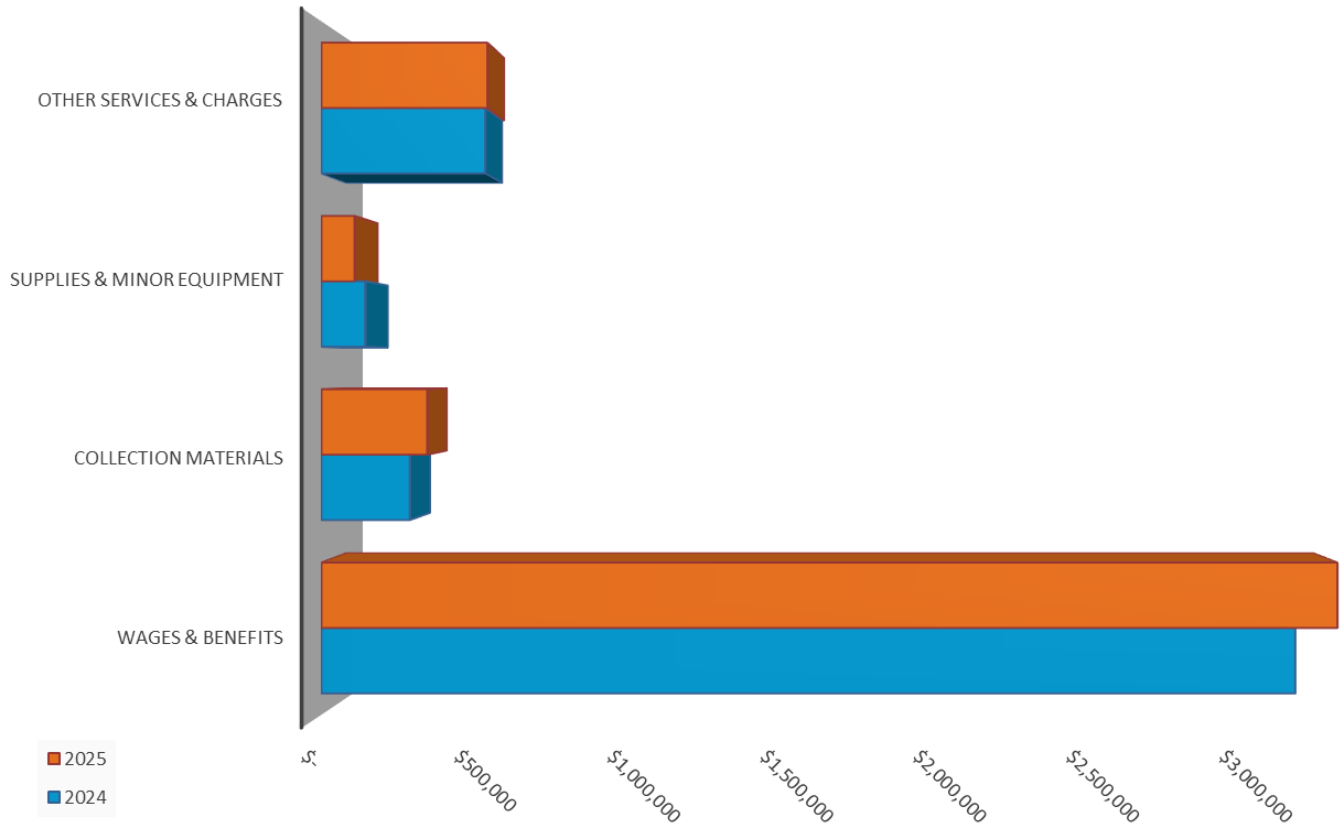
YTD Revenue by category



**2025 Budget Expenditures - Year-To-Date
May 2025 (42% of FY)**

Acct No	Description	Budgeted Expenditures	Actual Expenditures YTD	% of Actual Expenditures YTD	% of Budgeted Expenditures Spent YTD	Budget Variance
572	SALARIES, WAGES, & BENEFITS					
572.1000	Salaries and Wages	\$ 6,289,075	2,547,431	56.93%	40.51%	\$ (3,741,644)
572.2000	Benefits	2,210,792	894,572	19.99%	40.46%	(1,316,221)
	TOTAL SALARIES, WAGES, & BENEFITS	8,499,867	3,442,002	76.92%	40.49%	(5,057,865)
572.30	SUPPLIES & MINOR EQUIPMENT					
572.3031	Office & Operating Supplies	156,570	59,770	1.34%	38.17%	(96,800)
572.3032	Fuel	24,050	7,347	0.16%	30.55%	(16,703)
572.3034	Collection Materials	1,275,000	358,376	8.01%	28.11%	(916,624)
572.3035	Small Tools & Minor Equipment	217,500	45,174	1.01%	20.77%	(172,326)
	TOTAL SUPPLIES & MINOR EQUIPMENT	1,673,120	470,667	10.52%	28.13%	(1,202,453)
572.40	OTHER SERVICES & CHARGES					
572.4041	Professional Services	705,465	277,388	6.20%	39.32%	(428,077)
572.4042	Communication	132,088	59,934	1.34%	45.37%	(72,154)
572.4043	Travel	30,600	9,999	0.22%	32.68%	(20,601)
572.4044	Taxes & Operating Assessments	550	255	0.01%	46.43%	(295)
572.4045	Operating Rentals & Leases	22,423	9,139	0.20%	40.76%	(13,285)
572.4046	Insurance	99,537	76,120	1.70%	76.47%	(23,417)
572.4047	Utilities	166,424	75,899	1.70%	45.61%	(90,525)
572.4048	Repair & Maintenance	112,740	22,039	0.49%	19.55%	(90,701)
572.4049	Miscellaneous	104,420	31,583	0.71%	30.25%	(72,837)
	TOTAL OTHER SERVICES & CHARGES	1,374,247	562,357	12.57%	40.92%	(811,890)
	TOTAL OPERATING EXPENDITURES	11,547,235	4,475,027	100.00%	38.75%	(7,072,208)
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	4,475,027	100.00%	38.49%	\$ (7,150,371)
	NET INCOME (LOSS)	\$ (934,181)	1,227,282			\$ 2,161,463
	FUND BALANCE SUMMARY					
	Beginning Fund Balance	\$ 9,932,448	9,932,448			
	Net Income	(934,181)	1,227,282			2,161,463
	Ending Fund Balance	\$ 8,998,267	11,159,730			\$ 2,161,463

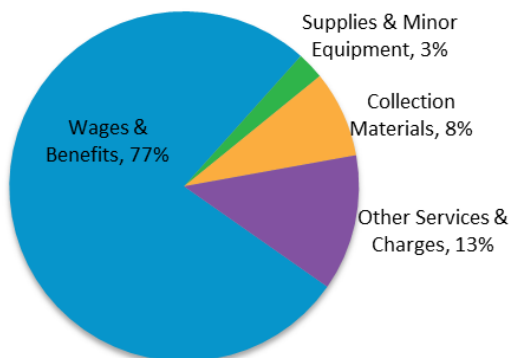
General Fund Operating Expenditures to Date-Compared to Prior Year



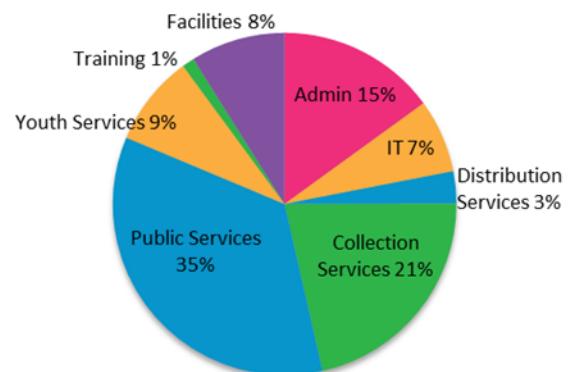
Actual General Fund Expenditures Year to Date Comparison

		2024	2025	% Change
Wages & Benefits	\$	3,299,448	\$ 3,442,002	4.32%
Collection Materials		299,133	358,376	19.80%
Supplies & Minor Equipment		148,293	112,292	-24.28%
Other Services & Charges		554,953	562,357	1.33%
Total Operating Expenditures		4,301,827	4,475,027	4.03%
Other Financing Uses		-	-	0.00%
Total Expenditures	\$	4,301,827	\$ 4,475,027	4.03%
Net Operating Income	\$	1,190,953	\$ 1,227,282	-3.05%

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	5,702,309
Expenditures	(10,967,678)	(11,625,398)	(4,475,027)
Transfer to (from) Reserves	(230,000)	-	-
Ending Fund Balance	\$ 9,932,448	\$ 8,998,267	\$ 11,159,730

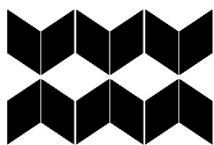
Ending Fund Balance Designation Detail	2024 Actual	2025 Budgeted	2025 Actual to Date
Designated Ending Fund Balance - Cash Flow	\$ 3,639,587	\$ 3,767,044	\$ 3,767,044
Designated Ending Fund Balance - Emergency	926,588	951,274	951,274
Designated Ending Fund Balance - Capital Transfer	94,135	78,164	78,164
Designated Ending Fund Balance - Unemployment Comp Reserve	14,662	15,560	15,560
Designated Ending Fund Balance - Birch Bay Operating Fund	600,000	580,000	600,000
Designated Ending Fund Balance - Facility Ownership & Library Svcs Fund	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	8,909,357	8,929,357
Beginning Fund Balance less designated funds	1,073,259	1,023,091	1,003,091
Transfer to (from) Reserves	(230,000)	-	-
Net Income	(450,097)	(934,181)	1,227,282
Ending Unassigned Funds with no designation	393,162	88,910	2,230,373
Ending Designated Funds	9,539,286	8,909,357	8,929,357
Total Ending Fund Balance	\$ 9,932,448	\$ 8,998,267	\$ 11,159,730

May Summary

- As of the end of May we have received \$5,561,392 in property tax revenue, which is 54% of the \$10,153,717 budgeted for the year. Total revenue is \$5,702,309 (53%).
- Operating expenditures are tracking close to budget at \$4,475,027 (38%), leaving us with a year-to-date net income of \$1,227,282. This surplus, along with cash flow reserves, will provide cash flow until the next property tax revenue influx in October.
- We received the first electricity bill for the Deming Library since solar panels were installed; it was a whopping \$10! We will participate in PSE's net metering program, by which we will bank kWh credits when electricity usage is less than what the panels produce, and we will spend credits when usage is more than the panels produce. Funds saved will support future programming at the library.
- We recently learned that PERS contribution rates will be significantly reduced, from 9.11% to 5.58%, starting July 1. Currently, PERS 2 and 3 contributions include a supplement to the Unfunded Actuarially Accrued Liability (UAAL). ESSB 5357, passed in the recent legislative session, eliminates the UAAL supplement for the 2025-2027 and 2027-2029 biennia (among other things). Washington State's retirement systems are 96% funded, making it one of the top five pension systems in the country. Read more about Washington's pension funding [here](#).

This change will be reflected in a budget amendment later in the year.

- I submitted our 2024 Annual Report to the State Auditor's Office on May 27. A copy of the report is included in today's packet.



whatcom county
library system

Board Meeting Agenda Item Cover Sheet

Meeting Date:	6/17/2025
Committee or Department:	Administration
Subject:	Resolution 06/17/25-11 Amending the 2025 General 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 06/17/25-11 amending the 2025 General Fund Budget

Suggested Motion for Consideration: Move approval of Resolution 06/17/25-11 amending the 2025 General Fund Budget.

Summary:

This resolution adjusts the General Fund Budget as follows:

- Revenue is updated to include grant funding from the Whatcom County Library Foundation for the Library Game, and costs associated with the project are added to Office and Operating Supply expenditures.
- Office and Operating Supply costs are further increased for printer toner at library branches and for Facilities department supplies.
- Funds in the Facilities department are shifted from Small Tools and Equipment to Professional Services.
- The cost of printing an informational mailer is added to Miscellaneous expenditures and funds for printing additional "I Believe In Libraries" yard signs are added to Small Tools and Equipment. Funds are shifted from advertising (Professional Services) to cover the cost of postage for the mailer.
- Costs for this year's IT Audit will be less than budgeted, so funds are shifted from Professional Services to cover the additional expenditures above.

Alternatives: N/A

Fiscal Impact: An increase of \$5,000 to revenue and an increase in the same amount to expenditures, resulting in no change to net income or the ending fund balance.

Comments: N/A

WHATCOM COUNTY LIBRARY SYSTEM
2025 General Fund Budget Amendment
June 17, 2025

Revenue					
Acct No.	Description	2025 Budget Adopted	Amended Amount	Adjustment Amount	Notes
308	BEGINNING FUND BAL	\$ 9,932,448	\$ 9,932,448	\$ -	
310	TAXES				
311.10	General Property Taxes	10,153,717	10,153,717	-	
	TOTAL TAXES	10,153,717	10,153,717	-	
330	INTERGOVERNMENTAL REVENUE				
333.4530	Fed Indirect Grant - IMLS	2,000	2,000	-	
337.1000	Local Grants, Entitlements & Other	45,000	45,000	-	
337.2000	Leasehold Excise Tax	30,000	30,000	-	
	TOTAL INTERGOV. REVENUE	77,000	77,000	-	
340	CHARGES FOR GOODS & SERVICES				
347.2001	Printing & Duplication Services	6,000	6,000	-	
347.2002	Library Use Fees	12,400	12,400	-	
	TOTAL CHARGES FOR SERVICES	18,400	18,400	-	
360	MISCELLANEOUS REVENUES				
361.1100	Investment Interest	352,000	352,000	-	
362.1000	Rents & Leases	3,000	3,000	-	
367.1000	Contributions & Donations	39,000	44,000	5,000	WCLF grant for Library Game
369.1000	Sale of Surplus	100	100	-	
369.9101	Other Misc. Revenue	22,000	22,000	-	
369.9102	Reimburse Lost/Damaged Books	11,000	11,000	-	
369.9105	E-Rate Reimbursement	15,000	15,000	-	
	TOTAL MISC. REVENUES	442,100	447,100	5,000	
	TOTAL OPERATING REVENUE	10,691,217	10,696,217	5,000	
390	OTHER FINANCING SOURCES				
395.1000	Proceeds from Sale of Capital Assets	-	-	-	
397.3000	Transfer from Reserves to Operating	-	-	-	
	TOTAL OTHER FINANCING SOURCES	-	-	-	
	TOTAL REVENUE	\$ 10,691,217	10,696,217	\$ 5,000	

WHATCOM COUNTY LIBRARY SYSTEM
2025 General Fund Budget Amendment
June 17, 2025

Revenue					
Acct No.	Description	2025 Budget Adopted	Amended Amount	Adjustment Amount	Notes
572	SALARIES, WAGES, & BENEFITS				
572.1000	Salaries and Wages	\$ 6,289,075	\$ 6,289,075	\$ -	
572.2000	Benefits	2,210,792	2,210,792	-	
	TOTAL SALARIES, WAGES, & BENEFITS	8,499,867	8,499,867	-	
572.30	SUPPLIES & MINOR EQUIPMENT				
572.3031	Office & Operating Supplies	156,570	169,570	13,000	Library Game costs covered by grant Increased costs for branches, Facilities
572.3032	Fuel	24,050	24,050	-	
572.3034	Collection Materials	1,275,000	1,275,000	-	
572.3035	Small Tools & Minor Equipment	217,500	204,650	(12,850)	Shifting funds to cover costs elsewhere
	TOTAL SUPPLIES & MINOR EQUIPMENT	1,673,120	1,673,270	150	
572.40	OTHER SERVICES & CHARGES				
572.4041	Professional Services	705,465	695,115	(10,350)	Shifting funds to cover costs elsewhere
572.4042	Communication	132,088	140,788	8,700	Postage for informational mailer
572.4043	Travel	30,600	30,600	-	
572.4044	Taxes & Operating Assessments	550	550	-	
572.4045	Operating Rentals & Leases	22,423	22,423	-	
572.4046	Insurance	99,537	99,537	-	
572.4047	Utilities	166,424	166,424	-	
572.4048	Repair & Maintenance	112,740	112,740	-	
572.4049	Miscellaneous	104,420	110,920	6,500	Printing informational mailer
	TOTAL OTHER SERVICES & CHARGES	1,374,247	1,379,097	4,850	
	TOTAL OPERATING EXPENDITURES	11,547,235	11,552,235	5,000	
590	OTHER FINANCING USES				
597.2000	Transfers to Designated Fund Balance	-			
	TOTAL OTHER FINANCING USES	78,164	78,164	-	
	TOTAL EXPENDITURES	11,625,398	11,630,398	5,000	
	NET INCOME (LOSS)	\$ (934,181)	(934,181)	\$ -	
	FUND BALANCE SUMMARY				
	Beginning Fund Balance	\$ 9,932,448	9,932,448	\$ -	
	Transfer to (from) Reserves		-	-	
	Ending Fund Balance	\$ 8,998,267	8,998,267	\$ -	

WHATCOM COUNTY LIBRARY SYSTEM
2025 General Fund Budget Amendment
February 18, 2025

Fund Balance Summary

	2025 Budget		Adjustment
	Adopted	Amended Amount	Amount
Beginning Fund Balance	\$ 9,932,448	9,932,448	\$ -
Revenue	10,691,217	10,696,217	5,000
Expenditures	(11,625,398)	(11,630,398)	(5,000)
Use of Fund Balance	-	-	-
Ending Fund Balance	<u>\$ 8,998,267</u>	<u>\$ 8,998,267</u>	<u>\$ -</u>
Committed and Unreserved-Designated Fund Balances			
Cash Flow Reserve	\$ 3,767,044	\$ 3,767,044	\$ -
Emergency Reserve	951,274	951,274	-
Capital Transfer Reserve	78,164	78,164	-
Unemployment Compensation Reserve	15,560	15,560	-
Birch Bay Operating Fund Reserve	580,000	580,000	-
Facility Ownership Fund	2,967,315	2,967,315	-
Facility Maintenance Fund	550,000	550,000	-
Operating Cost Stabilization Fund	-	-	-
Collection Project Fund	-	-	-
Abeyance Fund	-	-	-
Total Committed and Assigned Ending Fund Balance	<u>8,909,357</u>	<u>8,909,357</u>	<u>-</u>
Unassigned Ending Fund Balance	<u>88,910</u>	<u>88,910</u>	<u>-</u>
Total Ending Fund Balance	<u><u>\$ 8,998,267</u></u>	<u><u>\$ 8,998,267</u></u>	<u><u>\$ -</u></u>



RESOLUTION NO. 06/17/25-11

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

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

WHEREAS, at the February 18, 2025 Board of Trustees meeting the Board approved an amendment to the 2025 General Fund budget by a vote of four to zero with one Trustee absent; and,

WHEREAS, revenues need to be adjusted to include new grant funding; and,

WHEREAS, expenditures need to be adjusted to include costs related to said grant; and,

WHEREAS, expenditures need to be further adjusted to reflect additional expenditures for Office and Operating Supplies, Communication, and Miscellaneous, which are offset by reductions in Small Tools and Minor Equipment and Professional Services; and,

WHEREAS, an amendment to the 2025 General Fund budget is needed to reflect these transfers and adjustments;

NOW, THEREFORE, BE IT RESOLVED that budget amendment Resolution No. 06/17/25-11 be adopted, amending the 2025 General Fund Budget to \$20,628,665 as follows:

General Operating Fund - Budgetary Accounts		
308 Beginning Fund Balance	\$9,932,448	
310-360 Operating Revenue	10,696,217	
572 Operating Expenditures		\$11,552,235
590 Transfers Out		78,164
508 Ending Fund Balance		8,998,267
Total	\$20,628,665	\$20,628,665

Adopted by the Whatcom County Library System Board of Trustees this 17th day of June, 2025:

Rodney Lofdahl, Board Chair

ANNUAL REPORT CERTIFICATION

Whatcom County Rural Library District
(Official Name of Government)

1646
MCAG No.

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

For the Fiscal Year Ended 12/31/2024

GOVERNMENT INFORMATION:

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

AUDIT CONTACT or PREPARER INFORMATION and CERTIFICATION:

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

I certify 27th day of May, 2025, that annual report information is complete, accurate and in conformity with the Budgeting, Accounting and Reporting Systems Manual, to the best of my knowledge and belief, having reviewed this information and taken all appropriate steps in order to provide such certification. I acknowledge and understand our responsibility for the design and implementation of controls to ensure accurate financial reporting, comply with applicable laws and safeguard public resources, including controls to prevent and detect fraud. Finally, I acknowledge and understand our responsibility for immediately submitting corrected annual report information if any errors or an omission in such information is subsequently identified.

Signatures

Jackie Saul (jackie.saul@wcls.org)

Whatcom County Rural Library District
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2024

		Total for All Funds (Memo Only)	001 General	300 Capital
Beginning Cash and Investments				
308	Beginning Cash and Investments	12,138,787	10,612,545	1,526,242
388 / 588	Net Adjustments	-	-	-
Revenues				
310	Taxes	9,724,963	9,724,963	-
320	Licenses and Permits	-	-	-
330	Intergovernmental Revenues	772,488	78,164	694,324
340	Charges for Goods and Services	30,242	30,242	-
350	Fines and Penalties	-	-	-
360	Miscellaneous Revenues	700,122	446,460	253,662
Total Revenues:		11,227,815	10,279,829	947,986
Expenditures				
510	General Government	-	-	-
520	Public Safety	-	-	-
530	Utilities	-	-	-
540	Transportation	-	-	-
550	Natural/Economic Environment	-	-	-
560	Social Services	-	-	-
570	Culture and Recreation	10,860,394	10,860,394	-
Total Expenditures:		10,860,394	10,860,394	-
Excess (Deficiency) Revenues over Expenditures:		367,421	(580,565)	947,986
Other Increases in Fund Resources				
391-393, 596	Debt Proceeds	-	-	-
397	Transfers-In	94,135	-	94,135
385	Special or Extraordinary Items	-	-	-
381, 382, 389, 395, 398	Other Resources	7,752	7,752	-
Total Other Increases in Fund Resources:		101,887	7,752	94,135
Other Decreases in Fund Resources				
594-595	Capital Expenditures	312,651	-	312,651
591-593, 599	Debt Service	13,149	13,149	-
597	Transfers-Out	94,135	94,135	-
585	Special or Extraordinary Items	-	-	-
581, 582, 589	Other Uses	-	-	-
Total Other Decreases in Fund Resources:		419,935	107,284	312,651
Increase (Decrease) in Cash and Investments:		49,373	(680,097)	729,470
Ending Cash and Investments				
50821	Nonspendable	-	-	-
50831	Restricted	-	-	-
50841	Committed	-	-	-
50851	Assigned	2,255,711	-	2,255,711
50891	Unassigned	9,932,448	9,932,448	-
Total Ending Cash and Investments		12,188,159	9,932,448	2,255,711

The accompanying notes are an integral part of this statement.

**WHATCOM COUNTY RURAL LIBRARY DISTRICT
NOTES TO FINANCIAL STATEMENTS
For the Fiscal Year Ended December 31, 2024**

Note 1 - Summary of Significant Accounting Policies

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

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

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed, but are not included in the financial statements. (see Note 4 – Component Unit(s), Joint Ventures, and Related Parties.)
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The Schedule of Liabilities is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances for proprietary and fiduciary funds are presented using classifications that are different from the ending net position classifications in GAAP.

A. Fund Accounting

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

GOVERNMENTAL FUND TYPES:

General Fund

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

Capital Projects Fund

This fund accounts for financial resources which are assigned for the acquisition or construction of capital facilities or other capital assets. This includes the capital projects necessary to support

WCLS operations and meet service demands such as new or renovated library facilities, vehicles, or fixtures, furnishings and equipment. The Capital Projects Fund is supported by interest earnings, project specific grant awards or donations, and transfers from the General Fund.

B. Basis of Accounting and Measurement Focus

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

In accordance with state law the District uses the Whatcom County Treasurer as their treasurer and under the County's RCW 36.40.200, District expenditures may be recognized during the twenty days after the close of the fiscal year for claims incurred during the previous period.

C. Cash and Investments

It is the District's policy to invest all temporary cash surpluses. For further information see Note 3 – Deposits and Investments.

D. Capital Assets

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

E. Compensated Absences

Vacation leave may be accumulated up to 240 hours at year-end (excess carry-over permitted with approval of the Executive Director or Board of Trustees), and is payable up to a maximum of 240 hours upon separation or retirement. Sick leave may be accumulated up to a maximum of 960 hours. Upon separation or retirement employees do not receive payment for unused sick leave, however, employees whose accrued sick leave exceeds 960 hours may cash out up to eight hours annually. Administrative Leave, or compensatory time, may be accumulated up to a maximum of 40 hours at year-end and is not payable upon separation. The Compensated Absences liability may also include leave that has been used but not paid at year-end. Payments are recognized as expenditures when paid.

F. Liabilities

See Note 5 – Leases, Note 6 – Long-term Liabilities, Note – 7 OPEB Plans, and Note 8 – Pension Plans.

G. Leases and Subscription Based Information Technology Arrangements (SBITA)

Leases are reported as liabilities if the total of payments over the life of the lease is more than \$500. SBITAs are reported as liabilities if the total of payments over the life of the SBITA is more than \$500. For more information see Note 5 – Leases.

H. Restricted and Committed Portion of Ending Cash and Investments

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

The District's primary source of revenue, property tax collections, is received substantially in the second and fourth quarters. Given this variability in the timing of the receipts of these and other operating revenues, the District designates a portion of its unassigned funds, minimum of thirty-three and one-third percent (33.33%) of budgeted operating expenditures, as unassigned but designated Beginning and Ending Cash Investments to ensure adequate cash flows and to avoid short-term borrowing to fund operating activities. Additionally, the District has designated eight and one-third percent (8.33%) as unassigned but designated Beginning and Ending Cash Investments for emergency use. The District's Board of Trustees has designated additional unassigned funds for future projects, unanticipated operating expenditures, and facilities maintenance needs. As of December 31, 2024, the unassigned but designated Ending Cash and Investments in the General Fund was \$9,539,286 The remaining unassigned balance was \$393,163 for a total of \$9,932,448 in unassigned funds. The restricted and committed balance is \$0.

The District's Beginning and Ending Cash and Investments in its Capital Fund are assigned to be used as described in Note 1A. As of December 31, 2024, the Capital Fund assigned balance was \$2,255,711. The restricted and committed balance is \$0.

Note 2 - Budget Compliance

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

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

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

Fund	Final Appropriated Amounts	Actual Expenditures	Variance
General Fund	\$11,181,447	\$10,967,678	\$213,769
Capital Fund	\$2,775,245	\$312,651	\$2,462,594

Budgeted amounts are authorized to be transferred between departments within any fund, however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, hours, or other conditions of employment must be approved by the District's Board of Trustees.

Note 3 – Deposits and Investments

Investments are reported at fair value. Deposits and investments at December 31, 2024 are as follows:

Type of deposit or investment	District's deposits and investments		
	General Fund	Capital Fund	Total
Bank Deposits	\$544,659	\$156,760	\$701,419
Local Government Investment Pool	\$9,412,769	\$2,098,951	\$11,511,720
Cash on Hand (branch change funds, undeposited funds)	\$1,064	\$0.00	\$1,064
Total	\$9,958,492	\$2,255,711	\$12,214,203

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

Investments in Whatcom County Investment Pool

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

Note 4 – Joint Ventures, Component Unit(s) and Related Parties

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

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

WCLF payments are made directly to vendors on behalf of the District, or as a reimbursement to the District for purchases made related to the above programs. In 2024, WCLF paid a total of \$41,976 to the District for the reimbursement of purchases or to support various District programs. WCLF's total program and giving related expenses in 2024 were \$46,293. WCLF also reported the following:

Budgeted Revenues	Budgeted Expenditures	Actual Revenues	Actual Expenditures
\$101,500	\$101,500	\$168,535	\$154,779

The financial statements for WCLF can be obtained by contacting wclf@wcls.org.

Note 5 – Leases

The District leases a postage meter from Pitney Bowes. Under a five-year lease agreement, running from March 2023 to March 2028, payments are \$488 per quarter. The amount paid toward this lease in 2024 was \$1,950. There are no options to renew or purchase the equipment at the conclusion of the lease terms.

The District leases three multi-function copier/printers from Ricoh; these are housed at the District's Administrative Services location, the Ferndale Library, and the Lynden Library. Each machine is under a five-year lease agreement running from February 2020 through February 2025. Upon expiration in 2025, the leases will transition to a month-to-month model, which either party may cancel at any time, therefore only the reportable lease periods through February 2025 are included with future lease payments below. The Administrative Services lease payment is \$739 per month. The lease payments for the units at the Ferndale and Lynden Libraries are \$57 per month each. The total amount paid toward these leases in 2024 was \$11,199; due to a billing error in 2023 there were additional payments in 2024.

The total amount paid for leases in 2024 was \$13,149. As of December 31, 2024, the future lease payments are as follows:

Year ended December 31	Total
2025	\$5,247
2026	\$1,950
2027	\$1,950
2028	\$488
2029-2034	\$0
Total	\$9,635

Note 6 – Long-term Liabilities

During the year ended December 31, 2024, the following changes occurred in compensated absences:

	Beginning Balance 01/01/2024	Additions	Reductions	Ending Balance 12/31/2024
Compensated Absences*	\$295,128	\$257,056	\$0	\$552,184

*additions and reductions are reported as a net change

Note 7 – Other Post Employment Benefit (OPEB) Plans

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

Fiscal year 2024	
Number of Active Plan Members	72
Number of Retired Plan Members	1
Contributions made	\$6,984
Total OPEB Liability*	\$1,496,753

*Measured using the alternative measurement method

Note 8 – Pension PlansState Sponsored Pension Plans

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

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

The Department of Retirement Systems, a department within the primary government of the State of Washington, issues a publicly available Annual Comprehensive Financial Report (ACFR) that includes financial statements and required supplementary information for each plan.

The DRS ACFR may be downloaded from the DRS website at www.drs.wa.gov.

At June 30, 2024 (the measurement date of the plans), the District’s proportionate share of the collective net pension liabilities, as reported on the Schedule of Liabilities, was as follows:

Plan	Employer Contributions	Allocation %	Liability (Asset)
PERS 1 UAAL	\$154,822	0.025863%	\$459,544
PERS 2/3	\$329,729	0.033499%	\$(1,104,319)

Note 9 - Property Tax

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

Property tax revenues are recognized when cash is received by the District. Delinquent taxes are considered fully collectible because a lien affixes to the property after tax is levied.

The District's regular levy for the year 2024 was \$0.25636 per \$1,000 on an assessed valuation of \$38,108,745,790 for a total regular levy of \$9,769,533.

Washington State Constitution and Washington State law, RCW 84.55.010, limit the levy rate.

Note 10 – Risk Management

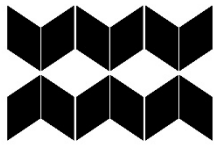
The District uses a combination of self-insurance, individually purchased commercial insurance policies, and participation in insurance pools in order to manage risk.

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

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

The District self-insures its unemployment compensation obligations through a reimbursable account administered by the Washington State Employment Security Department, and pays the full cost of all unemployment benefits drawn by former employees. For the five-year period from 2020 through 2024, the District incurred total expenses of \$5,603 for unemployment compensation.

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



whatcom county
library system

Board Meeting Agenda Item Cover Sheet

Meeting Date:	6/17/2025
Committee or Department:	Finance
Subject:	Cooperative Purchasing Agreement
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: Approve Cooperative Purchasing Agreement with Omnia Partners.

Suggested Motion for Consideration: Move to approve Cooperative Purchasing Agreement with Omnia Partners.

Summary:

Cooperative Purchasing Agreements allow public agencies to “piggyback” on other public agencies’ purchasing contracts, when the other “host” agency has already gone through a competitive procurement process. This often results in better pricing and terms than a public agency could secure on its own.

WCLS Purchasing and Contracting Policy 20.04 requires that such agreements, also referred to as interlocal purchasing agreements, be approved by the Board of Trustees.

The Facilities team is currently considering vendors and options for fixtures, furnishings and equipment (FFE) for the Birch Bay library express project. Approval of the Omnia Partners purchasing agreement will permit procurement for this and possibly future projects through the agreement if it proves to be the best option.

Alternatives: Purchase FFE using competitive bidding process.

Fiscal Impact: FFE for the Birch Bay project is included in the 2025 Capital Budget.

Comments: None



MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT

This Master Intergovernmental Cooperative Purchasing Agreement (this “**Agreement**”) is entered into by and between those certain government agencies that execute a Principal Procurement Agency Certificate (“**Principal Procurement Agencies**”) with OMNIA Partners, Public Sector, Inc., a Delaware corporation f/k/a National Intergovernmental Purchasing Alliance Company; Communities Program Management, LLC, a California limited liability company d/b/a U.S. Communities, and/or NCPA LLC, a Texas limited liability company d/b/a National Cooperative Purchasing Alliance (collectively, “**OMNIA Partners**”), in its capacity as the cooperative administrator, to be appended and made a part hereof and such other agencies (“**Participating Public Agencies**”), as defined in each Master Agreement (as defined below), who register to participate in the cooperative purchasing programs administered by OMNIA Partners and its affiliates and subsidiaries (collectively, the “**OMNIA Partners Parties**”) by either registering on the OMNIA Partners website (www.omniapartners.com/publicsector or any successor website), or by executing a copy of this Agreement.

RECITALS

WHEREAS, after a competitive solicitation and selection process by Principal Procurement Agencies, in compliance with their own policies, procedures, rules and regulations, a number of suppliers have entered into “**Master Agreements**” (herein so called) to provide a variety of goods, products and services (“**Products**”) to the applicable Principal Procurement Agency and the Participating Public Agencies;

WHEREAS, Master Agreements are made available by Principal Procurement Agencies through the OMNIA Partners Parties and provide that Participating Public Agencies may purchase Products on the same terms, conditions and pricing as the Principal Procurement Agency, subject to any applicable federal and/or local purchasing ordinances and the laws of the State of purchase; and

WHEREAS, in addition to Master Agreements, the OMNIA Partners Parties may from time to time offer Participating Public Agencies the opportunity to acquire Products through other group purchasing agreements.

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, and of the mutual benefits to result, the parties hereby agree as follows:

1. Each party will facilitate the cooperative procurement of Products.

2. The Participating Public Agencies shall procure Products in accordance with and subject to the relevant federal, state and local statutes, ordinances, rules and regulations that govern Participating Public Agency's procurement practices. The Participating Public Agencies hereby acknowledge and agree that it is the intent of the parties that all provisions of this Agreement and that Principal Procurement Agencies' participation in the program described herein comply with all applicable laws, including but not limited to the requirements of 42 C.F.R. § 1001.952(j), as may be amended from time to time. The Participating Public Agencies further acknowledge and agree that they are solely responsible for their compliance with all applicable "safe harbor" regulations, including but not limited to any and all obligations to fully and accurately report discounts and incentives.

3. The Participating Public Agency represents and warrants that the Participating Public Agency is not a hospital or other healthcare provider and is not purchasing Products on behalf of a hospital or healthcare provider; provided that the foregoing shall not prohibit Participating Public Agency from furnishing health care services so long as the furnishing of health care services is not in furtherance of a primary purpose of the Participating Public Agency.

4. The cooperative use of Master Agreements shall be in accordance with the terms and conditions of the Master Agreements, except as modification of those terms and conditions is otherwise required by applicable federal, state or local law, policies or procedures.

5. The Principal Procurement Agencies will make available, upon reasonable request, Master Agreement information which may assist in improving the procurement of Products by the Participating Public Agencies.

6. The Participating Public Agency agrees the OMNIA Partners Parties may provide access to group purchasing organization ("**GPO**") agreements directly or indirectly by enrolling the Participating Public Agency in another GPO's purchasing program, provided that the purchase of Products through the OMNIA Partners Parties or any other GPO shall be at the Participating Public Agency's sole discretion.

7. The Participating Public Agencies (each a "**Procuring Party**") that procure Products through any Master Agreement or GPO Product supply agreement (each a "**GPO Contract**") will make timely payments to the distributor, manufacturer or other vendor (collectively, "**Supplier**") for Products received in accordance with the terms and conditions of the Master Agreement or GPO Contract, as applicable. Payment for Products and inspections and acceptance of Products ordered by the Procuring Party shall be the exclusive obligation of such Procuring Party. Disputes between Procuring Party and any Supplier shall be resolved in accordance with the law and venue rules of the State of purchase unless otherwise agreed to by the Procuring Party and Supplier. The Participating Public Agency acknowledges and agrees that the OMNIA Partners Parties may market all Master Agreements available through Principal Procurement Agencies to such Participating Public Agency and its employees and representatives.

8. The Procuring Party shall not use this Agreement as a method for obtaining additional concessions or reduced prices for purchase of similar products or services outside of the Master Agreement. Master Agreements may be structured with not-to-exceed pricing, in which cases the Supplier may offer the Procuring Party and the Procuring Party may accept lower pricing or additional concessions for purchase of Products through a Master Agreement.

9. The Procuring Party shall be responsible for the ordering of Products under this

Agreement. A non-procuring party shall not be liable in any fashion for any violation by a Procuring Party, and, to the extent permitted by applicable law, the Procuring Party shall hold non-procuring party harmless from any liability that may arise from the acts or omissions of the Procuring Party.

10. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, THE OMNIA PARTNERS PARTIES EXPRESSLY DISCLAIM ALL EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES REGARDING ANY PRODUCT, MASTER AGREEMENT AND GPO CONTRACT. THE OMNIA PARTNERS PARTIES SHALL NOT BE LIABLE IN ANY WAY FOR ANY SPECIAL, INCIDENTAL, INDIRECT, CONSEQUENTIAL, EXEMPLARY, PUNITIVE, OR RELIANCE DAMAGES, EVEN IF THE OMNIA PARTNERS PARTIES ARE ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. FURTHER, THE PROCURING PARTY ACKNOWLEDGES AND AGREES THAT THE OMNIA PARTNERS PARTIES SHALL HAVE NO LIABILITY FOR ANY ACT OR OMISSION BY A SUPPLIER OR OTHER PARTY UNDER A MASTER AGREEMENT OR GPO CONTRACT.

11. This Agreement shall remain in effect until termination by either party giving thirty (30) days' written notice to the other party. The provisions of Paragraphs 6 - 10 hereof shall survive any such termination.

12. This Agreement shall take effect upon (i) execution of the Principal Procurement Agency Certificate, or (ii) registration on the OMNIA Partners website or the execution of this Agreement by a Participating Public Agency, as applicable.

13. This Agreement may be executed in counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Agreement. The exchange of copies of this Agreement and of signature pages by facsimile, or by .pdf or similar electronic transmission, will constitute effective execution and delivery of this Agreement as to the parties and may be used in lieu of the original Agreement for all purposes. Signatures of the parties transmitted by facsimile, or by .pdf or similar electronic transmission, will be deemed to be their original signatures for any purpose whatsoever.

Participating Public Agency:

[_____]

**OMNIA Partners, as the cooperative
administrator on behalf of Principal
Procurement Agencies:**
**OMNIA PARTNERS, PUBLIC SECTOR,
INC.**

Authorized Signature

Name

Title and Agency Name

Date

Signature

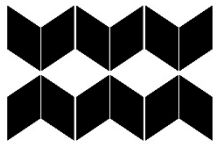
Sarah E. Vavra

Name

Sr. Vice President, Public Sector Contracting

Title

Date



whatcom county
library system

Board Meeting Agenda Item Cover Sheet

Meeting Date:	6/17/2025
Committee or Department:	Administration
Subject:	Public Records Policy 21.01
Prepared By:	Christine Perkins
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: Approve updates to Public Records Policy 21.01 as presented.

Suggested Motion for Consideration: Move to approve the updates to Public Records Policy 21.01 as presented.

Summary: We are proposing some updates to Public Records Policy 21.01 to clarify details related to collecting fees for public records.

Alternatives: As discussed.

Fiscal Impact: If approved, this policy would help to offset copying and other costs associated with public records requests.

Comments: None



whatcom county
library system

PUBLIC RECORDS POLICY

POLICY NUMBER: 21.01

SCOPE

Whatcom County Library System (WCLS) records subject to RCW 42.56.

PURPOSE

Pursuant to RCW 42.56, it is the policy of WCLS to make available for inspection and copying, upon request, its public records that are not exempt under RCW 42.56 or other applicable law.

DEFINITIONS

A *public record* includes any writing which contains information relating to the conduct of government or the performance of any governmental or proprietary function.

A *writing* includes any form of communication or representation. The forms of communication or representation include documents (paper and electronic), minutes, email, pictures, audio recordings, film, electronic databases, budgets, and charts. Refer to RCW 42.56.010(4) for a complete definition.

The *requestor* is the person requesting a public record for inspection or copying.

Redact means to remove, delete, or black out information that is exempt from public disclosure.

PUBLIC RECORDS OFFICER DESIGNATION

WCLS designates the Records Management Specialist as its Public Records Officer. The Public Records Officer shall ensure compliance with the Public Records Act, track all requests for public records, respond to all requests for public records or designate another individual to respond, and coordinate the review and retention of records.

PUBLIC RECORDS REQUESTS

All requests either for inspection or for copying of public records should be made in writing using WCLS' Public Records Request Form. The Public Records Officer or their designee shall respond to the request within five (5) business days of receipt (excluding the day the request is received, and excluding Saturdays, Sundays, and holidays). The response shall be one of the following based on the information provided by the requestor:

1. Make records available for inspection and/or copying.
2. Deny the request based on legal reasons.
3. Acknowledge receipt and provide an estimate of how much time it will take to provide the record(s).
4. Ask for clarification of the request.

The Public Records Officer or designee may need to revise an estimate of time to provide the records, and will notify the requestor if so.

If WCLS seeks clarification of an unclear request, the requestor has 30 calendar days to respond to WCLS' request for clarification. If the requestor does not respond within 30 calendar days, WCLS will consider the public records request abandoned. The Public Records Officer or designee will send a closing letter to the requestor stating that the request has been closed.

WCLS will make public records available for inspection and copying at Administrative Services Monday through Friday, 10:00 a.m. to 4:00 p.m. (or such other times as WCLS and the requestor may mutually agree), excluding holidays, provided that inspection may not be available immediately upon demand depending on a variety of factors, including (but not limited to): the scope, nature, and availability of requested records; the need to review and apply exemptions; and the availability of staff to oversee the inspection process to protect public records from damage or disorganization. WCLS will make efforts to arrange for timely access to public records in a manner that avoids excessive interference with other essential functions. WCLS may request that a person seeking to inspect public records schedule an appointment for inspection. WCLS public records shall not be removed, disassembled, or altered by the requestor.

If WCLS denies the request, WCLS will issue a written statement of the reason for the denial. Any person who objects to the initial denial may petition in writing to the Public Records Officer, who will forward it to the Director of Finance and Administration for a review of that decision. The petition shall include a copy or reasonably identify the written statement by the Public Records Officer denying the request. The Director of Finance and Administration will consider the petition within two business days and will either affirm or reverse the denial.

WCLS is not obligated to create records that do not exist, obtain records from another agency that WCLS does not have, mail records at WCLS expense, or respond to unclear requests that are not clarified upon request.

STATUTORY EXEMPTIONS – EXEMPTIONS LISTED FOR INFORMATIONAL PURPOSES

RCW 42.56 provides that a number of categories of public records are exempt from public inspection and copying. In addition, the Act provides that certain public records may be exempt from disclosure if any other statute or law exempts or prohibits disclosure. WCLS includes a list of exemptions, below, for informational purposes only. This list is not inclusive or exhaustive of all exemptions. WCLS's failure to list an exemption below shall not affect the efficacy of any exemption.

RCW 42.56.070(8) prohibits the disclosure of lists of individuals for commercial purposes. Therefore, if a public records request seeks a list of individuals, WCLS shall require that the requestor provide information necessary to determine if disclosure of the list of individuals is permitted or prohibited by RCW 42.56.070(8). (The Commercial Purpose Declaration can be found on the Public Records Request Form.)

According to RCW 42.56.310, any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, which discloses or could be used to disclose the identity of a library user is exempt from public disclosure.

According to RCW 42.56.230, personal information in files maintained for employees, that would violate ~~one's~~ their right to privacy is exempt from public inspection and copying.

According to RCW 42.56.250, certain ~~Any~~ personal information, such as residential addresses and phone numbers, ~~medical records, and social security numbers,~~ in records related to files maintained for volunteers

~~and employees, appointees, or public officials~~ of WCLS are exempt. Routine performance evaluations which do not discuss specific instances of gross misconduct are also exempt. Other items that are exempt may include industrial insurance (workers' compensation) claim files and records and ~~any certain~~ tax information.

~~According to RCW 42.56.250, A~~ applications for employment, including résumés and other related materials submitted with respect to an applicant, are exempt as well as test questions and scoring.

Other exemptions are defined in RCW 42.56 and other applicable laws.

If any record is withheld, the Public Records Officer or designee shall cite the legal exemption that authorizes such withholding and provide a brief explanation for the withholding.

If certain public records contain some material that is subject to public disclosure and some material that is exempt, WCLS shall redact the material that is exempt before providing the records. WCLS shall provide the reason for the redaction and cite the applicable exemption(s).

COPYING AND MAILING COSTS

WCLS may charge fees for providing copies of public records as described below. No fee shall be charged for in-person inspection of public records.

It would be unduly burdensome for WCLS to calculate the actual costs for providing public records.

RCW 42.56.070 permits a variety of types of costs to be included in the calculation of "actual costs," and the cost of each item in those categories may change over time. Calculating actual costs on a case-by-case basis for each of those categories for each request would be unduly burdensome for a variety of reasons, including the breadth of categories at issue, the need to track potential changes in the cost of each category over time, and the difficulty of determining the precise costs for some of these categories (such as the "actual cost of the electronic production or file transfer of the record and the use of any cloud-based data storage and processing service") as applicable to each particular public records request. Regarding actual costs of staff time, WCLS would need to track the precise amount of staff time to copy and send requested records for each request. If multiple staff members are involved in this process, WCLS may need to calculate and charge different amounts for different pages or records within a single request, which could be burdensome to track and calculate because WCLS employs over 160 employees who earn different salaries and different rates of pay that may change over time.

~~WCLS employs over 160 employees who earn different salaries and different rates of pay. The public records officer would be required to maintain a record of all employees who contributed to each part of a public record request and potentially charge different amounts for multiple scanned pages. The response time to a public records request may also be delayed in order to calculate scanning costs and create invoices with different rates of scanning charges. The amount of work involved in calculating the cost in providing copies for all separate requests would require a significant portion of one employee's time. The performance of WCLS's overall mission does not allow for the addition to, or the revision or reassignment of, duties for existing personnel so that these calculations can be done without hiring additional staff. Anticipated revenue, along with adopted priorities for expenditures, does not allow for the hiring of an additional employee for this purpose.~~

Based on the findings reasons above, WCLS will charge the requestor for photocopies or electronically produced copies of public records in accordance with the charges set forth in RCW 42.56.120(2) for any requests that exceed a total of ten responsive records, as further described in the "Fee Waiver" section

below. Pursuant to that statute, WCLS will provide, upon request, a summary of the applicable charges before any copies are made to allow the requestor to revise the request to reduce the number of copies to be made and reduce the applicable charges.

According to RCW 42.56.120 (2), WCLS will charge the requestor:

- Fifteen cents (-\$0.15) per page for photocopied copies of public records or printed copies of electronic public records
- Ten cents (\$0.10) per page if public records that exist in paper format must be scanned to electronic format to fulfill a request to have electronic files provided.
- The -Actual costs of any digital storage media or device provided by WCLS, and the actual costs of postage, delivery, and the container or envelope used to mail copies to the requestor will also be charged to the requestor.
- Five cents (\$0.05) per each four electronic files or attachments uploaded to email, cloud-based data storage service, or other means of electronic delivery.
- Ten cents (\$0.10) per gigabyte for the transmission of records in an electronic format.
- Electronic records may be provided at no cost provided the file size does not prohibit sending the file as an email attachment. Large file sizes may require alternative delivery methods; requestor will be charged the actual cost to provide these records.

The charges described above may be combined to the extent that more than one type of charge applies to a particular request. WCLS reserves the right to include a customized service charge pursuant to RCW 42.56.120(3) in addition to the charges described above.

Alternatively, WCLS may choose to charge a flat fee of up to two dollars (\$2.00) for any request as an alternative to the fees described above when WCLS reasonably estimates and documents that the costs above are clearly equal to or more than two dollars. The Public Records Officer shall have discretion to determine when to charge this flat fee in lieu of the charges above.

If requested, WCLS will provide a summary of the applicable charges before any copies are made to allow the requestor to revise the request to reduce the number of copies to be made and reduce the applicable charges.

Fee Waiver: WCLS waives charges when an entire request results in the production of ten or fewer responsive records. The Public Records Officer shall have discretion to determine what constitutes a single "record" for any records where that distinction may be unclear for purposes of this waiver. Such charges will not be waived, however, when it appears that the request or a series of requests have been tailored to take advantage of this waiver.

Payment may be made by personal check or money order made out to Whatcom County Library System. Checks returned to Whatcom County Library System for non-sufficient funds are treated as non-payment. Payments may be mailed to Administrative Services, 5205 Northwest Drive, Bellingham, WA 98226 or presented in person during hours described in the Public Records Request section above. Cash payments will only be accepted in person at Administrative Services.

WCLS may require a deposit of up to 10% for the estimated costs of providing ~~copies~~ for ~~large~~ requests and may require that the requestor make full payment of the copying and mailing costs before providing the records for a request (or for each installment of a request, if produced on an installment basis).

If the requestor does not complete the payment requested by WCLS within ~~20 business~~30 calendar days, WCLS will treat the request as abandoned and close the request.

RECORDS RETENTION SCHEDULES

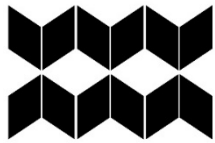
WCLS adopts the State of Washington Local Records Committee's Local Government General Records Retention Schedule and Records Management guidelines as its public records retention schedule and authorization for destruction. These State guidelines have been reviewed by the State Attorney General and the State Auditor offices. A copy of the Local Government General Records Retention Schedule and Records Management guidelines is on file in the Public Records Officer's office at Administrative Services.

RELATED POLICIES: [Confidentiality of Patron Records Policy 5.01.](#)

STATUTORY REFERENCE: [RCW 42.56 Public Records Act](#)

APPROVALS AND UPDATES

Date	Action	Reviewer	Approved By	Approval Signature
November 20, 2007	Approved.	-	Whatcom County Library System Board of Trustees	/s/ Amory Peck
March 19, 2024	Updated Public Records Officer.	Christine Perkins	Whatcom County Library System Board of Trustees	/s/ Matthew Santos
July 16, 2024	Updated to reflect best practices.	Christine Perkins	Whatcom County Library System Board of Trustees	/s/ Rodney Lofdahl
January 21, 2025	Updated to amend AS hours.	Christine Perkins	Whatcom County Library System Board of Trustees	/s/ Matthew Santos
<u>June 17, 2025</u>	<u>Updated to add language about charging and payments.</u>	<u>Christine Perkins</u>	<u>Whatcom County Library System Board of Trustees</u>	



whatcom county
library system

PUBLIC RECORDS POLICY

POLICY NUMBER: 21.01

SCOPE

Whatcom County Library System (WCLS) records subject to RCW 42.56.

PURPOSE

Pursuant to RCW 42.56, it is the policy of WCLS to make available for inspection and copying, upon request, its public records that are not exempt under RCW 42.56 or other applicable law.

DEFINITIONS

A *public record* includes any writing which contains information relating to the conduct of government or the performance of any governmental or proprietary function.

A *writing* includes any form of communication or representation. The forms of communication or representation include documents (paper and electronic), minutes, email, pictures, audio recordings, film, electronic databases, budgets, and charts. Refer to RCW 42.56.010(4) for a complete definition.

The *requestor* is the person requesting a public record for inspection or copying.

Redact means to remove, delete, or black out information that is exempt from public disclosure.

PUBLIC RECORDS OFFICER DESIGNATION

WCLS designates the Records Management Specialist as its Public Records Officer. The Public Records Officer shall ensure compliance with the Public Records Act, track all requests for public records, respond to all requests for public records or designate another individual to respond, and coordinate the review and retention of records.

PUBLIC RECORDS REQUESTS

All requests either for inspection or for copying of public records should be made in writing using WCLS' Public Records Request Form. The Public Records Officer or their designee shall respond to the request within five (5) business days of receipt (excluding the day the request is received, and excluding Saturdays, Sundays, and holidays). The response shall be one of the following based on the information provided by the requestor:

1. Make records available for inspection and/or copying.
2. Deny the request based on legal reasons.
3. Acknowledge receipt and provide an estimate of how much time it will take to provide the record(s).
4. Ask for clarification of the request.

The Public Records Officer or designee may need to revise an estimate of time to provide the records, and will notify the requestor if so.

If WCLS seeks clarification of an unclear request, the requestor has 30 calendar days to respond to WCLS' request for clarification. If the requestor does not respond within 30 calendar days, WCLS will consider the public records request abandoned. The Public Records Officer or designee will send a closing letter to the requestor stating that the request has been closed.

WCLS will make public records available for inspection and copying at Administrative Services Monday through Friday, 10:00 a.m. to 4:00 p.m. (or such other times as WCLS and the requestor may mutually agree), excluding holidays, provided that inspection may not be available immediately upon demand depending on a variety of factors, including (but not limited to): the scope, nature, and availability of requested records; the need to review and apply exemptions; and the availability of staff to oversee the inspection process to protect public records from damage or disorganization. WCLS will make efforts to arrange for timely access to public records in a manner that avoids excessive interference with other essential functions. WCLS may request that a person seeking to inspect public records schedule an appointment for inspection. WCLS public records shall not be removed, disassembled, or altered by the requestor.

If WCLS denies the request, WCLS will issue a written statement of the reason for the denial. Any person who objects to the initial denial may petition in writing to the Public Records Officer, who will forward it to the Director of Finance and Administration for a review of that decision. The petition shall include a copy or reasonably identify the written statement by the Public Records Officer denying the request. The Director of Finance and Administration will consider the petition within two business days and will either affirm or reverse the denial.

WCLS is not obligated to create records that do not exist, obtain records from another agency that WCLS does not have, mail records at WCLS expense, or respond to unclear requests that are not clarified upon request.

STATUTORY EXEMPTIONS – EXEMPTIONS LISTED FOR INFORMATIONAL PURPOSES

RCW 42.56 provides that a number of categories of public records are exempt from public inspection and copying. In addition, the Act provides that certain public records may be exempt from disclosure if any other statute or law exempts or prohibits disclosure. WCLS includes a list of exemptions, below, for informational purposes only. This list is not inclusive or exhaustive of all exemptions. WCLS's failure to list an exemption below shall not affect the efficacy of any exemption.

RCW 42.56.070(8) prohibits the disclosure of lists of individuals for commercial purposes. Therefore, if a public records request seeks a list of individuals, WCLS shall require that the requestor provide information necessary to determine if disclosure of the list of individuals is permitted or prohibited by RCW 42.56.070(8). (The Commercial Purpose Declaration can be found on the Public Records Request Form.)

According to RCW 42.56.310, any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, which discloses or could be used to disclose the identity of a library user is exempt from public disclosure.

According to RCW 42.56.230, personal information in files maintained for employees that would violate their right to privacy is exempt from public inspection and copying.

According to RCW 42.56.250, certain personal information, such as residential addresses and phone numbers, in records related to volunteers and employees of WCLS are exempt. Routine performance evaluations which do not discuss specific instances of gross misconduct are also exempt. Other items that are exempt may

include industrial insurance (workers' compensation) claim files and records and certain tax information. Applications for employment, including résumés and other related materials submitted with respect to an applicant, are exempt as well as test questions and scoring.

Other exemptions are defined in RCW 42.56 and other applicable laws.

If any record is withheld, the Public Records Officer or designee shall cite the legal exemption that authorizes such withholding and provide a brief explanation for the withholding.

If certain public records contain some material that is subject to public disclosure and some material that is exempt, WCLS shall redact the material that is exempt before providing the records. WCLS shall provide the reason for the redaction and cite the applicable exemption(s).

COPYING AND MAILING COSTS

WCLS may charge fees for providing copies of public records as described below. No fee shall be charged for in-person inspection of public records.

It would be unduly burdensome for WCLS to calculate the actual costs for providing public records. RCW 42.56.070 permits a variety of types of costs to be included in the calculation of "actual costs," and the cost of each item in those categories may change over time. Calculating actual costs on a case-by-case basis for each of those categories for each request would be unduly burdensome for a variety of reasons, including the breadth of categories at issue, the need to track potential changes in the cost of each category over time, and the difficulty of determining the precise costs for some of these categories (such as the "actual cost of the electronic production or file transfer of the record and the use of any cloud-based data storage and processing service") as applicable to each particular public records request. Regarding actual costs of staff time, WCLS would need to track the precise amount of staff time to copy and send requested records for each request. If multiple staff members are involved in this process, WCLS may need to calculate and charge different amounts for different pages or records within a single request, which could be burdensome to track and calculate because WCLS employs over 160 employees who earn different salaries and different rates of pay that may change over time.

Based on the reasons above, WCLS will charge the requestor for photocopies or electronically produced copies of public records in accordance with the charges set forth in RCW 42.56.120(2) for any requests that exceed a total of ten responsive records, as further described in the "Fee Waiver" section below.

According to RCW 42.56.120 (2), WCLS will charge the requestor:

- Fifteen cents (\$0.15) per page for photocopies of public records or printed copies of electronic public records
- Ten cents (\$0.10) per page if public records that exist in paper format must be scanned to electronic format to fulfill a request to have electronic files provided.
- The actual cost of any digital storage media or device provided by WCLS, and the actual costs of postage, delivery, and the container or envelope used to mail copies to the requestor.
- Five cents (\$0.05) per each four electronic files or attachments uploaded to email, cloud-based data storage service, or other means of electronic delivery.
- Ten cents (\$0.10) per gigabyte for the transmission of records in an electronic format.

The charges described above may be combined to the extent that more than one type of charge applies to a particular request. WCLS reserves the right to include a customized service charge pursuant to RCW 42.56.120(3) in addition to the charges described above.

Alternatively, WCLS may choose to charge a flat fee of up to two dollars (\$2.00) for any request as an alternative to the fees described above when WCLS reasonably estimates and documents that the costs above are clearly equal to or more than two dollars. The Public Records Officer shall have discretion to determine when to charge this flat fee in lieu of the charges above.

If requested, WCLS will provide a summary of the applicable charges before any copies are made to allow the requestor to revise the request to reduce the number of copies to be made and reduce the applicable charges.

Fee Waiver: WCLS waives charges when an entire request results in the production of ten or fewer responsive records. The Public Records Officer shall have discretion to determine what constitutes a single “record” for any records where that distinction may be unclear for purposes of this waiver. Such charges will not be waived, however, when it appears that the request or a series of requests have been tailored to take advantage of this waiver.

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WCLS may require a deposit of up to 10% for the estimated costs of providing copies for a request and may require that the requestor make full payment of the copying and mailing costs before providing the records for a request (or for each installment of a request, if produced on an installment basis).

If the requestor does not complete the payment requested by WCLS within 30 calendar days, WCLS will treat the request as abandoned and close the request.

RECORDS RETENTION SCHEDULES

WCLS adopts the State of Washington Local Records Committee’s Local Government General Records Retention Schedule and Records Management guidelines as its public records retention schedule and authorization for destruction. These State guidelines have been reviewed by the State Attorney General and the State Auditor offices. A copy of the Local Government General Records Retention Schedule and Records Management guidelines is on file in the Public Records Officer’s office at Administrative Services.

RELATED POLICIES: [Confidentiality of Patron Records Policy 5.01](#).

STATUTORY REFERENCE: [RCW 42.56 Public Records Act](#)

APPROVALS AND UPDATES

Date	Action	Reviewer	Approved By	Approval Signature
November 20, 2007	Approved.	-	Whatcom County Library System Board of Trustees	/s/ Amory Peck
March 19, 2024	Updated Public Records Officer.	Christine Perkins	Whatcom County Library System Board of Trustees	/s/ Matthew Santos
July 16, 2024	Updated to reflect best practices.	Christine Perkins	Whatcom County Library System Board of Trustees	/s/ Rodney Lofdahl
January 21, 2025	Updated to amend AS hours.	Christine Perkins	Whatcom County Library System Board of Trustees	/s/ Matthew Santos
June 17, 2025	Updated to add language about charging and payments.	Christine Perkins	Whatcom County Library System Board of Trustees	

COMMUNITY

It's parade season! WCLS staff members are spreading joy this summer. Thank you to trustee John Miller and his grandchildren for marching with us at the Memorial Day Parade in Bellingham (formerly the Ski to Sea Parade). We've also been at the Lynden Farmer's Day Parade, and will be attending the Sumas Days Parade, Independence Day Parades in Acme, Blaine and Point Roberts, Everson Summer Festival Parade, and the Ferndale Old Settlers Parade.



ACCESS

Whatcom County Councilmembers are hosting quarterly "[Community Conversations](#)" at WCLS libraries. The first are June 17 from 2 – 4 p.m. at Blaine and 5 – 7 p.m. at Ferndale. There will be another at Lynden on July 10 from 4:30 – 6:30 p.m. Please get the word out and consider attending – this is your chance to meet face-to-face with your elected leaders.

RESOURCES

Library of Things update: WCLS now circulates 21 "companion pet" cats and there are 120 people on holds lists to borrow one. We just purchased two versions of "companion pet" dogs: 10 copies of "Boots" and 10 of "Scout" with 15 holds pending. Place your hold now, before the word gets out!

EQUITY, DIVERSITY AND INCLUSION

Lummi artists Lee Plaster and Toshi Simmonds are presenting cedar weaving classes from June 21 to August 30 at various branch libraries. All WCLS programs are free of charge.

STEWARDSHIP

Our Jail Services PSA Meagan Wheeler had the idea to establish a "Wish List" for book purchases from Village Books to supplement the Whatcom County Jail library collection. She worked with WCLF Director Jessica Burson to put it together and it's now "live" at <https://www.villagebooks.com/wishlist/1421>. Community members can purchase the titles from Village Books and Meagan will pick them up and bring them to use at the Jail. WCLS provides a small circulating collection which includes books and magazines delivered weekly.

Christine Perkins, Executive Director

ACCESS

The [Salish Seed Guild](#) provides access to free seeds to people in the Salish Sea region, and they turn to some WCLS libraries to help them distribute their seeds to as many gardens as possible. This partnership lasts about three months each year and will end until next season on June 16.

RESOURCES – Ferndale Library Spotlight

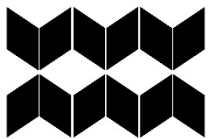
The Ferndale Library celebrated its 10-year anniversary in late 2024. In addition to being a beautiful facility with a variety of meeting spaces and acoustics that support some awesome after-hours concerts, this is also a place to come for connection to people and resources. Staff there are in regular contact with community agencies such as Bridge2Services Homeless Outreach, Mobile Crisis Outreach Team, DSHA Mobile Office, and the Northwest Regional Council. Branch Manager, Alix Prior, is a stakeholder at the table with the Community Coalition and the North County Non-Profit network. Each agency helps to amplify the work of others. Recently, the Friends of the Ferndale Library provided funding for a custom-built Care Connect Cabinet where patrons can access basic needs supplies as provided by partner agencies.



In a recent survey of Ferndale HS students, the Ferndale Library ranked #2 as a place to ‘hang out’ and was described as, “fun, quiet, free, safe, close to school, and has welcoming staff.” the Ferndale School District and Communities in Schools has provided in-branch engagement with our youth patrons so that WCLS staff can provide quality services to patrons of all ages.

Staffing at the Library has seen much change in recent years. Alix Prior has been the Branch Manager for 2.5 years, and in that time, she has filled all Assistant staff positions. One position unique to WCLS is the Lummi Cultural Liaison PSA. Staff work together to provide library services and develop programming to connect with patrons. In May, the Plant and Garden Swap program worked with Ferndale Rotary to provide free native plants. There is a weekly Tech Help program and two monthly book groups. In June, a partnership with Connect Ferndale will bring a documentary film screening in honor of Juneteenth.

Michael Cox
Deputy Director



whatcom county
library system

Youth Services Report

June 2025

Summer is the busiest season for the Youth Services Team, and we spend the entire year gearing up for our Summer Reading Program designed to ignite and sustain an interest in books and reading among our youngest citizens. The Summer Reading Program is a multi-pronged effort that integrates many different functions of library service into a cohesive, resonant, and delightful opportunity to read independently and read together.

COMMUNITY

We think carefully about the communal nature of reading and build into our program opportunities to read in community. This summer you'll see displays in every branch where Summer Reading Participants can record their progress by applying genre category stickers to in branch displays, signaling both the kinds and amounts of reading happening in our communities. There is also a book-recommendation function built into this summer's program where patrons can recommend books to one another, adding those recommendations to in-branch displays and system BiblioCommons booklists.

ACCESS

The Youth Services Team will deliver over 100 programs in the month of July, ranging from outdoor storytimes in local parks to nature- and craft-themed programs for kids and interactive camps for teens on Shakespeare performance or Role-Playing games. These programs offer the same kind of social connection and intellectual enrichment that costly summer camps provide at no cost to participants, and center reading and story, key to our library mission, as a means to those ends.

RESOURCES

A key feature of the Summer Reading Program for young people is the choice of a "forever book" at the beginning of the summer. Any young person who attends one of our Summer Reading Kickoff parties, happening the last week of June in all locations, can choose a brand-new book to keep. Thanks to the generous support of the Whatcom County Library Foundation and this summer's corporate sponsor, People's Bank, we have a tremendous selection. Research shows us the critical value of *owning* books to emergent readers, and we're thrilled to be able to contribute in this way.

EQUITY, DIVERSITY AND INCLUSION

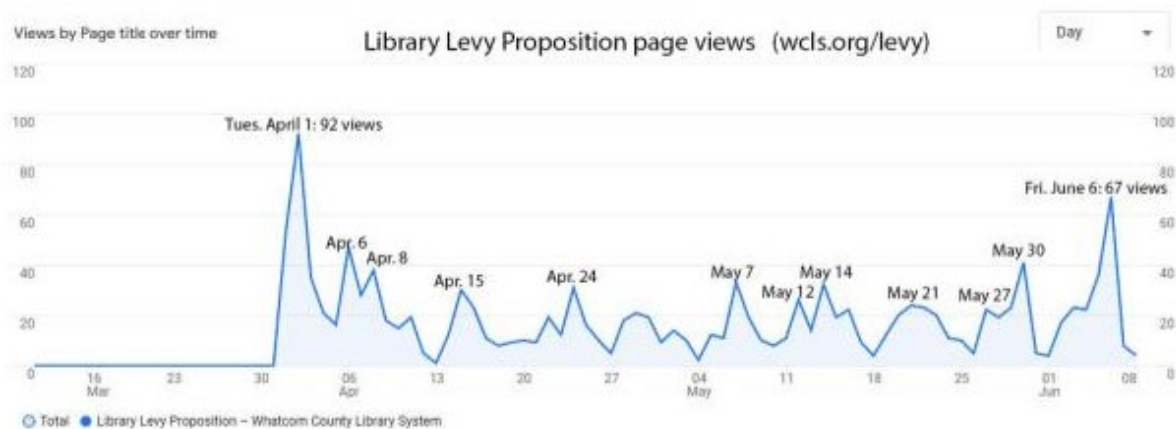
The Youth Services Team works closely with our Hispanic Cultural Liaisons to bring our Summer Reading Program to the migrant community, adapting the reading and programmatic elements to the language and schedule needs of this community.

Thom Barthelmess

Youth Services Manager

COMMUNITY/RESOURCES

We are monitoring visits to the wcls.org/levy webpage. From April 1 to June 8, we saw the following activity.



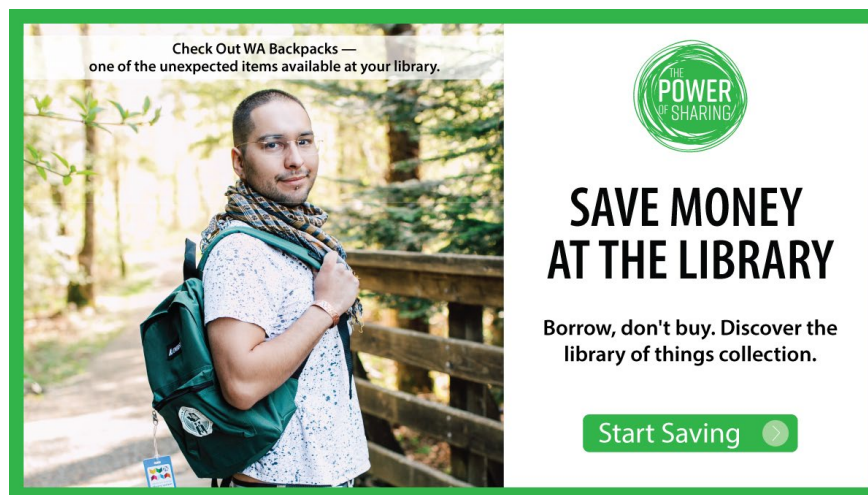
- Total number of page views: 1,333
- Total number of visitors: 911 (We are unable to segment staff vs. patron page visits.)
- Average time spent on page: 1:34
- File downloads on page: 141
- Average number of visits per week: 133.3

News stories, patron emails, social media posts and community presentations — as well as staff visits prompted by WCLSNet posts — drive spikes in activity. We promote the webpage on all our channels and share it on posters and handouts at the branches. As the election nears, we anticipate visits will grow. Neil McKay continues to refine the webpage based on patron questions and staff input.



There are endless stories to share about the library and library services. This month, Community Relations launched an informational campaign — “Did You Know?” — that will feature quick library facts to surprise and inform patrons. The messages will pop up on branch

digital signs, WCLS social media, patron emails and the website. Amy Jones designed the colorful, eye-catching graphics.



“Did You Know?” complements our Power of Sharing campaign, which is currently featuring the [library of things](#). We repurposed video shot last fall, creating :15 and :30 ads that run across digital channels. (The ads are getting great engagement!) Display ads and branch signs feature a

face familiar to many WCLS staff and patrons. That’s Joshua Olsen, the former Nooksack cultural liaison PSA at Deming Library. Visit wcls.org/power. Or watch the :30 video [here](#).

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

- Episode 55: Our latest podcast episode features WCLS Board of Trustees Chair Rod Lofdahl and Executive Director Christine Perkins. Tune in to learn a little about Rod and a lot about the ancient Viking Harald Hardrada, the "Thunderbolt of the North!"

Book Reviews

- *Cascadia Daily News*, May 4, 2025, [Review: 'The Pacific Northwest Disaster Guide' by Henry Latourette Miller](#)
- *Northern Light*, May 7, 2025, [Blaine book club review: "Spirit Whales and Sloth Tales: Fossils of Washington State"](#)
- *Cascadia Daily News*, May 16, 2025, [Review: 'Cabin: Off the Grid Adventures with a Clueless Craftsman' by Patrick Hutchison](#)
- *Cascadia Daily News*, May 31, 2025, [Review: 'The Wives' by Simone Gorrindo](#)
- *Bellingham Alive*, May 2025, see clip below

Book Reviews

WRITTEN BY MARY KINSER



"The Names"
by Florence Knapp

The baby is to be named Gordon. Her husband insists on it. Gordon is his name, and the son should be named after his father. And Cora knows that she must obey her husband's instructions. Years of abuse have taught her the consequences if she does not. Yet she cannot bear it if the boy is like his father. She wonders—will another name change her son's fate?

So begins this inventive novel of alternative futures. In one the baby is named Bear, chosen by his sister; in another, Julian, the name Cora prefers; and in a third, she concedes to call him Gordon. Each chapter is a time jump, with threads that follow the outcomes of Cora's choice, revealing who her son is in each future and how he moves through the world. Readers will be left reflecting on small moments and decisions that shaped their own lives. The story's emotional resonance makes "The Names" an excellent pick to discuss with a friend or your book club.



"Homeseeking"
by Karissa Chen

This sweeping epic examines themes of displacement, identity, and loss through the lives of a couple separated by war and circumstance. Suchi and Haiwen meet as children in pre-WWII Shanghai. Their connection is instant and intense, and friendship eventually blossoms into love. But Shanghai is gripped by occupation and political upheaval, and Haiwen is forced to enlist in the Nationalist Army and leave home. The war displaces Suchi, too, when her fearful parents send her to Hong Kong along with her sister. The couple lose touch but never stop wondering about and longing for one another.

Weaving back and forth through time and place, the novel reflects on 60 years of Chinese history and the varied experiences of the Chinese diaspora. Though Haiwen and Suchi's stories are marked by pain and heartbreak, there is hope there too, and resilience in the face of struggle. Ambitious in scope and filled with truths that are universal, "Homeseeking" is a novel that lingers.

Media Coverage

- *The Bellingham Herald*, May 2, 2025, [Whatcom-championed bill allows mobile markets to accept FMNP, WIC](#)
- *Lynden Tribune*, May 14, 2025, [WCLS to ask voters for support](#)
- *Visit Bellingham*, May 16, 2025, [bellingham.org/pressreleases/whatcom-county-library-system-announces-free-summer-events-including-popular-summer-reading-program](#)
- *Lynden Tribune*, May 17, 2025, [Lynden Tribune Events - Yes! Whatcom Libraries Campaign Kickoff](#)
- *Lynden Tribune*, May 21, 2025, [Whatcom News: May 21, 2025](#)
- *Lynden Tribune*, May 23, 2025, [Sumas starts second community garden](#)
- *Cascadia Daily News*, May 24, 2025, [Gallery: 2025 Whatcom Memorial Day Parade](#)
- *Lynden Tribune*, May 27, 2025, [Remembering all who gave their lives for their country](#)
- *Whatcom Talk*, May 29, 2025, [Peoples Bank Hosts Home Buying Seminar at Everson Library](#)
- *All Point Bulletin*, May 29, 2025, [Library Quick Picks: June](#)
- *All Point Bulletin*, May 30, 2025, [Friends of the Point Roberts Library AGM](#)
- *All Point Bulletin*, May 30, 2025, [Letters to the Editor: June](#)

Letters to the Editor

- *Delta Optimist*, May 12, 2025, [Letters: Authors to tell the story of the pandemic restrictions in Point Roberts](#)
- *Cascadia Daily News*, May 20, 2025, [Letters, week of May 21, 2025: Common Threads, 747 boondoggle, courage and office romance](#)
- *Lynden Tribune*, May 28, 2025, [Letters to the editor: May 28, 2025](#)
- *Sudden Valley Views*, May 2025, page 3, [Letters to the editor: A vote for our shared future](#)

Mary Vermillion

Community Relations Manager

Collection Size	Physical	Electronic	Total
	298,499	393,808	692,307

Circulation	May 2024	May 2025	YTD 2024	YTD 2025	YTD % chg
Physical Circulation					
Blaine	13,088	13,403	62,999	70,546	12.0%
Bookmobile & Outreach	4,686	4,507	22,146	22,764	2.8%
Deming	7,487	7,430	38,896	38,127	-2.0%
Everson	8,385	8,280	43,360	42,958	-0.9%
Ferndale	31,876	29,733	159,807	149,218	-6.6%
Island	1,693	1,672	8,137	8,685	6.7%
Lynden	36,607	34,209	179,577	175,372	-2.3%
North Fork	3,701	3,210	18,821	17,061	-9.4%
NWIC	10	102	40	146	265.0%
Point Roberts + PRX	2,278	2,138	10,358	10,553	1.9%
Sumas + SLX	2,240	2,174	11,308	12,381	9.5%
South Whatcom	7,447	8,128	36,781	39,115	6.3%
NDX	3,580	3,662	16,772	19,562	16.6%
Physical Circulation Total	123,078	118,648	609,002	606,488	-0.4%
Disc materials: DVDs, CDs	26,016	23,528	129,826	120,888	-6.9%
All other materials	95,962	92,694	473,942	473,024	-0.2%
Digital Circulation					
eBooks/eAudiobooks	36,914	37,616	180,766	187,162	3.5%
eMagazines	4,983	6,016	26,171	29,760	13.7%
eMusic	12,383	13,894	53,703	53,133	-1.1%
Streaming Video	2,698	3,155	14,276	17,396	21.9%
Digital Circulation Total	56,978	60,681	274,916	287,451	4.6%
Grand Total	180,056	179,329	883,918	893,939	1.1%

Visitors (Door counts)	May 2024	May 2025	YTD 2024	YTD 2025	YTD % chg
Blaine	6,916	7,038	33,794	34,572	2.3%
Deming	2,676	2,616	14,065	13,735	-2.3%
Everson	2,972	3,353	15,499	17,088	10.3%
Ferndale	11,955	12,061	64,604	62,097	-3.9%
Island	1,556	1,376	5,978	7,361	23.1%
Lynden	11,340	11,345	56,264	58,764	4.4%
NDX	360	305	1,642	1,529	-6.9%
North Fork	1,930	2,007	8,659	9,077	4.8%
Point Roberts + PRX	1,487	1,207	6,647	6,415	-3.5%
Sumas + SLX	1,070	1,208	5,669	6,620	16.8%
South Whatcom	3,014	3,079	13,975	14,783	5.8%
Total	45,276	45,595	226,796	232,041	2.3%

New Borrowers	May 2024	May 2025	YTD 2024	YTD 2025	YTD % chg
	622	565	3,130	2,786	-11.0%

Interlibrary Loan	May 2024	May 2025	YTD 2024	YTD 2025	YTD % chg
Borrowed from BPL	12,013	11,794	60,723	60,452	-0.4%
Lent to BPL	21,680	21,608	109,911	111,051	1.0%
Borrowed: other libraries	635	714	3,315	3,108	-6.2%
Lent: other libraries	593	539	3,054	3,018	-1.2%

Electronic Resources	May 2024	May 2025	YTD 2024	YTD 2025	YTD % chg
WCLS.org Sessions	38,835	38,392	192,999	195,330	1.2%
Bibliocommons Sessions	103,159	86,175	497,829	446,135	-10.4%
Internet Sessions	3,799	4,071	18,093	20,357	12.5%
Wifi Clients / Sessions	7,227	7,737	32,949	37,751	14.6%

Activities	May 2024	May 2025	YTD 2024	YTD 2025	YTD % chg
Programs					
Adults	76	116	351	527	50.1%
Teens	16	47	71	189	166.2%
Children	96	64	509	493	-3.1%
Total	188	227	931	1,209	29.9%
Attendance					
Adults	534	657	3,795	5,453	43.7%
Teens	1,762	3,319	3,626	6,129	69.0%
Children	3,840	1,809	12,210	11,690	-4.3%
Total	6,136	5,785	19,631	23,272	18.5%

Notes/Corrections:

Issue with Kanopy stat tracking by title, so we now track Plays. Previous Year streaming video stats in 2025 Board Report will be inconsistent with 2024 Board Report.