



BOARD OF TRUSTEES MEETING
Whatcom County Library System
August 19, 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. 9:10 a.m. **Service Anniversary Recognition – Aimee Flowers, Thom Barthelmess, Rheannan Pfnister, Helen Veitch**
4. 9:30 a.m. **Consent Agenda**
 - a. Meeting Minutes
 - b. Expenditures
5. 9:35 a.m. **Financial Report and Resolutions**
 - a. Finance Committee Report
 - b. Motion to Rescind Approval of Resolution 06/17/25-10
 - c. Cooperative Purchasing Agreement Approval
6. 9:45 a.m. **Policy Update**
 - a. Family and Medical Leave Policy 12.23
7. 9:50 a.m. **Levy Lid Lift Debrief**
8. 10:25 a.m. **BREAK**
9. 10:35 a.m. **Trustee Education: Capital Planning**
10. 11:15 a.m. **Staff Reports**
11. 11:25 a.m. **Performance Measures and Committee Reports**
 - a. IT Services Committee: Cybersecurity Audit Report
12. 11:35 a.m. **Announcements and Adjourn**
 - a. Union negotiations October 6 & 7 with backups October 8 and 17 as backup (Rod and John)

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, August 18, 2025. Written comments may be submitted to Rheannan.Pfnister@wcls.org prior to the meeting.



Board Meeting Agenda Item Cover Sheet

Meeting Date:	8/19/2025
Committee or Department:	Administration Department
Subject:	Consent Agenda – Board Meeting Minutes, Monthly Expenditures, Authorization to Reissue a Paycheck
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:

- July 15, 2025 Regular Board Meeting

Expenditures:

General Fund:

- June 16-30, 2025 payroll: check nos. 1043542072-1043542075 and voucher nos. 563145-563301 totaling \$245,251.11 and July 1-15, 2025 payroll: check nos. 1043738298-1043738301 and voucher nos. 563309-563460 totaling \$252,695.02.
- ACH transactions for employee benefits, telecommunication services and monthly sales/use tax filings totaling \$118,915.45; \$69,612.93 of this is for employee-funded contributions to dental and vision 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 2025-26G: warrant nos. 1259592-1259608 totaling \$55,277.51
- Claim 2025-27G: warrant nos. 1259888-1259916 totaling \$138,517.23
- Claim 2025-28G: warrant nos. 1260185-1260208 totaling \$74,495.74
- Claim 2025-29G: warrant nos. 1260682-1260708 totaling \$42,923.08
- Claim 2025-30G: warrant nos. 1261099-1261113 totaling \$73,800.24

Capital Fund:

- Claim 2025-12C: warrant no. 1260209 totaling \$2,390.48
- Claim 2025-13C: warrant no. 1261114 totaling \$1,886.30

Authorization to Reissue a Paycheck

- Resolution 08/19/25-13 to reissue paycheck 1041677506

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 made in July.

Library Board of Trustees Regular Meeting

July 15, 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: Trustees: Rodney Lofdahl, Chair; Matthew Santos, Vice Chair; Danielle Gaughen, Secretary and Jes Stugelmayer. Absent: John Miller, with prior notice.

Staff: Christine Perkins, Executive Director; Michael Cox, Deputy Director; Jackie Saul, Director of Finance and Administration; Mary Vermillion, Community Relations Manager; Lisa Gresham, Collection Services Manager; Beth Andrews, Human Resources Manager; Dianne Marrs-Smith, Birch Bay and Lynden Library Manager and Friends of the Birch Bay Library FOBBL) President; Jessica Burson, Foundation Development Director; Maggie Mae Nase, Learning Coordinator; Amy Jones, Communications Specialist; Siri Beckmen, Community Relations Aide.

Guests: none

Call to Order

Rod determined a 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

The Board recognized Amy Jones, Communications Specialist, for her 10-year service anniversary. Amy oversees major design projects for WCLS and Mary shared examples of how Amy has evolved the WCLS brand, most notably the logo. Other significant projects include the First 500 program, Open Book, the WCLS Community Report, *Explorations*, levy lid lift informational materials and branch display signs. Amy asks good questions to understand and gain insights into a project, and this shines through in her designs. Mary shared positive comments from Amy's colleagues.

Amy thanked the Board for their trust and noted that she appreciates being made to feel valued. This makes her work a joy. Christine stated that Amy has elevated WCLS by taking a feeling and making it visible. Her work is happy and joyful but also professional and pulled together, adding sophistication to our messaging.

Amy and Siri left the meeting.

Consent Agenda

The Consent Agenda included minutes of the June 17, 2025, Board of Trustees Regular Meeting as well as the following:

Expenditures:

General Fund:

- May 16-31, 2025 payroll: check nos. 1043194573-1043194579 and voucher nos. 562829-562980 totaling \$246,057.78 and June 1-15, 2025 payroll: check nos. 1043371857-1043371860 and voucher nos. 562985-563140 totaling \$241,906.82.
- ACH transactions for employee benefits, telecommunication services and monthly sales/use tax filings totaling \$104,534.23; \$51,007.38 of this is for employee funded contributions to medical, dental and vision insurance premiums, Health Savings Accounts, PERS and deferred compensation plans (made via payroll deduction).
- Claim 2025-22G: warrant nos. 1258106-1258116 totaling \$11,785.06
- Claim 2025-23G: warrant nos. 1258564-1258587 totaling \$145,149.51
- Claim 2025-24G: warrant nos. 1258630-1258651 totaling \$25,338.30
- Claim 2025-25G: warrant nos. 1259075-1259099 totaling \$56,736.06

Capital Fund:

- Claim 2025-11C: warrant no. 1258588 totaling \$3,279.84

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

Financial Report and Resolutions: Finance Committee Report

Jackie reviewed her report, including the June Notes and Highlights section. We are halfway through 2025, with revenue and expenditures tracking close to budget. We received an influx of timber tax revenue in June, about half of our annual budgeted amount. We continue to see high printer usage and are reviewing equipment options to reduce staff time and printer wear and tear. Jackie recently evaluated paper and toner costs to ensure our patron print fees are still an appropriate amount. The report includes a link to the State Auditor's Financial Intelligence Tool (FIT) and Jackie briefly reviewed the WCLS FIT report with Trustees.

Rod noted that postage costs recently went up and wondered about the impact of this. Jackie reported that we have recently updated how we send bills to patrons which has reduced the number of paper bills mailed. Overall Communications costs are running ahead of budget but this is because some IT fiber costs were front-loaded in the year. Jes noted that insurance costs are also ahead of budget and wondered if these are also front-loaded. Jackie confirmed that most of our policies renew in January.

Today's packet includes a resolution to transfer funds from the General Fund to the Capital Fund. Jackie explained that this transfer is included in the budget and the resolution authorizes her to complete the transfer.

Rod moved to approve Resolution 07/15/25-12 authorizing an interfund transfer from the General Fund to the Capital Fund as presented. Seconded. Passed unanimously.

As requested at the January meeting, Jackie provided a mid-year incident report update. So far there have been only 33 incidents reported, as opposed to 96 in 2024. In particular, Ferndale has seen a reduction and Blaine has seen a minor uptick (although only a total of seven so far this year). The most common type of incidents are patron accidents or illnesses. Jackie noted that these are reviewed by the Safety Committee and any safety hazards have been addressed. The second most common type of incident is harassment/threats to patrons. Jes asked if this has changed from last year and what type of training is offered to staff to address this. Jackie referred back to last year's report and found that this incident type happened less frequently last year. Michael discussed the Ryan Dowd curriculum and strategies for staff approach to and documentation of these incidents.

A number of updates to personnel policies are required in response to laws passed during the most recent state legislative session. Beth walked Trustees through the changes.

Personnel Records Policy 12.03

The definition of what is in a personnel record has been updated, along with what must be included if someone asks to review their own file. Additional details, such as how to request access to a personnel file and response timelines, will be noted in an administrative procedure to accompany this policy.

Christine suggested that a change is needed to the second paragraph of the policy to allow for sharing a personnel file with legal counsel, and that the word “only” may restrict access in a way not intended. The second sentence of the second paragraph was changed to read, “*Additionally* (rather than “only”), the employee, the employee’s immediate supervisor and Department Head, the Director of Finance and Administration, Human Resources, the Executive Director, *and/or legal professionals* may examine employee personnel records.”

Rod moved to approve the updated Personnel Records Policy 12.03, as amended. Seconded. Passed unanimously.

Sick Leave Policy 12.22

This policy is changed to include the need to prepare for or participate in immigration proceedings involving the employee or their family as an acceptable use of sick time, in compliance with state law.

Matthew moved to approve the updated Sick Leave Policy 12.22, as presented. Seconded. Passed unanimously.

Beth noted that the state laws necessitating changing the preceding policies go into effect July 27. The following changes are not required until January 1, 2026. We are making them now for consistency.

Family & Medical Leave Policy 12.23

Beth explained the difference between the Family Medical Leave Act (FMLA) and Washington Paid Family Medical Leave (WApfml). FMLA provides job and benefit protection while WApfml provides compensation during leave. They are intended to be used simultaneously so that employees have wages and benefits along with job protection during medical leave. In reality, eligibility for and usage of the two programs can differ. WCLS addressed this in our policy and in the bargaining agreement by allowing for job and benefit protection to employees using WApfml even if not using FMLA. This practice was recently codified into state law. The law also removes the potential for stacked leave periods (using both consecutively rather than simultaneously). We have updated our policy accordingly to prevent double benefits.

The law also reduces the minimum leave period from eight consecutive hours to four.

Lastly, the policy is updated to state that WCLS will not refund accrued paid leave used while waiting for WApfml approval. If an employee uses accrued leave while waiting for approval, they cannot claim WApfml for that period and request to reverse their use of WCLS paid leave. Alternately, employees have the option to not use leave accruals during the waiting period.

Rod moved to approve the updated Family & Medical Leave Policy 12.23, as presented. Seconded. Passed unanimously.

Domestic Violence Leave Policy 12.24

This policy is updated to include dealing with hate crimes as an additional reason for use of such leave, in response to state law. The definition of a family member is updated to be consistent with other policies.

Matthew suggested clarifying that the policy addresses hate crimes “*as defined by WA state law,*” as the state’s legal definition can vary from Federal law. Beth will confirm the relevant RCW and update the policy language.

Matthew moved to approve the updated Domestic Violence Leave Policy 12.24, as amended. Seconded. Passed unanimously.

Birch Bay Easement Update

Christine reminded Trustees of the strip of land in question, at the rear of the Birch Bay property. There is a fence along this strip and although our property line extends beyond the fence, it does not impact the building and parking lot plans. There is one mobile home pad that needs to be moved. In prior meetings Trustees approved entering into an easement agreement with the property owner, Edgewater Estates. Edgewater would prefer to purchase the strip of land rather than have an easement, due to easement restrictions.

Michael introduced a third option, which is to take no action regarding the strip of land, as it does not impact our plans. Discussion followed regarding these options. Trustees agreed that a memorandum of understanding (MOU) is needed at a minimum. They would like to proceed with the easement but agree that the restrictions could be reduced. They would like Edgewater to share legal costs; Michael reports they have agreed to this.

Once an MOU is in place regarding legal fees, Trustees are comfortable moving forward with discussing a future sale of the strip of land if still of interest to Edgewater, although preference is to enter into an easement agreement with reduced restrictions. Christine stressed that removal of the mobile home pad must be included in the MOU.

Michael reported that our permitting application with the County refers to the easement, so this discussion is not holding up that process.

Levy Lid Lift Update

We have sent out an informational mailer to households in the district. It is intended to remind community members that the lid lift election is happening and direct them to our website for more information. Christine was interviewed by *Cascadia Daily News* and provided more information about the lid lift. Christine and Michael continue to make informational presentations to local community groups.

Christine is sharing weekly updates with staff and noted that some are feeling the stress of the uncertainty of the lid lift and WCLS's finances if it does not pass. The lid lift election is taking a toll on staff, which speaks to the interest in going out for larger lid lifts less frequently rather than smaller increases more frequently.

Jes asked if there has been any negative feedback and Christine reported that we are monitoring social media. We are not hearing of any organized resistance to the levy lid lift, although there have been a few comments about the cost of taxes during community presentations.

Break

Rod adjourned for a break from 10:15-10:30 a.m. Danielle left the meeting.

Staff Reports: Executive Director

Christine expressed appreciation of the North Fork Friends' efforts that have secured \$95,000 for a retractable wall that will create a more functional meeting space in the library.

Christine shared articles about recent court rulings regarding library collections and government speech versus free speech as guaranteed by the First Amendment.

Staff Reports: Deputy Director

Michael's report spotlighted the Deming Library, which is one of only two WLCS libraries whose building is owned by a Friends group. Recent activities include the addition of solar panels, a Whatcom Grooves concert, and the installation of a mural by Coast Salish artist Jason LeClair, all of which were grant funded. Beth reported seeing the Twin Sister's Farmer's market at the library this past weekend.

Christine informed Trustees that there is a ribbon cutting for the North Fork Freedge on August 23 at 11:00. She shared a "Freedge Manual" prepared by Sustainable Connections which features pictures of North Fork Freedge.

Staff Reports: Youth Services Manager

Thom is away for today's meeting. Christine highlighted that there have been fourteen Summer Reading Kickoff Parties and over 1,600 forever books were given to young participants. The books are provided courtesy of Peoples Bank and Whatcom County Library Foundation.

Jes volunteered at the South Whatcom party and reported on a young patron who attended and then came back later in the day because they had so much fun.

Staff Reports: Community Relations Manager

Mary's report includes information about the levy lid lift informational mailer and visitor stats from the information page on the WCLS website. She noted that despite all the information we can provide, it's the work of branch staff over the past 16 years that will really make the difference to the community.

Christine reported that County Councilmembers Scanlon and Stremmer held a community listening session at the Lynden library last week. While there, Christine spoke with a patron who is a care giver for home bound individuals; she is excited to place holds on the animatronic cats to share with them. Discussion followed about the importance of such "non-traditional" items in our collection.

Performance Measures & Committee Reports: Performance Measures

Michael reported that there are no surprises in this month's report and it is good to see more use at the Northwest Indian College location. A dip in physical circulation is countered by an increase in electronic circulation, as has been the trend for the past few years. Program attendance numbers are high, which is not surprising as we are busy with pop-up libraries and other events. Overdrive use continues to increase year-over-year. Database usage can depend on how much they are promoted. Michael and Lisa Gresham are coordinating promotion of databases in relation to the Library Game. A new card in August will promote Freegal.

Performance Measures & Committee Reports: IT Services Committee

The IT Services Committee had nothing to report.

Danielle rejoined the meeting.

Performance Measures & Committee Reports: Personnel Committee

The Personnel Committee had nothing to report.

Performance Measures & Committee Reports: Whatcom County Library Foundation

Jessica reported that the Foundation is transitioning to a new customer relationship management (CRM) software. Her goal is to be fully migrated before Branch Out. Branch Out invitations will be mailed mid-August. Jessica is out of the office July 17-23.

Announcements and Adjourn

Christine reminded everyone that Election Day is August 5.

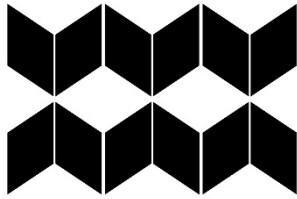
Jes reminded everyone of the Whatcom Grooves concert at the Glenhaven Clubhouse this Saturday, July 19.

Rod adjourned the meeting at 10:51 a.m.

Next Meeting

The next Board of Trustees meeting will be held on August 19, 2025, at 9:00 a.m. online via Microsoft Teams and at Administrative Services, 5205 Northwest Drive, Bellingham, WA 98226.

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Danielle Gaughen, Board Secretary	08/19/2025 Date	Jackie Saul, Director of Finance and Administration

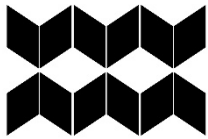


whatcom county
library system

RESOLUTION NO. 08/19/25-13

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

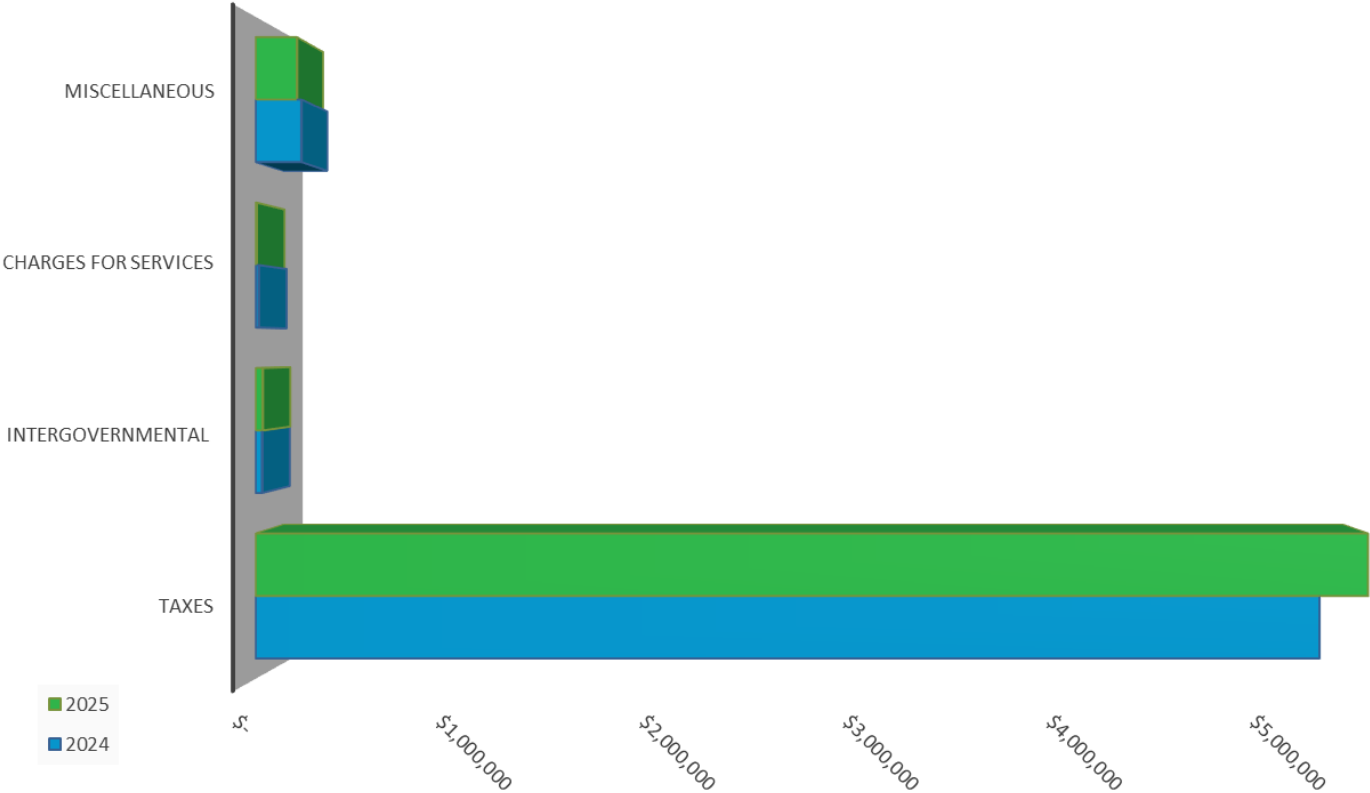
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**2025 Budget Revenues - Year-To-Date
July 2025 (58% of FY)**

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	\$ 5,670,423	95.76%	55.85%	\$ (4,483,294)
	TOTAL TAXES	10,153,717	5,670,423	95.76%	55.85%	(4,483,294)
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	22,915	0.39%	50.92%	(22,085)
337.2000	Leasehold Excise Tax	30,000	12,229	0.21%	40.76%	(17,771)
	TOTAL INTERGOV. REVENUE	77,000	35,544	0.60%	46.16%	(41,456)
340	CHARGES FOR GOODS & SERVICES					
347.2001	Printing & Duplication Services	6,000	4,049	0.07%	67.48%	(1,951)
347.2002	Library Use Fees	12,400	757	0.01%	6.10%	(11,643)
	TOTAL CHARGES FOR SERVICES	18,400	4,806	0.08%	26.12%	(13,594)
360	MISCELLANEOUS REVENUES					
361.1100	Investment Interest	352,000	163,423	2.76%	46.43%	(188,577)
362.1000	Rents & Leases	3,000	1,995	0.03%	66.50%	(1,005)
367.1000	Contributions & Donations	44,000	26,325	0.44%	59.83%	(17,675)
369.1000	Sale of Surplus	100	70	0.00%	70.00%	(30)
369.8100	Cashier's Overages or Shortages	-	20.34	0.00%	0.00%	20
369.9101	Other Misc. Revenue	22,000	13,105	0.22%	59.57%	(8,895)
369.9102	Reimburse Lost/Damaged Books	11,000	5,698	0.10%	51.80%	(5,302)
369.9105	E-Rate Reimbursement	15,000	-	0.00%	0.00%	(15,000)
	TOTAL MISC. REVENUES	447,100	210,637	3.56%	47.11%	(236,463)
	TOTAL OPERATING REVENUE	10,696,217	5,921,410	100.00%	55.36%	(4,774,808)
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	\$ 10,696,217	\$ 5,921,410	100.00%	55.36%	\$ (4,774,808)

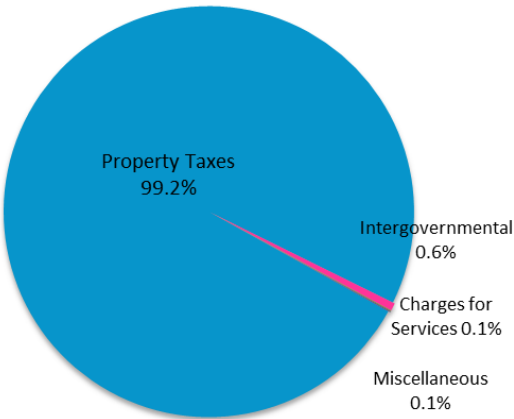
General Fund Operating Revenue to Date-Compared to Prior Year



Actual General Fund Revenue Year to Date Comparison

	2024	2025	% Change
Taxes	\$ 5,422,871	\$ 5,670,423	4.56%
Intergovernmental	32,594	35,544	9.05%
Charges for Services	15,637	4,806	-69.27%
Miscellaneous	233,287	210,637	-9.71%
Total Operating Revenue	5,704,389	5,921,410	3.80%
Other Financing Sources	-	-	0.00%
Total Revenue	\$ 5,704,389	\$ 5,921,410	3.80%

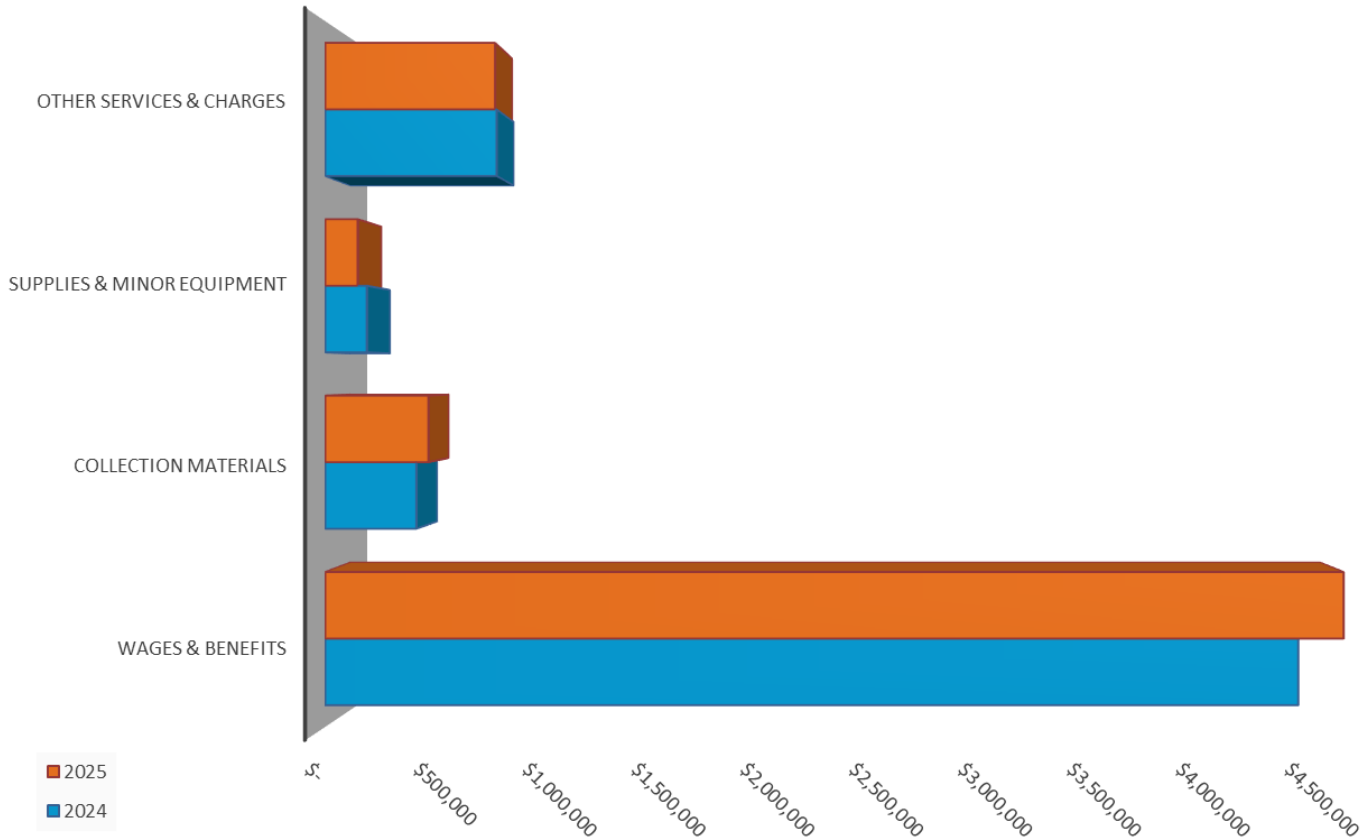
YTD Revenue by category



2025 Budget Expenditures - Year-To-Date
July 2025 (58% 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	3,596,572	56.36%	57.19%	\$ (2,692,503)
572.2000	Benefits	2,210,792	1,251,949	19.62%	56.63%	(958,844)
	TOTAL SALARIES, WAGES, & BENEFITS	8,499,867	4,848,520	75.98%	57.04%	(3,651,347)
572.30	SUPPLIES & MINOR EQUIPMENT					
572.3031	Office & Operating Supplies	169,570	91,999	1.44%	54.25%	(77,571)
572.3032	Fuel	24,050	13,643	0.21%	56.73%	(10,407)
572.3034	Collection Materials	1,275,000	491,015	7.69%	38.51%	(783,985)
572.3035	Small Tools & Minor Equipment	204,650	49,119	0.77%	24.00%	(155,531)
	TOTAL SUPPLIES & MINOR EQUIPMENT	1,673,270	645,776	10.12%	38.59%	(1,027,494)
572.40	OTHER SERVICES & CHARGES					
572.4041	Professional Services	695,115	436,891	6.85%	62.85%	(258,224)
572.4042	Communication	140,788	85,745	1.34%	60.90%	(55,043)
572.4043	Travel	30,600	13,344	0.21%	43.61%	(17,256)
572.4044	Taxes & Operating Assessments	550	360	0.01%	65.54%	(190)
572.4045	Operating Rentals & Leases	22,423	12,594	0.20%	56.16%	(9,830)
572.4046	Insurance	99,537	76,120	1.19%	76.47%	(23,417)
572.4047	Utilities	166,424	104,223	1.63%	62.62%	(62,201)
572.4048	Repair & Maintenance	112,740	40,111	0.63%	35.58%	(72,629)
572.4049	Miscellaneous	110,920	39,133	0.61%	35.28%	(71,788)
	TOTAL OTHER SERVICES & CHARGES	1,379,097	808,520	12.67%	58.63%	(570,577)
	TOTAL OPERATING EXPENDITURES	11,552,235	6,302,816	98.78%	54.56%	(5,249,418)
590	OTHER FINANCING USES					
597.1000	Transfers to Capital	78,164	78,164	1.22%	100.00%	-
	TOTAL OTHER FINANCING USES	78,164	78,164	1.22%	100.00%	-
	TOTAL EXPENDITURES	\$ 11,630,398	6,380,980	100.00%	54.86%	\$ (5,249,418)
	NET INCOME (LOSS)	\$ (934,181)	(459,571)			\$ 474,610
	FUND BALANCE SUMMARY					
	Beginning Fund Balance	\$ 9,932,448	9,932,448			
	Net Income	(934,181)	(459,571)			474,610
	Ending Fund Balance	\$ 8,998,267	9,472,877			\$ 474,610

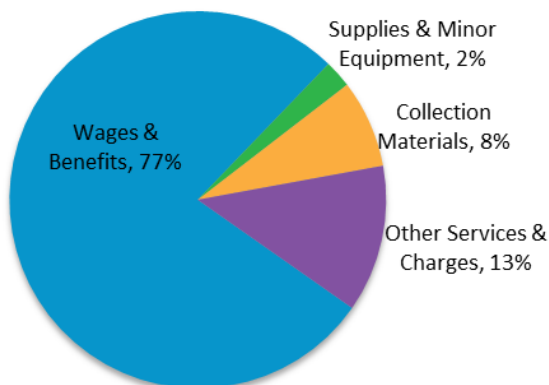
General Fund Operating Expenditures to Date-Compared to Prior Year



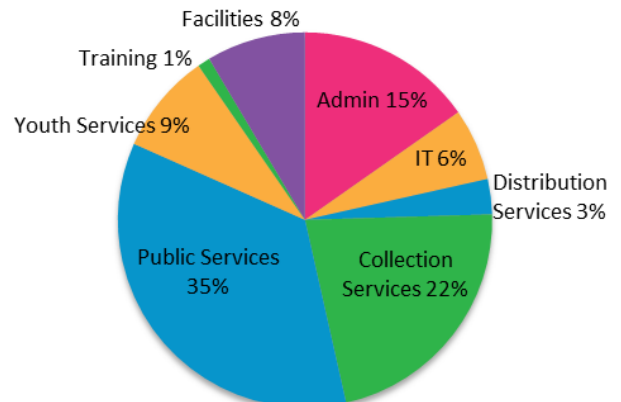
Actual General Fund Expenditures Year to Date Comparison

	2024	2025	% Change
Wages & Benefits	\$ 4,632,742	\$ 4,848,520	4.66%
Collection Materials	433,696	491,015	13.22%
Supplies & Minor Equipment	197,912	154,761	-21.80%
Other Services & Charges	815,880	808,520	-0.90%
Total Operating Expenditures	6,080,231	6,302,816	3.66%
Other Financing Uses	94,135	78,164	-16.97%
Total Expenditures	\$ 6,174,366	\$ 6,380,980	3.35%
Net Operating Income	\$ (469,976)	\$ (459,571)	2.21%

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	10,696,217	5,921,410
Expenditures	(10,967,678)	(11,630,398)	(6,380,980)
Transfer to (from) Reserves	(230,000)	-	-
Ending Fund Balance	\$ 9,932,448	\$ 8,998,267	\$ 9,472,877

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 - Levy Sustainability 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)	(459,571)
Ending Unassigned Funds with no designation	393,162	88,910	543,520
Ending Designated Funds	9,539,286	8,909,357	8,929,357
Total Ending Fund Balance	\$ 9,932,448	\$ 8,998,267	\$ 9,472,877

July Summary

- As of the end of July we have received \$5,921,410, or 55% of operating revenue. Expenditures (including the annual Capital Fund transfer) are at \$6,380,980, 55% of budgeted amounts. This has resulted in a year-to-date net loss of \$459,571. Our fund balance at the end of July is \$9,472,877.
- The 2025 transfer of \$78,164 from the General fund to the Capital Fund is complete, giving us a balance of \$2,384,198 in the Capital Fund.
- This month Accountant Ruth Nail is visiting the branches to conduct a physical count of capital and small and attractive assets (such as computers, printers, etc.). This then is compared to our inventory tracking spreadsheet and purchases for the prior year.
- In preparation for fall and COVID/Cold and Flu season, we have restocked our supply of face masks available for staff. We've also worked with branch managers to ensure that first aid kits are stocked and up-to-date, including replacing expired doses of Naloxone.
- Budget season is almost here. Starting this week and into September, I will be meeting with branch managers and department heads to compile data and start building the 2026 budget. Facilities Services Manager Ryan Cullup will be joining me to meet with branch managers to discuss facilities needs for the coming year.



Board Meeting Agenda Item Cover Sheet

Meeting Date:	8/19/2025
Committee or Department:	Administration Department
Subject:	Motion to Rescind Approval of Resolution 06/17/25-10
Prepared By:	Jackie Saul
Impact upon Budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Supporting Documents:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Recommendation or Request: Rescind Approval of Resolution 06/17/25-10

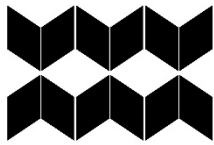
Suggested Motion for Consideration: Move to Rescind Approval of Resolution 06/17/25-10

Summary: At the June meeting, the Board of Trustees approved Resolution 06/17/25-10, voiding warrant 1256361 which was issued to our vendor Springshare, Inc. Springshare reported that this warrant was never received, so it was voided, and a replacement payment was sent. Subsequently, the original warrant 1256361 arrived and was inadvertently deposited by Springshare, resulting in a duplicate payment. They have since refunded the full amount of the duplicate payment. As the warrant has cleared Springshare's bank, it can no longer be voided.

Alternatives: N/A

Fiscal Impact: Adds additional \$1,252 to expenditures; no change to ending fund balance due to refund from vendor

Comments: None



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Board Meeting Agenda Item Cover Sheet

Meeting Date:	8/19/2025
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 Sourcewell.

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

Summary:

The Facilities team has identified an opportunity to procure carpeting for the Deming Library through Sourcewell, a purchasing cooperative. WCLS is already registered with Sourcewell, but this was done prior to any existing staff or trustees. We would like Trustees to affirm their approval of this agreement.

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.

Alternatives: Purchase carpeting through the competitive bidding process, which may result in higher costs.

Fiscal Impact: The Deming Library carpeting project is included in the 2025 Capital Budget.

Comments: None

Sourcewell Cooperative Purchasing Program Participation Agreement

This Participation Agreement is between Sourcewell and Participating Entity to provide access to Sourcewell's Cooperative Purchasing Program. Sourcewell's Board of Directors has approved these terms and conditions through operation of this intergovernmental Participation Agreement. Participating Entity approves this Agreement upon registration with Sourcewell.

Section 1: Authority

1.1 Sourcewell is a service cooperative established by Minn. Stat. § 123A.21 as a local unit of government pursuant to the Minn. Const. art. XII, sec. 3.

1.2 Sourcewell is authorized to provide a Cooperative Purchasing Program by Minn. Stat. § 123A.21, subd. 7(23) to Participating Entities.

1.3 Sourcewell's cooperative purchasing master agreements are offered through Minn. Stat. § 471.59 and this Participation Agreement. The Sourcewell Board of Directors has approved these participation terms, and Sourcewell is authorized to enter this interlocal or joint powers agreement with an eligible Participating Entity through this Participation Agreement.

1.4 Participation in Sourcewell's Cooperative Purchasing Program is open to eligible Participating Entities. A Participating Entity is any eligible entity registering with Sourcewell, including: any government unit, including a state, city, county, town, village, school district, political subdivision of any state, federally recognized Indian tribe, any agency of the United States, any instrumentality of a governmental unit, any other entity as defined in Minn. Stat. § 471.59 Subd. 1(b).

1.5 Participating Entity and Sourcewell agree this Participation Agreement is for the purpose of allowing access to available Sourcewell Cooperative Purchasing Program master agreements with awarded Suppliers.

1.6 Participating Entity represents, through an authorized signatory, it is eligible for participation as defined in this Agreement.

Section 2: General Terms

2.1 Sourcewell will make its Cooperative Purchasing Program available to Participating Entity. Sourcewell master agreements are provided to Participating Entity "as is." Sourcewell makes no representation as to warranties of quality, merchantability, or fitness for a particular purpose for any purchase through a Supplier. Participation in the Program is voluntary and non-exclusive.

2.2 To purchase from Sourcewell master agreements, Participating Entity and Supplier will execute a transaction document(s) as mutually agreed. Participating Entity will be responsible for all aspects of its purchase, including ordering, inspecting, acceptance, payment, and any other

material terms as negotiated directly with Supplier.

2.3 The Parties to this Agreement will adhere to all applicable laws concerning the procurement of goods and services in its respective jurisdiction.

2.4 Access to the Cooperative Purchasing Program is effective upon the date of Participating Entity's completed registration. The Agreement will remain in effect until canceled by either party upon thirty (30) days written notice to the other party.

2.5 Each party agrees that it is responsible for its acts and the results thereof, to the extent authorized by law, and will not be responsible for the acts of the other Party.

2.6 There will be no financial remunerations by or obligations upon Participating Entity for participation in Sourcewell Cooperative Purchasing Program.

2.7 Sourcewell's Cooperative Purchasing Program master agreements will be procured in compliance with Minnesota law and the Sourcewell Cooperative Purchasing Program.

2.8 The records and documents related to this this Agreement are subject to the Minnesota Data Practices Act, Minnesota Statutes Chapter 13.

Section 3: Approval

The Sourcewell Board of Director has approved this Policy effective January 1, 2025.

Sourcewell:

Signed by:
By Greg Zylka
Authorized Signature – Signed

By Greg Zylka
Name – Printed
Title Sourcewell Board of Directors Chair
Date 1/22/2025 | 12:09 PM CST

Signed by:
By Linda Arts
Authorized Signature – Signed

By Linda Arts
Name – Printed
Title Sourcewell Board of Directors Clerk
Date 1/21/2025 | 7:59 PM CST

Participating Entity:

By _____
Authorized Signature – Signed

By _____
Name – Printed
Title _____
Date _____



Board Meeting Agenda Item Cover Sheet

Meeting Date:	8/19/2025
Committee or Department:	Administration Department
Subject:	Update to Family and Medical Leave Policy 12.23
Prepared By:	Beth Andrews
Impact upon Budget?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supporting Documents:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Recommendation or Request: Approval of Family and Medical Leave Policy 12.23, as presented

Suggested Motion for Consideration: Move approval of Family and Medical Leave Policy 12.23 as presented.

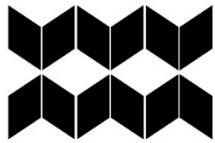
Summary: Per recent Legislative updates, the following policies require updating to maintain compliance with State law:

Family and Medical Leave Policy 12.23 – The ability to take intermittent WApfml in increments of 4 hours won't be possible until 1/1/2026. While our policy can be more generous than the law, the Employment Security Department will not be implementing that aspect until 1/1/2026, so our policy stating that is possible earlier could be misleading them inadvertently.

Alternatives: Policy may mislead employees on what the ESD will grant them.

Fiscal Impact: none

Comments: none



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FAMILY AND MEDICAL LEAVE POLICY

POLICY NUMBER: 12.23

SCOPE

All eligible employees of Whatcom County Library System.

A. Family and Medical Leave Policy Statement

Eligible employees experiencing a need for Family and Medical leave may qualify for leave according to the program and eligibility requirements outlined below.

Family and Medical Leave Act (FMLA): FMLA is an unpaid federal family and medical leave program. FMLA rules and forms are set by the federal government. FMLA is administered by the employer's Human Resources department. Eligible full-time employees may take up to 480 hours – the equivalent of 12 40-hour weeks (pro-rated for eligible part-time employees, see Section D) – of job and benefit-protected leave during a 12-month period when the leave is necessary due a qualifying event (see below). Leave may be paid using paid time accruals, unpaid or combinations thereof, see Section E.

Washington Paid Family and Medical Leave (WApfml): WApfml is a paid family and medical leave program that is administered by the Employment Security Department (ESD) for workers in Washington State. WApfml applications and determinations are between the employee and the ESD. Eligible employees may take up to 12 weeks, or up to 18 weeks in some cases, in a claim year for eligible qualifying events. WApfml provides compensation of up to 90% of the employee's weekly pay. The ESD defines the weekly compensation limit annually.

FMLA and WApfml run concurrently when an employee is eligible and utilizing both programs.

FMLA Qualifying Events:

1. The birth of a child or placement of a child with the employee for adoption or foster care and to bond with the newborn or newly-placed child. Leave to care for a child after birth or placement for adoption or foster care must be concluded within 12 months of the birth or placement.
2. To care for an immediate family member (spouse, child, or parent) who has a serious health condition, including incapacity due to pregnancy and for prenatal medical care (see 12.23.02 Family and Medical Leave Policy – Appendix A). Note that FMLA guidelines regarding immediate family members may differ from the Bargaining Agreement definition of a close relative.
3. A serious health condition that makes the employee unable to perform the essential functions of their job, including incapacity due to pregnancy and for prenatal medical care.
4. Qualifying exigency arising out of the active military duty (or notice of impending call or order to active duty) of an employee's spouse, parent, or child.
5. Care of a service member seriously injured while serving on active duty or a veteran injured any time during the five years preceding the date of treatment (see Section C).

WApfml Qualifying Events:

An eligible employee can take medical or family leave when a serious health condition prevents the employee from working, or to care for a family member (see Section C) with a serious health condition, or for bonding with a new baby or child in their family. Examples of qualifying events include major surgery, pregnancy and childbirth, receiving medical treatment for a chronic health condition, and receiving inpatient treatment for substance abuse or mental health. The amount of paid leave that can be taken is determined by the employee's medical provider up to the maximum allowed as outlined in Section D.

B. Eligibility

FMLA eligibility: To be eligible for FMLA leave, the staff member must have worked for WCLS for at least 12 months and have worked at least 1,250 hours during the 12 months prior to the start of FMLA leave.

WApfml eligibility: To be eligible for WApfml leave, the staff member must have worked for a Washington State employer for a minimum of 820 hours during the qualifying period (generally the last year) as determined by the Employment Security Department.

C. Caregiver or Family Leave

FMLA Caregiver Leave: An eligible employee who is the spouse, parent, child or next of kin of a service member injured while serving on active duty, or a veteran who is undergoing medical treatment, and/or recuperating or in therapy for a serious injury or illness that occurred any time during the five years preceding the date of treatment while serving on active duty, may be eligible for up to 1040 hours – the equivalent of twenty-six 40-hour weeks (pro-rated for eligible part-time employees, see Section D) – of job-protected caregiver leave during a 12 month period. The total amount of leave available under the FMLA available to family members of individuals in the Armed Forces cannot exceed the equivalent of 26 weeks in any 12-month period for any employee.

WApfml Family Leave: Employees may use family leave to care for: spouses and domestic partners, children (biological, adopted, foster or stepchild), parents and legal guardians (or spouse's parents), siblings, grandchildren, grandparents (or spouse's grandparents), son-in-law and daughter-in-law, or someone who has an expectation to rely on the employee for care, whether they live together or not, as outlined by the ESD. Military family leave allows an employee to spend time with a family member who is about to be deployed overseas or is returning from overseas deployment.

D. Period of Leave

FMLA: An eligible full-time employee may be entitled to a maximum of 12 work weeks of FMLA leave, including paid and unpaid leave, during a "rolling" 12 months period measured back 12 months from the first date the employee uses FMLA Leave. An eligible employee who works less than full time (but more than 1250 hours in the prior 12 months) is entitled to FMLA leave on a pro rata basis determined by the average number of hours worked by the employee per week during the prior 12 months. FMLA leave runs concurrently with Washington Paid Family and Medical Leave.

Intermittent Leave: Under qualifying conditions, FMLA leave may be taken intermittently in either blocks of time, or by reducing the normal weekly or daily work schedule. Since a work week consists of the average number of hours an employee is regularly scheduled to work each week, a reduced or intermittent work schedule may result in an employee being on FMLA for more than 12 calendar weeks. FMLA leave may be taken intermittently if medically necessary because of a serious health condition of the staff member or family member as defined above. If FMLA leave is for birth or placement for adoption or foster care, use of intermittent leave requires specific approval of the Executive Director.

When intermittent leave is needed for planned medical treatment or care for a serious health condition of the employee or a member of the employee's immediate family, the employee must make a reasonable effort to schedule time off so as to avoid undue disruption to WCLS operations.

WApfml: Within a claim year, a qualifying employee may take:

- Up to 12 weeks of medical leave or family leave. Medical leave is for recovering from or getting treatment for a serious health condition. Family leave is for taking care of a qualifying family member who has a serious health condition, for bonding with a new child, or for certain military events.
- Up to 16 weeks of combined medical and family leave if an employee has more than one qualifying medical and family leave event in the same claim year.
- Up to 18 weeks of combined medical and family leave if an employee experiences a condition in pregnancy that results in incapacity, such as being put on bed rest or having a C-section or post-partum depression. A medical provider will need to certify that the employee's serious health condition is related to pregnancy using the appropriate certification form provided by the ESD.
- Intermittent Leave: Employees are not required to use leave all at once. Effective 1/1/2026, but the employees must claim four consecutive hours of leave each week or claim zero hours if taking intermittent leave. Parental leave applicants can take their leave anytime within the first year after birth or placement.

E. Use of sick and vacation leave, personal days and unpaid leave while on Family and Medical leave

Appropriate paid leave accruals may be taken as follows:

- An employee may elect to retain some or all of their paid sick leave accruals as allowed by the Washington State Paid Sick Leave Law; and/or
- An employee may elect to retain some or all vacation or personal leave accruals when claiming WApfml.
- If only FMLA applies, an employee will need to use their paid leave accruals during their leave, however, they may retain up to 80 hours of their accrued vacation leave.
- Employees may use all of their accrued sick leave and/or vacation leave during medical leave but are not required to do so.
- Employees are permitted to use paid leave accruals to supplement WApfml up to 100% of lost wages but are not permitted to apply full shifts of WCLS paid leave accruals to shifts also claimed under WApfml to avoid double payment.
- If any FMLA leave remains after WApfml or paid leave accruals have been exhausted, the leave will be unpaid unless the employee requests and receives Shared Leave.
- If the employee applies for Shared Leave, all paid leave must first be exhausted as described in the Shared Leave policy.
- If WApfml is denied, the employee will be required to use accruals in accordance with FMLA and/or Unpaid Leave guidelines and appropriate accruals may be applied retro-actively.
- Employees may not receive double compensation for hours missed. Hours requested to be paid through WCLS accruals are not eligible to be claimed under WApfml. WCLS will be unable to retro-actively refund any paid leave accruals for time off that is later approved under WApfml.

Vacation leave, sick leave and holiday pay for employees who work less than full time will be pro-rated according to the hours the employee is budgeted to work. Employees who have worked for WCLS for less than six months may use their vacation for WApfml situations, even though they are not eligible for FMLA leave.

F. Health Insurance and Other Benefits

1. Health Insurance During Family Medical Leave

WCLS will continue to pay premiums for health insurance, on the same basis as during regular employment, through the last day of the month in which the FMLA or WApfml leave ends, to not extend beyond a period of unpaid FMLA leave where the employee was eligible for WApfml but did not use it. Employees who pay part of the premium for their own coverage or for dependent coverage during regular employment must continue to make these payments during their approved family and medical leave. If the staff member terminates employment with WCLS during or after their family and medical leave, the continuation of health benefits is covered under the COBRA regulations.

2. Health Insurance and Other Benefits After Qualifying Medical Leave

Family and Medical leave ends when the employee returns to work or exhausts all FMLA or WApfml hours, to not extend beyond a period of unpaid FMLA leave where the employee was eligible for WApfml but did not use it. Additional time off under WCLS's general medical leave or leave without pay policies may be available, if needed and requested by the employee before the end of the family and medical leave period and approved by WCLS.

During unpaid leave time after FMLA and/or WApfml ends, the employee and dependents may receive health insurance benefits in accordance with the Unpaid Personal Leave Policy 12.21. COBRA coverage may also be available. The terms of the policy in effect at the time will determine the coverage of the employee and any dependents.

A staff member who chooses to remove coverage for dependents at any time should be aware that renewal coverage for those dependents may not be available until the next open enrollment period. A staff member who does not return to work after qualifying medical leave will be required to reimburse WCLS for the insurance premiums paid by WCLS during their qualifying medical leave, unless failure to return is beyond the control of the staff member.

WCLS will pay benefits as if WApfml is approved starting from the application date, but if FMLA doesn't apply AND the WApfml request is denied, the employee may have to pay back benefits, including holidays, insurance, etc.

3. Leave Pay and Accrual

Staff members will not accrue sick leave, vacation leave or personal days during periods of unpaid leave. Leave is not accrued while a staff member is using shared leave, but holiday pay, pro-rated according to the hours the employee is budgeted to work, will be paid when on an approved medical leave.

A staff member's performance and salary review date, or the date for their vacation benefit increase will not change during periods of qualifying family and medical leave.

G. Return to Work

An employee returning from FMLA or WApfml leave Americans with Disabilities Act (ADA), Consolidated Omnibus Budget Reconciliation Act (COBRA), Family and Medical Leave Act, Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule, National Defense Authorization Act (NDAA), Pregnancy Discrimination Act, Uniformed Services Employment and Reemployment Rights Act (USERRA), Washington State Paid Sick Leave Law will be restored to the same position the employee would be working in if the

family or medical leave had not been taken. In most cases this will mean returning to work in the employee's former position, or an equivalent position. Restoration is not an option if the employee's former position no longer exists.

WCLS may require a statement from a certified medical provider that the employee is able to return to work. If required, this statement must be made on the "Certification of Physician or Practitioner" form. A copy is available from the Human Resources Department.

If an employee does not return to work after FMLA or WApfml leave, employment with WCLS may be terminated. In most circumstances, extended health insurance coverage is available to the employee on a self-pay basis under COBRA. More information can be obtained from the Human Resources Department.

RELATED POLICIES: [Unpaid Personal Leave Policy 12.21](#); [Sick Leave Policy 12.22](#); [Military Leave Policy 12.25](#).

STATUTORY REFERENCE: Americans with Disabilities Act (ADA); Consolidated Omnibus Budget Reconciliation Act (COBRA); Family and Medical Leave Act; Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule; National Defense Authorization Act (NDAA); Pregnancy Discrimination Act; Uniformed Services Employment and Reemployment Rights Act (USERRA); Washington State Paid Sick Leave Law; RCW Chapter 50A.04; RCW 49.46.210.

Legal review by attorney Deborra Garrett July 20, 2007.

APPROVALS AND UPDATES

Date	Action	Reviewer	Approved By	Approval Signature
May 21, 2002	Adopted.	-	Whatcom County Library System Board of Trustees	/s/
September 18, 2007	Revised.	-	Whatcom County Library System Board of Trustees	/s/ Amory Peck
April 15, 2008	Revised.	-	Whatcom County Library System Board of Trustees	/s/Amory Peck
November 17, 2009	Revised.	-	Whatcom County Library System Board of Trustees	/s/ Janneth Hunter
November 19, 2019	Revised.	-	Whatcom County Library System Board of Trustees	/s/ Marvin Waschke
September 19, 2023	Revised.	-	Whatcom County Library System Board of Trustees	/s/ Rodney Lofdahl

Date	Action	Reviewer	Approved By	Approval Signature
July 15, 2025	Revised to align with legislative updates.	Beth Andrews	Whatcom County Library System Board of Trustees	/s/ Rodney Lofdahl

DRAFT



FAMILY AND MEDICAL LEAVE POLICY

POLICY NUMBER: 12.23

SCOPE

All eligible employees of Whatcom County Library System.

A. Family and Medical Leave Policy Statement

Eligible employees experiencing a need for Family and Medical leave may qualify for leave according to the program and eligibility requirements outlined below.

Family and Medical Leave Act (FMLA): FMLA is an unpaid federal family and medical leave program. FMLA rules and forms are set by the federal government. FMLA is administered by the employer's Human Resources department. Eligible full-time employees may take up to 480 hours – the equivalent of 12 40-hour weeks (pro-rated for eligible part-time employees, see Section D) – of job and benefit-protected leave during a 12-month period when the leave is necessary due a qualifying event (see below). Leave may be paid using paid time accruals, unpaid or combinations thereof, see Section E.

Washington Paid Family and Medical Leave (WApfml): WApfml is a paid family and medical leave program that is administered by the Employment Security Department (ESD) for workers in Washington State. WApfml applications and determinations are between the employee and the ESD. Eligible employees may take up to 12 weeks, or up to 18 weeks in some cases, in a claim year for eligible qualifying events. WApfml provides compensation of up to 90% of the employee's weekly pay. The ESD defines the weekly compensation limit annually.

FMLA and WApfml run concurrently when an employee is eligible and utilizing both programs.

FMLA Qualifying Events:

1. The birth of a child or placement of a child with the employee for adoption or foster care and to bond with the newborn or newly-placed child. Leave to care for a child after birth or placement for adoption or foster care must be concluded within 12 months of the birth or placement.
2. To care for an immediate family member (spouse, child, or parent) who has a serious health condition, including incapacity due to pregnancy and for prenatal medical care (see 12.23.02 Family and Medical Leave Policy – Appendix A). Note that FMLA guidelines regarding immediate family members may differ from the Bargaining Agreement definition of a close relative.
3. A serious health condition that makes the employee unable to perform the essential functions of their job, including incapacity due to pregnancy and for prenatal medical care.
4. Qualifying exigency arising out of the active military duty (or notice of impending call or order to active duty) of an employee's spouse, parent, or child.
5. Care of a service member seriously injured while serving on active duty or a veteran injured any time during the five years preceding the date of treatment (see Section C).

WApfml Qualifying Events:

An eligible employee can take medical or family leave when a serious health condition prevents the employee from working, or to care for a family member (see Section C) with a serious health condition, or for bonding with a new baby or child in their family. Examples of qualifying events include major surgery, pregnancy and childbirth, receiving medical treatment for a chronic health condition, and receiving inpatient treatment for substance abuse or mental health. The amount of paid leave that can be taken is determined by the employee's medical provider up to the maximum allowed as outlined in Section D.

B. Eligibility

FMLA eligibility: To be eligible for FMLA leave, the staff member must have worked for WCLS for at least 12 months and have worked at least 1,250 hours during the 12 months prior to the start of FMLA leave.

WApfml eligibility: To be eligible for WApfml leave, the staff member must have worked for a Washington State employer for a minimum of 820 hours during the qualifying period (generally the last year) as determined by the Employment Security Department.

C. Caregiver or Family Leave

FMLA Caregiver Leave: An eligible employee who is the spouse, parent, child or next of kin of a service member injured while serving on active duty, or a veteran who is undergoing medical treatment, and/or recuperating or in therapy for a serious injury or illness that occurred any time during the five years preceding the date of treatment while serving on active duty, may be eligible for up to 1040 hours – the equivalent of twenty-six 40-hour weeks (pro-rated for eligible part-time employees, see Section D) – of job-protected caregiver leave during a 12 month period. The total amount of leave available under the FMLA available to family members of individuals in the Armed Forces cannot exceed the equivalent of 26 weeks in any 12-month period for any employee.

WApfml Family Leave: Employees may use family leave to care for: spouses and domestic partners, children (biological, adopted, foster or stepchild), parents and legal guardians (or spouse's parents), siblings, grandchildren, grandparents (or spouse's grandparents), son-in-law and daughter-in-law, or someone who has an expectation to rely on the employee for care, whether they live together or not, as outlined by the ESD. Military family leave allows an employee to spend time with a family member who is about to be deployed overseas or is returning from overseas deployment.

D. Period of Leave

FMLA: An eligible full-time employee may be entitled to a maximum of 12 work weeks of FMLA leave, including paid and unpaid leave, during a "rolling" 12 months period measured back 12 months from the first date the employee uses FMLA Leave. An eligible employee who works less than full time (but more than 1250 hours in the prior 12 months) is entitled to FMLA leave on a pro rata basis determined by the average number of hours worked by the employee per week during the prior 12 months. FMLA leave runs concurrently with Washington Paid Family and Medical Leave.

Intermittent Leave: Under qualifying conditions, FMLA leave may be taken intermittently in either blocks of time, or by reducing the normal weekly or daily work schedule. Since a work week consists of the average number of hours an employee is regularly scheduled to work each week, a reduced or intermittent work schedule may result in an employee being on FMLA for more than 12 calendar weeks. FMLA leave may be taken intermittently if medically necessary because of a serious health condition of the staff member or family member as defined above. If FMLA leave is for birth or placement for adoption or foster care, use of intermittent leave requires specific approval of the Executive Director.

When intermittent leave is needed for planned medical treatment or care for a serious health condition of the employee or a member of the employee's immediate family, the employee must make a reasonable effort to schedule time off so as to avoid undue disruption to WCLS operations.

WApfml: Within a claim year, a qualifying employee may take:

- Up to 12 weeks of medical leave or family leave. Medical leave is for recovering from or getting treatment for a serious health condition. Family leave is for taking care of a qualifying family member who has a serious health condition, for bonding with a new child, or for certain military events.
- Up to 16 weeks of combined medical and family leave if an employee has more than one qualifying medical and family leave event in the same claim year.
- Up to 18 weeks of combined medical and family leave if an employee experiences a condition in pregnancy that results in incapacity, such as being put on bed rest or having a C-section or post-partum depression. A medical provider will need to certify that the employee's serious health condition is related to pregnancy using the appropriate certification form provided by the ESD.
- Intermittent Leave: Employees are not required to use leave all at once. Effective 1/1/2026, employees must claim four consecutive hours of leave each week or claim zero hours if taking intermittent leave. Parental leave applicants can take their leave anytime within the first year after birth or placement.

E. Use of sick and vacation leave, personal days and unpaid leave while on Family and Medical leave

Appropriate paid leave accruals may be taken as follows:

- An employee may elect to retain some or all of their paid sick leave accruals as allowed by the Washington State Paid Sick Leave Law; and/or
- An employee may elect to retain some or all vacation or personal leave accruals when claiming WApfml.
- If only FMLA applies, an employee will need to use their paid leave accruals during their leave, however, they may retain up to 80 hours of their accrued vacation leave.
- Employees may use all of their accrued sick leave and/or vacation leave during medical leave but are not required to do so.
- Employees are permitted to use paid leave accruals to supplement WApfml up to 100% of lost wages but are not permitted to apply full shifts of WCLS paid leave accruals to shifts also claimed under WApfml to avoid double payment.
- If any FMLA leave remains after WApfml or paid leave accruals have been exhausted, the leave will be unpaid unless the employee requests and receives Shared Leave.
- If the employee applies for Shared Leave, all paid leave must first be exhausted as described in the Shared Leave policy.
- If WApfml is denied, the employee will be required to use accruals in accordance with FMLA and/or Unpaid Leave guidelines and appropriate accruals may be applied retro-actively.
- Employees may not receive double compensation for hours missed. Hours requested to be paid through WCLS accruals are not eligible to be claimed under WApfml. WCLS will be unable to retro-actively refund any paid leave accruals for time off that is later approved under WApfml.

Vacation leave, sick leave and holiday pay for employees who work less than full time will be pro-rated according to the hours the employee is budgeted to work. Employees who have worked for WCLS for less than six months may use their vacation for WApfml situations, even though they are not eligible for FMLA leave.

F. Health Insurance and Other Benefits

1. Health Insurance During Family Medical Leave

WCLS will continue to pay premiums for health insurance, on the same basis as during regular employment, through the last day of the month in which the FMLA or WApfml leave ends, to not extend beyond a period of unpaid FMLA leave where the employee was eligible for WApfml but did not use it. Employees who pay part of the premium for their own coverage or for dependent coverage during regular employment must continue to make these payments during their approved family and medical leave. If the staff member terminates employment with WCLS during or after their family and medical leave, the continuation of health benefits is covered under the COBRA regulations.

2. Health Insurance and Other Benefits After Qualifying Medical Leave

Family and Medical leave ends when the employee returns to work or exhausts all FMLA or WApfml hours, to not extend beyond a period of unpaid FMLA leave where the employee was eligible for WApfml but did not use it. Additional time off under WCLS's general medical leave or leave without pay policies may be available, if needed and requested by the employee before the end of the family and medical leave period and approved by WCLS.

During unpaid leave time after FMLA and/or WApfml ends, the employee and dependents may receive health insurance benefits in accordance with the Unpaid Personal Leave Policy 12.21. COBRA coverage may also be available. The terms of the policy in effect at the time will determine the coverage of the employee and any dependents.

A staff member who chooses to remove coverage for dependents at any time should be aware that renewal coverage for those dependents may not be available until the next open enrollment period. A staff member who does not return to work after qualifying medical leave will be required to reimburse WCLS for the insurance premiums paid by WCLS during their qualifying medical leave, unless failure to return is beyond the control of the staff member.

WCLS will pay benefits as if WApfml is approved starting from the application date, but if FMLA doesn't apply AND the WApfml request is denied, the employee may have to pay back benefits, including holidays, insurance, etc.

3. Leave Pay and Accrual

Staff members will not accrue sick leave, vacation leave or personal days during periods of unpaid leave. Leave is not accrued while a staff member is using shared leave, but holiday pay, pro-rated according to the hours the employee is budgeted to work, will be paid when on an approved medical leave.

A staff member's performance and salary review date, or the date for their vacation benefit increase will not change during periods of qualifying family and medical leave.

G. Return to Work

An employee returning from FMLA or WApfml leave Americans with Disabilities Act (ADA), Consolidated Omnibus Budget Reconciliation Act (COBRA), Family and Medical Leave Act, Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule, National Defense Authorization Act (NDAA), Pregnancy Discrimination Act, Uniformed Services Employment and Reemployment Rights Act (USERRA), Washington State Paid Sick Leave Law will be restored to the same position the employee would be working in if the family or medical leave had not been taken. In most cases this will mean returning to work in the

employee’s former position, or an equivalent position. Restoration is not an option if the employee’s former position no longer exists.

WCLS may require a statement from a certified medical provider that the employee is able to return to work. If required, this statement must be made on the “Certification of Physician or Practitioner” form. A copy is available from the Human Resources Department.

If an employee does not return to work after FMLA or WApfml leave, employment with WCLS may be terminated. In most circumstances, extended health insurance coverage is available to the employee on a self-pay basis under COBRA. More information can be obtained from the Human Resources Department.

RELATED POLICIES: [Unpaid Personal Leave Policy 12.21](#); [Sick Leave Policy 12.22](#); [Military Leave Policy 12.25](#).

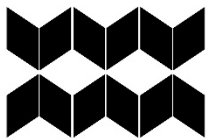
STATUTORY REFERENCE: Americans with Disabilities Act (ADA); Consolidated Omnibus Budget Reconciliation Act (COBRA); Family and Medical Leave Act; Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule; National Defense Authorization Act (NDAA); Pregnancy Discrimination Act; Uniformed Services Employment and Reemployment Rights Act (USERRA); Washington State Paid Sick Leave Law; RCW Chapter 50A.04; RCW 49.46.210.

Legal review by attorney Deborra Garrett July 20, 2007.

APPROVALS AND UPDATES

Date	Action	Reviewer	Approved By	Approval Signature
May 21, 2002	Adopted.	-	Whatcom County Library System Board of Trustees	/s/
September 18, 2007	Revised.	-	Whatcom County Library System Board of Trustees	/s/ Amory Peck
April 15, 2008	Revised.	-	Whatcom County Library System Board of Trustees	/s/Amory Peck
November 17, 2009	Revised.	-	Whatcom County Library System Board of Trustees	/s/ Janneth Hunter
November 19, 2019	Revised.	-	Whatcom County Library System Board of Trustees	/s/ Marvin Waschke
September 19, 2023	Revised.	-	Whatcom County Library System Board of Trustees	/s/ Rodney Lofdahl

Date	Action	Reviewer	Approved By	Approval Signature
July 15, 2025	Revised to align with legislative updates.	Beth Andrews	Whatcom County Library System Board of Trustees	/s/ Rodney Lofdahl
August 19, 2025	Revised to clarify effective date in Section D.	Beth Andrews	Whatcom County Library System Board of Trustees	



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Executive Director's Report

August 2025

STEWARDSHIP

This month's report starts with the successful approval of our levy lid lift. THANK YOU to all the voters who passed this measure and all the staff and volunteers who got the word out. It was a tremendous effort and so many contributed in various ways. As of August 14, there are 18,703 yes votes or 56.7% of the total. The levy lid lift will allow WCLS to fill vacant positions, replenish the fund balance, set aside funds for future matching grant application requirements and generally lend fiscal stability and predictability to our budget planning process. We await a final bill from the Whatcom County Elections Department for our share of costs to put the measure on the ballot (one more reason why we're grateful that the effort was successful and we don't have to do this again anytime soon).

COMMUNITY

This summer WCLS created so many opportunities for our community to come together! We marched in every parade, popped up at many fun events like Pirate Daze, the Sandcastle Festival, Old Settler's Weekend, Razz Fest, Everson Summer Festival, and more, and danced along with fun bands from Point Roberts to Glenhaven to Lummi Island and Kendall with Whatcom Grooves. There were children's and teen craft fairs at Ferndale and Lynden, summer reading celebrations at every branch, and so much happening that our libraries were bustling and library staff were EVERYWHERE!

ACCESS

Our colleagues at Bellingham Public Library are making progress on their fundraising efforts to [renovate the lower floor of the Central Library and the HVAC system \("Phase 2"\)](#). If all goes well, they anticipate closing the Central Library during construction, starting as soon as summer 2026. Construction could last 18 months or more. We might experience increased use of nearby WCLS locations – Ferndale, Deming, and South Whatcom plus Northwest Drive Express. This could coincide with the City of Ferndale's plans to build a new City Hall next to the Ferndale Library.

RESOURCES

Use of eMagazines continues to increase (20.8% above 2024 YTD) – perhaps due to word of mouth and our "Did You Know" campaign letting people know that there are more than 5,000 titles available. Most popular title: *New Yorker*. Towards the end of the list: *Improve Your Coarse Fishing* ("Britain's best-selling coarse fishing magazine.") Something for everyone!

EQUITY, DIVERSITY AND INCLUSION

Our partners at Sustainable Connections are planning a Freedge Celebration August 23 at the North Fork Library from 11:00 a.m. to 2:00 p.m. Refreshments will be served, and music will be performed live by Monica and the Puppy Wranglers. Sustainable Connections created this [Freedge Manual](#) to help other communities interested in reducing food waste and providing free food to people who need it.

Christine Perkins, Executive Director

COMMUNITY – North Fork Library Spotlight

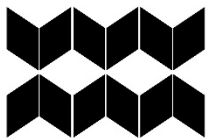
Prior to the opening of the North Fork Library in Kendall in 2011, the library was housed in what is now the Visitor's Center in Maple Falls. Before the library could open each day, furniture had to be moved into place because the space was used for other purposes when the library was closed. Years of fundraising and planning led to the current library being built with the support of many community members and volunteers who actually did much of the construction. Since then, WCLS has taken on ownership of the building and has helped complete a number of maintenance projects.



Branch Manager Mariya Farmagey has worked for the library for 20 years in a number of different roles. She helps with a regular tri-lingual storytime and has initiated English as a second language classes along with the Whatcom Literacy Council. Other partnerships include participation in the East County Health Fair with the Whatcom Regional Resource Center, a seasonal seed library with the Salish Seed Guild, and the new Freedge from Sustainable Connections and WSU SNAP-Ed. A community celebration of the new Freedge is scheduled for August 23rd at 11:00 a.m.

After a successful fundraising campaign raising \$135,000 to develop a flexible private meeting space inside the library, work has begun to bring this long hoped for plan to fruition. Special thanks to Rochelle Hollowell, president of the Friends of the North Fork Library for working hard to secure grant funding from the Foothills Community Alliance, Jansen Foundation, Norcliffe Foundation, North Sound ACH, and the Friends of the North Fork Library.

Michael Cox
Deputy Director



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Youth Services Report

August 2025

COMMUNITY, ACCESS, RESOURCES, EQUITY, DIVERSITY AND INCLUSION

Hispanic Cultural Liaisons Diana Antaño and Amelia Martinez, and Youth Services Assistant Tess Reding Hoffart visited three farmworkers camps this summer to bring summer library programming and enrichment. The programs began with snacks and a story in English and Spanish. At one camp, we hired an interpreter for a young person who used ASL and had a trilingual storytime. After storytime, we made crafts and distributed the same forever books that were available at our Summer Reading Kickoff parties. The selection of books included titles in English, in Spanish, and in both languages, all of which were popular. Kids decorated and put together kites, wrote letters, and decorated cardboard mailboxes. We brought stamps (both domestic and international) and instructions for mailing letters, but we also wanted to make sure they could give and receive mail without having to go to the post office. The kites were a particularly big hit. They were great as an outdoor craft, since kids could run around with them right away. There was lots of laughter and creative solutions for getting the kites off the ground, including some of the kids having piggyback rides with volunteers from Agape.

From Diana:

My favorite thing about this type of outreach is that the library continues to have a presence in the lives of these kids. Many of the kids are familiar with us now and when we show up, we hear them yell "It's the library!" I love that we get to chat with the same (and new) kids every year. There's a girl in middle school now who I first met her when she attended a Head Start program where I worked as a TA. This year she told me that she wants to be a nurse when she's older because her older sibling is a nurse. She was brilliant then and she is just as brilliant now. I feel lucky to hear about all the fun and amazing things she does and will do!

From Amelia:

I liked watching young moms enjoying the stories and crafts with their children. This year, I particularly noticed how much the children enjoyed the story. Beautiful interactions. It was also very nice to see this book read in Sign Language at one of the locations, after Diana and Tess arranged it. There was one child decorating his mailbox with "ocean" theme. He was so tiny that I thought he wasn't going to know his name so I offered to write it down for him. When I asked for his name, he just started spelling it for me! Another little boy got one of the free books and started reading it to one of the amazing volunteers from Agape. The teacher was impressed with how well he was reading it. Some children sat down in pairs on the grass and shared the book each one of them got with one another.

Thom Barthelmess

Youth Services Manager

COMMUNITY/RESOURCES



The Community Relations team developed post-election messages and updated wcls.org/levy. Consistent community updates will be part of our 2026 communication plan.

WCLS has been accepted into the [Washington Cohort of the Internet Archive's Community Webs](https://communitywebs.archive-it.org/) program (<https://communitywebs.archive-it.org/>), which partners with the Washington State Historical Society to provide tools, support, training, mentorship, and professional development opportunities to organizations across the state of Washington that are engaged in preserving and providing access to local history.

Neil McKay identified the opportunity and is the library system's representative. This project supports WCLS's strategic plan goal to build connections and create opportunities to learn from each other and understand each other, including sharing local history via digitization projects and local history programs.

Participating organizations receive a guaranteed two-year free subscription to the **Archive-It web archiving service** and **Vault, the Internet Archive's digital preservation service**. This includes the ability to store and preserve up to half terabyte (500 GB) of digital material (photos, audio and video) and a half terabyte of webpages and data. Additionally participating

organizations will receive training and educational resources related to digital collections, web archiving, digital preservation, and other topics, as well as access to a cohort community pursuing similar work and to networking spaces, events, and knowledge sharing platforms.

News Releases

- [Voters approve Prop. 2, the library levy measure](#)
- [Deming Library unveils Coast Salish mural by Sienum Jason LaClair at Sept. 13 event](#)

Book Reviews

- *Cascadia Daily News*, July 15, 2025, [Review: 'On the Hippie Trail' by Rick Steves](#)
- *Cascadia Daily News*, July 21, 2025, [Review: 'Wild in Seattle' by David B. Williams](#)
- *The Northern Light*, July 30, 2025, [Blaine book review: "Chlorine"](#)

Media Coverage

Aug. 5 election/library levy ballot measure

- *Cascadia Daily News*, July 8, 2025, [Letters, week of July 9, 2025: GP relics, supporting our neighbors, Medicaid cuts, bike boulevards](#)
- *Cascadia Daily News*, July 15, 2025, [Letters, Week of July 16, 2025: Libraries, blooming bike culture, and PeaceHealth's mission](#)
- *The Northern Light*, July 16, 2025, [August primary election ballots mailing](#)
- *Lynden Tribune*, July 16, 2025, [GUEST OPINION: Is the library honoring a higher principle?](#)
- *Lynden Tribune*, July 17, 2025, [Letters to the editor: July 16, 2025](#)
- *Bellingham Herald*, July 19, 2025, [Whatcom library tax hike on ballot proposed to address deficit](#)
- *Salish Current*, July 22, 2025, [Lopez Library seeks to lift levy lid in Aug. 5 election](#)
- *Cascadia Daily News*, July 22, 2025, [Letters, Week of July 23, 2025: Levy help for libraries, an authoritarian state and local elections](#)
- *Cascadia Daily News*, July 22, 2025, [Whatcom Library and South Whatcom Fire levies are on August ballot](#)
- *Lynden Tribune*, July 23, 2025, [Three candidates for Sumas council position 2](#)
- *The Northern Light*, July 23, 2025, [Letters to The Editor: July 24-30, 2025](#)
- *Cascadia Daily News*, July 24, 2025, [Sumas election has one competitive city council race](#)
- *All Point Bulletin*, July 25, 2025, [Primary ballots due August 5; hospital seat up for election](#)
- *My Bellingham Now*, July 29, 2025, [The Whatcom Report 7/27/25](#)
- *The Northern Light*, July 30, 2025, [Primary ballots due by 8 p.m. Tuesday, Aug. 5](#)
- *Lynden Tribune*, July 30, 2025, [Letters to the editor: July 30, 2025](#)
- *Lynden Tribune*, July 31, 2025, [GUEST OPINION: Libraries have something for the whole family](#)
- *All Point Bulletin*, July 3, 2025 See clip below.

Voter information night: Thursday July 3, 7 p.m., community center. Items for the August 5 primary election: Whatcom County Library District, Proposition 2025-02; Point Roberts Public Hospital District: Commissioner Position 2 Candidates. General meeting will include selection of Point Roberts Registered Voters Association Board and selection of October date for meet the candidates

Ebook pricing

- *Information Today*, July 2025, FEATURE - Ebook Availability, Licensing, and Pricing in Canada and the U.S.: A Follow-Up Study
- *Words and Money*, July 9, 2025, New Report Looks at the State of the Library Ebook Market
- *New York Times*, July 16, 2025, Some States Are Pushing Back on Library E-Book Licensing Fees

Other

- *Ferndale Record*, July 2, 2025, Summer reading kicks off with parties
- *Lynden Tribune*, July 9, 2025, Community Calendar for July 9, 2025
- *Lynden Tribune*, July 9, 2025, Everson Summer Festival announces grand marshal
- *The Bellingham Herald*, July 13, 2025, Ferndale hosts its inaugural Pride weekend celebration
- *The Northern Light*, July 16, 2025, Obituary: Clare Swift Nurre (Blaine Friends of the Library member)
- *The Northern Light*, July 16, 2025, Classic cars and sand sculptures coming to Birch Bay
- *Lynden Tribune*, July 16, 2025, Ferndale to hold its inaugural Pride Weekend
- *The Northern Light*, July 23, 2025, Ways to get moving outside this summer
- *All Point Bulletin*, July 25, 2025, Joke Telling Contest Coming August 23rd
- *Cascadia Daily News*, July 28, 2025, Live music calendar: Aug. 1–10, 2025 (Whatcom Grooves Ferndale concert)
- *All Point Bulletin*, July 30, 2025, Drayton Harbor Pirate Festival held in Blaine this weekend
- *All Point Bulletin*, July 24, 2025. See clip below

Point Roberts Book Club: Wednesdays, July 30 and August 27, 6–7:30 p.m., Point Roberts Library. All are welcome to join this lively monthly discussion group at the library. Call the library at 360/945-6545 for this month's selection. Last Wednesday of the month.

Mary Vermillion

Community Relations Manager

Collection Size	Physical	Electronic	Total
	296,752	398,950	695,702

Circulation	Jul 2024	Jul 2025	YTD 2024	YTD 2025	YTD % chg
Physical Circulation					
Blaine	14,138	12,296	90,700	94,671	4.4%
Bookmobile & Outreach	4,693	4,844	31,244	32,351	3.5%
Deming	7,355	7,543	53,130	52,387	-1.4%
Everson	9,242	8,648	61,890	59,148	-4.4%
Ferndale	33,738	31,131	226,261	210,242	-7.1%
Island	1,734	2,054	11,545	12,271	6.3%
Lynden	39,994	37,219	256,393	247,557	-3.4%
North Fork	3,895	3,669	26,334	24,039	-8.7%
NWIC	10	8	58	196	237.9%
Point Roberts + PRX	3,220	3,369	16,040	16,200	1.0%
Sumas + SLX	2,923	2,389	16,813	17,200	2.3%
South Whatcom	8,444	9,525	52,850	56,303	6.5%
NDX	3,256	3,680	23,135	26,911	16.3%
Physical Circulation Total	132,642	126,375	866,393	849,476	-2.0%
Disc materials: DVDs, CDs	27,134	23,718	183,379	167,217	-8.8%
All other materials	104,628	101,247	676,020	666,803	-1.4%
Digital Circulation					
eBooks/eAudiobooks	36,958	37,726	253,266	260,761	3.0%
eMagazines	3,961	5,378	33,986	41,040	20.8%
eMusic	9,010	17,332	72,100	81,964	13.7%
Streaming Video	2,401	2,788	19,200	23,211	20.9%
Digital Circulation Total	52,330	63,224	378,552	406,976	7.5%
Grand Total	184,972	189,599	1,244,945	1,256,452	0.9%

Visitors (Door counts)	Jul 2024	Jul 2025	YTD 2024	YTD 2025	YTD % chg
Blaine	7,541	6,774	48,233	47,828	-0.8%
Deming	3,064	2,584	19,637	18,713	-4.7%
Everson	3,679	3,792	22,409	24,507	9.4%
Ferndale	13,388	13,785	89,080	88,655	-0.5%
Island	1,953	3,091	9,553	12,237	28.1%
Lynden	12,677	12,482	80,198	82,815	3.3%
NDX	298	330	2,225	2,208	-0.8%
North Fork	2,127	2,128	12,586	12,815	1.8%
Point Roberts + PRX	2,421	1,901	10,953	10,028	-8.4%
Sumas + SLX	1,442	1,509	8,464	9,605	13.5%
South Whatcom	4,234	4,546	21,519	22,755	5.7%
Total	52,824	52,922	324,857	332,166	2.2%

New Borrowers	Jul 2024	Jul 2025	YTD 2024	YTD 2025	YTD % chg
	716	615	4,632	4,076	-12.0%

Interlibrary Loan	Jul 2024	Jul 2025	YTD 2024	YTD 2025	YTD % chg
Borrowed from BPL	9,925	11,158	82,359	82,364	0.0%
Lent to BPL	17,122	21,756	148,432	153,482	3.4%
Borrowed: other libraries	719	711	4,556	4,242	-6.9%
Lent: other libraries	675	584	4,228	4,218	-0.2%

Electronic Resources	Jul 2024	Jul 2025	YTD 2024	YTD 2025	YTD % chg
WCLS.org Sessions	38,017	38,159	268,396	270,309	0.7%
Bibliocommons Sessions	103,154	117,620	706,439	648,662	-8.2%
Internet Sessions	3,858	4,157	25,585	28,473	11.3%
Wifi Clients / Sessions	8,090	8,601	48,374	54,618	12.9%

Activities	Jul 2024	Jul 2025	YTD 2024	YTD 2025	YTD % chg
Programs					
Adults	73	126	492	772	56.9%
Teens	35	66	126	271	115.1%
Children	118	89	666	628	-5.7%
Total	226	281	1,284	1,671	30.1%
Attendance					
Adults	1,132	2,053	5,673	8,362	47.4%
Teens	285	631	5,435	7,544	38.8%
Children	3,188	2,368	21,893	20,695	-5.5%
Total	4,605	5,052	33,001	36,601	10.9%

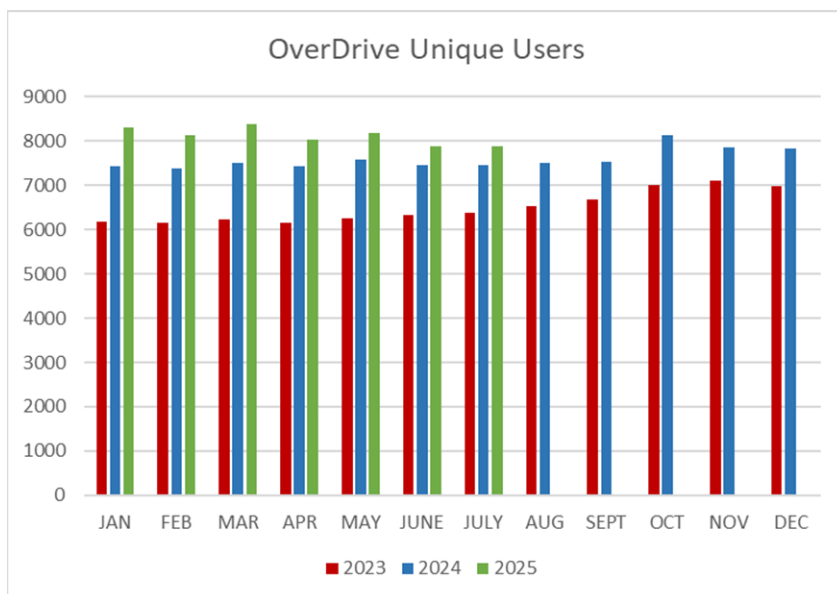
Notes/Corrections:

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.

Bibliocommons sessions are higher than expected and is suspected bot traffic. This statistic will be monitored closely for a few months.

OVERDRIVE UNIQUE USERS

Of the 7,866 unique users in July, about 3% (251) were new users, slightly down from the average of 5% new users. WCLS patrons checked out 43,104 eMaterials in July; 52% eAudiobooks, 36% eBooks and 12% eMagazines. This represents a decline in eBook checkouts as I suspect eAudio usage is increasing due to vacation travel listening. *Harry Potter and the Chamber of Secrets* was the top circling eAudiobook (64) and Harry Potter titles accounted for 3 of the top 6 circling eAudio titles which points to family listening in the car on road trips. The top circling eBook title was *The Storyteller's Death* (62) by Ann Dávila Cardinal which was the OverDrive Big Library Read with no waitlists or holds July 17–31.



DATABASE USAGE

While summer use of school-focused resources like Britannica, Gale resources and Culturegrams remains low, other database use increased to fill the gap in July with higher than normal use of Consumer Reports, Novelist, Chilton's and Ancestry (which saw its highest use since November 2023). The top three languages accessed at Mango in July were Spanish, French and Punjabi. Creativebug users completed 16 classes on yarn crafts, as well as classes teaching sewing, art and design, and crafts for kids/teens. Petersons Test Prep users completed courses in resume building, barbering and basic science skills for grades 9-12.

