



**BOARD OF TRUSTEES MEETING**  
**Whatcom County Library System**  
**February 17, 2026**

Via Teams and Ferndale Library  
2125 Main St  
Ferndale, WA 98248

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

**WCLS Land Acknowledgement:** *We are on the ancestral territory of the Nooksack, Lummi and other Coast Salish peoples. They are the original inhabitants of this place. They are fishers, gatherers and harvesters of nature's abundance, and have been so since time immemorial. We are neighbors and friends, and we are grateful for our numerous opportunities to learn, live and grow together, building lasting relationships so that all may prosper.*

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1. 9:00 a.m.      **Call to Order.** Quorum determined. Welcome new trustee, Riley Sweeney.
  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 [Allyson.McBride@wcls.org](mailto:Allyson.McBride@wcls.org) prior to the meeting.*
  3. 9:10 a.m.      **Service Anniversary Recognition**  
Dianne Marrs-Smith (20 years); Anna Kirby and Jackie Saul (10 years)
  4. 9:25 a.m.      **WA State Auditor's Office Audit Exit Conference**
  5. 9:55 a.m.      **Consent Agenda**
    - a. Meeting Minutes
    - b. Expenditures
  6. 10:00 a.m.     **Financial Report and Resolutions**
    - a. Finance Committee Report
    - b. Resolution 02/17/26-01 Amending the 2026 General and Capital Fund Budgets
  7. 10:15 a.m.     **Trustee Education:** Hispanic Cultural Focus Liaisons
  8. 10:30 a.m.     **Break**
  9. 10:40 a.m.     **Policy Update**
    - a. IT Services Policy 9.01
  10. 10:50 a.m.    **Classification & Compensation Study Update**
  11. 11:00 a.m.    **Strategic Planning Update**
  12. 11:10 a.m.    **North Fork Tenant Improvement Bid Award**
  13. 11:15 a.m.    **Annual General Meeting – Board Officers and Committee Assignments**
  14. 11:20 a.m.    **Staff Reports**
  15. 11:30 a.m.    **Performance Measures and Committee Reports**

*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 [Allyson.McBride@wcls.org](mailto:Allyson.McBride@wcls.org) before 4:00 p.m. Monday, February 16, 2026. Written comments may be submitted to [Allyson.McBride@wcls.org](mailto:Allyson.McBride@wcls.org) prior to the meeting.*

16. 11:35 a.m.      **Announcements and Adjourn**
- a. Board Retreat for Strategic Planning March 25 from 2:00 – 5:00 p.m. at the Lynden Library

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## Board Meeting Agenda Item Cover Sheet

Meeting Date:	2/17/2026
Committee or Department:	Administration Department
Subject:	Consent Agenda – Board Meeting Minutes, Monthly Expenditures
Prepared By:	Jackie Saul
Impact upon Budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Supporting Documents:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**Recommendation or Request:** Approval of consent agenda items

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

**Summary:**

Meeting Minutes:

- January 20, 2026 Regular Board Meeting

Expenditures:

General Fund:

- December 16-31, 2025 payroll: check nos. 1045717878-1045717882 and voucher nos. 565015-565168 totaling \$245,083.39 and January 1-15, 2026 payroll: check nos. 1045865825-1045865831 and voucher nos. 565173-565324 totaling \$258,012.40.
- ACH transactions for employee benefits, telecommunication services and monthly sales/use tax filings totaling \$112,423.96; \$63,498.64 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 2025-53G: warrant nos. 1269881-1269903 totaling \$44,409.95
- Claim 2025-54G: warrant nos. 1270037-1270071 totaling \$229,828.67
- Claim 2025-55G: warrant nos. 1270302-1270317 totaling \$6,009.34
- Claim 2026-01G: warrant nos. 1269879-1269880 totaling \$10,116.40
- Claim 2026-02G: warrant nos. 1270031-1270036 totaling \$174,448.93
- Claim 2026-03G: warrant nos. 1270340-1270351 totaling \$76,564.91
- Claim 2026-04G: warrant nos. 1270874-1270895 totaling \$86,998.24

Capital Fund:

- Claim 2025-28C: warrant no. 1270072 totaling \$2,915.00
- Claim 2025-29C: warrant no. 1270318 totaling \$87.50

**Alternatives:** N/A

**Fiscal Impact:** Expenditures for approval paid from available 2025 and 2026 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 January.



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Location

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This meeting was held in a hybrid manner, with remote attendance via Microsoft Teams and in-person attendance at Ferndale Library, 2125 Main St, Ferndale, WA 98248.

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In Attendance

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

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

**Guests:** None

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Call to Order

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Rod determined quorum and called the meeting to order at 9:06 a.m.

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Open Public Comment

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No public comment was made. Matthew asked about the removal of the land acknowledgement. Christine confirmed that this may have been a bit premature, but the committee is discussing whether or not to recite the land acknowledgement at every meeting. Some committee members feel that reciting the land acknowledgement regularly is not effective or a best practice.

John informed the group that two days from today is January 22<sup>nd</sup>. On January 22, 1855 Washington State Governor Isaac Stevens signed the Treaty of Point Elliott in Mukilteo. Four days later he signed the Point No Point Treaty on the northern tip of the Kitsap Peninsula.

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Consent Agenda

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The Consent Agenda included minutes of the December 16, 2025, Board of Trustees Regular Meeting as well as the following:

Expenditures:

General Fund:

- November 16-30, 2025 payroll: check nos. 1045329736-1045329740 and voucher nos. 564711-564858 totaling \$236,274.11 and December 1-15, 2025 payroll: check nos. 1045530141-1045530147 and voucher nos. 564863-565010 totaling \$253,085.92.
- ACH transactions for employee benefits, telecommunication services and monthly sales/use tax filings totaling \$94,268.25; \$47,789.60 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 2025-48G: warrant nos. 1268104-1268120 totaling \$39,773.51
- Claim 2025-49G: warrant nos. 1268385-1268397 totaling \$118,032.51
- Claim 2025-50G: warrant nos. 1268622-1268655 totaling \$135,664.24
- Claim 2025-51G: warrant nos. 1269357-1269381 totaling \$53,238.08
- Claim 2025-52G: warrant nos. 1269603-1269618 totaling \$70,573.34

Capital Fund:

- Claim 2025-23C: warrant no. 1268121 totaling \$4,123.52
- Claim 2025-24C: warrant no. 1268398 totaling \$77,464.80
- Claim 2025-25C: warrant no. 1268656 totaling \$2,729.61
- Claim 2025-26C: warrant nos. 1269382-1269385 totaling \$95,039.52
- Claim 2025-27C: warrant no. 1269619 totaling \$4,306.03

John confirmed that there was one correction needed for the December 2025 draft minutes, which has been made in the final version shared today.

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

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Financial Report and Resolutions: Finance Committee Report

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Jackie reviewed her report, including the December Notes and Highlights section. The county just closed out the year, and Jackie received reports on Thursday. As head of the Safety Committee, Jackie shared a statistical summary of incident reports for 2025. She noted that the biggest drop in incidents was at Ferndale. In 2024, Ferndale had over 50 incidents and in 2025 only had 17. Ferndale staff were applauded and acknowledged for their teamwork and leadership. It was noted that Youth Services staff were a big help, as well.

The Finance Committee report includes a summary of 2025 debt write-off, as required by Policy 20.13 Write-off of Uncollectable Debts, and a list of Small Works projects as required by Policy 20.04 Purchasing and Contracting.

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Strategic Planning

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Strategic planning discussions continued. The group completed the “No Brainers” activity that Christine had presented at the last meeting. The group agreed that it is good to be looking at what has shifted and what top priority needs are now, compared to the last strategic planning process. Discussion led to asking how the library responds to emergencies and how we support our communities. John brought up that it is important to let the public know what is available to them through the library. The group agreed and applauded Explorations as a way to let people know what the library offers. The group brainstormed where they would like to see WCLS in the next 5, 10, and 20 years. More library express options, branch renovations and disaster/emergency response were a few topics discussed. John asked if WCLS is involved with Whatcom County disaster/emergency meetings. When it was confirmed that we do not, he encouraged staff to partner with Whatcom County Sheriff’s Office Division of Emergency Management.

The Board scheduled a strategic planning retreat. The group agreed on March 25<sup>th</sup> from 2-5pm. Lynden conference room was booked for the event, and Christine will write up the agenda, as well as inform Jes and new Trustee Riley Sweeney of this date and time.

John asked that for public sessions there be a neutral facilitator.

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## Policy Updates

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**Shared Sick Leave Policy** – Beth and Jackie presented this policy update, which came about due to the Board’s recent approval of discretionary time off. Other needed changes are also addressed with this update. Edits that were made include removing reference to an inactive Union shared leave program, expanding the definition of a family member to align with Washington State sick leave law, adding discretionary time off as leave that must be used before shared sick leave is utilized, and addition of criteria for leave.

Danielle asked if this is a required policy and how often this issue and need for type of leave comes up. It was confirmed that this is not a required policy and it does not happen often but there have been some situations over the years. The intent is to give time for a staff member to get healthy so they can return to the workplace and not lose their job after a long leave of absence. We want folks to understand that this is leave that is donated by their colleagues and the clause regarding paying back is more to remind staff to not abuse this policy.

John requested that wording in the Leave Allowance section be changed from **cannot** result in an absence to **may not** result in an absence.

***John moved to approve the Revised 12.55 Policy, with wording in Leave Allowance section changed from cannot to may not. Seconded. Passed unanimously.***

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## One Book, One Coast

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Christine introduced an idea from Los Angeles County Library of One Book, One Coast celebrating Asian American Native Hawaiian Pacific Islander (AANHPI) Month. The cost for WCLS to participate is minimal – adding copies of the selected book to the collection for patrons to check out and hosting at least one event. In order to get access to shared marketing collateral and the livestreamed event with the author, we must sign an interlocal agreement with LA County Library. Christine asked for authorization to sign the agreement. The book is a memoir in graphic novel form by George Takei titled They Called Us Enemy.

***John moved to approve WCLS’s participation in One Book, One Coast and to authorize the Executive Director to sign the Interlocal Agreement. Seconded. Passed unanimously. John expressed appreciation for the LA County Library for initiating the program and asking WCLS to join.***

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## Break

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Rod adjourned for a break from 10:16-10:25 a.m.

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## Staff Reports: Executive Director

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In addition to her written report, Christine highlighted the article regarding Bellingham Public Library (BPL) at end of her report. BPL will be closed for about a year at their central location due to renovations. BPL has lined up extra space at their Bellis Fair location to help mitigate the loss of availability downtown. WCLS may see an increase in use from BPL patrons due to the closure.

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### Staff Reports: Deputy Director

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In addition to his written report, Michael shared the changes to Bookmobile and its locations. The Wickersham location has now reverted to its historic location in Acme. Some other highlights included Professional Certifications services and the first program for Whatcom READS book, *Solito*, which was a showing of “Desert Angel” at the Pickford. *Solito* author Javier Zamora will be in town in early March for two events. One event, held at the Mount Baker Theatre, has been sold out with a waitlist available (tickets are free of charge but required). There will also be an event with Javier Zamora in Ferndale at Pioneer Pavilion.

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### Staff Reports: Youth Services Manager

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Thom did not include a report this month due to being out of office. He noted that the February report will include updates on Whatcomics.

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### Staff Reports: Community Relations Manager

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Mary discussed her written report. She noted a thank you to Pat Grubb and Louise Mugar, publishers of Point Roberts Press (*All Point Bulletin* and *Northern Light* newspapers) who are retiring. Mary stated that she is very grateful to them for being strong supporters of library.

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### Performance Measures & Committee Reports: Performance Measures

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In addition to his written report, Michael shared that we were on trend for the end of the 2025 year statistics. Rod asked about the door count results, specifically about Island branch and their significant increase. Michael confirmed that there are two doors which keep track of the count. Unfortunately, if one sensor goes out it can be a little harder to keep track. It was also noted that with the continued construction in Ferndale, we may continue to see fewer visitors there. Sumas will also have a drop off due to the flood damage and the building not being in use. Christine confirmed that she has a meeting scheduled with the City of Sumas on Thursday to get more information on the status of the building.

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### Performance Measures & Committee Reports: Personnel Committee

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Last month, the Personnel Committee reported that they recommended that Riley Sweeney be appointed to the library Board of Trustees. Executive Sidhu supports this nomination and will bring it to the County Council for approval on January 27. If Mr. Sweeney’s appointment is approved, his first WCLS Board of Trustees meeting will be in February.

It was noted that the Marketing Committee will be meeting at the Ferndale Library on Friday, January 23.

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### Performance Measures & Committee Reports: Whatcom County Library Foundation

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No updates were made.

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### Announcements and Adjourn

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Christine announced that this is Rod’s last meeting as part of the WCLS Board of Trustees. Rod’s hard work, passion and dedication to WCLS was recognized by all attendees, and the group wished him well. Rod thanked everyone and reflected on his Board experience, which was favorable. Rod was invited to come make public comments any time.

Rod adjourned the meeting at 10:44 a.m.

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## Next Meeting

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The next Board of Trustees meeting will be held on February 17, 2026, at 9:00 a.m. online via Microsoft Teams and in person at Ferndale Library, 2125 Main St, Ferndale, WA 98248.

<hr/>	<u>02/17/2026</u>	<hr/>
Danielle Gaughen, Board Secretary	Date	Allyson McBride, Exec. Assistant



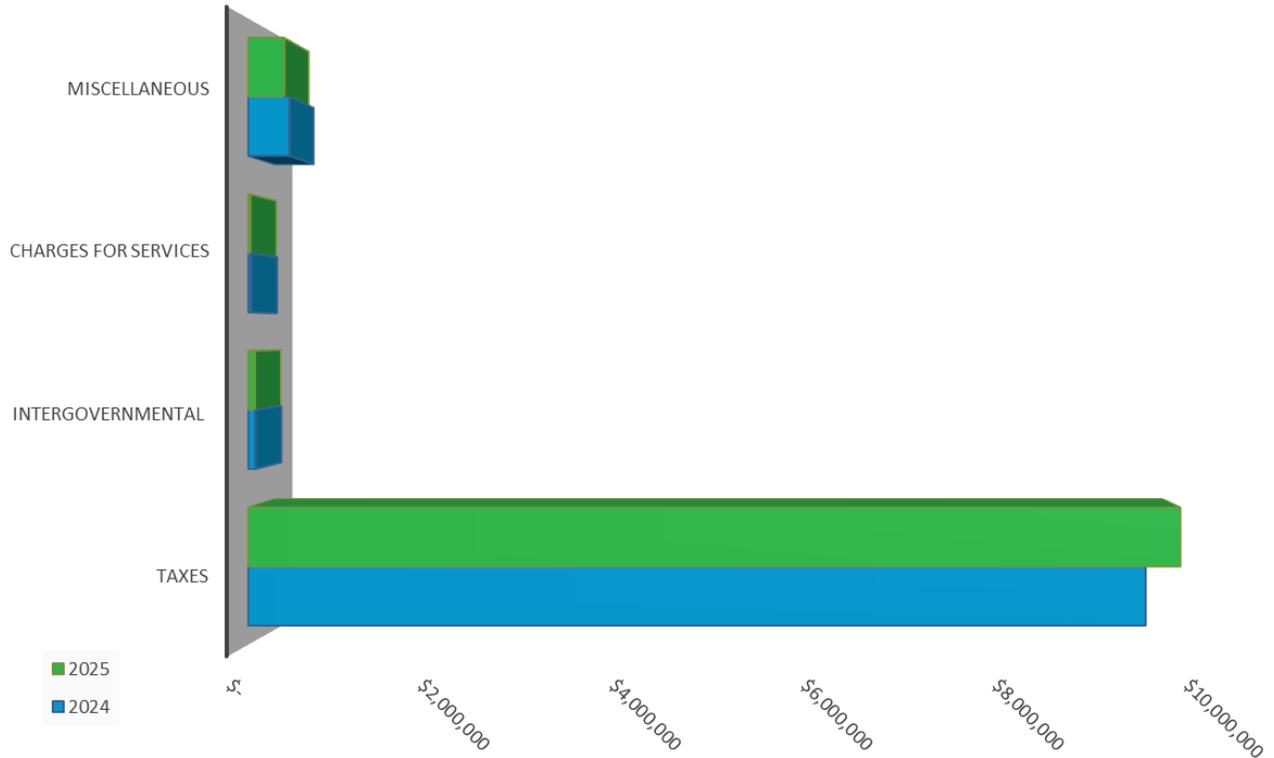
# Finance Committee Report

February 2026

## 2025 General Fund

2025 Budget Revenues - Year-To-Date December 2025 (100% of FY)						
Acct No	Description	Budgeted Revenues	Actual Revenues YTD	% of Actual Revenues YTD	% of Budgeted Revenues Received YTD	Budget Variance
310	<b>TAXES</b>					
311.10	General Property Taxes	\$ 10,153,717	\$ 10,101,902	95.46%	99.49%	\$ (51,815)
	<b>TOTAL TAXES</b>	<b>10,153,717</b>	<b>10,101,902</b>	<b>95.46%</b>	<b>99.49%</b>	<b>(51,815)</b>
330	<b>INTERGOVERNMENTAL REVENUE</b>					
333.4530	Fed Indirect Grant - IMLS	2,000	400	0.00%	20.00%	(1,600)
337.1000	Local Grants, Entitlements & Other	45,000	49,395	0.47%	109.77%	4,395
337.2000	Leasehold Excise Tax	30,000	21,386	0.20%	71.29%	(8,614)
	<b>TOTAL INTERGOV. REVENUE</b>	<b>77,000</b>	<b>71,181</b>	<b>0.67%</b>	<b>92.44%</b>	<b>(5,819)</b>
340	<b>CHARGES FOR GOODS &amp; SERVICES</b>					
347.2001	Printing & Duplication Services	6,000	7,278	0.07%	121.30%	1,278
347.2002	Library Use Fees	12,400	12,957	0.12%	104.49%	557
	<b>TOTAL CHARGES FOR SERVICES</b>	<b>18,400</b>	<b>20,235</b>	<b>0.19%</b>	<b>109.97%</b>	<b>1,835</b>
360	<b>MISCELLANEOUS REVENUES</b>					
361.1100	Investment Interest	352,000	303,708	2.87%	86.28%	(48,292)
362.1000	Rents & Leases	3,000	4,340	0.04%	144.67%	1,340
367.1000	Contributions & Donations	44,000	45,482	0.43%	103.37%	1,482
369.1000	Sale of Surplus	100	95	0.00%	95.00%	(5)
369.8100	Cashier's Overages or Shortages	-	20.07	0.00%	0.00%	20
369.9101	Other Misc. Revenue	33,000	25,524	0.24%	77.35%	(7,476)
369.9102	Reimburse Lost/Damaged Books	11,000	10,329	0.10%	93.90%	(671)
	<b>TOTAL MISC. REVENUES</b>	<b>443,100</b>	<b>389,498</b>	<b>3.68%</b>	<b>87.90%</b>	<b>(53,602)</b>
	<b>TOTAL OPERATING REVENUE</b>	<b>10,692,217</b>	<b>10,582,816</b>	<b>100.00%</b>	<b>98.98%</b>	<b>(109,401)</b>
390	<b>OTHER FINANCING SOURCES</b>					
395.1000	Proceeds from Sale of Capital Assets	-	-	0.00%	0.00%	-
	<b>TOTAL OTHER FINANCING SOURCES</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>0.00%</b>	<b>-</b>
	<b>TOTAL REVENUE</b>	<b>\$ 10,692,217</b>	<b>\$ 10,582,816</b>	<b>100.00%</b>	<b>98.98%</b>	<b>\$ (109,401)</b>

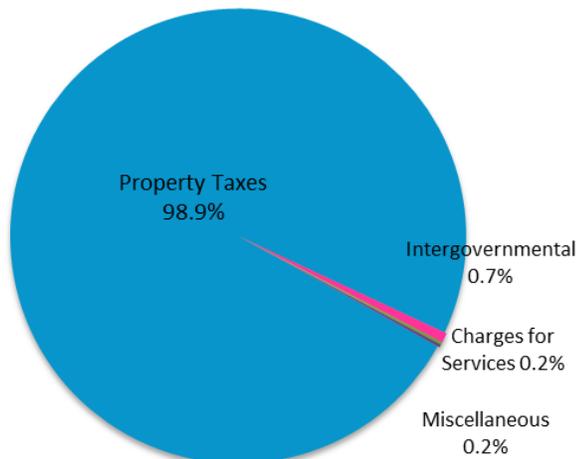
## General Fund Operating Revenue to Date-Compared to Prior Year



### Actual General Fund Revenue Year to Date Comparison

	2024	2025	% Change
Taxes	\$ 9,724,963	\$ 10,101,902	3.88%
Intergovernmental	78,164	71,181	-8.93%
Charges for Services	30,242	20,235	-33.09%
Miscellaneous	446,460	389,498	-12.76%
Total Operating Revenue	10,279,829	10,582,816	2.95%
Other Financing Sources	237,752	-	-100.00%
Total Revenue	\$ 10,517,581	\$ 10,582,816	0.62%

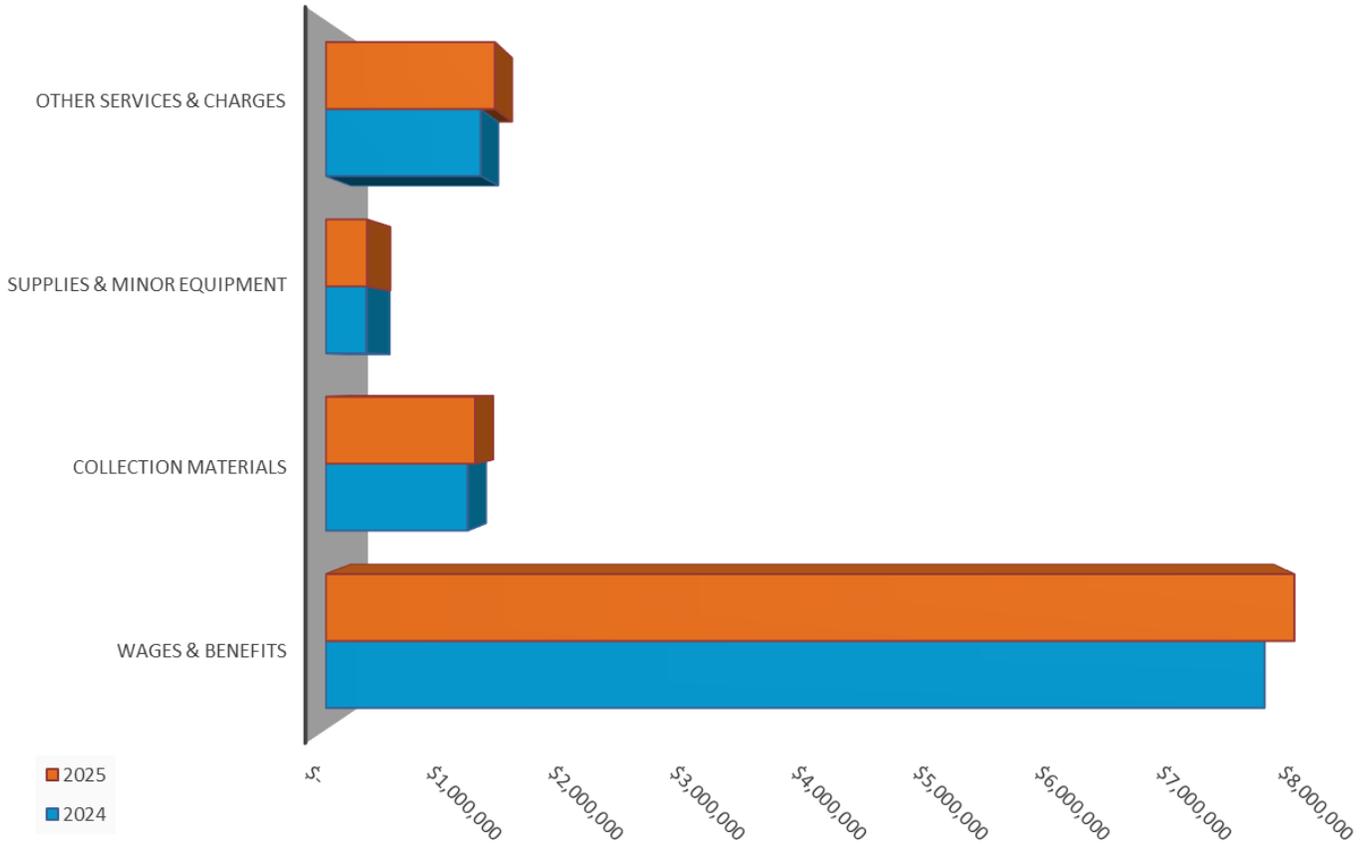
### YTD Revenue by category



**2025 Budget Expenditures - Year-To-Date  
December 2025 (100% of FY)**

Acct No	Description	Budgeted Expenditures	Actual Expenditures YTD	% of Actual Expenditures YTD	% of Budgeted Expenditures Spent YTD	Budget Variance
572	<b>SALARIES, WAGES, &amp; BENEFITS</b>					
572.1000	Salaries and Wages	\$ 6,289,075	6,210,109	54.48%	98.74%	\$ (78,966)
572.2000	Benefits	2,083,374	2,044,429	17.93%	98.13%	(38,945)
	<b>TOTAL SALARIES, WAGES, &amp; BENEFITS</b>	<b>8,372,449</b>	<b>8,254,538</b>	<b>72.41%</b>	<b>98.59%</b>	<b>(117,911)</b>
572.30	<b>SUPPLIES &amp; MINOR EQUIPMENT</b>					
572.3031	Office & Operating Supplies	169,570	181,919	1.60%	107.28%	12,349
572.3032	Fuel	24,050	26,371	0.23%	109.65%	2,321
572.3034	Collection Materials	1,275,000	1,272,911	11.17%	99.84%	(2,089)
572.3035	Small Tools & Minor Equipment	164,650	143,758	1.26%	87.31%	(20,892)
	<b>TOTAL SUPPLIES &amp; MINOR EQUIPMENT</b>	<b>1,633,270</b>	<b>1,624,959</b>	<b>14.25%</b>	<b>99.49%</b>	<b>(8,311)</b>
572.40	<b>OTHER SERVICES &amp; CHARGES</b>					
572.4041	Professional Services	857,205	787,804	6.91%	91.90%	(69,401)
572.4042	Communication	140,788	143,000	1.25%	101.57%	2,212
572.4043	Travel	30,600	28,208	0.25%	92.18%	(2,392)
572.4044	Taxes & Operating Assessments	700	653	0.01%	93.23%	(47)
572.4045	Operating Rentals & Leases	22,423	23,068	0.20%	102.87%	644
572.4046	Insurance	105,737	99,476	0.87%	94.08%	(6,261)
572.4047	Utilities	186,424	185,423	1.63%	99.46%	(1,001)
572.4048	Repair & Maintenance	112,740	84,422	0.74%	74.88%	(28,318)
572.4049	Miscellaneous	110,920	89,570	0.79%	80.75%	(21,350)
	<b>TOTAL OTHER SERVICES &amp; CHARGES</b>	<b>1,567,537</b>	<b>1,441,622</b>	<b>12.65%</b>	<b>91.97%</b>	<b>(125,915)</b>
	<b>TOTAL OPERATING EXPENDITURES</b>	<b>11,573,257</b>	<b>11,321,120</b>	<b>99.31%</b>	<b>97.82%</b>	<b>(252,137)</b>
590	<b>OTHER FINANCING USES</b>					
597.1000	Transfers to Capital	78,164	78,164	0.69%	100.00%	-
	<b>TOTAL OTHER FINANCING USES</b>	<b>78,164</b>	<b>78,164</b>	<b>0.69%</b>	<b>100.00%</b>	<b>-</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 11,651,420</b>	<b>11,399,284</b>	<b>100.00%</b>	<b>97.84%</b>	<b>\$ (252,137)</b>
	<b>NET INCOME (LOSS)</b>	<b>\$ (959,203)</b>	<b>(816,468)</b>			<b>\$ 142,736</b>
	<b>FUND BALANCE SUMMARY</b>					
	Beginning Fund Balance	\$ 9,932,448	9,932,448			
	Net Income	(959,203)	(816,468)			142,736
	Ending Fund Balance	\$ 8,973,245	9,115,981			\$ 142,736

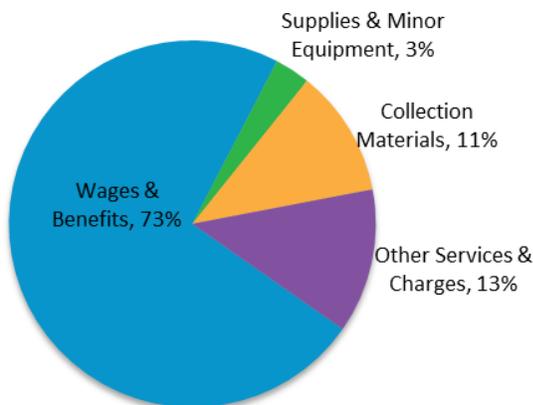
## General Fund Operating Expenditures to Date-Compared to Prior Year



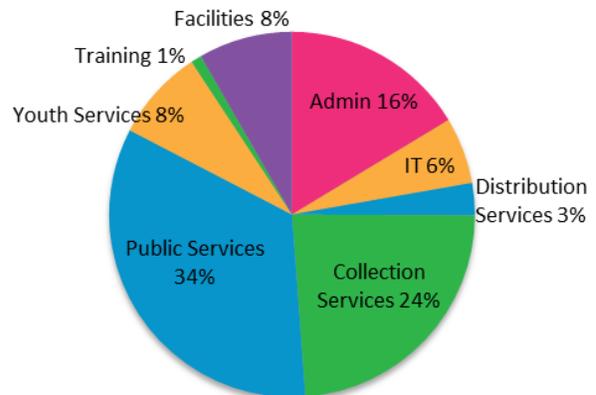
### Actual General Fund Expenditures Year to Date Comparison

	2024	2025	% Change
Wages & Benefits	\$ 8,000,720	\$ 8,254,538	3.17%
Collection Materials	1,208,590	1,272,911	5.32%
Supplies & Minor Equipment	345,909	352,048	1.77%
Other Services & Charges	1,318,324	1,441,622	9.35%
<b>Total Operating Expenditures</b>	<b>10,873,543</b>	<b>11,321,120</b>	<b>4.12%</b>
Other Financing Uses	94,135	78,164	-16.97%
<b>Total Expenditures</b>	<b>\$ 10,967,678</b>	<b>\$ 11,399,284</b>	<b>3.94%</b>
<b>Net Operating Income</b>	<b>\$ (450,097)</b>	<b>\$ (816,468)</b>	<b>-81.40%</b>

### YTD Expense by Category



### YTD Expense by Department



<b>Fund Balance Summary</b>	<b>2024 Actual</b>	<b>2025</b>	<b>2025</b>
		<b>Budgeted</b>	<b>Actual to Date</b>
Beginning Fund Balance	\$ 10,612,545	9,932,448	9,932,448.29
Revenue	10,517,581	10,692,217	10,582,816
Expenditures	(10,967,678)	(11,651,420)	(11,399,284)
Transfer to (from) Reserves	(230,000)	-	-
<b>Ending Fund Balance</b>	<b>\$ 9,932,448</b>	<b>\$ 8,973,245</b>	<b>\$ 9,115,981</b>

<b>Ending Fund Balance Designation Detail</b>	<b>2024 Actual</b>	<b>2025</b>	<b>2025</b>
		<b>Budgeted</b>	<b>Actual to Date</b>
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	-	-
<b>Total Designated Ending Fund Balance</b>	<b>9,539,286</b>	<b>8,909,357</b>	<b>8,929,357</b>
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)	(959,203)	(816,468)
Ending Unassigned Funds with no designation	393,162	63,888	186,623
Ending Designated Funds	9,539,286	8,909,357	8,929,357
<b>Total Ending Fund Balance</b>	<b>\$ 9,932,448</b>	<b>\$ 8,973,245</b>	<b>9,115,981</b>

## 2025 General Fund Summary

Operating Revenues totaled \$10,582,816, which is \$109,401 (1%) below budget. Of note:

- Revenue from property taxes was \$51,815 less than budgeted. This is primarily due to late or unpaid property taxes.
- We received \$303,708 in investment interest, which is \$48,292 below budget. This is due to a timing issue at the end of 2024 that resulted in the January 2025 payment posting in the prior fiscal year.

Expenditures totaled \$11,399,284, 2% below budget. Of note:

- Personnel costs were \$117,911 below budget due to unused hours and position vacancies, along with the benefits associated with them.
- Office Supplies spending was \$12,349 above budget. This is due to inflationary cost increases along with toner costs associated with increased patron printing. We have exchanged our usual laser printers for leased models at the Blaine, Ferndale and Lynden Libraries, which will significantly reduce toner costs.
- Collection Materials spending was on target, just \$2,089 below budget.
- Small tool and equipment spending was \$20,892 under budget. This is due to variances across all departments, primarily in Facilities. Some Facilities expenses planned for 2025 will be carried forward in the 2026 Budget amendment.
- Professional Services costs were \$69,401 below budget. Implementation of a Learning Management System and a few Facilities projects have been postponed to 2026.
- Repair and maintenance costs were \$28,318 under budget due to unused contingency funds.

Overall, the revenue and expenditures above resulted in a net loss of \$816,468 for the year. We budgeted for a net loss of \$959,203.

## 2025 Capital Fund

	Project	2025 Budget	2025 Actual
<b>Building and Furnishings Enhancement and Replacement program</b>			
	Birch Bay New Branch Furnishings	\$ 150,000	\$ 114,743
	Branch Renovations/Upgrades	127,541	4,083
<b>Sub-Total Building and Furnishings Enhancement and Replacement Program</b>		<b>277,541</b>	<b>118,826</b>
<b>Building Repair and Maintenance Program</b>			
	Admin Services Maintenance & Improvements	75,000	2,829
	Branch Lighting Retrofit Upgrades	-	-
	Branch Building Updates	135,000	53,072
	Exterior Signage Updates	25,000	-
	Solar Panels	-	-
<b>Sub-Total Building Repair and Maintenance Program</b>		<b>235,000</b>	<b>55,901</b>
<b>Equipment Replacement Program</b>			
	Vehicle Replacements & Upgrades	135,000	13,473
	Book Return	6,000	5,838
<b>Sub-Total Equipment Replacement Program</b>		<b>141,000</b>	<b>19,311</b>
<b>Land Purchase/New Branch Libraries/Building Upgrades</b>			
	Birch Bay Library Design and Construction	1,718,221	132,003
	AS Feasibility Study	1,741	1,741
	Electric Vehicle Charging Initiative	220,161	6,489
<b>Sub-total Land Purchase/New Branch Libraries/Building Upgrades</b>		<b>1,940,122</b>	<b>140,233</b>
<b>Total Expenditures</b>		<b>\$ 2,593,663</b>	<b>\$ 334,271</b>
<b>Funding Summary:</b>			
		<b>2025 Budget</b>	<b>2025 Actual</b>
	Investment Interest	\$ 70,000	\$ 77,602
	Grants/Donations/Reimbursements	2,111,382	252,017
	Transfer From General Fund	78,164	78,164
	Prior Period Ending Fund Balance	2,255,711	2,255,711
<b>Total Funding</b>		<b>\$ 4,515,257</b>	<b>\$ 2,663,494</b>
<b>Fund Balance:</b>			
		<b>2025 Budget</b>	<b>2025 Actual</b>
	Assigned Beginning Fund Balance	\$ 2,023,811	2,023,811
	Designated Beginning Fund Balance - Emergency	231,900	231,900
<b>Total Beginning Fund Balance</b>		<b>2,255,711</b>	<b>2,255,711</b>
	Revenues	2,181,382	329,619
	Transfer From General Fund	78,164	78,164
	Expenditures	2,873,110	334,271
	Net Income	(613,564)	73,512
<b>Ending Fund Balance</b>		<b>\$ 1,642,147</b>	<b>\$ 2,329,223</b>

# January 2026 General Fund Report

## 2026 Budget Revenues - Year-To-Date January 2026 (8% of FY)

Acct No	Description	Budgeted Revenues	Actual Revenues YTD	% of Actual Revenues YTD	% of Budgeted Revenues Received YTD	Budget Variance
310	<b>TAXES</b>					
311.10	General Property Taxes	\$ 16,866,352	\$ 10,525	20.14%	0.06%	\$ (16,855,827)
	<b>TOTAL TAXES</b>	<b>16,866,352</b>	<b>10,525</b>	<b>20.14%</b>	<b>0.06%</b>	<b>(16,855,827)</b>
330	<b>INTERGOVERNMENTAL REVENUE</b>					
337.1000	Local Grants, Entitlements & Other	45,000	15	0.03%	0.03%	(44,985)
337.2000	Leasehold Excise Tax	30,000	134	0.26%	0.45%	(29,866)
	<b>TOTAL INTERGOV. REVENUE</b>	<b>75,000</b>	<b>149</b>	<b>0.28%</b>	<b>0.20%</b>	<b>(74,851)</b>
340	<b>CHARGES FOR GOODS &amp; SERVICES</b>					
347.2001	Printing & Duplication Services	7,000	612	1.17%	8.74%	(6,388)
347.2002	Library Use Fees	13,000	40	0.08%	0.31%	(12,960)
	<b>TOTAL CHARGES FOR SERVICES</b>	<b>20,000</b>	<b>652</b>	<b>1.25%</b>	<b>3.26%</b>	<b>(19,348)</b>
360	<b>MISCELLANEOUS REVENUES</b>					
361.1100	Investment Interest	404,800	29,087	55.66%	7.19%	(375,713)
362.1000	Rents & Leases	4,000	496	0.95%	12.40%	(3,504)
367.1000	Contributions & Donations	83,000	10,141	19.41%	12.22%	(72,859)
369.1000	Sale of Surplus	100	30	0.06%	30.00%	(70)
369.8100	Cashier's Overages or Shortages	-	(1.07)	0.00%	0.00%	(1)
369.9101	Other Misc. Revenue	24,750	360	0.69%	1.45%	(24,390)
369.9102	Reimburse Lost/Damaged Books	10,000	821	1.57%	8.21%	(9,179)
	<b>TOTAL MISC. REVENUES</b>	<b>526,650</b>	<b>40,934</b>	<b>78.33%</b>	<b>7.77%</b>	<b>(485,716)</b>
	<b>TOTAL OPERATING REVENUE</b>	<b>17,488,002</b>	<b>52,259</b>	<b>100.00%</b>	<b>0.30%</b>	<b>(17,435,743)</b>
390	<b>OTHER FINANCING SOURCES</b>					
395.1000	Proceeds from Sale of Capital Assets	-	-	0.00%	0.00%	-
	<b>TOTAL OTHER FINANCING SOURCES</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>0.00%</b>	<b>-</b>
	<b>TOTAL REVENUE</b>	<b>\$ 17,488,002</b>	<b>\$ 52,259</b>	<b>100.00%</b>	<b>0.30%</b>	<b>\$ (17,435,743)</b>

**2026 Budget Expenditures - Year-To-Date  
January 2026 (8% of FY)**

Acct No	Description	Budgeted Expenditures	Actual Expenditures YTD	% of Actual Expenditures YTD	% of Budgeted Expenditures Spent YTD	Budget Variance
572	<b>SALARIES, WAGES, &amp; BENEFITS</b>					
572.1000	Salaries and Wages	\$ 6,901,446	536,209	55.54%	7.77%	\$ (6,365,237)
572.2000	Benefits	2,216,050	179,262	18.57%	8.09%	(2,036,788)
	<b>TOTAL SALARIES, WAGES, &amp; BENEFITS</b>	<b>9,117,496</b>	<b>715,472</b>	<b>74.10%</b>	<b>7.85%</b>	<b>(8,402,025)</b>
572.30	<b>SUPPLIES &amp; MINOR EQUIPMENT</b>					
572.3031	Office & Operating Supplies	178,225	5,448	0.56%	3.06%	(172,777)
572.3032	Fuel	27,650	2,235	0.23%	8.08%	(25,415)
572.3034	Collection Materials	1,400,000	82,634	8.56%	5.90%	(1,317,366)
572.3035	Small Tools & Minor Equipment	222,250	6,814	0.71%	3.07%	(215,436)
	<b>TOTAL SUPPLIES &amp; MINOR EQUIPMENT</b>	<b>1,828,125</b>	<b>97,130</b>	<b>10.06%</b>	<b>5.31%</b>	<b>(1,730,994)</b>
572.40	<b>OTHER SERVICES &amp; CHARGES</b>					
572.4041	Professional Services	746,010	41,413	4.29%	5.55%	(704,596)
572.4042	Communication	140,450	7,134	0.74%	5.08%	(133,316)
572.4043	Travel	53,025	859	0.09%	1.62%	(52,166)
572.4044	Taxes & Operating Assessments	750	53	0.01%	7.05%	(697)
572.4045	Operating Rentals & Leases	27,447	1,609	0.17%	5.86%	(25,838)
572.4046	Insurance	112,124	85,291	8.83%	76.07%	(26,833)
572.4047	Utilities	186,066	5,387	0.56%	2.90%	(180,679)
572.4048	Repair & Maintenance	120,255	8,313	0.86%	6.91%	(111,942)
572.4049	Miscellaneous	116,715	2,835	0.29%	2.43%	(113,880)
	<b>TOTAL OTHER SERVICES &amp; CHARGES</b>	<b>1,502,843</b>	<b>152,895</b>	<b>15.84%</b>	<b>10.17%</b>	<b>(1,349,948)</b>
	<b>TOTAL OPERATING EXPENDITURES</b>	<b>12,448,463</b>	<b>965,497</b>	<b>100.00%</b>	<b>7.76%</b>	<b>(11,482,966)</b>
590	<b>OTHER FINANCING USES</b>					
597.1000	Transfers to Capital	1,000,000	-	0.00%	0.00%	-
	<b>TOTAL OTHER FINANCING USES</b>	<b>1,000,000</b>	<b>-</b>	<b>0.00%</b>	<b>0.00%</b>	<b>-</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 13,448,463</b>	<b>965,497</b>	<b>100.00%</b>	<b>7.18%</b>	<b>\$ (12,482,966)</b>
	<b>NET INCOME (LOSS)</b>	<b>\$ 4,039,539</b>	<b>(913,238)</b>			<b>\$ (4,952,777)</b>
	<b>FUND BALANCE SUMMARY</b>					
	Beginning Fund Balance	\$ 9,138,159	9,138,159			
	Net Income	4,039,539	(913,238)			(4,952,777)
	Ending Fund Balance	\$ 13,177,697	8,224,921			\$ (4,952,777)



## Board Meeting Agenda Item Cover Sheet

Meeting Date:	2/17/2026
Committee or Department:	Administration
Subject:	Resolution 02/17/26-01 Amending the 2026 General and Capital Fund Budgets
Prepared By:	Jackie Saul
Impact upon Budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Supporting Documents:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**Recommendation or Request:** Approval of Resolution 02/17/26-01 amending the 2026 General and Capital Fund budgets

**Suggested Motion for Consideration:** Move approval of Resolution 02/17/26-01 amending the 2026 General and Capital Fund budgets

**Summary:**

This resolution adjusts the General Fund Budget as follows:

- The beginning balance is updated to reflect the final 2025 ending balance.
- Revenue is updated to include the 2026 levy amount as determined by the Whatcom County Assessor’s Office, and grant funding expected in 2025 but received in 2026.
- Employee benefit costs are reduced to reflect changes in insurance and PERS enrollments.
- Expenditures are increase in Office and Operating supplies, Small Tools & Minor Equipment, Insurance, and Miscellaneous.
- Expenditures are reduced in Professional Services.

The Capital Fund Budget is amended as follows:

- The beginning balance is updated to reflect the final 2025 ending balance.
- Revenue is updated to include funds originally budgeted for 2025 but expected in 2026.
- Expenditures are updated to include costs for projects that were budgeted for 2025 but that will be completed in 2026.
- Expenditures are also increased to include replacement fixtures, furnishings and equipment at the Sumas Library. This cost will be offset by insurance proceeds, which will be added to the budget at a later date.

**Alternatives:** N/A

**Fiscal Impact:**

General Fund: a decrease of \$22,178 to the beginning fund balance, a decrease of \$45,267 in revenue and an increase of \$17,050 in expenditures, resulting in a net decrease of \$84,495 to the ending fund balance.

Capital Fund: a decrease of \$4,648 to the beginning fund balance, an increase of \$392,904 in revenue and an increase of \$400,757 in expenses, resulting in a net decrease of \$12,500 to the ending fund balance.

**Comments:** N/A

WHATCOM COUNTY LIBRARY SYSTEM  
2026 General Fund Budget Amendment  
February 17, 2026

Revenue					
Acct No.	Description	2026 Budget Adopted	Amended Amount	Adjustment Amount	Notes
308	<b>BEGINNING FUND BAL</b>	\$ 9,138,159	9,115,981	\$ (22,178)	Updated per 2025 ending balance
310	<b>TAXES</b>				
311.10	General Property Taxes	16,866,352	16,816,085	(50,267)	Updated per final amount from
	<b>TOTAL TAXES</b>	<b>16,866,352</b>	<b>16,816,085</b>	<b>(50,267)</b>	County Assessor's office
330	<b>INTERGOVERNMENTAL REVENUE</b>				
337.1000	Local Grants, Entitlements & Other	45,000	45,000	-	
337.2000	Leasehold Excise Tax	30,000	30,000	-	
	<b>TOTAL INTERGOV. REVENUE</b>	<b>75,000</b>	<b>75,000</b>	<b>-</b>	
340	<b>CHARGES FOR GOODS &amp; SERVICES</b>				
347.2001	Printing & Duplication Services	7,000	7,000	-	
347.2002	Library Use Fees	13,000	13,000	-	
	<b>TOTAL CHARGES FOR SERVICES</b>	<b>20,000</b>	<b>20,000</b>	<b>-</b>	
360	<b>MISCELLANEOUS REVENUES</b>				
361.1100	Investment Interest	404,800	404,800	-	
362.1000	Rents & Leases	4,000	4,000	-	
367.1000	Contributions & Donations	83,000	88,000	5,000	grant expected in 2025 received
369.1000	Sale of Surplus	100	100	-	in 2026
369.9101	Other Misc. Revenue	24,750	24,750	-	
369.9102	Reimburse Lost/Damaged Books	10,000	10,000	-	
369.9105	E-Rate Reimbursement	-	-	-	
	<b>TOTAL MISC. REVENUES</b>	<b>526,650</b>	<b>531,650</b>	<b>5,000</b>	
	<b>TOTAL OPERATING REVENUE</b>	<b>17,488,002</b>	<b>17,442,735</b>	<b>(45,267)</b>	
390	<b>OTHER FINANCING SOURCES</b>				
395.1000	Proceeds from Sale of Capital Assets	-	-	-	
395.2000	Insurance Recoveries	-	-	-	Sumas flood claim pending
397.3000	Transfer from Reserves to Operating	-	-	-	
	<b>TOTAL OTHER FINANCING SOURCES</b>	<b>-</b>	<b>-</b>	<b>-</b>	
	<b>TOTAL REVENUE</b>	<b>\$ 17,488,002</b>	<b>\$ 17,442,735</b>	<b>\$ (45,267)</b>	

**WHATCOM COUNTY LIBRARY SYSTEM**  
**2026 General Fund Budget Amendment**  
**February 17, 2026**

<b>Revenue</b>					
<b>Acct No.</b>	<b>Description</b>	<b>2025 Budget Adopted</b>	<b>Amended Amount</b>	<b>Adjustment Amount</b>	<b>Notes</b>
572	<b>SALARIES, WAGES, &amp; BENEFITS</b>				
572.1000	Salaries and Wages	\$ 6,901,446	6,901,446	\$ -	
572.2000	Benefits	2,216,050	2,203,925	(12,126)	Enrollment changes
	<b>TOTAL SALARIES, WAGES, &amp; BENEFITS</b>	<b>9,117,496</b>	<b>9,105,371</b>	<b>(12,126)</b>	
572.30	<b>SUPPLIES &amp; MINOR EQUIPMENT</b>				
572.3031	Office & Operating Supplies	178,225	180,225	2,000	Additional toner needs anticipated
572.3032	Fuel	27,650	27,650	-	
572.3034	Collection Materials	1,400,000	1,400,000	-	
572.3035	Small Tools & Minor Equipment	222,250	239,800	17,550	Facilities project carry forward
	<b>TOTAL SUPPLIES &amp; MINOR EQUIPMENT</b>	<b>1,828,125</b>	<b>1,847,675</b>	<b>19,550</b>	
572.40	<b>OTHER SERVICES &amp; CHARGES</b>				
572.4041	Professional Services	746,010	742,875	(3,135)	Corrects formula error
572.4042	Communication	140,450	140,450	-	
572.4043	Travel	53,025	53,025	-	
572.4044	Taxes & Operating Assessments	750	750	-	
572.4045	Operating Rentals & Leases	27,447	27,447	-	
572.4046	Insurance	112,124	122,634	10,510	Updated premium amounts & payment timing
572.4047	Utilities	186,066	186,066	-	
572.4048	Repair & Maintenance	120,255	120,255	-	
572.4049	Miscellaneous	116,715	118,965	2,250	Training registration costs
	<b>TOTAL OTHER SERVICES &amp; CHARGES</b>	<b>1,502,843</b>	<b>1,512,468</b>	<b>9,625</b>	
	<b>TOTAL OPERATING EXPENDITURES</b>	<b>12,448,463</b>	<b>12,465,513</b>	<b>17,050</b>	
590	<b>OTHER FINANCING USES</b>				
597.1000	Transfers to Capital	1,000,000	1,000,000	-	
	<b>TOTAL OTHER FINANCING USES</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>-</b>	
	<b>TOTAL EXPENDITURES</b>	<b>13,448,463</b>	<b>13,465,513</b>	<b>17,050</b>	
	<b>NET INCOME (LOSS)</b>	<b>\$ 4,039,539</b>	<b>3,977,222</b>	<b>\$ (62,317)</b>	
<b>FUND BALANCE SUMMARY</b>					
	Beginning Fund Balance	\$ 9,138,159	9,115,981	\$ (22,178)	
	Net Income	4,039,539	3,977,222	(62,317)	
	Ending Fund Balance	<u>\$ 13,177,697</u>	<u>13,093,203</u>	<u>\$ (84,495)</u>	

**WHATCOM COUNTY LIBRARY SYSTEM**  
**2026 General Fund Budget Amendment**  
**February 17, 2026**

**Fund Balance Summary**

	2026 Budget		Adjustment
	Adopted	Amended Amount	Amount
Beginning Fund Balance	\$ 9,138,159	9,115,981	\$ (22,178)
Revenue	17,488,002	17,442,735	(45,267)
Expenditures	(13,448,463)	(13,465,513)	(17,050)
Ending Fund Balance	<u>\$ 13,177,697</u>	<u>\$ 13,093,203</u>	<u>\$ (84,495)</u>
<b>Committed and Unreserved-Designated Fund Balances</b>			
Cash Flow Reserve	\$ 4,107,993	\$ 4,107,993	\$ -
Emergency Reserve	1,037,372	1,037,372	-
Capital Transfer Reserve	1,000,000	1,000,000	-
Unemployment Compensation Reserve	17,254	17,254	-
Birch Bay Operating Fund Reserve	505,000	505,000	-
Facility Ownership Fund	2,967,315	2,967,315	-
Facility Maintenance Fund	550,000	550,000	-
Levy Stabilization Fund	1,000,000	1,000,000	-
Total Committed and Assigned Ending Fund Balance	<u>11,184,933</u>	<u>11,184,933</u>	-
Unassigned Ending Fund Balance	<u>1,992,764</u>	<u>1,908,269</u>	<u>(84,495)</u>
Total Ending Fund Balance	<u>\$ 13,177,697</u>	<u>\$ 13,093,203</u>	<u>\$ (84,495)</u>

<b>2026 Capital Budget</b>				
<b>Project</b>	<b>2026 Approved Budget</b>	<b>2026 Proposed Amendment</b>	<b>Adjustment Amount</b>	<b>Notes</b>
<b>Building and Furnishings Enhancement and Replacement program</b>				
Birch Bay New Branch Furnishings	\$ -	\$ 35,257	\$ 35,257	2025 carry forward New expense, offset by insurance claim NF meeting room project 2025 carry forward, FFE for new SU meeting room (from building updates below)
SU Flood Recovery	-	70,000	70,000	
Branch Renovations/Upgrades	151,560	156,560	5,000	
<b>Sub-Total Building and Furnishings Enhancement and Replacement Program</b>	<b>151,560</b>	<b>261,817</b>	<b>110,257</b>	
<b>Building Repair and Maintenance Program</b>				
Admin Services Maintenance & Improvement	60,000	107,483	47,483	AS lighting project carry forward
Branch Lighting Retrofit Upgrades	-	-	-	
Branch Building Updates	199,806	218,442	18,637	DE carpeting project carry forward
Exterior Signage Updates	30,000	30,000	-	
Parking Updates	100,000	100,000	-	
Solar Panels	-	-	-	
<b>Sub-Total Building Repair and Maintenance Program</b>	<b>389,806</b>	<b>455,925</b>	<b>66,120</b>	
<b>Equipment Replacement Program</b>				
Vehicle Replacements & Upgrades	245,000	245,000	-	
Book Return	-	-	-	
AV Equipment	15,000	15,000	-	
<b>Sub-Total Equipment Replacement Program</b>	<b>260,000</b>	<b>260,000</b>	<b>-</b>	
<b>Access Improvement Program</b>	<b>40,000</b>	<b>-</b>	<b>(40,000)</b>	duplicate/formula error
<b>Land Purchase/New Branch Libraries/Building Upgrades</b>				
Birch Bay Library Design and Construction	1,525,509	1,586,218	60,708	2025 carry forward 2025 carry forward Shift to FFE
Electric Vehicle Charging Initiative	-	213,672	213,672	
Meeting Space	40,000	30,000	(10,000)	
<b>Sub-total Land Purchase/New Branch Libraries</b>	<b>1,565,509</b>	<b>1,829,890</b>	<b>264,380</b>	
<b>Total Expenditures</b>	<b>\$ 2,406,875</b>	<b>\$ 2,807,633</b>	<b>400,757</b>	

<b>Funding Summary:</b>	<b>2026 Approved Budget</b>	<b>2026 Proposed Amendment</b>	<b>Adjustment Amount</b>	
Investment Interest	\$ 75,000	\$ 80,000	\$ 5,000	increased based on 2025 amounts
Grants/Donations/Reimbursements	1,373,960	1,761,864	387,904	2025 carry forward
Transfer From General Fund	1,000,000	1,000,000	-	
Prior Period Ending Fund Balance	2,333,871	2,329,223	(4,648)	per 2025 ending balance
<b>Total Funding</b>	<b>\$ 4,782,831</b>	<b>\$ 5,171,087</b>		

<b>Fund Balance:</b>	<b>2026 Approved Budget</b>	<b>2026 Proposed Amendment</b>	<b>Adjustment Amount</b>	<b>Notes</b>
Assigned Beginning Fund Balance	\$ 2,101,971	2,097,323	\$ (4,648)	
Designated Beginning Fund Bal. - Emergency	231,900	231,900	-	
<b>Total Beginning Fund Balance</b>	<b>2,333,871</b>	<b>2,329,223</b>	<b>(4,648)</b>	
Revenues	1,448,960	1,841,864	392,904	
Transfer From General Fund	1,000,000	1,000,000	-	
Expenditures	2,406,875	2,807,633	400,757	
Net Income	42,085	34,231	(7,854)	
<b>Ending Fund Balance</b>	<b>\$ 2,375,955</b>	<b>\$ 2,363,454</b>	<b>(12,500)</b>	



RESOLUTION NO. 02/17/26-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
WHATCOM COUNTY RURAL LIBRARY DISTRICT AMENDING  
THE 2026 GENERAL AND CAPITAL FUND BUDGETS

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**WHEREAS**, at the December 16, 2025 Board of Trustees meeting the Board approved the Final 2026 General and Capital Fund budgets by a vote of four to zero, with one trustee absent; and,

**WHEREAS**, the beginning fund balances of each fund need to be adjusted to reflect the actual balances at the beginning of the 2026 budget year; and,

**WHEREAS**, General Fund revenues need to be adjusted to reflect the final 2026 Property Tax revenue amount; and,

**WHEREAS**, General Fund revenues need to be further adjusted to reflect grant funds expected in 2025 but received in 2026; and,

**WHEREAS**, General Fund expenditures need to be adjusted to reflect a reduction in employee benefit costs related to enrollment changes; and,

**WHEREAS**, General Fund expenditures need to be further adjusted to reflect updates to Office and Operating Supplies, Small Tools & Minor Equipment, Professional Services, Insurance, and Miscellaneous costs; and,

**WHEREAS**, Capital Fund revenues need to be increased to reflect funds budgeted for 2025 but now expected in 2026; and,

**WHEREAS**, Capital Fund expenditures need to be adjusted to include additional costs for projects that were incomplete at the end of 2025 and will carry forward into 2026; and,

**WHEREAS**, Capital Fund expenditures need to be further adjusted to add costs for fixtures, furnishing and equipment replacements at the Sumas Library; and,

**WHEREAS**, an amendment to the 2026 General and Capital Fund budgets is needed to reflect these transfers, adjustments, and estimated fund balances;

**NOW, THEREFORE, BE IT RESOLVED** that budget amendment Resolution No. 02/17/26-01 be adopted, amending the 2026 General Fund Budget to \$26,558,716 and the 2026 Capital Fund Budget to \$5,171,087 as follows:



RESOLUTION NO. 02/17/26-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
WHATCOM COUNTY RURAL LIBRARY DISTRICT AMENDING  
THE 2026 GENERAL AND CAPITAL FUND BUDGETS

<b>General Operating Fund - Budgetary Accounts</b>		
308 Beginning Fund Balance	\$9,115,981	
310-360 Operating Revenue	17,442,735	
572 Operating Expenditures		\$12,465,513
590 Transfers Out		1,000,000
508 Ending Fund Balance		13,093,203
<b>Total</b>	<b>\$26,558,716</b>	<b>\$26,558,716</b>

<b>Capital Fund - Budgetary Accounts</b>		
308 Beginning Fund Balance	\$2,329,223	
360 Miscellaneous Revenue	1,841,864	
397 Transfers In	1,000,000	
594 Capital Expenditures		\$2,807,633
508 Ending Fund Balance		2,363,454
<b>Total</b>	<b>\$5,171,087</b>	<b>\$5,171,087</b>

Adopted by the Whatcom County Library System Board of Trustees this 17th day of February, 2026:

\_\_\_\_\_  
Board Acting Chair



## Board Meeting Agenda Item Cover Sheet

Meeting Date:	2/17/2026
Committee or Department:	Administration Department
Subject:	IT Services Policy 9.01
Prepared By:	Christine Perkins
Impact upon Budget?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supporting Documents:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**Recommendation or Request:** Approval of update to IT Services Policy 9.01 as presented.

**Suggested Motion for Consideration:** Move approval update to IT Services Policy 9.01 as presented.

**Summary:** This update alerts staff that they may be required to use a personal device (such as a cellphone) on a de minimis basis to perform certain job duties. This includes but is not limited to tasks such as confirming multi-factor authentication to login to certain applications or making brief phone calls or texts of a transitory nature.

**Alternatives:** N/A

**Fiscal Impact:** None.

**Comments:** This update has been reviewed by attorney Christi Jacobsen at HCMP Law Offices with support from attorney Mustafa Hassoun.



## INFORMATION TECHNOLOGY SERVICES POLICY

POLICY NUMBER: 9.01

### SCOPE

This policy applies to all WCLS employees, trustees, contractors, and vendors that provide services to the System. It applies to those services under the purview of the Information Technology Services Department.

### PURPOSE

The Information Technology Department of the Whatcom County Library System is responsible for:

- Provisioning digital tools required by the staff and trustees of the System to fulfill the System's Mission and to adhere to WCLS Policy;
- Securing these tools to the highest extent possible while still allowing staff to fulfill the System's Mission;
- Maintaining data created and used by staff and trustees in the fulfillment of the System's Mission, including assuring its availability to staff for business purposes, public records requests, and archival purposes;
- Providing secure and accessible tools and services to the System's patrons as needed to fulfill the System's Mission.

This policy establishes guidelines to help ensure the safety, security, availability and integrity of the data and tools used by the System, as well as those offered to patrons.

### DEFINITIONS

*Information Owner:* Staff responsible for a technology tool, allowing or disallowing access to that tool, and any information stored within that tool. This is not necessarily Information Technology Department staff.

*IT Services:* Information Technology Services Department, or its staff.

*System:* The Whatcom County Library System, WCLS.

*Tools:* Within the context of this policy, the term "tools" refers to hardware, software and services provided by third-party vendors and contractors, and which may fall under the maintenance, security and support responsibility of IT Services.

*Remote:* Locations not owned or operated by WCLS.

*On-Premises:* Locations owned or operated by WCLS.

### I. PURCHASE AND INSTALLATION OF IT HARDWARE & SOFTWARE

To efficiently, securely and sustainably provide necessary technology tools for staff, it is optimal to minimize the diversity of hardware and software tools deployed within the System. In consultation with other

Department Heads, the IT Services Manager will approve purchases, procure hardware, software, and services, and engage contractors and vendors in accordance with this Policy. As the safety, efficiency, accessibility and security of the System's technology environment is critical to the continued fulfillment of the System's Mission, careful consideration is required during the selection process of any new tools. This consideration will weigh the costs and benefits of additional tools as they pertain to security, efficiency, and efficacy in fulfilling the tool's purpose.

The IT Services Department will develop and maintain a list of tools that are currently "supported" for use by System staff. Staff use of tools outside of this list is prohibited unless *written* consent is obtained from both the pertinent Department Head and IT Services Manager. Use of these tools must be critical to the fulfillment of the System's Mission. This consent may be accompanied by limitations, for example to the unsupported tool's allowed use, or to the ability of IT Services to provide technical support regarding its use. The consent may be revoked at any time.

Information Owners, in close collaboration with IT Services, shall manage and maintain relationships with third-party vendors who provide services or IT tools and software to WCLS. Prior to contracting with third parties for services, IT tools and software, WCLS shall require information from the vendor regarding:

- compliance standards;
- service-level agreements;
- vendor liability in the event of a data breach;
- disaster recovery and redundancies implemented by the vendor;
- termination of contracts when security requirements are not met;
- auditing requirements;
- other security-related information about the vendor that are essential to WCLS ability to provide services to the public.

The System shall comply with all software and hardware licensing requirements and restrictions.

## II. STAFF USE OF TECHNOLOGY

Technology resources and tools are provided to employees and trustees for use in the performance of their work. The equipment, data and other tools used always remain the property of the Whatcom County Library System. Data on System computers, or stored on platforms owned, leased, or subscribed to by WCLS, is not private, whether or not the data is personal or work-related, including email and voicemail.

IT Services will provide staff and trustees with requirements, limitations, procedures, and guidelines for the proper use of tools in accordance with current security and efficiency practices.

WCLS reserves the right to monitor and audit computer or information use at any time without prior notice to employees. WCLS may monitor and audit for legitimate business reasons.

IT Services monitors inventory of all tools for proper and secure use. Staff tools may also be monitored for the purposes of securing patron data in accordance with the *Confidentiality of Patron Records Policy 5.01*. Staff use of tools shall not jeopardize the data or operations of the System. Staff use of tools must never violate any other WCLS Policy or Procedure, nor shall such use be allowed if it is in violation of Local, State or Federal law. Staff shall not install any software on System computers unless *written* consent is obtained from both the pertinent Department Head and IT Services Manager.

Minimal personal use of WCLS-owned tools is allowed during breaks, lunch hours, or other off-work time during an employee's scheduled workday. Employees may make limited personal use of printers or copiers during breaks, lunch hours or other off-work time on the same terms and at the same rates that apply to patrons using these resources (see: *Photocopying and Printing Services for Patrons Policy 4.02*).

It may be necessary for staff to use personal devices (e.g. cellphones) on a de minimis basis to perform certain job duties.

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Volunteers or others who are not library employees may use System computer resources when authorized by a supervisor, but only for the purpose of performing library business WCLS has engaged them to perform on a paid or volunteer basis. Non-WCLS employees using library technology resources are subject to all restrictions set forth in this policy.

**A. Email Usage**

WCLS email accounts are provided to staff and trustees for WCLS business purposes only. Personal use of WCLS email accounts is prohibited. WCLS-provided email accounts shall not serve as an employee's primary personal e-mail account. Employees and trustees should be aware that WCLS-provided email accounts may be subject to public disclosure.

As email can be used for external communication, care must be taken by staff to assure the privacy of patron data as directed in the *Confidentiality of Patron Records Policy 5.01*.

No action shall be taken to disable malware- or spam-filtering measures deployed by IT Services.

**B. Internet Usage**

Internet access is provided in all WCLS locations. Access should always be used diligently by patrons and staff, with consideration of best security practices in mind. Use of social media tools shall only occur in accordance with the *Internet Use and Social Networking Policy 4.06*.

Procedures, guidelines, and limitations for Internet access will be provided by IT Services.

**III. USER ACCOUNT MANAGEMENT**

User accounts for technology tools and services are often required for staff access. These accounts should be secured according to best practices, using secure passwords and other authentications methods to prevent access by unknown parties. "Information Owners," or those responsible for the use of tools, may or may not be IT Services staff. Information Owners shall maintain user accounts with an eye towards preserving the security and integrity of the data accessed by users. Procedures and guidelines, such as password/authentication requirements or procedures for adding/removing user accounts, will be provided by IT Services.

**IV. NETWORK SECURITY**

Devices, software, and hardware required for providing access to tools shall be maintained according to documented best practices for operating system and software patching, software and firmware updates, and security updates. These practices will be documented in procedures updated regularly according to current conditions and practices.

Remote access to on-premises tools will be strictly limited and only granted upon written consent by the IT Services Manager in coordination with the Executive Director, or vice versa. Both IT Services Manager and Executive Director should have knowledge of this permission when granted.

#### **V. PHYSICAL SECURITY**

Physical access to tools, including systems required to provide on-premises services, shall be denied by physical means whenever possible. Such access will be allowed as minimally as possible to prevent access by unknown parties to tools critical to staff and patron service. Such measures may include:

- Disconnecting unused network jacks from equipment that provides access to WCLS networks,
- Limiting physical access to server and communications closets through use of locked doors or locked cabinets whose keys are inventoried and tracked,
- Limiting access to WCLS tools by non-staff by limiting the number of computers to the minimum required for daily operations,
- Implementing security processes that prevent use by unknown parties (such as “locking” a computer when staff is not monitoring it).

#### **VI. DATA SECURITY**

IT Services supports the Public Records Officer in maintaining the System’s compliance with the Public Records Act (RCW 42.56). In so doing, IT Services provides tools such as storage to maintain both public records and data important to the operation of the System. IT Services also works with Department Heads and Information Owners to minimize the amount of data retained by the System to mitigate the risk of downtime and other operational losses in the case of security breaches.

IT Services also develops procedures that will enhance the integrity, confidentiality, and security of operational and patron data. These procedures may include access to, or limitations to, tools and processes that pertain to creation, access, usage, modification, sharing, retention, archiving or deleting of data. These procedures will be provided to Information Owners for their own use in securing the data for which they are responsible.

IT Services will implement technology access control procedures and audit data access as appropriate to maintain and secure the System’s data. It will work with Information Owners to help them follow best practices not only with providing or limiting access to tools that fall under their purview, but also with maintaining, minimizing, and securing any data housed within those tools.

IT Services will implement and maintain a Disaster Recovery Plan to be used in instances of data breach, data loss, or accidental destruction. The Plan will include system restoration priority, data backup requirements, communications plans, and vendor contact information. It will also include a process for regular review and updates, as well as regular discussion and practice in the use of the Plan.

#### **VII. CYBERSECURITY PRACTICES**

IT Services will implement practices and procedures that will mitigate the cybersecurity risks inherent in the use of technology tools. These mitigation techniques may include limiting, enabling, and monitoring of:

- Use of software, applications, and browser extensions;
- Use of USB or portable storage media or peripheral devices such as printers or hard drives.

Further mitigation may include:

- Implementation of regular data backups for the purposes of disaster recovery or business continuity,

- Design and conduct of required training on IT security and best practices;
- Password complexity requirements and alternative authentication methods;
- Use or limitations for mobile device management and “Bring-Your-Own-Device” tools;
- Auditing the use of WCLS tools and data.

IT Services will coordinate regular cybersecurity audits, performed by third-party professionals, that will assess the current state of the Systems practices. Audits are iterative and provide opportunities for constant improvement. Suggestions to procedures and processes developed through the audit process will be assessed and implemented as possible, considering cost/benefit of each suggestion.

**VIII. RESPONSIBILITY FOR PROCEDURES**

The IT Services Manager is responsible for establishing, maintaining, and ongoing monitoring of procedures that support this Policy. The IT Services Manager is also responsible for adherence to this Policy and related procedures.

**RELATED POLICIES:** [Photocopying and Printing Services for Patrons Policy 4.02](#); [Internet Use and Social Networking Policy 4.06](#); [Confidentiality of Patron Records Policy 5.01](#); [Public Records Policy 21.01](#).

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

[Legal review by attorney Christi Jacobsen February 12, 2026.](#)

**APPROVALS AND UPDATES**

Date	Action	Reviewer	Approved By	Approval Signature
February 20, 2024	Adopted.	Geoff Fitzpatrick	Whatcom County Library System Board of Trustees	/s/ Rodney Lofdahl
<a href="#">February 17, 2026</a>	<a href="#">Revised.</a>	<a href="#">Christine Perkins and attorney Christi Jacobsen, HCMP</a>		



## Board Meeting Agenda Item Cover Sheet

Meeting Date:	2/17/2026
Committee or Department:	Human Resources/Administration
Subject:	Classification and Compensation Study Update- RFP draft
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:** Courtesy review of Class and Comp Study RFP. Doesn't require official Board approval. We seek your input and feedback.

**Suggested Motion for Consideration:** Provide input for the Class and Comp Committee to consider as we draft the RFP seeking a consultant for this project.

**Summary:** We plan to release the RFP for a Class & Comp Study consultant before the next Board Meeting, so we wanted you all to have an opportunity to review what the RFP draft and provide any feedback, questions or suggestions for the Class and Comp Committee to consider before we finalize and release.

**Alternatives:** RFP is released without board input

**Fiscal Impact:** The study itself will have a fair budget impact, so getting it right will help ensure the end product meets our needs.

**Comments:**

**REQUEST FOR PROPOSAL – RFP  
Whatcom County Library System  
Classification and Compensation Study  
2026**

Issuing Agency: Whatcom County Library System

Released: March 2, 2026

Closes: March 24, 2026

Proposals must be received no later than 5:00pm PST.

RFP Contact:

Whatcom County Library System

Attn: RFP – 2026 Classification and Compensation Study

c/o Jackie Saul, Director of Finance and Administration

5205 Northwest Drive

Bellingham, WA 98225

Email: [jackie.saul@wcls.org](mailto:jackie.saul@wcls.org)

**INTRODUCTION**

Whatcom County Library System (WCLS) is soliciting proposals for consulting services to conduct a systemwide Classification and Compensation Study in 2026 as described herein.

**PURPOSE AND OBJECTIVES**

WCLS intends to engage an outside consultant to do a market study to compare wages for all positions against the market. The consultant will present recommendations based on analysis that supports the implementation of the proposal. All data, raw and summarized, will be provided to WCLS.

WCLS is particularly interested in addressing the following: livable wages that address local cost of living and home prices, the impacts of Washington State minimum wage increases on wage compression over time, compensation for bilingual employees, and options for long-term employees at the top of their pay range.

Consultants will also review WCLS’s existing Classification and Compensation structure and job audit process and suggest improvements.

**BACKGROUND**

Whatcom County Library System is a junior taxing district established in 1944. It is a rural library district serving Whatcom County, Washington. WCLS is governed by a five-person Board of Trustees; the position of Executive Director is selected by the Board. WCLS served an estimated population of 142,160 in 2025.

The WCLS service area includes all unincorporated areas of Whatcom County, Washington and six annexed cities and towns, with the exception of the City of Bellingham. Whatcom County’s economy is made up of government, healthcare and social assistance, retail trade, manufacturing, accommodation

and food service sectors, with the private sector comprising approximately 80% of local jobs. Jobs in agriculture and petroleum refinement are notable in county areas, outside of city limits.

Whatcom County Library System provides services at ten branch libraries, a bookmobile, homebound services, outreach, and its website. WCLS has 169 employees, including adjunct and system subs. The number of employees with regularly budgeted hours is 150. WCLS has 83 Full Time Equivalents (FTE). The workforce is made up of full and part-time employees, at managerial and non-managerial levels (see Attachment A, Organizational Chart). Sixty-one staff members are represented by the American Federation of State, County and Municipal Employees (AFSCME) union. Positions are professional, paraprofessional, technical, clerical and service in nature. The existing salary structure is the result of a classification and compensation study conducted in 2017.

Currently, salaries are adjusted annually with a negotiated Cost of Living Adjustment (COLA), based on local employment and inflation statistics and within budgetary limitations. Individual raises may occur as a result of a Proficiency Increase (PI) at the time of an employee's successful annual performance review. The rate of the annual PI is standard across employees and is determined during the annual bargaining process.

The existing salary structure is made up of 30 pay levels (see Attachment B). The Executive Director's salary is set by the Board of Trustees. All WCLS positions are placed within the structure based on internal equity and market pricing. Since 2003, WCLS has reviewed and updated job descriptions as needed and in conjunction with ongoing business operations, reorganizations, and additional job assignments. WCLS seeks to review the existing classification and compensation system to ensure it continues to support and align WCLS's staffing resources with its current and anticipated business needs.

## **SCOPE OF WORK**

This project shall include, but is not limited to the following activities:

- 1) Meet with Classification and Compensation Study Committee a minimum of four (4) times throughout the study.
- 2) Review the existing Classification and Compensation system
  - a. Understand pay levels, pay ranges, COLAs and Proficiency Increases and union relationship.
  - b. Review process for classifying new positions and re-classifying existing positions.
  - c. Review current job descriptions for all existing job titles.
  - d. Interview select employees to understand job duties and responsibilities for uncommon positions.
  - e. Analyze the percentage between pay levels (currently 5% at the midpoint) and the width of pay ranges (currently 0%-30% for pay levels 1 – 3 and 40% for all others).
  - f. Review Classification structure for internal equity.
- 3) Survey Market Competitors

- a. Gather wage data for 56 positions (Attachment B) and compare versus a minimum of 12 comparable organizations within the State of Washington, as mutually determined by the Classification Committee and the Consultant. These should include:
    - i. Libraries, including those of similar size, budget, and culture
    - ii. Other libraries in Whatcom County
    - iii. Other local governments, school districts and not-for-profit organizations in Whatcom County
    - iv. For-profit businesses
  - b. Confirm position matches by comparing job duties in addition to job titles.
  - c. Analyze how other organizations compensate for bilingual skills and how they address employees at the far edge of their pay range, as well as how the organizations address pay increases.
- 4) Analyze local market factors and propose methodology to adjust pay rates to account for these factors if necessary.
- a. Median home price in Whatcom County vs. other parts of Washington State
  - b. Cost-of-living for Whatcom County vs. other parts of Washington State
  - c. Livable wage in Whatcom County vs. other parts of Washington State
  - d. Washington State minimum wage
- 5) Propose Recommendations to Update Classification & Compensation Structure and Pay Rates
- a. Propose pay level adjustments for positions that are not aligned with market.
  - b. Propose adjustments to Classification & Compensation structure, if any.
  - c. Develop estimate of financial impact to implement recommendations.
  - d. Suggest options for implementing the changes over time, with 12 to 24-month horizons beginning in 2027.
  - e. Develop a Communication Plan for project implementation.
- 6) Refine the process for maintaining the classification and compensation structure to ensure future integrity of the structure.
- a. Provide recommendations for how the job classification audit process and assessment tool could be improved, if appropriate.
- 7) Present a final report to the WCLS Board of Trustees at their August 18, 2026 meeting.

## **PROPOSAL FORMAT**

Each proposal should be organized to clearly address the following requirements, at a minimum:

### **A. Agents and Address**

List the full name, address and telephone numbers of your firm, and, if applicable, of the office from which the services are to be provided. Designate the person to serve as project manager and list the name or names of the persons in your firm authorized to negotiate the proposed contract associated with this RFP. Provide resumes summarizing the qualifications and

experience of the individuals who will be participating in the study.

B. Statement of Methods and Procedures

Provide a statement describing the Scope of Work as you understand it, and describe the approach, means, methods and procedures to be employed to gather the data, analyze findings, develop recommendations and coordinate implementation as requested.

C. Structure and Content of Work Product

Describe the way in which the work product will be structured and presented upon completion. Include computer and software compatibility information.

D. Project Timetable

Provide the anticipated start and completion date for the project and estimated dates for the fulfillment of each work task. This proposed project timetable will be used as the basis for the project timetable to be included in the project contract. WCLS anticipates that the successful consultant will be able to begin this project on or before April 22, 2026 and submit final recommendations and implementation guidelines on or before August 3, 2026. Consultant will present final recommendations and implementation guidelines to WCLS Board of Trustees on August 18, 2026.

E. References

All proposals should include a list of the names, addresses and telephone numbers of at least five (5) local government references of the same or larger size and complexity as WCLS who will attest to the successful completion and implementation of a classification and compensation study by your firm during the past five (5) years.

F. Additional Information

The Consultant may include any additional information that is believed to be pertinent and helpful but not specifically requested elsewhere in this RFP.

G. Fee Proposal

The fee proposal and project budget shall be sealed in a separate envelope labeled 'FEE PROPOSAL' and included with the proposal document. The fee proposal will not be opened until after other factors have been considered. The fee should include:

- i. A total cost estimate and not to exceed amount for the work described under Scope of Work. The price must contain all executive, professional, technical and clerical fees (whether for employees of the firm or for associated independent contractors), all travel and related costs, all production costs (including charges for office equipment usage and consumable supplies), all communications costs (including telephone charges), all other direct and indirect costs, all overhead and all profit;
- ii. A rate schedule for computing any extra work not specified in the contracted Scope of Work, including hourly rates for all positions plus unit costs for incidental expenses; and
- iii. Amount to be deducted from total cost estimate because Consultant is conducting (or has conducted in the past six months) salary surveys of comparable jurisdictions/positions, the data from which can be shared rather than independently gathered.

It shall be the Consultant's responsibility to determine the costs of any state and local taxes and business license fees associated with conducting this study and to include the cost of such items in the project budget and fee proposal.

#### **SUBMISSION INSTRUCTIONS**

Five (5) identical copies of the proposal shall be addressed to WCLS as follows:

Whatcom County Library System  
Attn: Beth Andrews, HR Manager  
5205 Northwest Drive  
Bellingham, WA 98226

and received at the above address by 5:00 p.m. PST on Tuesday, March 24, 2026. Although proposals may be opened and reviewed prior to the closing date, they will not be disclosed to competing firms or the public until after contract award. Such award will not necessarily be based on the lowest maximum fee proposed.

Proposals must be signed by representatives of the consulting firm who have the authority to bind the consulting firm to its provisions. The proposal or a letter accompanying the proposal must state that the proposal remains valid for a period of at least sixty (60) days.

WCLS reserves the right to reject any or all proposals and waive any informality as may occur in the proposal process.

## RFP SCHEDULE

WCLS will follow a schedule, which should result in the selection of a consulting firm to begin work on the Classification and Compensation study April 22, 2026.

March 2, 2026	RFP released
March 16, 2026	RFP Inquiries Due
March 24, 2026	Submittals due 5:00 pm PST
March 30, 2026	Review of proposals
April 3, 2026	Notify selected finalists
April 8 - April 10, 2026	Interviews & References if Needed
April 22, 2026	Award and Sign Contract
April 22, 2026	Contract Start Date
August 3, 2026	Submit Findings and Recommendations
August 18, 2026	Present to Board of Trustees

## AWARD CRITERIA

All responsive proposals will be evaluated, ranked and rated according to the criteria stated below. WCLS may select a short list of highest ranked offerors with which to hold additional discussions and evaluation within the award criteria. The discussions may include, but are not limited to, presentations, qualifications, proposals, cost estimates or other pertinent information. The proposal review committee may permit revisions to the proposals so long as all offerors who are selected for additional discussion are given equal opportunity to revise their proposals.

- A. Experience and Capability: Respondents will be evaluated on past performance as reflected by evaluation of WCLS and other previous clients of the respondent with respect to such factors as quality of work and success in meeting deadlines. Additional factors to be strongly considered include experience working with libraries or other public sector organizations and knowledge of Washington State labor and minimum wage laws. (40%)
- B. Project Cost: Total project cost will be an important consideration in the selection, although it will not be the sole determining factor. (25%)
- C. Project Approach: Respondents will be evaluated as to their understanding of the scope of work, how well the proposal addresses the project requirements, and the completeness and innovation evident in the approach to the project and the proposed work. Availability for onsite consultation will be considered. (25%)
- D. Other Value-Added Tools and Services: Responses will be evaluated on the inclusion of other related information that will produce a better project outcome. (10%)

## CORRESPONDENCE REGARDING THE RFP

All questions or requests for information should be submitted in writing to Jackie Saul at jackie.saul@wcls.org. WCLS reserves the right to share answers with other proposers if it is determined that the answers would give unfair advantage to one proposer.

All correspondence regarding this RFP must be in writing. It is an explicit provision of this Request for Proposal that any oral communication is not binding on WCLS's proposal process or award of the contract.

## **TERMS AND CONDITIONS**

- 1) WCLS reserves the right to reject any and all proposals, as well as to waive minor irregularities in any proposal.
- 2) WCLS reserves the right to request clarification of information submitted and request additional information from the service provider.
- 3) WCLS reserves the right to modify the frequency and/or scope of services for each item within the RFP up until March 16, 2026.
- 4) WCLS reserves the right to award any contract to the next most qualified contractor, if the selected contractor does not execute the contract within thirty (30) days after the contract was awarded.
- 5) The proposal shall include those prices necessary to cover the cost of all items required to perform the work as set forth in the RFP documents. No allowance of any kind whatsoever will be made to any proposal because of lack of such examination or knowledge. The submission of a proposal shall be conclusive evidence that the proposer has made such an examination.
- 6) Any proposal may be withdrawn up until the date and time set forth above for the RFP proposals due date and time. Any RFP not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to WCLS the services described in the attached specifications, or until one or more of the proposals have been approved by WCLS administration, whichever occurs first.
- 7) WCLS shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to this RFP.
- 8) WCLS reserves the right to make, at any time during the Contract, such changes in the Work as WCLS deems necessary for budgetary, operational, or other reasons. Such changes shall be made by reducing or eliminating portions of the Scope of Services as submitted by the Contractor with its Proposal and by reducing the Contractor's compensation commensurately. WCLS shall give the Contractor thirty (30) days' notice of any such changes in Work.

## **ATTACHMENTS**

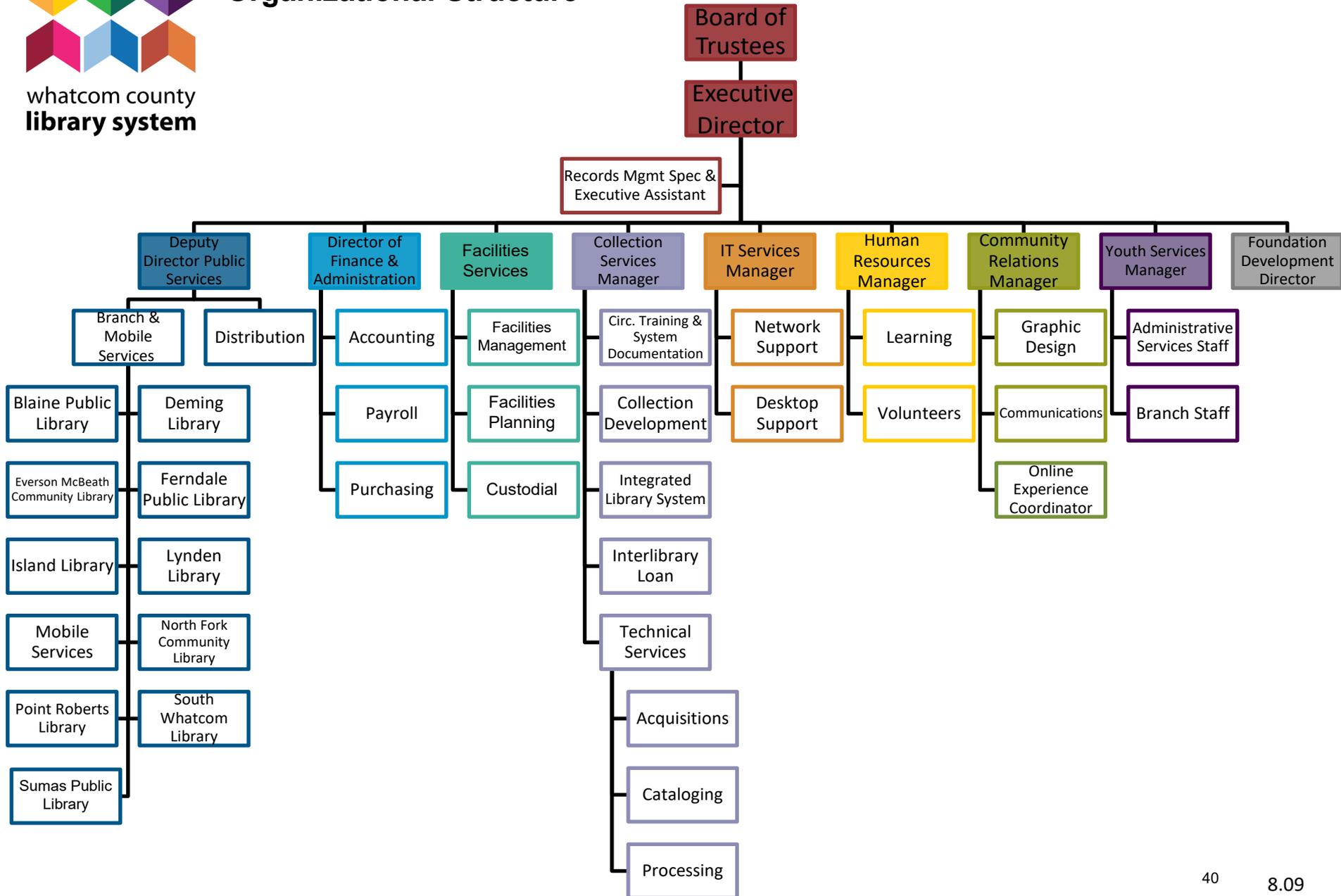
The following attachments are provided for use by responders in preparing their proposals and estimating performance costs:

Attachment A Copy of existing organizational chart  
Attachment B Copy of an existing salary structure  
Attachment C Copy of an existing staff list by departments  
Attachment D Copy of Current Compensation Philosophy



# Organizational Structure

whatcom county library system



## 2026 WCLS Salary Structure Effective 01/01/2026

Pay Level	Job Title	Beginning Rate	Midpoint	Maximum Rate
1	Intern	\$ 17.1300	\$ 17.1300	\$ 17.1300
2	Page	\$ 17.2479	\$ 19.8352	\$ 22.4225
3	Administrative Services Aide	\$ 18.1114	\$ 20.8282	\$ 23.5449
	Collection Services Aide	\$ 18.1114	\$ 20.8282	\$ 23.5449
4	Vacant	\$ 18.6155	\$ 21.8732	\$ 25.1309
5	Custodian	\$ 19.1343	\$ 22.9637	\$ 26.7931
	Public Services Clerk	\$ 19.1343	\$ 22.9637	\$ 26.7931
6	Distribution Assistant - Driver	\$ 20.0947	\$ 24.1125	\$ 28.1302
	Processing Specialist	\$ 20.0947	\$ 24.1125	\$ 28.1302
	Public Services Program Assistant	\$ 20.0947	\$ 24.1125	\$ 28.1302
	Purchasing Agent	\$ 20.0947	\$ 24.1125	\$ 28.1302
7	Acquisitions Specialist	\$ 21.0943	\$ 25.3133	\$ 29.5322
	Collection Maintenance Specialist	\$ 21.0943	\$ 25.3133	\$ 29.5322
	Communications Assistant	\$ 21.0943	\$ 25.3133	\$ 29.5322
8	Ill & Circulation Specialist - Borrowing	\$ 22.1458	\$ 26.5789	\$ 31.0119
	Ill & Circulation Specialist - Lending	\$ 22.1458	\$ 26.5789	\$ 31.0119
9	Public Services Assistant	\$ 23.2620	\$ 27.9158	\$ 32.5696
	Public Services Assistant - Mobile Services	\$ 23.2620	\$ 27.9158	\$ 32.5696
	Youth Services Assistant	\$ 23.2620	\$ 27.9158	\$ 32.5696
10	Public Services Assistant - Cultural Liaison	\$ 24.4176	\$ 29.3050	\$ 34.1923
11	Cataloging Specialist	\$ 25.6378	\$ 30.7718	\$ 35.9057
	Communications Specialist	\$ 25.6378	\$ 30.7718	\$ 35.9057
12	Vacant	\$ 26.9228	\$ 32.3100	\$ 37.6972
13	Circulation Trainer	\$ 28.2729	\$ 33.9262	\$ 39.5795
14	Assistant Branch Manager	\$ 29.6879	\$ 35.6267	\$ 41.5655
	Branch Manager I (IS, PR)	\$ 29.6879	\$ 35.6267	\$ 41.5655
	Desktop Support Technician	\$ 29.6879	\$ 35.6267	\$ 41.5655
15	Records Management Specialist & Executive Asst	\$ 31.1676	\$ 37.4050	\$ 43.6424

## 2026 WCLS Salary Structure Effective 01/01/2026

Pay Level	Job Title	Beginning Rate	Midpoint	Maximum Rate
16	Branch Manager II (NF, SW)	\$ 32.7255	\$ 39.2745	\$ 45.8234
	Distribution Supervisor	\$ 32.7255	\$ 39.2745	\$ 45.8234
	Payroll Administrator	\$ 32.7255	\$ 39.2745	\$ 45.8234
	Reference Librarian	\$ 32.7255	\$ 39.2745	\$ 45.8234
	Youth Services Librarian	\$ 32.7255	\$ 39.2745	\$ 45.8234
17	Accountant	\$ 34.3610	\$ 41.2346	\$ 48.1081
18	Adult Programming Coordinator	\$ 36.0877	\$ 43.3052	\$ 50.5226
	Branch Manager III (BL, DE, FE, LY, MS)	\$ 36.0877	\$ 43.3052	\$ 50.5226
	Children's Services Coordinator	\$ 36.0877	\$ 43.3052	\$ 50.5226
	Collection Development Librarian	\$ 36.0877	\$ 43.3052	\$ 50.5226
	Early Learning Coordinator	\$ 36.0877	\$ 43.3052	\$ 50.5226
	Foundation Development Director	\$ 36.0877	\$ 43.3052	\$ 50.5226
	Learning Coordinator	\$ 36.0877	\$ 43.3052	\$ 50.5226
	Online Experience Coordinator	\$ 36.0877	\$ 43.3052	\$ 50.5226
	Teen Services Coordinator	\$ 36.0877	\$ 43.3052	\$ 50.5226
19	Facilities Management Coordinator	\$ 37.8919	\$ 45.4664	\$ 53.0409
	Facilities Planning Coordinator	\$ 37.8919	\$ 45.4664	\$ 53.0409
	ILS Administrator	\$ 37.8919	\$ 45.4664	\$ 53.0409
20	Branch Manager IV (EV/SU, LY/BB)	\$ 39.7742	\$ 47.7381	\$ 55.7020
	Mobile Services - Distribution Manager	\$ 39.7742	\$ 47.7381	\$ 55.7020
21	Vacant	\$ 41.7733	\$ 50.1267	\$ 58.4801
22	System Engineer	\$ 43.8633	\$ 52.6321	\$ 61.4008
23	Vacant	\$ 46.0440	\$ 55.2607	\$ 64.4774
24	Vacant	\$ 48.3546	\$ 58.0256	\$ 67.6965
25	Collection Services Manager	\$ 50.7692	\$ 60.9269	\$ 71.0846
	Community Relations Manager	\$ 50.7692	\$ 60.9269	\$ 71.0846
	Facilities Services Manager	\$ 50.7692	\$ 60.9269	\$ 71.0846
	Youth Services Manager	\$ 50.7692	\$ 60.9269	\$ 71.0846
26	Human Resources Manager	\$ 53.3135	\$ 63.9775	\$ 74.6415
27	Vacant	\$ 55.9746	\$ 67.1709	\$ 78.3671
28	Director of Finance and Administration	\$ 58.7786	\$ 70.5330	\$ 82.2873
	IT Services Manager	\$ 58.7786	\$ 70.5330	\$ 82.2873
29	Deputy Director	\$ 61.7122	\$ 74.0574	\$ 86.4025
30	Executive Director	\$ 64.8018	\$ 77.7635	\$ 90.7251

Whatcom County Library System  
Employee Census by Department/Position

Department	Job Title	# Employees	Total FTE	# Locations
Administration	Executive Director	1	1.00	1
Administration	Director of Finance & Admin	1	1.00	1
Administration	HR Manager	1	1.00	1
Administration	Community Relations Manager	1	1.00	1
Administration	Accountant	1	0.80	1
Administration	Payroll Administrator	1	0.80	1
Administration	Communications Specialist	2	2.00	1
Administration	Online Experience Coord	1	1.00	1
Administration	Records Management Specialist and Executive Asst	1	1.00	1
Administration	Purchasing Agent	1	0.48	1
Administration	Communications Assistant	1	1.00	1
Administration	Foundation Dev Director	1	0.50	1
IT Services	IT Services Manager	1	1.00	1
IT Services	System Engineer	1	1.00	1
IT Services	Desktop Support Technician	1	1.00	1
Distribution	Mobile Services/Distribution Manager <sup>1</sup>	1	1.00	1
Distribution	Distribution Asst -Driver	4	2.73	1
Distribution	Administrative Services Aide	2	0.90	1
Collection Services	Collection Services Manager	1	1.00	1
Collection Services	Circulation Trainer	1	0.60	1
Collection Services	Collection Dev. Librarian	2	2.00	1
Collection Services	ILL & Circ Asst- Lending	1	0.80	1
Collection Services	ILL & Circ Asst- Borrowing	1	0.88	1
Collection Services	Cataloging Specialist	2	1.80	1
Collection Services	Acquisitions Specialist	2	1.75	1
Collection Services	Collection Maintenance Specialist	2	1.20	1
Collection Services	Processing Specialist	2	1.80	1
Collection Services	ILS Administrator	1	1.00	1
Public Services	Deputy Director	1	1.00	1
Public Services	Adult Programming Coord	1	1.00	1
Public Services	Branch Manager I	2	1.44	2
Public Services	Branch Manager II	2	1.80	2
Public Services	Branch Manager III	3	3.00	3
Public Services	Branch Manager IV <sup>2</sup>	2	2.00	4
Public Services	Assistant Branch Manager	2	2.00	2
Public Services	Public Services Assistant -- Mobile Services	3	2.40	1
Public Services	Public Services Assistant -- Cultural Liaison	5	4.60	4
Public Services	Public Services Assistant	27	15.54	10
Public Services	Public Services Clerk	2	0.70	1
Public Services	Public Services Page	33	12.00	7
Youth Services	Youth Services Manager	1	1.00	1
Youth Services	Teen Services Coordinator	1	1.00	1

Youth Services	Children's Services Coordinator <sup>3</sup>	1	0.60	1
Youth Services	Youth Services Librarian <sup>3</sup>	4	3.40	4
Youth Services	Youth Services Assistant	5	3.80	4
Training	Learning Coordinator	1	1.00	1
Facilities	Facilities Services Manager	1	1.00	1
Facilities	Facilities Planning Coordinator	1	0.80	1
Facilities	Facilities Management Coordinator	1	1.00	1
Facilities	Custodian	12	3.71	10
Totals		149	96.83	

Notes:

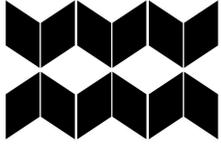
Some employees may have more than one role, or multiple positions may be filled by a single person.

WCLS has a pool of individuals (currently 23) who serve as subs for some of the positions above. These staff members do not have budgeted hours and are not included in the FTE count above.

Actual employee count (including non-budgeted subs) is 169.

1. Individual in this position oversees two teams across two departments in one location.
2. Individuals in this position serve at two locations each.
3. Individuals in these positions may serve at two locations.

# Policy and Procedure Manual 12.49 Compensation Philosophy



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**POLICY NUMBER:** 12.49

## COMPENSATION PHILOSOPHY

### SCOPE

This philosophy guides the compensation practices for all Whatcom County Library System employees.

The Whatcom County Library System (WCLS) recognizes the value of our employees and the contributions they make to our WCLS's success. WCLS is committed to offering and maintaining a total compensation system that is fair and competitive, and fosters a quality work environment while being fiscally responsible. Our compensation system reflects the value of both direct and indirect compensation.

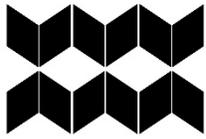
Our compensation system aims to support the recruitment, motivation, and retention of a diverse group of talented employees who are dedicated to advancing WCLS's goals, contributing to our mission, and providing exemplary service to our customers.

**RELATED POLICIES:** [Starting Salary and Benefits Policy 12.05](#); [Employee Benefits Policy 12.07](#); [Proficiency Level Salary Increases Policy 12.13](#).

### APPROVALS AND UPDATES

Date	Action	Reviewer	Approved By	Approval Signature
November 19, 2013	Adopted.	–	Whatcom County Library System Board of Trustees	/s/ Deb Lambert

[Edit](#)



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## Board Meeting Agenda Item Cover Sheet

Meeting Date:	2/17/2026
Committee or Department:	Facilities
Subject:	North Fork Tenant Improvement Bid Award
Prepared By:	Ryan Cullup
Impact upon Budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Supporting Documents:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**Recommendation or Request:** Award Public Works Project to apparent low bidder.

**Suggested Motion for Consideration:** Move to award a contract for the North Fork Operable Wall Partition Project.

**Summary:** On January 19, 2026 WCLS released an invitation to bid through the Seattle Daily Journal of Commerce on the public works project associated with the North Fork library. This project, partially funded by grants received by the Friends of the North Fork Library, will install movable wall partitions that will enable the community to conduct meetings and programs in a more private setting. The project was designed and is being managed by Zervas Architects of Bellingham, Washington. The bid tabulation and the apparent lowest responsive bidder's documentation from the bid opening conducted on February 16, 2026 will be provided for review at the board meeting.

**Alternatives:** Rebid or cancel project

**Fiscal Impact:** See Capital Budget

**Comments:** None



## Board Meeting Agenda Item Cover Sheet

Meeting Date:	2/17/2026
Committee or Department:	Administration Department
Subject:	Annual General Meeting – Election of Officers and Committee Assignments
Prepared By:	Christine Perkins
Impact upon Budget?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supporting Documents:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Recommendation or Request:** Elect officers and confirm committee assignments.

**Suggested Motion for Consideration:** Move approval to elect officers and confirm committee assignments as discussed.

**Summary:**

The Board Bylaws indicate that February is the Annual General Meeting at which the next year’s board officers are elected and committee assignments are confirmed.

Suggestions for officers are as follows:

- Chair – Matthew Santos
- Vice Chair – John Miller
- Secretary – Danielle Gaughen

*Community Relations Committee (aka Marketing Committee)* – (2 trustees) – meets quarterly in-person as needed, date and time TBD

*Finance Committee* – (2 trustees) – meets monthly the week before the Board meeting, online

*Personnel Committee* – (2 trustees) – participates in union negotiations using the Interest Based Bargaining model (generally 3 full days in October) and Executive Director performance evaluation process October – November

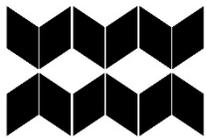
*IT Services Committee* – (2 trustees) – meets quarterly, date and time TBD

*Whatcom County Library Foundation liaison* – (1 trustee) – meets monthly, third Thursdays from 4:00 – 6:00 p.m.

**Alternatives:** As discussed.

**Fiscal Impact:** None.

**Comments:** None.



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## Executive Director's Report

February 2026

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### COMMUNITY

The City of Ferndale is in the early stages of planning and designing a boardwalk that would link the Civic Campus/library site to Cherry Street and then to the ballfields through the marsh areas south of the Ferndale Library. They have asked if WCLS would agree to be a project partner as the boardwalk would be located near the library and could incorporate learning about wetlands, wetland restoration, local flora and fauna, etc. They would like to list us as a project partner to support their efforts to secure grant funding, and have asked me to gauge trustees' interest.

### ACCESS

Even though daylight is lasting a little longer these days, it can still get dark in the gravel parking area by the Ferndale Library. We agreed to invest in additional, stronger solar-powered lights to increase safety in the lot in the evenings. The City of Ferndale is working with us to install the lights. Since the City Hall project is expected to continue through the fall/winter of 2026, we will get significant use out of the lights and will be able to re-use them for other projects around the system in the future.

### RESOURCES

We recently added "always available" eAudiobook copies of the Whatcom READS title *Solito* in Spanish. Thank you to Collection Services Librarian Emma Radosevich and Collection Services Manager Lisa Gresham for making this happen for our Spanish-language readers (and learners).

### EQUITY, DIVERSITY AND INCLUSION

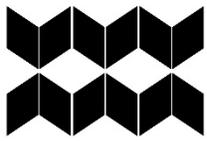
A recent [Salish Current article](#) about plans for the new Whatcom County Jail includes a photo of the storage closet that serves as the staging area for library services. There is debate about how large to make the jail and the rising costs to build it, but we want to advocate for adequate space for our library employee to do their work.

### STEWARDSHIP

This one falls under "stewardship of human resources" -- I am passing along this message from Rosie Everson, who served on our Levy Lid Lift Project Team.

*"The Peer Recognition program is something the Levy Lid Lift team put together last year to boost morale. Anyone can submit an appreciation for a co-worker - so far we've had over 40 submitted. When a submission comes through the Teams form, I am notified and will inform the individual(s) and their manager and ask permission to post on wclsnet so that the whole system can see. An anonymous WCLS staff member said: 'Our Board is always asking about staff; they so clearly care about and prioritize the experience of library workers in addition to patrons. I feel so lucky to have a Board who is so firmly in my corner.'"*

**Christine Perkins**, Executive Director



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## Deputy Director Report

February 2026

### RESOURCES

When the Lynden Tribune and Print Company ceased printing operations in 2025, it also reduced the space it had to store some of its historic collections. Publishers of The Northern Light also needed to downsize its collections. As a result, WCLS has recently acquired some of these historic newspapers. Work to properly store, describe and catalog these items is underway.

Blaine Journal – Issues from 1886 – 1930

Bubble Gazette (an Airforce periodical) – Issues from the 1950's & 1960's

Everson News (1 bound volume) – an insert to the Lynden Tribune focusing on Everson

Foothills Gazette – Three bound volumes covering 2005-2012

Nooksack Sentinel – Issues from 1920's

Nooksack Valley Farm Review



Existing historic newspaper collections in the WCLS catalog include the following:

WCLS initiated a WA Historic Newspapers project of the [Nooksack Reporter 1907-1908](#)

Digitized issues of Blaine Journal 1886-1908 available via [USGenWebArchives.net](#)

[WCLS microfilm collection](#) of historic newspapers

**Michael Cox**, Deputy Director

## COMMUNITY

Over 350 people attended the annual Whatcomics Celebration at the Lynden Library on Saturday, January 10, including teen artists, their families, friends, and interested members of the community. Once again, in partnership with the WTA, one of the fleet's electric buses is decked out in Whatcomics art, both on the outside flanks and inside ceiling, and the bus makes an appearance at the celebration each year. Artwork is spread throughout the library; the meeting room becomes a gallery, and additional art is placed in the teen area. As one of two annual anthologies of teen creative work curated and published by WCLS, Whatcomics asserts the value young people bring to the library, and to the community, affirming their agency and their creativity. It's wonderful to see how proud they and their families are of their achievement. The art remains on display through February 28, 2026. Please go check it out!



## RESOURCES

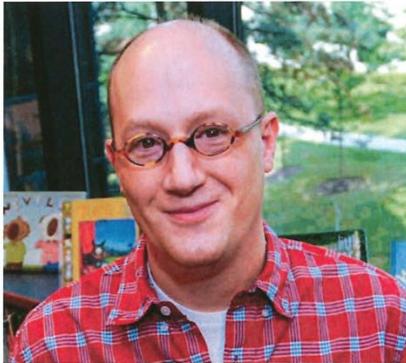
I had the honor of delivering the Keynote address at the 42<sup>nd</sup> annual Focus on Children Conference sponsored by the Early Childhood & Family Studies program at BTC, a day dedicated to . I spoke about the power of picture books to build empathy and support social emotional learning and led an afternoon workshop going deeper into the topic. WCLS also had a table presence in the lobby, adjacent to a table with BPL staff, and were there to answer questions and advocate for library use. My talk was very well received, and I spent the balance of the day in really rich conversations with lots of early learning practitioners interested in empathy and picture books and interested in all manner of other library services available to them and the young children they support. It was a tremendously successful day of information sharing and library advocacy.

# KEYNOTE

SPANISH INTERPRETATION AVAILABLE

## **Little Bodies, Big Hearts**

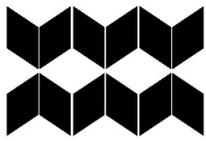
Whatcom County Library System Youth Services Manager Thom Barthelmess will talk with attendees about emotional literacy. We'll look at ways we can support young children as they develop and sustain healthy relationships with their emotions, and center books and stories as invaluable resources for exploration, affirmation, and connection.



### **Thom Barthelmess**

Thom Barthelmess is the Youth Services Manager at the Whatcom County Library System and has been bringing children and books together for over 30 years. He is a Past-President of the Association for Library Service to Children, the nation's largest organization for children's librarians. He has served as Chair of the Newbery Award Committee, the world's oldest and most prestigious literary award for children, as well as the Chair of the Boston Globe Horn Book Award Jury and the Washington State Book Award for Young People's Literature. He taught at the Graduate School for Library and Information Science at Dominican University where he was the inaugural Curator of the Butler Children's Literature Center. He has lectured internationally about the role of books and stories in rich, full, curious lives.

**Thom Barthelmess**  
Youth Services Manager



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## COMMUNITY



[Whatcom READS](#)' free community events have been well attended (or sold out!), including a screening of the film *Desert Angel* at the Pickford Film Center, Celebrating Salvadoran Art Through Painting at WCLS locations and *Napantla: Exploring Chicano Art* at the Jansen Art Center. Adult Programming Coordinator Claire McElory thoughtfully schedules the [events](#) to ensure county locations are included.

[Solito](#) author Javier Zamora visits Whatcom County March 12-13. He will meet with students in a private event and speak to the public March 12 at Ferndale's Pioneer Pavilion and March 13 at Mount Baker Theatre. In a Whatcom READS first, both author events are sold out with waiting lists. With permission from Zamora's publicist, the planning committee is working to add a livestream option for the Mount Baker Theatre program. The 2027 book selection will be announced at the end of the Mount Baker presentation.

The community's notably strong interest in discussing the book's themes demonstrates the power and purpose of our annual one-book program. Thanks to the dedication of [Whatcom READS partners](#), the generosity of [contributing businesses and organizations](#), and exciting visiting [authors](#), Whatcom READS — now in its 18<sup>th</sup> season — has become the premier literary series in our area.

### News Releases

- [Annual publications spotlight teen artists and poets](#)

### Book Reviews

- *Cascadia Daily News*, Jan. 9, 2026, [Review: 'In Good Health' by Rachel Riggs](#)
- *Cascadia Daily News*, Jan. 18, 2026, [Review: 'Tilt' by Emma Pattee](#)

#### Media Coverage

- *Ferndale Record*, Jan. 7, 2026, [Ferndale Library rings in 2026 with New Year's at Noon](#)
- *Salish Current*, Jan. 9, 2026, [A migrant's journey: Whatcom READS 'Solito' for 2026](#)
- *Bellingham NOW*, Jan. 9, 2026, [Upcoming events around Whatcom County to help with water adjudication process](#)
- *Cascadia Daily News*, Jan. 14, 2026, [How to honor Martin Luther King Jr. Day in Bellingham and beyond](#)
- *History Link*, Jan. 18, 2026 [Swift, Allan "Al" Byron \(1935-2018\) \(Blaine Library\)](#)
- *Visit Bellingham*, Jan. 22, 2026, [bellingham.org/pressreleases/allied-arts-of-whatcom-county-executive-director-kelly-hart-announces-departure](https://www.bellingham.org/pressreleases/allied-arts-of-whatcom-county-executive-director-kelly-hart-announces-departure) (Whatcom READS)
- *WWU News*, Jan. 27, 2025, [Whatcom READS welcomes Laurie Trautman and Ted Alden for "The Future of Borders," Feb. 7](#)
- *UFCW3000*, Jan. 29, 2025, [Washington State Allied Grocery Stores February Contract Action Team Meetings \(Ferndale Library\)](#)
- *My Bellingham NOW*, Jan. 28, 2026, [Whatcom County to host additional water adjudication informational events](#)
- *My Bellingham NOW*, Jan. 29, 2026, [Just over 1,600 water users have filed for adjudication in Whatcom County](#)
- *All Point Bulletin*, Jan. 30, 2026, [Rep. Larsen comes to the Point](#)
- *All Point Bulletin*, Jan. 31, 2026, [Library quick picks: February](#)
- *All Point Bulletin*, January 2026, see clips below

**Craig Romano Presents: Urban Trails Vancouver, B. C.:** Tuesday, February 24, 5:30 to 7 p.m., library. Come run, hike, and walk the amazing array of trails within the Metro Vancouver Regional District with award-winning guidebook author, Craig Romano. Info: [wcls.org](http://wcls.org).

**Point Roberts Let's Make Valentines:** Wednesday, February 11, 3 to 4 p.m., library. Come to the library to make Valentine's cards for all the loved ones in your life. We'll have all the supplies you need; you bring your creative spirit and open heart! This event is for kids. Teen core volunteers needed. Info: [wcls.org](http://wcls.org).

**Secrets of Dying Well:** Wednesday, February 18, 2 to 3 p.m., library. Join local end-of-life planning consultants for an open, honest conversation about what it means to die well—and live with intention. You will be guided through the tools, decisions, and discussions that help ensure your values are honored, your affairs are in order, and your loved ones are supported. Info: [wcls.org](http://wcls.org).



Collection Size	Physical	Electronic	Total
	296,166	424,270	720,436

Circulation	Jan 2025	Jan 2026	YTD 2025	YTD 2026	YTD % chg
<b>Physical Circulation</b>					
Blaine	14,427	12,217	14,427	12,217	-15.3%
Bookmobile & Outreach	5,454	6,986	5,454	6,986	28.1%
Deming	8,321	8,595	8,321	8,595	3.3%
Everson	9,056	9,291	9,056	9,291	2.6%
Ferndale	29,849	28,588	29,849	28,588	-4.2%
Island	1,895	1,852	1,895	1,852	-2.3%
Lynden	36,409	34,661	36,409	34,661	-4.8%
North Fork	3,634	3,518	3,634	3,518	-3.2%
NWIC	14	25	14	25	78.6%
Point Roberts + PRX	2,171	1,900	2,171	1,900	-12.5%
Sumas + SLX	2,447	543	2,447	543	-77.8%
South Whatcom	7,434	7,922	7,434	7,922	6.6%
NDX	4,372	4,386	4,372	4,386	0.3%
<b>Physical Circulation Total</b>	<b>125,483</b>	<b>120,484</b>	<b>125,483</b>	<b>120,484</b>	<b>-4.0%</b>
Disc materials: DVDs, CDs	25,877	23,740	25,877	23,740	-8.3%
All other materials	96,534	93,144	96,534	93,144	-3.5%
<b>Digital Circulation</b>					
eBooks/eAudiobooks	39,303	40,948	39,303	40,948	4.2%
eMagazines	6,128	6,330	6,128	6,330	3.3%
eMusic	9,642	10,694	9,642	10,694	10.9%
Streaming Video	3,568	2,844	3,568	2,844	-20.3%
<b>Digital Circulation Total</b>	<b>58,641</b>	<b>60,816</b>	<b>58,641</b>	<b>60,816</b>	<b>3.7%</b>
<b>Grand Total</b>	<b>184,124</b>	<b>181,300</b>	<b>184,124</b>	<b>181,300</b>	<b>-1.5%</b>

Visitors (Door counts)	Jan 2025	Jan 2026	YTD 2025	YTD 2026	YTD % chg
Blaine	7,465	6,508	7,465	6,508	-12.8%
Deming	2,724	2,879	2,724	2,879	5.7%
Everson	3,440	3,485	3,440	3,485	1.3%
Ferndale	13,249	11,876	13,249	11,876	-10.4%
Island	993	1,491	993	1,491	50.2%
Lynden	12,408	10,899	12,408	10,899	-12.2%
NDX	315	385	315	385	22.2%
North Fork	1,682	1,809	1,682	1,809	7.6%
Point Roberts + PRX	1,281	1,375	1,281	1,375	7.3%
Sumas + SLX	1,317	0	1,317	0	
South Whatcom	3,171	3,130	3,171	3,130	-1.3%
<b>Total</b>	<b>48,045</b>	<b>43,837</b>	<b>48,045</b>	<b>43,837</b>	<b>-8.8%</b>

New Borrowers	Jan 2025	Jan 2026	YTD 2025	YTD 2026	YTD % chg
	652	665	652	665	2.0%

Interlibrary Loan	Jan 2025	Jan 2026	YTD 2025	YTD 2026	YTD % chg
Borrowed from BPL	12,677	11,306	12,677	11,306	-10.8%
Lent to BPL	23,195	21,806	23,195	21,806	-6.0%
Borrowed: other libraries	640	583	640	583	-8.9%
Lent: other libraries	692	664	692	664	-4.0%

Electronic Resources	Jan 2025	Jan 2026	YTD 2025	YTD 2026	YTD % chg
WCLS.org Sessions	39,403	45,731	39,403	45,731	16.1%
Bibliocommons Sessions	94,220	100,122	94,220	100,122	6.3%
Internet Sessions	4,100	4,053	4,100	4,053	-1.1%
Wifi Clients / Sessions	7,352	7,441	7,352	7,441	1.2%

Activities	Jan 2025	Jan 2026	YTD 2025	YTD 2026	YTD % chg
Programs					
Adults	89	89	89	89	0.0%
Teens	26	32	26	32	23.1%
Children	104	59	104	59	-43.3%
Total	219	180	219	180	-17.8%
Attendance					
Adults	935	782	935	782	-16.4%
Teens	973	1,801	973	1,801	85.1%
Children	1,274	1,551	1,274	1,551	21.7%
Total	3,182	4,134	3,182	4,134	29.9%

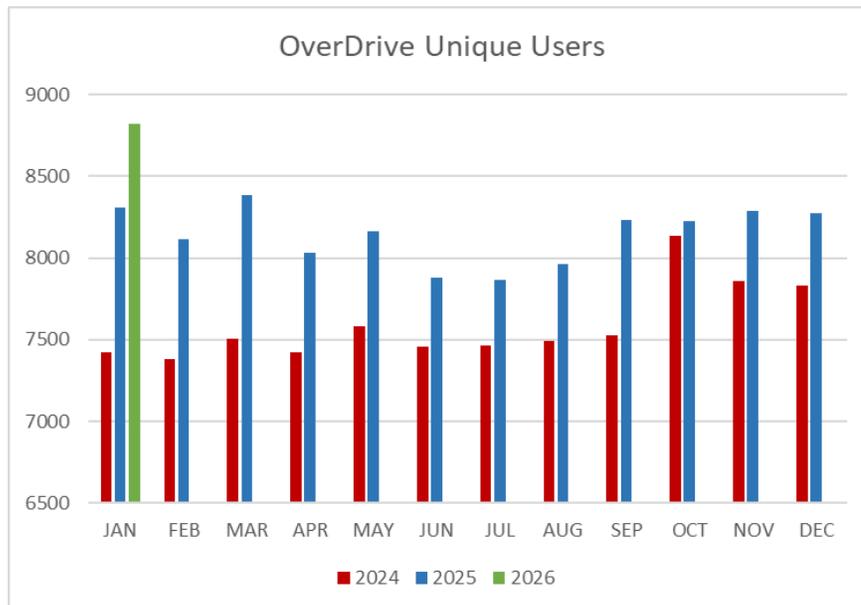
Notes/Corrections:

Sumas Library closed due to Dec 2025 flood

Lynden patron count adjusted manually for patron counter outage.

## OVERDRIVE UNIQUE USERS

WCLS service population represents approximately 16.5% of the total population of all 44 consortium members, but in January, WCLS users represented 18% of both checkouts and unique users. After reaching what felt like a user plateau in the latter months of 2025, January 2026 showed a big jump in unique users - 8,823 - which exceeds our previous high in March 2025 by 438 users! 460 of those unique users were also new users, the third highest new users month in the past seven years. WCLS checkouts were also the highest ever in January 2026, up 4% over the previous monthly high, likely due to WCLS offering more simultaneous use titles through various combinations of licensing models.



## DATABASE USAGE

Britannica, Creativebug, Consumer Reports, NoveList, Culturegrams and Value Line all showed higher than average use in January 2026, contributing to slightly higher aggregated use than we saw in 2024 or 2025. Britannica and Culturegrams use relate to school use, Value Line to interest in closely watching stock and investment portfolios, and NoveList is used extensively by staff preparing Surprise Selection matches for patrons registered for this service (February is a Surprise Selection month so staff were preparing in January).

