

BOARD OF TRUSTEES MEETING Whatcom County Library System October 21, 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 <u>jackie.saul@wcls.org</u> prior to the meeting.

- 3. 9:10 a.m. Consent Agenda
 - a. Meeting Minutes
 - b. Expenditures
 - c. Authorization to Void Warrants
- 4. 9:15 a.m. Administrative Services Easement Agreement
- 5. 9:20 a.m. Policy Update
 - a. Services to Students and School Staff Policy 4.05
- 6. 9:25 a.m. Closed Executive Session to Discuss MOU to 2025-2029 Bargaining Unit Contract and 2026 Wage & Benefit Negotiations

Collective Bargaining Update per RCW 42.30.140(4)(a). No final action will be taken during the Closed Session. At the beginning of the session, the Library Board Chair will state the time when the session is expected to end. If the session ends early, the Board will not reconvene in open session until the stated time. If the session is not over at the stated time, the Library Board Chair will briefly reconvene the Board in open session at the stated time to announce the time to which the session will be extended.

- 7. 9:50 a.m. 2026 MOU to 2025-2029 Bargaining Unit Contract and 2026 Wage & Benefit Negotiations
- 8. 10:00 a.m. **BREAK**
- 9. 10:10 a.m. Financial Report and Resolutions
 - a. Finance Committee Report
 - b. Resolution 10/21/25-17 amending the 2025 General Fund and Capital Fund Budgets
 - c. 2026 General Fund Budget Draft
- 10. 10:30 a.m. 2025 Strategic Action Plan Update and Preparation for 2026
- 11. 10:45 a.m. Trustee Education: Freedom to Read

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 jackie.saul@wcls.org before 4:00 p.m. Monday, October 20, 2025. Written comments may be submitted to jackie.saul@wcls.org prior to the meeting.

- 12. 11:10 a.m. Staff Reports
- 13. 11:20 a.m. Performance Measures and Committee Reports
 - a. Personnel Committee Trustee Recruitment and Executive Director evaluation survey
- 14. 11:30 a.m. Announcements and Adjourn
 - a. All Friends & Foundation Gathering at the Blaine Library 10/22 from 2:00 4:00 p.m.

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Board Meeting Agenda Item Cover Sheet

| Meeting Date: | 10/21/2025 | | | | |
|--------------------------|---|--|--|--|--|
| Committee or Department: | Administration Department | | | | |
| Subject: | Consent Agenda – Board Meeting Minutes, Monthly | | | | |
| | Expenditures, Resolution to Void Warrants | | | | |
| Prepared By: | Jackie Saul | | | | |
| Impact upon Budget? | ⊠Yes □No | | | | |
| Supporting Documents: | ⊠Yes □No | | | | |

Recommendation or Request: Approval of consent agenda items

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

Summary:

Meeting Minutes:

September 16, 2025 Regular Board Meeting

Expenditures:

General Fund:

- Aug 16-31, 2025 payroll: check nos. 1044280039-1044280042 and voucher nos. 563781-563927 totaling \$240,726.89 and September 1-15, 2025 payroll: check nos. 1044449143-1044449149 and voucher nos. 563932-564079 totaling \$239,216.94.
- ACH transactions for employee benefits, telecommunication services and monthly sales/use tax filings totaling \$83,693.46; \$48,230.61 of this is for employee-funded contributions to dental and vision insurance premiums, Health Savings Accounts, and PERS and deferred compensation plans (made via payroll deduction).
- Claim 2025-35G: warrant nos. 1263168-1263185 totaling \$42,628.85
- Claim 2025-36G: warrant nos. 1263283-1263291 totaling \$134,712.02
- Claim 2025-37G: warrant nos. 1263587-1263617 totaling \$30,461.73
- Claim 2025-38G: warrant nos. 1263987-1264008 totaling \$226,958.29
- Claim 2025-39G: warrant nos. 1264471-1264490 totaling \$52,804.96

Capital Fund:

Claim 2025-15C: warrant nos. 1264491-1264493 totaling \$5,268.35

Authorization to Void Warrants

- Resolution 10/21/25-15 voiding warrants that are more than one year old
- Resolution 10/21/25-16 voiding warrant 1263182

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 September.



DRAFT MINUTES

Library Board of Trustees Regular Meeting

September 16, 2025

Location

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

In Attendance

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

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

Guests: None.

Call to Order

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

Open Public Comment

No public comment.

Consent Agenda

The Consent Agenda included minutes of the August 19, 2025, Board of Trustees Regular Meeting as well as the following:

Expenditures:

General Fund:

- July 16-31, 2025 payroll: check nos. 1043943172-1043943174 and voucher nos. 563465-563622 totaling \$254,728.89 and August 1-15, 2025 payroll: check nos. 1044111027-1044111030 and voucher nos. 563627-563776 totaling \$246,546.43.
- ACH transactions for employee benefits, telecommunication services and monthly sales/use tax filings totaling \$87,013.67; \$49,828.50 of this is for employee-funded contributions to dental and vision insurance premiums, Health Savings Accounts, and PERS and deferred compensation plans (made via payroll deduction).
- Claim 2025-31G: warrant nos. 1261498-1261512 totaling \$27,986.11

- Claim 2025-32G: warrant nos. 1261740-1261766 totaling \$142,970.77
- Claim 2025-33G: warrant nos. 1262043-1262070 totaling \$98,939.38
- Claim 2025-34G: warrant nos. 1262492-1262508 totaling \$41,837.04

Capital Fund:

Claim 2025-14C: warrant nos. 1262509-1262510 totaling \$520.32

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 August Notes and Highlights section.

Revenue is below target, as is usual for this time of year. Expenditures are slightly below budget due to a few vacant positions that were not filled prior to the Levy Lid Lift. These positions are now posted.

We have dipped into cash reserves by approximately \$250,000 and will do so again in September before the next influx of property tax revenue in October.

Jackie reviewed the 2026 Budget Planning Schedule for the Board, which spans the next few months.

Birch Bay

Michael reminded trustees of the small strip of land beyond our fence line and shared a Purchase and Sale Agreement for the sale of this strip of land to Edgewater Estates. This permanent solution will circumvent the need for an easement. Edgewater Estates is covering part of the legal fees for this. Before selling the property, Trustees must first declare it as surplus.

Matthew moved to approve Resolution 09/16/25-14 Declaring a Capital Asset as Surplus. Seconded. Unanimous Board approval.

Rod moved to approve the Purchase and Sale Agreement between WCLS and Edgewater MHC LLC if no substantial changes, including costs, are made to the draft that was presented to the Board today. Seconded. Unanimous Board approval.

Administrative Services Lighting Project Bid Approval

In 2029, Washington State will ban the sale of fluorescent lightbulbs. Lighting at Administrative Services is being updated in anticipation of this change. Staff working in the building were given the opportunity to view and vote on different light warmth and lumens. After a light was selected, Ryan proceeded with the bid proposal. The bid summary and proposal from the lowest bidder are shared today.

Rod moved to award the Administrative Services Lighting construction project to the apparent low bidder. Seconded. Passed unanimously.

Ferndale Library Parking Lot Lease Agreement

The City of Ferndale has awarded a contract for its new Civic Campus project. Once the contractor has been given the go ahead to proceed, the Ferndale Library patron parking lot will not be available for the duration of the construction project, expected to be two years. The property owner to the west of the library has agreed to allow the City to convert a portion of the vacant lot into parking for library patrons at no cost. The City will make improvements to the lot, such as signage, ADA spots, and curb stops. The library book return will be relocated. The property owner requested a three-way agreement between the City, WCLS and themselves. This agreement

ensures that the property owner will not be liable for any improvements or incidents that may occur on the property.

Rod noted that the parking area in Exhibit B does not correspond to the materials created by the City. Christine will contact the City to update this.

Danielle asked about library parking after the Civic Campus project is completed. Some spots will be removed and new parking will be added under the new building for City staff. Overall there will be fewer spots and they will be shared between City Hall and library visitors. As of now, the City does not plan to increase the number of ADA parking spaces.

Matthew asked for the communication plan to be shared with the Board. The City is handling all communications and will share that with WCLS as soon as it is ready to share with the public. Mary shared concerns and questions from Ferndale staff with the City Communications Manager.

Danielle moved to approve the Ferndale Parking Lot Lease as presented. Seconded. Passed unanimously.

Rod moved to postpone the break to later in the meeting, if needed at all. Seconded. Passed unanimously.

Staff Reports: Executive Director

In addition to her written report, Christine highlighted that Trustee John Miller attended the Mural Blessing Ceremony at Deming this past weekend. He appreciated the opportunity for WCLS to make further connections with the Nooksack Tribe and praised Marty Jimmy and Katrina Carabba for their work in the local community with the tribes.

Branch Out took place last Friday. Jessica is still tallying final gift totals, but Christine reported that a \$20,000 donation was given during the event by a local family.

Staff Reports: Deputy Director

In addition to his written report, Michael shared the land use permit for the Birch Bay Vogt Library Express was accepted by the Whatcom County Planning Department, and the building permit process has now begun. It's exciting to see this project moving along and Michael hopes to have a contractor selected by the end of the year.

Staff Reports: Youth Services Manager

Thom shared his written report and highlighted the contributions and achievements of the Golden Apple award recipients. The awards were presented at Branch Out on Friday.

Staff Reports: Community Relations Manager

Mary discussed her written report. She encouraged all to listen to the latest episode of the WCLS podcast.

Performance Measures & Committee Reports: Performance Measures

In addition to his written report, Michael shared a few changes that were made to the online registration process that may be contributing to the decline in new borrowers in August.

Christine advised the Board that Ferndale Library statistics will likely drop due to the City of Ferndale project and closure of the main parking lot. Other locations may see an increase in traffic and circulation from patrons avoiding the construction.

| Announcements and Adjourn | | |
|--|-----------------------|---|
| | | |
| Union negotiations are taking place on | October 6 and 7, with | າ October 8 and 17 as backup dates. |
| Rod adjourned the meeting at 9:53 a.m |). | |
| | | |
| Next Meeting | | |
| The next Board of Trustees meeting will and at Administrative Services, 5205 No. | | 21, 2025, at 9:00 a.m. online via Microsoft Teams gham, WA 98226. |
| Danielle Gaughen, Board Secretary | Date | Jackie Saul, Director of Finance and Administration |



RESOLUTION NO. 10/21/25-15

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE WHATCOM COUNTY RURAL LIBRARY DISTRICT AUTHORIZING THE CANCELLATION OF WARRANTS MORE THAN A YEAR OLD

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RESOLUTION NO. 10/21/25-16

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 for payment of Interlibrary Loan charges; and |
|---|
|---|

WHEREAS, the item has been returned and the warrant is no longer needed; and,

WHEREAS, the warrant is in the possession of WCLS and has not been redeemed;

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 | | | | |
|--|-------------------|---------------------------------|---------|--|--|--|--|
| 1263182 | September 2, 2025 | Spokane County Library District | \$22.00 | | | | |
| | | | | | | | |
| | | | | | | | |
| Adopted by the Whatcom County Library System Board of Trustees this 21 st day of October, 2025: | | | | | | | |

Rodney Lofdahl, Board Chair



Board Meeting Agenda Item Cover Sheet

| Meeting Date: | 10/21/2025 |
|--------------------------|--|
| Committee or Department: | WCLS Facilities |
| Subject: | Administrative Services Easement Agreement |
| Prepared By: | Ryan Cullup |
| Impact upon Budget? | ⊠Yes □No |
| Supporting Documents: | ⊠Yes □No |

Recommendation or Request: Approval of utility easement agreement with Puget Sound Energy

Suggested Motion for Consideration: Move approval of utility easement agreement Puget Sound Energy

Summary: WCLS was successful in applying for PSE's Up & GO grant program which provided a \$250,000 grant to install EV charging stations to support greening WCLS fleet operations. The chargers are now installed at Administrative Services and await final connection to a new separate 3-phase electrical service. The new electrical service requires that an additional power pole be installed on WCLS property requiring this utility easement agreement. As part of the grant, WCLS has agreed to purchase 2 EVs and has tentatively selected two Chevy Blazer EVs which will be delivered sometime in 2026.

Alternatives: Cancel project and refund total cost of infrastructure installed to PSE.

Fiscal Impact: None if approved. PSE expects that installed infrastructure construction costs to be under the maximum allowed by the grant.

Comments: None

10

RETURN ADDRESS:

Puget Sound Energy, Inc. Attn: ROW Department /Joseph Steele 1660 Park Lane Burlington, WA 98233



EASEMENT

REFERENCE #: N/A

GRANTOR (Owner): WHATCOM COUNTY RURAL LIBRARY DISTRICT

GRANTEE (PSE): PUGET SOUND ENERGY, INC.

SHORT LEĞAL: PTN NW NE QTR AND SW NE QTR, SEC 34-39N-2E ASSESSOR'S PROPERTY TAX PARCEL: 390234 298408 0000 / PID 99995

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **WHATCOM COUNTY RURAL LIBRARY DISTRICT**, **a municipal corporation** ("Owner"), hereby grants and conveys to **PUGET SOUND ENERGY, INC.**, a Washington corporation ("PSE"), for the purposes hereafter set forth, a nonexclusive perpetual easement over, under, along, across and through the following described real property (the "Property" herein) in Whatcom County, State of Washington:

SEE EXHIBIT "A" ATTACHED HERETO AND BY THIS REFERENCE MADE A PART HEREOF.

Except as may be otherwise set forth herein PSE's rights shall be exercised upon that portion of the Property ("Easement Area" herein) described as follows:

AN EASEMENT AREA TEN (10) FEET IN WIDTH HAVING FIVE (5) FEET OF SUCH WIDTH ON EACH SIDE OF THE CENTERLINE OF PSE'S FACILITIES AS NOW CONSTRUCTED OR TO BE CONSTRUCTED, EXTENDED OR RELOCATED LYING WITHIN THE ABOVE DESCRIBED PROPERTY.

1. Purpose. PSE shall have the right to use the Easement Area to construct, operate, maintain, repair, replace, improve, remove, upgrade and extend one or more utility systems for purposes of transmission, distribution and sale of electricity. Such systems may include, but are not limited to:

Underground facilities. Conduits, lines, cables, vaults, switches and transformers for electricity; fiber optic cable and other lines, cables and facilities for communications; semi-buried or ground-mounted facilities and pads, manholes, meters, fixtures, attachments and any and all other facilities or appurtenances necessary or convenient to any or all of the foregoing.

Following the initial construction of all or a portion of its systems, PSE may, from time to time, construct such additional facilities as it may require for such systems.

- **2.** Access. PSE shall have a reasonable right of access to the Easement Area over and across the Property to enable PSE to exercise its rights granted in this easement.
- **3. Easement Area Clearing and Maintenance.** PSE shall have the right to cut, remove and dispose of any and all brush, trees or other vegetation in the Easement Area. PSE shall also have the right to control, on a continuing basis and by any prudent and reasonable means, the establishment and growth of brush, trees or other vegetation in the Easement Area.

PSE Easement 2025 WO# 105108190 / RW# 140035 Page 1 of 4

- **4. Trees Outside Easement Area.** PSE shall have the right to cut, trim remove and dispose of any trees located on the Property outside the Easement Area that could, in PSE's reasonable judgment cause damage to PSE's systems and/or present a hazard to the general public health, safety or welfare as defined in RCW 64.12.035. PSE shall, except in the event of an emergency, prior to the exercise of such right, identify such trees and make a reasonable effort to give Owner prior notice that such trees will be cut, trimmed, removed or disposed. Owner shall be entitled to compensation for the actual market value of merchantable timber (if any) cut and removed from the Property by PSE.
- **5. Restoration.** Following the initial installation, repair or extension of its facilities, PSE shall, to the extent reasonably practicable, restore landscaping and surfaces and portions of the Property affected by PSE's work to the condition existing immediately prior to such work. PSE shall use good faith efforts to perform its restoration obligations under this paragraph as soon as reasonably possible after the completion of PSE's work.
- **6. Owner's Use of Easement Area.** Owner reserves the right to use the Easement Area for any purpose not inconsistent with the rights herein granted, provided, however, Owner shall not perform the following activities without PSE's prior written consent: (1) excavate within or otherwise change the grade of the Easement Area; (2) construct or maintain any buildings, structures or other objects on the Easement Area; and/or (3) conduct any blasting within 300 feet of PSE's facilities.
- **7. Indemnity.** PSE agrees to indemnify Owner from and against liability incurred by Owner as a result of PSE's negligence, or the negligence of PSE's employees, agents or contractors in the exercise of the rights herein granted to PSE, but nothing herein shall require PSE to indemnify Owner for that portion of any such liability attributable to the negligence of Owner, its employees, agents or contractors or the negligence of third parties.
- **8. Attorneys' Fees.** The prevailing party in any lawsuit brought to enforce or interpret the terms of this Easement shall be entitled to recover its reasonable attorneys' fees and costs incurred in said suit, including on appeal.
- **9. Successors and Assigns.** This Easement is binding upon and will inure to the benefit of the successors and permitted assigns. PSE may not assign or otherwise transfer any of its rights, obligations or interest under this Easement without the prior written consent of Owner, which consent may not be unreasonably withheld. Notwithstanding the foregoing, PSE may assign or apportion this Easement or rights hereunder to an affiliate or in connection with a merger, acquisition, corporate reorganization, pledge of assets as collateral, sale of assets or other change in control, joint venture, tenancy-in-common or sale of business lines.
- **10.** Complete Agreement; Amendment; Counterparts. This Easement contains the entire agreement of the parties with respect to this subject matter and supersedes all prior writings or discussions relating to the Easement. This Easement may not be amended except by a written document executed by the authorized representatives of Owner and PSE. This Easement may be executed in counterparts, each of which shall be treated as an original for all purposes and all executed counterparts shall constitute one agreement.
- 11. Warranty and Representation of Authority. The parties each represent to the other that the person or persons executing this Easement have authority to do so and to bind the parties hereunder. All consents, permissions and approvals related to this Easement, and the obligations hereunder, have been obtained. Owner further warrants to PSE that it has the necessary right, title and interests in the Property to grant the easement rights set forth herein.
- 12. Severability. Invalidation of any of the provisions contained in this Easement, or of the application thereof to any person, by judgment or court order, shall in no way affect any of the other provisions thereof or the application thereof to any other person and the same shall remain in full force and effect. If a provision is found to be unenforceable or invalid, that provision shall be modified or partially enforced to the maximum extent permitted by law to effectuate the purpose of this agreement.
- **13. Non-Waiver.** The failure of any party to insist upon strict performance of any of the terms, covenants or conditions hereof shall not be deemed a waiver of any rights or remedies which that party may have hereunder or at law or equity and shall not be deemed a waiver of any subsequent breach or default in any of such terms, covenants or conditions.

PSE Easement 2025 WO# 105108190 / RW# 140035 Page 2 of 4

| DATED this | day of | , 20 |
|--|---|--|
| OWNER: WHAT | COM COUNTY RU | RAL LIBRARY DISTRICT,a municipal corporation |
| By: CHRISTINE | PERKINS | |
| Its: Executive Di | rector | |
| STATE OF WAS | HINGTON)) SS) | |
| known to be the pmunicipal corpor instrument to be the uses and pur on behalf of said | person who signed a pration, the corpora her free and volunta poses therein menticorporation. | , 20, before me, the undersigned, a Notary Public culy commissioned and sworn, personally appeared CHRISTINE PERKINS, to me as Executive Director of WHATCOM COUNTY RURAL LIBRARY DISTRICT, a tion that executed the within and foregoing instrument, and acknowledged said ary act and deed and the free and voluntary act and deed of said corporation for oned; and on oath stated that she was authorized to execute the said instrument have hereunto set my hand and official seal the day and year first above written. |
| | | (Signature of Notary) |
| | | (Print or stamp name of Notary) NOTARY PUBLIC in and for the State of Washington, residing |
| | | at My Appointment Expires: |

Notary seal, text and all notations must be inside 1" margins

PSE Easement 2025 WO# 105108190 / RW# 140035 Page 3 of 4

Exhibit "A"

Parcel A:

Beginning at the North quarter corner of Section 34, Township 39 North, Range 2 East of W.M., thence South 2°35′57" West, 1, 179.62 feet to the true point of beginning; thence South 2°35′57" West 200 feet; thence South 87°17′44" East 651.51 feet; thence North 24°22′30" West 224.62 feet; thence North 87°17′44" West, 549.62 feet, to the point of beginning.

Situate in Whatcom County, Washington.

Parcel B:

The South 12 feet of the following described tract:

Beginning at the North quarter corner of Section 34, Township 39 North, Range 2 East of W.M., thence South 2°35'47" West, 770.75 feet to the true point of beginning; thence South 2°35'57" West. 408.87 feet; thence South 87°17'44" East, 549.62 feet; thence North 24°22'30" West, 459.08 feet; thence North 87°16'35" West, 341.39 feet to the true point of beginning.

Situate in Whatcom County, Washington.

PSE Easement 2025 WO# 105108190 / RW# 140035 Page 4 of 4



Board Meeting Agenda Item Cover Sheet

| Meeting Date: | 10/21/2025 |
|--------------------------|---------------------------------------|
| Committee or Department: | WCLS Youth Services |
| Subject: | Services to Students and School Staff |
| Prepared By: | Thom Barthelmess |
| Impact upon Budget? | □Yes ⊠No |
| Supporting Documents: | ⊠Yes □No |

Recommendation or Request: Approval of Update to Policy 4.05 Services to Students and School Staff

Suggested Motion for Consideration: Move approval of updated Policy 4.05 Services to Students and School Staff

Summary: WCLS outreach and service to students and educators has evolved. The advent of ConnectED, holds pickup in schools, and other initiatives and practices designed to reduce barriers has opened up new opportunities to connect young patrons to library resources. We are updating this policy to align with current practice.

Alternatives: None

Fiscal Impact: None

Comments: None

SERVICES TO STUDENTS AND SCHOOL STAFF POLICY



POLICY NUMBER: 4.05

SCOPE

All staff of Whatcom County Library System and the students and staff of all-schools and school districts in Whatcom County school districts.

It is the policy of the Whatcom County Library System to encourage schools to develop and support adequate school libraries. Within the limits of available budget the Whatcom County Library System shall support the rich reading lives of children and teens, in libraries, in schools, and wherever young people are. We encourage schools to develop and support school libraries, and we partner with schools to bring the wealth of WCLS resources to students at school. To that end, WCLS may:

- 1. Provide professional librarians to visit school classes Visit schools to present booktalks and story programs to encourage students to read.
- 2. <u>Visit schools to provide instruction in the use of WCLS collections, databases, and other resources.</u> <u>Provide library staff to meet with school administrators, staff and parent groups to help them encourage students to read.</u>
- 3. <u>Provide class tours of branch libraries and the bookmobile</u>Cooperate with school librarians to provide special programs and events that encourage students to read.
- 4. <u>Establish special student accounts with limited borrowing privileges, and access to digital materials and resources Assist teachers and school librarians in compiling booklists.</u>
- 5. <u>Establish educator library cards for preschool and K-12 teachers and librarians Develop library collections to help meet the needs of students.</u>
- 6. <u>Deliver materials for students and teachers to school Provide books on special subjects for classroom use to supplement what is available in the school library.</u>
- 7. <u>Meet with school administrators, staff, and parent groups Provide class tours of branch libraries and the bookmobile for the purpose of public library orientation.</u>
- 8. <u>Assist teachers and school librarians with booklists</u>Extend to students and school staff the same library services and loan periods that are extended to all Whatcom County residents.
- 9. Provide institutional library cards to schools upon written approval of the school's administration classroom collections for reading or research support.
- 9-10. Respond to other inquiries from and opportunities with educator partners.

The Whatcom County Library System shall not provide regular bookmobile service to schools for the purpose of loaning materials or take any similar action not supporting the development of school libraries.

RELATED POLICIES: Borrower's Policy 4.01

APPROVALS AND UPDATES

| Date | Action | Reviewer | Approved By | Approval Signature |
|-------------------|----------|------------------|-----------------------|--------------------|
| | | | Whatcom County | |
| July 25, 1989 | Adopted. | - | Library System | /s/ |
| | | | Board of Trustees | |
| | | | Whatcom County | |
| February 18, 1997 | Revised. | - | Library System | /s/ |
| | | | Board of Trustees | |
| | | | Whatcom County | |
| October 21, 2025 | Revised. | Thom Barthelmess | <u>Library System</u> | <u>/s/</u> |
| | | | Board of Trustees | |

SERVICES TO STUDENTS AND SCHOOL STAFF POLICY



POLICY NUMBER: 4.05

SCOPE

All staff of Whatcom County Library System and the students and staff of schools and school districts in Whatcom County.

It is the policy of the Whatcom County Library System to support the rich reading lives of children and teens, in libraries, in schools, and wherever young people are. We encourage schools to develop and support school libraries, and we partner with schools to bring the wealth of WCLS resources to students at school. To that end, WCLS may:

- 1. Visit schools to present booktalks and story programs.
- 2. Visit schools to provide instruction in the use of WCLS collections, databases, and other resources..
- 3. Provide class tours of branch libraries and the bookmobile.
- 4. Establish special student accounts with limited borrowing privileges, and access to digital materials and resources.
- 5. Establish educator library cards for preschool and K-12 teachers and librarians.
- 6. Deliver materials for students and teachers to school.
- 7. Meet with school administrators, staff, and parent groups.
- 8. Assist teachers and school librarians with booklists.
- 9. Provide classroom collections for reading or research support.
- 10. Respond to other inquiries from and opportunities with educator partners.

RELATED POLICIES: Borrower's Policy 4.01

APPROVALS AND UPDATES

| Date | Action | Reviewer | Approved By | Approval Signature |
|-------------------|----------|------------------|-------------------|--------------------|
| | | | Whatcom County | |
| July 25, 1989 | Adopted. | - | Library System | /s/ |
| | | | Board of Trustees | |
| February 18, 1997 | Revised. | | Whatcom County | |
| | | - | Library System | /s/ |
| | | | Board of Trustees | |
| | | | Whatcom County | |
| October 21, 2025 | Revised. | Thom Barthelmess | Library System | /s/ |
| | | | Board of Trustees | |



Board Meeting Agenda Item Cover Sheet

| Meeting Date: | 10/21/2025 |
|--------------------------|---|
| Committee or Department: | Human Resources |
| Subject: | 2026 Wage & Benefit Agreement; MOUs; holiday calendar |
| Prepared By: | Beth Andrews |
| Impact upon Budget? | ⊠Yes □No |
| Supporting Documents: | ⊠Yes □No |

Recommendation or Request: Approve the 2026 Wage and Benefit Agreement, the 2026 Memorandums of Understanding (MOUs) and the 2026 holiday calendar, which reached tentative agreement by consensus of the union and management during the negotiations process.

Suggested Motion for Consideration: Move approval of the 2026 Wage and Benefit Agreement, the 2026 MOUs and the resulting drafts of the 2026 Salary Structure and benefit rates and structure, and the 2026 holiday calendar.

Summary: 2026 Wage and Benefit Agreement, 2026 MOUs, 2026 Salary Structure and benefits rates and structure, and 2026 holiday calendar presented separately.

Alternatives: Return to the negotiation process.

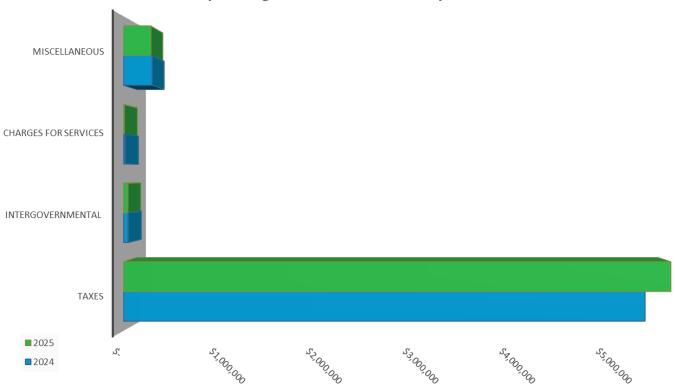
Fiscal Impact: As discussed.

Comments: N/A



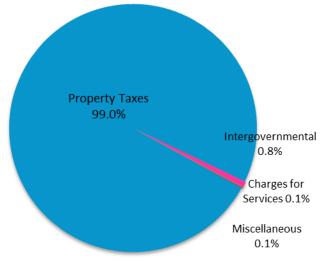
| 2025 Budget Revenues - Year-To-Date September 2025 (75% of FY) | | | | | | | |
|---|---------------------------------------|----|------------|--------------|--------------|---------------|-------------|
| | | | | | | % of Budgeted | |
| | | | Budgeted | Actual | % of Actual | Revenues | Budget |
| Acct No | Description | | Revenues | Revenues YTD | Revenues YTD | Received YTD | Variance |
| 310 | TAXES | | | | | | |
| 311.10 | General Property Taxes | \$ | 10,153,717 | \$ 5,870,955 | 94.48% | 57.82% \$ | (4,282,762) |
| | TOTAL TAXES | | 10,153,717 | 5,870,955 | 94.48% | 57.82% | (4,282,762) |
| 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 | 27,198 | 0.44% | 60.44% | (17,802) |
| 337.2000 | Leasehold Excise Tax | | 30,000 | 17,100 | 0.28% | 57.00% | (12,900) |
| | TOTAL INTERGOV. REVENUE | | 77,000 | 44,698 | 0.72% | 58.05% | (32,302) |
| 340 | CHARGES FOR GOODS & SERVICES | | | | | | |
| 347.2001 | Printing & Duplication Services | | 6,000 | 5,423 | 0.09% | 90.38% | (578) |
| 347.2002 | Library Use Fees | | 12,400 | 837 | 0.01% | 6.75% | (11,563) |
| | TOTAL CHARGES FOR SERVICES | | 18,400 | 6,260 | 0.10% | 34.02% | (12,141) |
| 360 | MISCELLANEOUS REVENUES | | | | | | |
| | Investment Interest | | 352,000 | 224,224 | 3.61% | 63.70% | (127,776) |
| | Rents & Leases | | 3,000 | 3,050 | 0.05% | 101.67% | (127,770) |
| | Contributions & Donations | | 44,000 | 33,781 | 0.54% | 76.78% | (10,219) |
| | Sale of Surplus | | 100 | 70 | 0.00% | 70.00% | (30) |
| 369.8100 | · · · · · · · · · · · · · · · · · · · | | - | 18.80 | 0.00% | 0.00% | 19 |
| | Other Misc. Revenue | | 22,000 | 23,349 | 0.38% | 106.13% | 1,349 |
| 369.9102 | Reimburse Lost/Damaged Books | | 11,000 | 7,456 | 0.12% | 67.78% | (3,544) |
| | E-Rate Reimbursement | | 15,000 | - | 0.00% | 0.00% | (15,000) |
| | TOTAL MISC. REVENUES | | 447,100 | 291,949 | 4.70% | 65.30% | (155,151) |
| | TOTAL OPERATING REVENUE | | 10,696,217 | 6,213,862 | 100.00% | 58.09% | (4,482,355) |
| 390 | OTHER FINANCING SOURCES | | | | | | |
| 395.1000 | Proceeds from Sale of Capital Assets | | - | | 0.00% | 0.00% | <u>-</u> |
| | TOTAL OTHER FINANCING SOURCES | | - | - | 0.00% | 0.00% | - |
| | TOTAL REVENUE | \$ | 10,696,217 | \$ 6,213,862 | 100.00% | 58.09% \$ | (4,482,355) |

General Fund Operating Revenue to Date-Compared to Prior Year



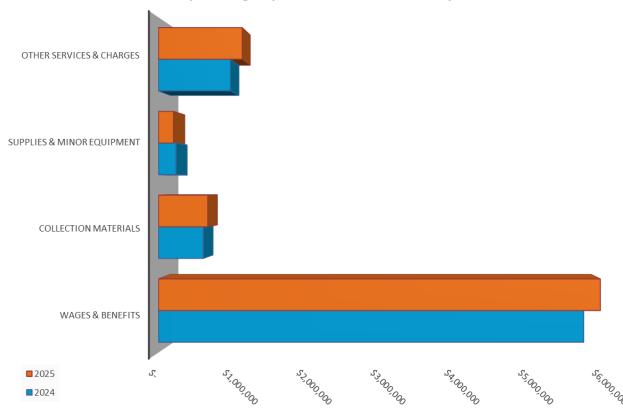
| Actual General Fund Revenue Year to Date Comparison | | | | | | | |
|---|----|--------------|-----------|----------|--|--|--|
| | | 2024 | 2025 | % Change | | | |
| Taxes | \$ | 5,594,256 \$ | 5,870,955 | 4.95% | | | |
| Intergovernmental | | 49,304 | 44,698 | -9.34% | | | |
| Charges for Services | | 16,584 | 6,260 | -62.26% | | | |
| Miscellaneous | | 307,135 | 291,949 | -4.94% | | | |
| Total Operating Revenue | | 5,967,279 | 6,213,862 | 4.13% | | | |
| Other Financing Sources | | 7,752 | - | -100.00% | | | |
| Total Revenue | \$ | 5,975,031 \$ | 6,213,862 | 4.00% | | | |

YTD Revenue by category

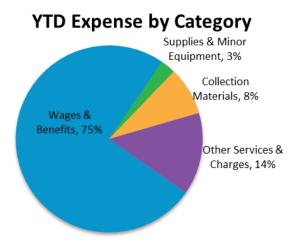


| | udget Expenditures - Year-To- nber 2025 (75% of FY) | Date | | | | | |
|----------|--|------|------------|--------------|--------------|---------------|-------------|
| Septen | 1301 2023 (7370 0111) | | | Actual | % of Actual | % of Budgeted | |
| | | | Budgeted | Expenditures | Expenditures | Expenditures | Budget |
| Acct No. | Description | | penditures | YTD | YTD | Spent YTD | Variance |
| ACCL NO | Description | LA | penaltales | 110 | 110 | Spent 110 | variance |
| 572 | SALARIES, WAGES, & BENEFITS | | | | | | |
| 572.1000 | Salaries and Wages | \$ | 6,289,075 | 4,636,513 | 55.47% | 73.72% \$ | (1,652,562) |
| 572.2000 | Benefits | * | 2,210,792 | 1,564,795 | 18.72% | | (645,998) |
| | TOTAL SALARIES, WAGES, & BENEFITS | | 8,499,867 | 6,201,308 | 74.19% | 72.96% | (2,298,560) |
| 572.30 | SUPPLIES & MINOR EQUIPMENT | | | | | | |
| 572.3031 | Office & Operating Supplies | | 169,570 | 127,472 | 1.52% | 75.17% | (42,098) |
| 572.3032 | Fuel | | 24,050 | 18,000 | 0.22% | 74.84% | (6,050) |
| 572.3034 | Collection Materials | | 1,275,000 | 692,093 | 8.28% | 54.28% | (582,907) |
| 572.3035 | Small Tools & Minor Equipment | | 204,650 | 65,990 | 0.79% | 32.25% | (138,660) |
| | TOTAL SUPPLIES & MINOR EQUIPMENT | | 1,673,270 | 903,555 | 10.81% | 54.00% | (769,715 |
| 572.40 | OTHER SERVICES & CHARGES | | | | | | |
| 572.4041 | Professional Services | | 695,115 | 703,805 | 8.42% | 101.25% | 8,690 |
| 572.4042 | Communication | | 140,788 | 113,961 | 1.36% | 80.95% | (26,827 |
| 572.4043 | Travel | | 30,600 | 16,079 | 0.19% | 52.55% | (14,521 |
| 572.4044 | Taxes & Operating Assessments | | 550 | 492 | 0.01% | 89.37% | (58 |
| 572.4045 | Operating Rentals & Leases | | 22,423 | 16,590 | 0.20% | 73.98% | (5,834 |
| 572.4046 | Insurance | | 99,537 | 76,120 | 0.91% | 76.47% | (23,417 |
| 572.4047 | Utilities | | 166,424 | 133,157 | 1.59% | | (33,267 |
| 572.4048 | Repair & Maintenance | | 112,740 | 56,896 | 0.68% | | (55,844 |
| 572.4049 | Miscellaneous | | 110,920 | 59,021 | 0.71% | | (51,899 |
| | TOTAL OTHER SERVICES & CHARGES | | 1,379,097 | 1,176,120 | 14.07% | 85.28% | (202,978) |
| | TOTAL OPERATING EXPENDITURES | | 11,552,235 | 8,280,982 | 99.06% | 71.68% | (3,271,253) |
| 590 | OTHER FINANCING USES | | | | | | |
| 597.1000 | Transfers to Capital | | 78,164 | 78,164 | 0.94% | 100.00% | - |
| | TOTAL OTHER FINANCING USES | | 78,164 | 78,164 | 0.94% | 100.00% | - |
| | TOTAL EXPENDITURES | \$ | 11,630,398 | 8,359,146 | 100.00% | 71.87% \$ | (3,271,252) |
| | NET INCOME (LOSS) | \$ | (934,181) | (2,145,284) | | \$ | (1,211,103) |
| | FUND BALANCE SUMMARY | | | | | | |
| | Beginning Fund Balance | \$ | 9,932,448 | 9,932,448 | | | |
| | Net Income | • | (934,181) | (2,145,284) | | | (1,211,103 |
| | Ending Fund Balance | \$ | 8,998,267 | 7,787,164 | | \$ | |

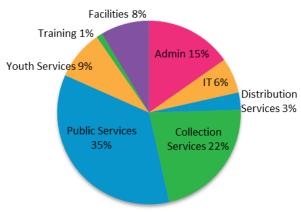
General Fund Operating Expenditures to Date-Compared to Prior Year



| Actual General Fund Expenditures Year to Date Comparison | | | | | | | |
|--|----|----------------|-------------|----------|--|--|--|
| | | 2024 | 2025 | % Change | | | |
| Wages & Benefits | \$ | 5,968,058 \$ | 6,201,308 | 3.91% | | | |
| Collection Materials | | 628,023 | 692,093 | 10.20% | | | |
| Supplies & Minor Equipment | | 246,952 | 211,462 | -14.37% | | | |
| Other Services & Charges | | 1,009,900 | 1,176,120 | 16.46% | | | |
| Total Operating Expenditures | | 7,852,933 | 8,280,982 | 5.45% | | | |
| Other Financing Uses | | 94,135 | 78,164 | -16.97% | | | |
| Total Expenditures | \$ | 7,947,068 \$ | 8,359,146 | 5.19% | | | |
| Net Operating Income | \$ | (1,972,037) \$ | (2,145,284) | -8.79% | | | |



YTD Expense by Department



| | | 2025 | 2025 |
|-----------------------------|---------------|--------------|-----------------------|
| Fund Balance Summary | 2024 Actual | Budgeted | Actual to Date |
| Beginning Fund Balance | \$ 10,612,545 | 9,932,448 | \$ 9,932,448 |
| Revenue | 10,517,581 | 10,696,217 | 6,213,862 |
| Expenditures | (10,967,678) | (11,630,398) | (8,359,146) |
| Transfer to (from) Reserves | (230,000) | - | - |
| Ending Fund Balance | \$ 9,932,448 | \$ 8,998,267 | \$ 7,787,164 |

| | | | 2025 | | 2025 |
|---|----|------------|-----------------|-----|-------------|
| Ending Fund Balance Designation Detail | 2 | 024 Actual | Budgeted | Act | ual to Date |
| Designated Ending Fund Balance - Cash Flow | \$ | 3,639,587 | \$ 3,767,044 | \$ | 2,624,851 |
| 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 | | 7,787,164 |
| Beginning Fund Balance less designated funds | | 1,073,259 | 1,023,091 | | 2,145,284 |
| Transfer to (from) Reserves | | (230,000) | - | | - |
| Net Income | | (450,097) | (934,181) | | (2,145,284) |
| Ending Unassigned Funds with no designation | | 393,162 | 88,910 | | - |
| Ending Designated Funds | | 9,539,286 | 8,909,357 | | 7,787,164 |
| Total Ending Fund Balance | \$ | 9,932,448 | \$ 8,998,267 | \$ | 7,787,164 |

September Summary

- As of the end of August we have received \$6,213,862 (58%) of operating revenue. Expenditures are at \$8,359,146, which is 72% of budgeted amounts. This has resulted in a year-to-date net loss of \$2,145,284. Our fund balance at the end of August is \$7,787,164.
- We have dipped into our cash flow reserve by \$1,142,193. These funds will be replenished when we receive our next influx of property tax revenue in October.



Board Meeting Agenda Item Cover Sheet

| Meeting Date: | 10/21/2025 | | | |
|--------------------------|---|--|--|--|
| Committee or Department: | Administration | | | |
| Subject: | Resolution 10/21/25-17 Amending the 2025 General Fund | | | |
| | Budget | | | |
| Prepared By: | Jackie Saul | | | |
| Impact upon Budget? | ⊠Yes □No | | | |
| Supporting Documents: | ⊠Yes □No | | | |

Recommendation or Request: Approval of Resolution 10/21/25-17 amending the 2025 General Fund Budget

Suggested Motion for Consideration: Move approval of Resolution 10/21/25-17 amending the 2025 General Fund Budget

Summary:

This resolution adjusts the General Fund Budget as follows:

- Revenue is updated to include additional reimbursements received so far in 2025.
- E-rate Reimbursements are removed as funding for this program will be in the form of reduced internet costs rather than rebates.
- Employee benefit costs are reduced to reflect a reduction in PERS contribution rates.
- Small tools and minor equipment costs are reduced to further offset the new expenditures listed below.
- Professional services costs are increased to include the cost of the August 5 Levy Lid Lift election.
- Professional services costs are further increased to reflect changes to Microsoft Office licensing agreements for public use computers at our libraries.
- Taxes and operating assessment costs are increased to include additional sales tax costs associated with increased patron printing revenue.
- Insurance costs are increased to include additional coverage.
- Utility costs are increased to reflect higher costs this year.

Alternatives: N/A

Fiscal Impact: A decrease of \$4,000 to revenue and an increase of \$21,022 in expenditures, resulting in an additional decrease to the ending fund balance of \$25,022.

Comments: N/A

WHATCOM COUNTY LIBRARY SYSTEM 2025 General Fund Budget Amendment October 21, 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 | _ | |
| 31712002 | 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 | 44,000 | 44,000 | - | |
| 369.1000 | Sale of Surplus | 100 | 100 | - | |
| 369.9101 | Other Misc. Revenue | 22,000 | 33,000 | 11,000 | legal & other reimbursements |
| 369.9102 | Reimburse Lost/Damaged Books | 11,000 | 11,000 | - | |
| 369.9105 | E-Rate Reimbursement | 15,000 | - | | reduction in internet charges instead |
| | TOTAL MISC. REVENUES | 447,100 | 443,100 | (4,000) | of rebate |
| | TOTAL OPERATING REVENUE | 10,696,217 | 10,692,217 | (4,000) | |
| 200 | OTHER FINANCING COURCES | | | | |
| 390 395.1000 | OTHER FINANCING SOURCES | | | | |
| | Proceeds from Sale of Capital Assets | - | - | - | |
| 397.3000 | Transfer from Reserves to Operating TOTAL OTHER FINANCING SOURCES | - | - | - | _ |
| | | 4 | | 1 (1 | - |
| | TOTAL REVENUE | \$ 10,696,217 | 10,692,217 | \$ (4,000) | <u>-</u> |

WHATCOM COUNTY LIBRARY SYSTEM 2025 General Fund Budget Amendment October 21, 2025

Expenditures

| Acct No. | Description | 2025 Budget Adopted | Amended Amount | Adjustment Amount | Notes |
|----------|--------------------------------------|------------------------|-------------------|---------------------------------------|---|
| Acct No. | Description | Adopted | Amount | Amount | Notes |
| 572 | SALARIES, WAGES, & BENEFITS | | | | |
| 572.1000 | Salaries and Wages | \$ 6,289,075 | 6,289,075 | \$ - | |
| 572.2000 | Benefits | 2,210,792 | 2,083,374 | | PERS contribution rate change in July |
| | TOTAL SALARIES, WAGES, & BENEFITS | 8,499,867 | 8,372,449 | (127,418) | |
| 572.30 | SUPPLIES & MINOR EQUIPMENT | | | | |
| 572.3031 | Office & Operating Supplies | 169,570 | 169,570 | - | |
| 572.3032 | Fuel | 24,050 | 24,050 | - | |
| 572.3034 | Collection Materials | 1,275,000 | 1,275,000 | - | |
| 572.3035 | Small Tools & Minor Equipment | 204,650 | 164,650 | (40,000) | Reallocating elsewhere |
| | TOTAL SUPPLIES & MINOR EQUIPMENT | 1,673,270 | 1,633,270 | (40,000) | |
| 572.40 | OTHER SERVICES & CHARGES | | | | |
| 572.40 | OTHER SERVICES & CHARGES | COE 11E | 057.205 | 162,000 | Laurelia Lift alastia a Consul Misusasft |
| 572.4041 | Professional Services | 695,115 | 857,205 | 162,090 | Levy Lid Lift election & new Microsoft licenses, offset with other reductions |
| 572.4042 | Communication | 140,788 | 140,788 | - | |
| 572.4043 | Travel | 30,600 | 30,600 | - | |
| 572.4044 | Taxes & Operating Assessments | 550 | 700 | 150 | Related to increased print revenue |
| 572.4045 | Operating Rentals & Leases | 22,423 | 22,423 | - | • |
| 572.4046 | Insurance | 99,537 | 105,737 | 6,200 | Adding additional coverage |
| 572.4047 | Utilities | 166,424 | 186,424 | 20,000 | Higher costs than anticipated |
| 572.4048 | Repair & Maintenance | 112,740 | 112,740 | - | |
| 572.4049 | Miscellaneous | 110,920 | 110,920 | - | _ |
| | TOTAL OTHER SERVICES & CHARGES | 1,379,097 | 1,567,537 | 188,440 | - |
| | TOTAL OPERATING EXPENDITURES | 11,552,235 | 11,573,257 | 21,022 | - |
| 590 | OTHER FINANCING USES | | | · · · · · · · · · · · · · · · · · · · | - |
| 597.1000 | Transfers to Capital | 78,164 | 78,164 | - | |
| 597.2000 | Transfers to Designated Fund Balance | - | ŕ | | |
| | TOTAL OTHER FINANCING USES | 78,164 | 78,164 | - | - - |
| | TOTAL EXPENDITURES | 11,630,398 | 11,651,420 | 21,022 | - |
| | - | | | | - |
| | NET INCOME (LOSS) | \$ (934,181) | (959,203) | \$ (25,022) | - |
| | | | | | |
| | FUND BALANCE SUMMARY | | | | |
| | Net Income | (934,181) | (959,203) | (25,022) | |
| | Transfer to (from) Reserves | , | - | - | |
| | Ending Fund Balance | \$ 8,998,267 | 8,973,245 | \$ (25,022) | - - |

WHATCOM COUNTY LIBRARY SYSTEM 2025 General Fund Budget Amendment October 21, 2025

Fund Balance Summary

| | 2025 Budget | | | Δ | djustment |
|---|-----------------|----|--------------|----|-----------|
| | Adopted | Am | ended Amount | | Amount |
| Beginning Fund Balance | \$ 9,932,448 | | 9,932,448 | \$ | - |
| Revenue | 10,696,217 | | 10,692,217 | | (4,000) |
| Expenditures | (11,630,398) | | (11,651,420) | | (21,022) |
| Ending Fund Balance | \$ 8,998,267 | \$ | 8,973,245 | \$ | (25,022) |
| 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 | 8,909,357 | | 8,909,357 | | - |
| Unassigned Ending Fund Balance | 88,910 | | 63,888 | | (25,022) |
| Total Ending Fund Balance | \$ 8,998,267 | \$ | 8,973,245 | \$ | (25,022) |

RESOLUTION NO. 10/21/25-17



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 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, at the June 17, 2025 Board of Trustees meeting the Board approved an additional amendment to the 2025 General Fund budget by a vote of five to zero; and,

WHEREAS, General Fund revenues need to be adjusted to include additional reimbursements received in 2025 and a reduction in E-Rate reimbursements; and,

WHEREAS, General Fund expenditures need to be adjusted to reflect reduced benefits costs due to a reduction in PERS employer contribution rates; and,

WHEREAS, General Fund expenditures need to be further adjusted to reflect additional expenditures for professional services, taxes and operating assessments, insurance, and utilities, which are offset by reductions in small tools and minor equipment; and,

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

NOW, THEREFORE, BE IT RESOLVED that budget amendment Resolution No. 10/21/25-17 be adopted, amending the 2025 General Fund Budget to \$20,624,665 as follows:

| General Operating Fund - Budgetary Accounts | | |
|--|--------------|--------------|
| 308 Beginning Fund Balance | \$9,932,448 | |
| 310-360 Operating Revenue | 10,692,217 | |
| 572 Operating Expenditures | | \$11,573,257 |
| 590 Transfers Out | | 78,164 |
| 508 Ending Fund Balance | | 8,973,244 |
| Total | \$20,624,665 | \$20,624,665 |

| dopted by the Whatcom County Library System Board of Trustees this 21st day of October, 2025: |
|---|
| |
| |
| Rodney Lofdahl, Board Chair |



Board Meeting Agenda Item Cover Sheet

| Meeting Date: | 10/21/2025 | |
|--------------------------|-------------------|--|
| Committee or Department: | Administration | |
| Subject: | 2026 Draft Budget | |
| Prepared By: | Jackie Saul | |
| Impact upon Budget? | ⊠Yes □No | |
| Supporting Documents: | ⊠Yes □No | |

Recommendation or Request: Information Only

Suggested Motion for Consideration: None

Summary:

This is an early draft of the 2026 WCLS General Fund Budget. It reflects information available as of October 15, 2025, with 2025 projections based on year-to-date revenue and expenditures through September 30, 2025. The draft budget reflects the results of annual negotiations with the Bargaining Unit and preliminary district valuations provided by the Whatcom County Assessor's Office. This draft is subject to further review and changes prior to adoption.

Alternatives: N/A

Fiscal Impact: Preliminary budget projections for 2026

Comments: N/A

| WORKING DRAFT BUDGET | 20 | 25 Budgeted | 2025 Projected | 2026 Pro | jected |
|--------------------------------------|----|-------------|----------------|-------------|------------|
| Operating Revenue | | | | | |
| Taxes | | | | | |
| General Property Taxes | \$ | 10,153,717 | \$ 10,153,717 | \$ 16,832,0 | 27 65.77% |
| Total Taxes | | 10,153,717 | 10,153,717 | 16,832,0 | 27 65.77% |
| Intergovernmental Revenue | | | | | |
| Federal Indirect Grant IMLS | | 2,000 | 400 | - | -100.00% |
| Local Entitlements | | 45,000 | 45,000 | 45,0 | 0.00% |
| Leasehold Excise Tax | | 30,000 | 30,000 | 30,0 | 0.00% |
| Total Intergovernmental Revenue | | 77,000 | 75,400 | 75,0 | 00 -0.53% |
| Charges For Goods & Services | | | | | |
| Printing and Duplication Services | | 6,000 | 7,000 | 7,0 | 0.00% |
| Library Services | | 12,400 | 13,000 | 13,0 | 0.00% |
| Total Charges For Goods & Services | | 18,400 | 20,000 | 20,0 | 0.00% |
| Miscellaneous Revenues | | | | | |
| Investment Interest | | 352,000 | 352,000 | 404,8 | 00 15.00% |
| Rents and Leases | | 3,000 | 3,500 | 3,5 | 0.00% |
| Contributions and Donations | | 44,000 | 47,000 | 67,5 | 50 43.72% |
| Sale of Surplus | | 100 | 100 | 1 | 0.00% |
| Overage/Underage | | - | - | - | 0.00% |
| Other Miscellaneous | | 22,000 | 28,000 | 21,0 | 00 -25.00% |
| Lost/Damaged Materials | | 11,000 | 10,000 | 10,0 | 0.00% |
| E-Rate Reimbursement | | 15,000 | - | - | |
| NSF Fee Recoveries | | - | - | - | 0.00% |
| COBRA Reimbursement | | - | - | - | |
| Total Miscellaneous Revenues | | 447,100 | 440,600 | 506,9 | 50 15.06% |
| Total Operating Revenue | | 10,696,217 | 10,689,717 | 17,433,9 | 77 63.09% |
| | | | | | |
| Other Financing Sources | | | | | |
| Proceeds from Sale of Capital Assets | | - | - | - | 0.00% |
| Use of Designated Fund Balance | | - | - | - | |
| Total Other Financing Sources | | - | - | - | 0.00% |
| Total Income | \$ | 10,696,217 | \$ 10,689,717 | \$ 17,433,9 | 77 63.09% |

| WORKING DRAFT BUDGET | 2025 Budgeted | 2025 Projected | 2026 Project | ed |
|---------------------------------|---------------|----------------|---------------|---------|
| Operating Expenditures | | | | |
| Salaries | \$ 6,289,075 | \$ 6,253,762 | \$ 6,850,125 | 9.54% |
| | | | | |
| Benefits | | | | |
| Retirement | 533,760 | 412,775 | 359,751 | -12.85% |
| Social Security | 479,229 | 478,413 | 522,311 | 9.18% |
| Health Insurance | 1,116,180 | 1,111,039 | 1,203,530 | 8.32% |
| Disability Insurance | 13,092 | 13,092 | 14,272 | 9.01% |
| Industrial Insurance | 47,816 | 47,816 | 51,408 | 7.51% |
| PFML | 16,725 | 16,725 | 19,127 | 14.36% |
| Unemployment Compensation | 3,990 | - | 4,345 | |
| Total Benefits | 2,210,792 | 2,079,860 | 2,174,745 | 4.56% |
| Total Personnel | 8,499,867 | 8,333,622 | 9,024,870 | 8.29% |
| | | | | |
| Supplies | | | | |
| Office & Operating Supplies | 169,570 | 168,934 | 175,225 | 3.72% |
| Fuel | 24,050 | 24,050 | 25,250 | 4.99% |
| Collection Materials | 1,275,000 | 1,275,000 | 1,400,000 | 9.80% |
| Minor Equipment | 204,650 | 119,342 | 222,250 | 86.23% |
| Total Supplies | 1,673,270 | 1,587,326 | 1,822,725 | 14.83% |
| | | | | |
| Other Services & Charges | | | | |
| Professional Services | 695,115 | 828,318 | 731,302 | -11.71% |
| Communication | 140,788 | 140,707 | 140,450 | -0.18% |
| Travel | 30,600 | 21,808 | 53,025 | 143.14% |
| Taxes and Operating Assessments | 550 | 700 | 750 | 7.14% |
| Rentals | 22,423 | 22,278 | 26,545 | 19.15% |
| Insurance | 99,537 | 105,701 | 116,271 | 10.00% |
| Utilities | 166,424 | 185,782 | 186,066 | 0.15% |
| Repair & Maintenance | 112,740 | 83,434 | 122,463 | 46.78% |
| Miscellaneous | 110,920 | 88,962 | 112,115 | 26.03% |
| Total Other Services & Charges | 1,379,097 | 1,477,691 | 1,488,987 | 0.76% |
| Total Operating Expenditures | 11,552,235 | 11,398,638 | 12,336,582 | 8.23% |
| | | | | |
| Total Personnel | 8,499,867 | 8,333,622 | 9,024,870 | 8.29% |
| Total Non-Personnel | 3,052,367 | 3,065,017 | 3,311,712 | 8.05% |
| Total Operating Expenditures | 11,552,235 | 11,398,638 | 12,336,582 | 8.23% |
| | | | | |
| Other Financing Uses | | | | |
| Transfer to Capital Fund | 78,165 | 78,165 | 250,000 | 219.84% |
| Total Other Financing Uses | 78,165 | 78,165 | 250,000 | 219.84% |
| | 44 655 555 | A | A 48 | |
| Total Expenditures | 11,630,399.40 | \$ 11,476,803 | \$ 12,586,582 | 9.67% |

| WORKING DRAFT BUDGET | 2025 Budgeted | 2025 Projected | 2026 Projected |
|------------------------------------|---------------|----------------|----------------------|
| Total Operating Revenue | \$ 10,696,217 | \$ 10,689,717 | \$ 17,433,977 63.09% |
| Total Other Financing Sources | - | - | - 0.00% |
| | | | |
| Total Operating Expenditures | 11,552,235 | 11,398,638 | 12,336,582 8.23% |
| Total Other Financing Uses | 78,165 | 78,165 | 250,000 219.84% |
| | | | |
| Net Operating Income (Loss) | (856,018) | (708,921) | 5,097,395 -819.04% |
| Net Other Financing Sources (Uses) | (78,165) | (78,165) | (250,000) 219.84% |
| Net Income | \$ (934,182) | \$ (787,086) | \$ 4,847,395 715.87% |

| Fund Balance Summary | | | | | |
|---|--------|----------|-----------------|------|------------|
| Beginning Fund Balance | \$ 9,9 | 32,448 | \$ 9,932,448 | \$ | 9,145,362 |
| Committed and Unreserved-Designated Fund Balances | | | | | |
| Cash Flow Reserve | 3,7 | 767,044 | 3,767,044 | | 4,071,072 |
| Emergency Reserve | g | 951,274 | 951,274 | | 1,028,048 |
| Capital Transfer Reserve | | 78,164 | 78,164 | | 250,000 |
| Unemployment Compensation Reserve | | 15,560 | 15,560 | | 17,125 |
| Birch Bay Operating Fund Reserve | į | 580,000 | 580,000 | | 580,000 |
| Facility Ownership Fund | 2,9 | 967,315 | 2,967,315 | | 2,967,315 |
| Facility Maintenance Fund | į | 550,000 | 550,000 | | 550,000 |
| Levy Stabilization Fund | | - | - | | - |
| Total Committed and Unreserved-Designated Bal. | 8,9 | 909,357 | 8,909,357 | | 9,463,561 |
| Beginning Balance less Unreserved-Designated | 1,0 | 023,091 | 1,023,091 | | (318,199) |
| Net Operating Income (Loss) | 3) | 356,018) | (708,921) | | 5,097,395 |
| Net Other Financing Sources (Uses) | | (78,165) | (78,165) | | (250,000) |
| Ending Available Funds | | 88,909 | 236,005 | | 4,529,197 |
| Ending Designated Funds | 8,9 | 909,357 | 8,909,357 | | 9,463,561 |
| Use of Fund Balance | | - | - | | - |
| Ending Fund Balance | \$ 8,9 | 98,266 | \$ 9,145,362 | \$ 1 | 13,992,758 |



Board Meeting Agenda Item Cover Sheet

| Meeting Date: | 10/21/2025 | | |
|--------------------------|--------------------|--|--|
| Committee or Department: | Administration | | |
| Subject: | Strategic Planning | | |
| Prepared By: | Christine Perkins | | |
| Impact upon Budget? | ⊠Yes □No | | |
| Supporting Documents: | ⊠Yes □No | | |

Recommendation or Request: For discussion

Suggested Motion for Consideration: None at this time

Summary:

First, let's check in on progress made to date regarding the 2025 Strategic Action Plan, attached. We originally had an item for Q4 called "Service Needs Assessment / Adjustment". This was in case the levy lid lift attempt was unsuccessful – we would have needed to focus our energy on what services to cut in 2026. Because the measure passed, we have the ability to be more thorough in our planning process and we recommend a comprehensive approach in 2026. We anticipate some board retreats, a public survey, multiple input opportunities and a robust effort to "catalog the community" before drafting our next strategic plan. In the meantime, here is our proposed Strategic Action Plan for 2026.

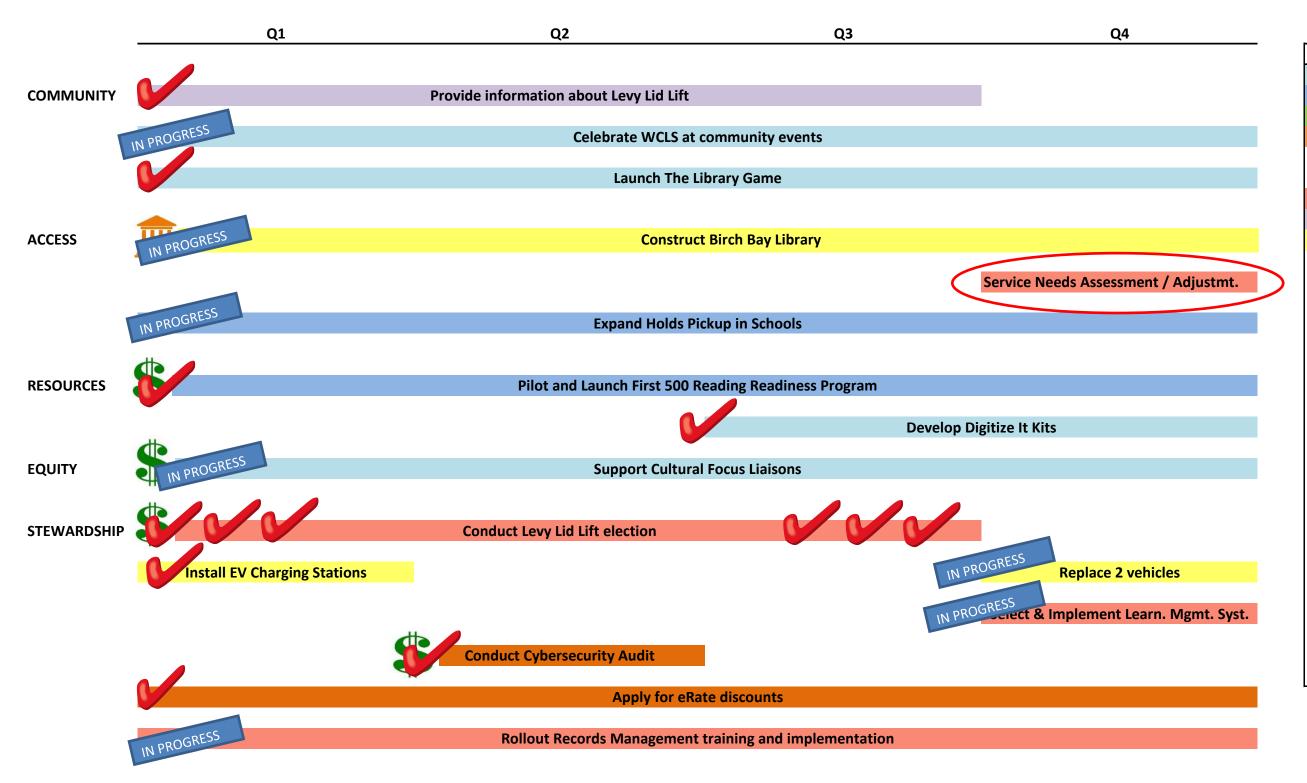
Alternatives: N/A

Fiscal Impact: As discussed. We have included some funds to support a public survey in 2026.

Comments:

N/A

2025 STRATEGIC ACTION PLAN - NEW/CONTINUING STRATEGIC PROJECTS - APPROVED



KEY **Public Services Youth Services Collection Support** IT Admin / HR **Community Relations Facilities** new operating budget impact new capital expense continuation

2026 STRATEGIC ACTION PLAN - ONGOING PROJECTS - DRAFT updated 10/15/2025

| Q1 | Q2 | Q3 | Q4 |
|--------------------------|--|--|------------------------------------|
| Loan physical and e-mate | rials, provide internet access, meeting ro | ooms, programs and events, via branch libraries, b | ookmobile, jail service, outreach |
| Whatcom READS: Solito | | Summer Reading | |
| | Co | onduct school visits | |
| | Facilita | ate ConnectED program | |
| Whatcomics | Forest of Words | Storytimes | Programs for School-Aged Children |
| Perforr | m on-going collection maintenance, Read | ding Conversations and Freedom to Read trainings | s for new staff |
| Repla | ace staff and public workstations per sch | nedule; provide tech support; IT Services Committe | ee meetings |
| | | | Union Contract Negotiations |
| | | Develop 2027 Project Proposals | Develop 2027 Action Plan & Budget |
| All Staff Learning Day | | | |
| Spring Explorations | Summer Explorations | Fall / Winte | er Explorations |
| Annual Reports | Nat Lib Wk / Lib Giv Day | Lib Card Signup Month / Branch Out | All Friends & Foundation Gathering |
| * | Imple | ement Marketing Plan | |
| | imple | ement warketing Plan | |

Address deferred / priority facilities maintenance and ADA accessibility projects / backfill full-time Facilities Planning Coordinator



2026 STRATEGIC ACTION PLAN - NEW/CONTINUING STRATEGIC PROJECTS - DRAFT



KEY **Public Services Youth Services Collection Support** IT Admin / HR **Community Relations Facilities** new operating budget impact new capital expense

2025-10-21 Item 10 Draft 2026 Strategic Action Plan

Executive Director's Report

October 2025



COMMUNITY

This year's All Friends and Foundation Gathering will be held October 22 at the Blaine Library. It's an opportunity to thank the Friends for the support over the year. We will have a guest speaker from Peoples Bank share information about cashless payment methods for book sales and other fundraisers. Additionally, Dianne Marrs-Smith of the Friends of the Birch Bay Library and Jessica Burson of WCLF have been asked to participate in a video sponsored by the Whatcom Community Foundation (WCF), which will feature the Birch Bay Vogt Library Express. The video is part of WCF's "Whatcom Together" project in honor of their 30th anniversary in 2026.

ACCESS

The City of Ferndale's Civic Campus construction has begun, and library staff are fielding many questions and complaints about the new parking arrangements. This lot lacks lighting which will be a problem as the days get shorter heading into Fall and Winter. As this is the City's project, we are referring any comments or concerns to a City spokesperson. We have been notified by the contractor that we will likely need to close the library to the public for several days when a new transformer is installed near the library. We will not get much advance notice before this happens, making it difficult to communicate the closure to the public. We will work to redeploy staff if possible.

RESOURCES

Baker & Taylor, a library book vendor, recently went out of business, causing a major disruption in the library "industry". Although WCLS uses another company, Ingram, our colleagues at Bellingham Public Library were Baker & Taylor customers. It will take some time for BPL to switch vendors and get up to speed with processing library materials, something they outsourced to Baker & Taylor. This could affect holds queues as BPL's new books may take some time to arrive and be ready to circulate. Holds queues are also likely to be impacted by BPL's budget reductions in the coming year.

EQUITY, DIVERSITY AND INCLUSION

We recently received word that our community partner Evergreen Goodwill significantly pared down its local staffing, which could negatively impact the number of times the Digital Literacy Bus visits our libraries in Deming and Ferndale. Similarly, Bellingham Technical College and Whatcom Community College cancelled a number of ESL classes that were supported by Whatcom Literacy Council due to budget reductions and anticipated reductions in enrollment. On the plus side, WLC has a surplus of volunteer literacy tutors that they can now deploy for tutoring and classes at WCLS locations.

STEWARDSHIP

As noted by the Budget Amendment, WCLS's share of election costs payable to the Whatcom County Elections Department came to nearly \$200,000. This is one factor to keep in mind when considering how often to appeal to voters, as this figure will likely increase in the future.

Christine Perkins, Executive Director



ACCESS – Jail Services Spotlight

WCLS has provided library services to the Whatcom County Jail for over 50 years. The current contract stipulates that staff will be provided one day per week to circulate items to the Jail population and that WCLS will be responsible for the purchase and delivery of books and other materials at a current compensation rate of \$12,000 for each year of services. WCLS is one of two external organizations with access to the Jail population which can reach about 240 people. Materials circulated at the Jail are not part of the regular WCLS collection. A materials budget allows staff to select materials to meet specific requests. In addition, materials being deselected from branch collections are regularly routed into the Jail Services collection, including a large number of magazines and periodicals.

WCLS staff are currently consulting with Jail leadership about space planning for a new facility. We are also discussing how eBooks may be made available. After an article about Jail Services was published by *Cascadia Daily News* in January, public interest in supporting this program was expressed. In response, a partnership was formed with Village Books to create a gift registry.

| Circulation of materials at | | | | | |
|-----------------------------|---------------------------|--|--|--|--|
| | Whatcom County Jail 2020- | | | | |
| 20 | 24 | | | | |
| Year Total | | | | | |
| 2024 11590 | | | | | |
| 2023 | 12980 | | | | |
| 2022 11420 | | | | | |
| 2021 11020 | | | | | |
| 2020 | 3567 | | | | |

"There's a lot of value to reading while incarcerated. There's just the sheer escape — the ability to escape in our mind from our current worries or current situation, even if temporarily. There's reading for diversion and for pleasure and for recreation. But then there's also reading for information ... One of my most popular books is how to start a small business." - Barry MacHale, 1/30/2025, Cascadia Daily News

Sam Wallin, Manager of Distribution and Mobile Services, oversees Jail Services, and Meagan Wheeler is the Public Service Assistant performing this work. Two other WCLS staff have received the required clearance and training to ensure continuity of service.

Michael Cox

Deputy Director



RESOURCES & COMMUNITY

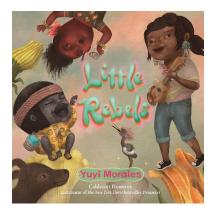
The Youth Services Team is sponsoring a Mock Caldecott experience for staff in January to align with the official announcement of the Caldecott Medal on January 26, 2026. The Caldecott Medal is awarded annually by the Association for Library Service to Children, a division of the American Library Association, to the artist of the most distinguished American picture book for children. For this experience participants will review a short list of 12 picture books on their own time, then come together in discussion to evaluate them according to the official Caldecott Medal Terms & Criteria, and vote to select a winner according to the official voting protocol.

Outcomes for the experience include:

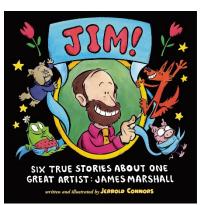
- deeper knowledge of picture book artistry
- familiarity with contemporary titles
- understanding of award criteria
- shared professional language
- practice with collaborative decision-making

We'll be doing it twice, on two separate days, to give more people the opportunity to participate. There is still space available in the session happening at our Administrative Services building on Sunday, January 25, from 9:00 to 11:30am, and Board members would be most welcome.

The full short list is available here: <u>Mock Caldecott 2026 — a staff-created list from Whatcom County Library System | Whatcom County Library System | BiblioCommons</u>







Thom BarthelmessYouth Services Manager



COMMUNITY/RESOURCES



It's National Friends of the Library Week (Oct. 19-25). The 20th annual event recognizes Friends volunteers for their library advocacy. WCLS is deeply grateful for the 11 Friends of the Library groups that support the staff and programs at our branch libraries. In addition to a public celebration on social media and in our patron newsletter, we will be honoring Friends volunteers and providing important library updates at our annual All-Friends Gathering, Wednesday, Oct. 22 at the Blaine Library. Thank you, Friends!



Whatcom READS' 2025-2026 season is underway. WCLS staff are currently deeply involved with program development and marketing. The featured title is *Solito: A Memoir* by Javier Zamora. The author will visit Bellingham and Whatcom County March 12-13, 2026. Community programs will begin late fall 2025.

Entering its 17th year, Whatcom READS is presented by the public and academic libraries in Whatcom County along with Village Books. WCLS staff have critical leadership roles in this literary collaboration, including budgeting, event planning, coordinating with the author, developing community partnerships and marketing/communications. We hope you will read the book and join the conversation.

Podcast: In honor of Indigenous Peoples' Day (Oct. 13), we produced a special podcast featuring a conversation with Coast Salish artist Sienum Jason LaClair and WCLS Nooksack Cultural Liaison Marty Jimmy. In the episode, they talk about their lifelong friendship and the mural Jason created for the Deming Library. Download episode 57 from your favorite podcast app or listen at wcls.org/podcast where we have photos and book recommendations related to this story.





Book Reviews

- Cascadia Daily News, Sept. 16, 2025, <u>Review: 'Feeding Ghosts: A Graphic Memoir' by</u>
 Tessa Hulls
- Cascadia Daily News, Sept. 22, 2025, <u>Review: 'Midnight in Soap Lake' by Matthew Sullivan</u>

Media Coverage

- Lynden Tribune, Sept. 3, 2025, <u>Community Calendar for Sept 3, 2025</u>
- My Bellingham NOW, Sept. 5, 2025, Agnes Griffen Obituary (1935 2025)
- KPUG, Sept. 12, 2025, <u>Lifestyle Lookout: An early start to Oktoberfest in Bellingham,</u> farm tours, live music events and more this weekend
- Bellingham Herald, Sept. 13, 2025, <u>Nicole-Hélène Jones Obituary (1953 2025) Deming</u>,
 WA
- Whatcom Talk, Sept. 13, 2025, <u>Peoples Bank to Host Fraud Prevention Seminar in Lynden</u> (Lynden Library, Summer Reading partnership)
- My Bellingham NOW, Sept. 15, 2025, <u>Bo Wilde: Lynden Hometown News</u>
- Lynnwood Times, Sept. 16, 2025, <u>2025 Washington State Book Awards Winners</u>
- Lynden Tribune, Sept. 16, 2025, Community Calendar for Sept 17, 2025
- Cascadia Daily News, Sept. 18, 2025, Weekly Watchdog: Sept. 19–25, 2025
- Lynden Tribune, Sept. 18, 2025, New Coast Salish mural unveiled at Deming library
- All Point Bulletin, September 26, 2025, Library quick picks: October
- Salish Current, Sept. 5, 2025, see clip below

<u>Mushroom intro</u>. Dr. Fred Rhoades introduces you to the mushrooms of Whatcom County on Sept. 6 from 1 to 4 p.m. at the Whatcom County North Fork Library. <u>Information and registration</u>.

• All Point Bulletin, Sept. 18, 2025, see clip below

Mask-Making: Wednesday, October 22, 3 to 4 p.m., library. Calling all masters of disguise in grades K–5. Whatever you want to be, from astronaut to albatross, luchador to lumberjack, we'll have supplies to make the mask of your dreams. Who or what will you be?

All Point Bulletin, Sept. 25, 2025, see clip below

Poetry collage workshop: Wednesday, October 8, noon to 2 p.m., library. Adults. Combine collage techniques with poetry and make a piece of art to take home in this workshop with local collage artist and poet Sam Wallin. Bring some scissors and a poem to cut up if you'd like, or just show up and get inspired as Sam showcases various collage techniques that go well with poetry. You'll explore hands-on techniques to make cut-up poems, blackout poetry, and poetry collages. Tools and materials will be provided, but you're welcome to bring your own as well. Fun, casual, and relaxing! Space is limited; registration is required.

Mary Vermillion

Community Relations Manager

| Collection Size | Physical | Electronic | Total |
|-----------------|----------|------------|---------|
| | 295,172 | 403,999 | 699,171 |

| Circulation | Sep 2024 | Sep 2025 | YTD 2024 | YTD 2025 | YTD % chg |
|----------------------------|----------|----------|-----------|-----------|-----------|
| Physical Circulation | | | | | |
| Blaine | 14,567 | 10,962 | 119,060 | 117,992 | -0.9% |
| Bookmobile & Outreach | 4,684 | 4,738 | 40,710 | 41,973 | 3.1% |
| Deming | 6,911 | 7,368 | 67,019 | 67,717 | 1.0% |
| Everson | 8,114 | 7,885 | 79,591 | 75,586 | -5.0% |
| Ferndale | 30,216 | 28,311 | 288,424 | 268,989 | -6.7% |
| Island | 1,498 | 1,689 | 14,905 | 15,943 | 7.0% |
| Lynden | 35,670 | 33,925 | 330,893 | 316,786 | -4.3% |
| North Fork | 3,772 | 3,421 | 34,146 | 31,204 | -8.6% |
| NWIC | 7 | 9 | 83 | 209 | 151.8% |
| Point Roberts + PRX | 1,959 | 2,306 | 21,294 | 22,139 | 4.0% |
| Sumas + SLX | 2,680 | 2,457 | 22,433 | 22,268 | -0.7% |
| South Whatcom | 7,426 | 8,369 | 69,324 | 74,154 | 7.0% |
| NDX | 3,481 | 4,128 | 29,843 | 34,791 | 16.6% |
| Physical Circulation Total | 120,985 | 115,568 | 1,117,725 | 1,089,751 | -2.5% |
| Disc materials: DVDs, CDs | 24,513 | 22,387 | 235,241 | 214,107 | -9.0% |
| All other materials | 94,351 | 91,806 | 872,219 | 857,513 | -1.7% |
| Digital Circulation | | | | | |
| eBooks/eAudiobooks | 35,505 | 36,941 | 325,425 | 335,042 | 3.0% |
| eMagazines | 4,582 | 5,879 | 41,834 | 52,717 | 26.0% |
| eMusic | 9,438 | 10,454 | 90,513 | 103,025 | 13.8% |
| Streaming Video | 2,566 | 3,049 | 23,996 | 29,237 | 21.8% |
| Digital Circulation Total | 52,091 | 56,323 | 481,768 | 520,021 | 7.9% |
| Grand Total | 173,076 | 171,891 | 1,599,493 | 1,609,772 | 0.6% |

| Visitors (Door counts) | Sep 2024 | Sep 2025 | YTD 2024 | YTD 2025 | YTD % chg |
|------------------------|----------|----------|----------|----------|-----------|
| Blaine | 7,151 | 6,786 | 63,003 | 61,781 | -1.9% |
| Deming | 2,471 | 2,974 | 24,822 | 24,466 | -1.4% |
| Everson | 2,841 | 3,357 | 28,589 | 31,592 | 10.5% |
| Ferndale | 12,272 | 12,204 | 115,874 | 113,528 | -2.0% |
| Island | 766 | 1,725 | 12,728 | 16,523 | 29.8% |
| Lynden | 10,535 | 11,154 | 102,177 | 105,392 | 3.1% |
| NDX | 305 | 322 | 2,896 | 2,885 | -0.4% |
| North Fork | 1,861 | 2,074 | 16,771 | 17,392 | 3.7% |
| Point Roberts + PRX | 1,399 | 1,493 | 14,805 | 14,022 | -5.3% |
| Sumas + SLX | 1,329 | 1,182 | 11,445 | 12,197 | 6.6% |
| South Whatcom | 2,688 | 3,266 | 28,283 | 30,578 | 8.1% |
| Total | 43,618 | 46,537 | 421,393 | 430,356 | 2.1% |

| New Borrowers | Sep 2024 | Sep 2025 | YTD 2024 | YTD 2025 | YTD % chg |
|---------------|----------|----------|----------|----------|-----------|
| | 688 | 630 | 6,002 | 5,324 | -11.3% |

| Interlibrary Loan | Sep 2024 | Sep 2025 | YTD 2024 | YTD 2025 | YTD % chg |
|---------------------------|----------|----------|----------|----------|-----------|
| Borrowed from BPL | 11,918 | 10,671 | 106,154 | 104,129 | -1.9% |
| Lent to BPL | 21,078 | 21,484 | 191,676 | 196,897 | 2.7% |
| Borrowed: other libraries | 540 | 568 | 5,676 | 5,376 | -5.3% |
| Lent: other libraries | 488 | 348 | 5,374 | 5,001 | -6.9% |

| Electronic Resources | Sep 2024 | Sep 2025 | YTD 2024 | YTD 2025 | YTD % chg |
|-------------------------|----------|----------|----------|----------|-----------|
| WCLS.org Sessions | 41,596 | 34,568 | 348,239 | 343,565 | -1.3% |
| Bibliocommons Sessions | 90,871 | 83,568 | 903,435 | 824,559 | -8.7% |
| Internet Sessions | 3,787 | 3,964 | 32,413 | 36,841 | 13.7% |
| Wifi Clients / Sessions | 7,760 | 8,561 | 63,794 | 71,559 | 12.2% |

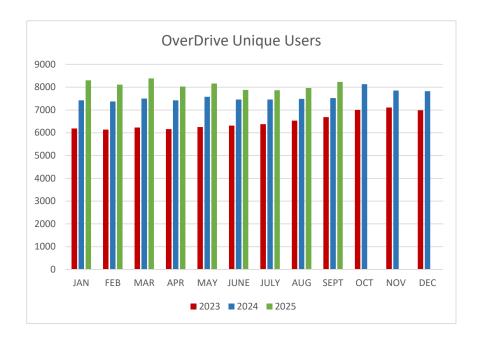
| Activities | Sep 2024 | Sep 2025 | YTD 2024 | YTD 2025 | YTD % chg |
|------------|----------|----------|----------|----------|-----------|
| Programs | | | | | |
| Adults | 77 | 114 | 632 | 994 | 57.3% |
| Teens | 20 | 21 | 183 | 304 | 66.1% |
| Children | 56 | 64 | 764 | 716 | -6.3% |
| Total | 153 | 199 | 1,579 | 2,014 | 27.5% |
| | | | | | |
| Attendance | | | | | |
| Adults | 804 | 968 | 7,482 | 10,207 | 36.4% |
| Teens | 305 | 413 | 5,771 | 8,174 | 41.6% |
| Children | 1,217 | 1,470 | 24,843 | 22,577 | -9.1% |
| Total | 2,326 | 2,851 | 38,096 | 40,958 | 7.5% |

Notes/Corrections:

Issue with Kanopy stat tracking by title, so we now track Plays. Previous Year streaming video stats in 2025

OVERDRIVE UNIQUE USERS

WCLS patrons checked out 42,820 eMaterials in September with eAudiobooks making up more than half of this circulation. EMagazine use continues to grow - this month 14% of the remaining circs, up from 13% last month. 80% of all eBook/ eAudiobook materials circulation is of adult materials, with teen materials making up 8% and materials for younger readers accounting for 12%. Top circulating eBook was *The Women* by Kristin Hannah (43 circs); top circulating eAudiobook was *Shield of Sparrows* by Devney Perry (142 circs), and top circulating eMagazine was *The New Yorker* (516 circs).



DATABASE USAGE

Overall database use remains a little lower this year than in the previous two years, although school visits resuming are expected to bump usage up as students engage with Britannica, Culturegrams and the Gale resources. In Mango Languages, Italian edged out Spanish as the most accessed language (German, French and Punjabi were 3, 4, and 5). In Creativebug, patrons created courses in Quilting, Jewelry Making and Paper Arts. Peterson's Test Prep helped patrons prepare for ACT, LSAT and GED (in Spanish) tests, as well as providing Career Advice resources and information about scholarships using the Scholarship search tool.

