



BOARD OF TRUSTEES MEETING
Whatcom County Library System
March 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.*

1. 9:00 a.m. **Call to Order.** Quorum determined. Land Acknowledgement.
We are on the ancestral homeland of the Nooksack, Lummi and other Coast Salish peoples. They have been its stewards since time immemorial, respecting the land, river and ocean with the understanding that everything is connected, related and alive. We acknowledge the elders and their collective and individual plights and achievements. We consider the legacies of violence, displacement, migration, and settlement that bring us together today. And we pursue ongoing action, to build lasting relationships and grow together so that all may prosper.
2. 9:05 a.m. **Open Public Comment Opportunity**
This period is set aside for persons wishing to address the Board. Each person may have up to three minutes for this purpose. Written comments may be submitted to Allyson.McBride@wcls.org prior to the meeting.
3. 9:15 a.m. **Service Anniversary Recognition – Katrina Carabba (20 years)**
4. 9:20 a.m. **Consent Agenda**
 - a. Meeting Minutes
 - b. Expenditures
 - c. Authorization to Void a Warrant
 - d. Ratification of a Public Works Project Award
5. 9:25 a.m. **Financial Report and Resolutions**
 - a. Finance Committee Report
 - b. Levy update
6. 9:30 a.m. **Trustee Education:** IT Services and the WCLS Network – Christopher Phillips
7. 9:45 a.m. **Policy Update**
 - a. Write-off of Uncollectable Debts Policy 20.13
8. 10:00 a.m. **Memorandum of Understanding with the City of Sumas**
9. 10:10 a.m. **BREAK**
10. 10:20 a.m. **Strategic Planning Update – Foresight, Pop-Ups**
11. 10:30 a.m. **Staff Reports**
12. 10:50 a.m. **Performance Measures and Committee Reports**
13. 11:00 a.m. **Announcements and Adjourn**

Board of Trustees Meetings are open to the public in accordance with RCW 42.30. The Board is currently holding meetings with options for in-person or remote participation. Persons wishing to be provided with an internet link or telephone number to access the meeting are asked to please email Allyson.McBride@wcls.org before 4:00 p.m. Monday, March 16, 2026. Written comments may be submitted to Allyson.McBride@wcls.org prior to the meeting.



Board Meeting Agenda Item Cover Sheet

Meeting Date:	3/17/2026
Committee or Department:	Administration Department
Subject:	Consent Agenda – Board Meeting Minutes, Monthly Expenditures, Resolution to Void a Warrant, Ratification of a Public Works Project Award
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:

- February 17, 2026 Regular Board Meeting

Expenditures:

General Fund:

- January 16-31, 2026 payroll: check nos. 1046045627-1046045633 and voucher nos. 565329-565484 totaling \$263,008.50 and February 1-15, 2026 payroll: check nos. 1046196391-1046196396 and voucher nos. 565489-565639 totaling \$254,756.56.
- ACH transactions for employee benefits, telecommunication services and monthly sales/use tax filings totaling \$88,136.83; \$46,662.97 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 2026-05G: warrant nos. 1271379-1271391 totaling \$13,336.49
- Claim 2026-06G: warrant nos. 1271668-1271691 totaling \$218,442.11
- Claim 2026-07G: warrant nos. 1271940-1271959 totaling \$48,427.39
- Claim 2026-08G: warrant nos. 1272335-1272357 totaling \$41,803.80

Capital Fund:

- Claim 2026-01C: warrant nos. 1271392-1271393 totaling \$22,740.21
- Claim 2026-02C: warrant no. 1272358 totaling \$19,157.57

Authorization to Void Warrants

- Resolution 03/17/26-02 voiding warrant 1267805

Ratification of a Public Works Project Award

The Purchasing and Contracting Policy 20.04 allows for the Executive Director to award Public Works contracts under \$35,000, provided the Board of Trustees ratifies the award at its next regular meeting. Windwood Enterprises, Inc. has been awarded the Administrative Services Grounds Improvement project, with a bid of \$16,200.

Alternatives: N/A

Fiscal Impact: Expenditures for approval paid from available 2026 budgeted funds. The Grounds Improvement project is included in the 2026 General Fund budget.

Comments: The Finance Committee has reviewed the General and Capital Fund claims listed above. They reviewed one General Journal entry made in February.



Location

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.

In Attendance

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

Staff: Christine Perkins, Executive Director; Michael Cox, Deputy Director; Jackie Saul, Director of Finance and Administration; Mary Vermillion, Community Relations Manager; Lisa Gresham, Collection Services Manager; 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; Anna Kirby, Cataloging Specialist; Emma Radosevich, Collection Development Librarian; Amelia Martinez, PSA and Hispanic Cultural Liaison; Diana Antaño, PSA and Hispanic Cultural Liaison

Guests: Deena Garza, SAO Audit Manager; Karyna Orcutt, SAO Assistant Audit Manager; Annika Grande, SAO Audit Lead; Jed Ballew, Zervas Architects

Call to Order

Danielle determined quorum and called the meeting to order at 9:00 a.m.

The group welcomed Riley Sweeney as the new trustee. Riley thanked the group and shared that he was honored to join.

Open Public Comment

No public comment.

Service Anniversary Recognition

The Board recognized Dianne Marrs-Smith for her 20 years of service as well as Anna Kirby and Jackie Saul for their 10 years of service, each.

Michael presented Di, who joined virtually while on vacation. Michael shared words from a few of Dianne's coworkers which included, but was not limited to, appreciation of Di's leadership, volunteering, supportive nature, communication, and mentorship. When asked if she would like to say anything, Di noted that the last 20 years have gone fast. Dianne shared her appreciation of the lifestyle of the library and how she has continued to enjoy all that it entails. Christine shared what a joy it is to work with Di and applauded how much she accomplishes in and out of work. She noted that Di is the only current staff member who was honored as a Library Champion during WCLS's 75th anniversary year.

Lisa introduced Anna, who is a Cataloging Specialist with WCLS. Anna began at WCLS at 16, where she worked as Clerk and a Page. Anna took a break from WCLS for a bit but eventually found her way back. Lisa applauded Anna for having all the best qualities a Catalog Specialist needs in order to be successful at their job. Lisa also shared comments from Anna's coworkers applauding her and admiring her work ethic. Anna thanked Lisa and the group and said how happy she is to be with WCLS.

Christine celebrated Jackie for her hard work and dedication to WCLS over the last 10 years. She highlighted that one of the most recent major projects, the levy lid lift, would not have been successful without her. Christine is impressed with how Jackie's brain is oriented towards finance and strict adherence to the law while continuing to consider public service and how to serve our community. Jackie is appreciated for her consistent willingness to help with all that needs to be done for and around WCLS. Christine concluded her recognition with some fun number facts that Jackie has accomplished over the last 10 years. Jackie thanked the group for her recognition.

WA State Auditor's Office Audit Exit Conference

Deena Garza, Karyna Orcutt, and Annika Grande from the Washington State Auditor's Office presented the 2023-2024 Audit Exit Conference for WCLS which is meant to share the full audit process, results, and answer any potential questions. The auditors provided the group with a summary packet which will also be posted on the Office of the Washington State Auditor website. The group began by thanking Jackie and WCLS for their participation. The presentation continued to summarize the results of the Accountability and Financial portions of the audit, noting that WCLS was in compliance with both State law and WCLS policies. . At the end of the presentation, the auditors provided contact information and opened the floor to any questions or comments. No questions or comments were forthcoming. Deena, Karyna and Annika left the Board meeting.

Consent Agenda

The Consent Agenda included minutes of the January 20, 2026, Board of Trustees Regular Meeting as well as the following:

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

John noted an adjustment needed for the minutes which is to clarify that Issac Stevens was the territorial governor of Washington.

Danielle moved to accept the Consent Agenda with the noted amendment. Seconded. Unanimous board approval.

Financial Report and Resolutions: Finance Committee Report

Jackie reviewed her report, which included a year-end summary of 2025 and January 2026. She highlighted the general fund and noted a minor variance in taxes collected versus the budgeted amount, likely due to the timing of property tax payments. Overall, the operating deficit at the end of 2025 was less than planned.

She presented an amendment to the 2026 General Fund and Capital Fund Budgets. This amendment is to include adjustments to levy amounts, contributions and donations, and a grant that was predicted to arrive in 2025 but came in 2026. Other miscellaneous costs are included in the adjustment, as well.

Adjustments to the Capital Fund Budget included projects from 2025 being carried into 2026, along with Sumas flood repairs.

Danielle moved to approve Resolution 02/17/26-01 as presented. Seconded. Unanimous board approval.

Trustee Education: Hispanic Cultural Focus Liaisons

WCLS Hispanic Cultural Liaisons Amelia Martinez and Diana Antaño spoke to the Board about their work for WCLS.

Amelia and Diana shared their personal favorite programs and activities of 2025. These events included making piñatas and spiñatas (spinning piñatas), making tortillas, painting classes and general outreach. With these events, the goal is to share aspects of Hispanic culture with the community. Participants at these programs included both children and adults.

The presenters noted that outreach is an important aspect of what they do. They are out in the community visiting schools, community events, food banks and more. The main goal for them both is to have a presence in their communities. They are on track to achieve this goal as they already have to say no to some requests because their time is booked. Amelia and Diana shared the joy they get when they meet youth and families at outside events and then see them come to the branches because of the connection they made. These liaisons provide support and help build confidence and pride among their culture. They also shared special appreciation for the Youth Services department and their consistent support with these programs.

Amelia and Diana opened the floor to questions and Ryan asked what other communities WCLS supports with cultural liaisons. He was informed that, in addition to Amelia and Diana, we have Christian Cultee as a Lummi Cultural Liaison, Marty Jimmy as a Nooksack Cultural Liaison and Harman Kaur as a Punjabi Cultural Liaison.

The group thanked them for their presentation and applauded the work that they do and the relationships they are continuing to build.

Break

Danielle adjourned the meeting for a break from 10:30 - 10:40 a.m.

Policy Updates

IT Services Policy 9.01 – Christine presented this policy update, which adds a line to make staff aware of the possibility of needing to use a personal device on a de minimis basis for certain tasks such as multifactor authentication. This update was reviewed by our attorney and was deemed acceptable.

Danielle moved to approve the updated 9.01 Policy, as presented. Seconded. Passed unanimously.

Classification & Compensation Update

Beth updated the group on the Classification and Compensation Study and shared the draft of a Request for Proposals (RFP) for a consultant to conduct the study. She noted that the draft does not require Board approval and asked for feedback they may have on it. Beth confirmed that the goal is to have the RFP released on March 2. Beth will be bringing any feedback received to the committee for them to discuss. She assured the Board that the committee, which is made up of both Union representation and management representation, will continue to provide updates to the Board throughout the process.

As a reminder, the last time this process was completed was in 2017. There is the potential that some positions could be adjusted to make sure everyone is compensated correctly. John suggested a potential change on the first line of page 34 under 3A, which notes a minimum of 12 comparable organizations. John recommended adding “or as mutually determined” after this.

Strategic Planning Update

Christine presented the Board with a draft of proposed components of the Strategic Planning process. She noted that the hopeful timeline is to be ready to adopt the finalized Strategic Plan in September so that it is ready for next year’s budget planning. WCLS recently launched two electronic surveys, one for Stakeholders and one for Cardholders. The current surveys close February 28. Surveys of non-library users will be forthcoming. We will collaborate with an outside consultant on this aspect. The Board of Trustees Strategic Planning retreat, taking place in March, will give an opportunity to review results of the surveys.

The group discussed potential community events to attend over the next few months and other opportunities to connect with community members. Christine also suggested that the group should consider a second Board retreat in July to review the information that will result from connecting more with the community.

Riley asked Christine what her end goal is once the Strategic Plan is in place. Christine responded by noting that we want to figure out how to best optimize the resources from the successful levy lift, provide excellent library services and set WCLS up for success for the next one.

Christine asked the group to brainstorm questions to be asked on the non-user survey and to email them to her as they come up.

North Fork Tenant Improvement Bid Award

Ryan presented an update for the Meeting Room project taking place at the North Fork library. Jed Ballew of Zervas Architects will be completing the project. Friends of the North Fork Library provided \$90,000 in grant money for the meeting room. Summit Construction bid package was presented to the group outside of the Board agenda packet. The package was presented and approved on Monday, after the agenda packet was completed. Christine thanked the Friends of the North Fork Library and their ambitious drive to find grant funding. The Board applauded the group in their belief in their library, wanting to honor them and follow through with the work.

Riley moved to approve the funding as presented. Seconded. Unanimous board approval.

Annual General Meeting – Board Officers and Committee Assignments

The group suggested the following appointments for the Board of Trustees for the 2026 year: Matthew Santos, Chair; John Miller, Vice Chair; Danielle Gaughen, Secretary; Jes Stugelmayer, Trustee; and Riley Sweeney, Trustee.

Riley moved to accept the suggested appointments as presented. Seconded. Unanimous board approval.

The group moved forward to appoint committee members for the Marketing Committee, Finance Committee, Personnel Committee, IT Services Committee and WCLF Liaison. The 2026 year will include Matthew and Jes on the Marketing Committee, Danielle and Riley serving on the Finance Committee, John and Jes on the Personnel Committee, and Jes as the WCLF Liaison. The group will check with Matthew regarding the IT Services Committee and if he would like to stay on. If so, the IT Services Committee will include Matthew and Riley. These appointments will be noted on the WCLS website under the “About the Board” section.

Staff Reports: Executive Director

In addition to her written report, Christine highlighted Ferndale parking access. It was noted that, with the continued construction, there are fewer ADA accessible spaces, and fewer spots in general – now at the temporary lot and in the future lot that will be shared with City Hall. It was made clear to the city that the limited ADA parking spaces is a concern among patrons and staff. In the meantime, WCLS is grateful to have the currently temporary parking lot. Ryan installed additional solar lighting to address safety concerns.

Christine reminded all to read the current Whatcom READS book, *Solito*. There are many great complementary programs for interested parties.

Christine shared that there a staff member submitted a peer recognition form thanking the Board of Trustees for their continued support of WCLS staff.

Staff Reports: Deputy Director

In addition to his written report, Michael shared that an agreement was made to allow the Whatcom READS event at the Mount Baker Theatre to be live streamed. It was noted that both author events have been sold out. The events are free but require a ticket to enter. If patrons are interested in a livestream, they must sign up and get on the waiting list. This will ensure they receive the information to join the livestream.

Staff Reports: Youth Services Manager

Christine mentioned, on Thom's behalf, that Thom was a keynote speaker at the Focus on Children conference. She also urged the group to look for the latest iteration of the WTA bus with Whatcomics artwork displayed on both the inside and outside.

Staff Reports: Community Relations Manager

Mary had no further notes on her report.

Performance Measures & Committee Reports: Performance Measures

In addition to his written report, Michael shared we are seeing a continued decline in the circulation of physical materials and a continued increase in digital materials. Christine noted that Sumas is still out of commission which results in a decrease in patron counts and checkouts at that location. In addition, Ferndale's construction is creating a decrease in patron counts and circulation at that location, as well.

Performance Measures & Committee Reports: Personnel Committee

No reports were made by the committee.

Performance Measures & Committee Reports: Whatcom County Library Foundation

No comments were made.

Announcements and Adjourn

Christine reminded the group about the Strategic Planning Board retreat on March 25 at 2:00pm at the Lynden Library.

Danielle adjourned the meeting at 11:39 a.m.

Next Meeting

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

Danielle Gaughen, Board Secretary

03/17/2026

Date

Allyson McBride, Exec. Assistant



RESOLUTION NO. 03/17/26-02

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

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

WHEREAS, the vendor subsequently changed their name and requested the warrant be reissued; and,

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

WHEREAS, issuance of the replacement warrant is pending receipt of an updated IRS form W-9 confirming the name change; and,

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

Warrant #	Date	Vendor	Amount
1267805	November 25, 2025	Kamalla Kaur Khalsa	\$150.00

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

Matthew Santos, Board Chair

**WHATCOM COUNTY RURAL LIBRARY DISTRICT
PUBLIC WORKS CONTRACT
ADMINISTRATIVE SERVICES GROUNDS IMPROVEMENT**

THIS CONTRACT ("Contract" or "Agreement") is made this 16 day of March 2026 by and between, the **WHATCOM COUNTY RURAL LIBRARY DISTRICT**, a municipal corporation ("District") and **WINDWOOD ENTERPRISES INC.** ("Contractor") (individually a "Party" and collectively the "Parties").

In consideration of the terms and conditions set forth in this Contract, the Parties agree as follows:

1. Contractor Services. The Contractor shall furnish at its own cost and expense all labor, tools, materials, and equipment required to construct and complete in a good workmanlike manner, and to the satisfaction of the District, the public works project known as Administrative Services Grounds Improvement ("Project"). The Project is detailed in the Scope of Work and the following documents, which are attached hereto and incorporated herein by reference:

- Attachment A: Planting Plan
- Attachment B: Project Specifications
- Attachment C: Invitation to bid addendums #01 & #02
- Attachment B: Contractor's bid package

2. Time of Completion. The Contractor shall complete the work no later than **June 30 2026**. The time of beginning, rate of progress and time of completion are essential conditions of this Contract.

2.1 Liquidated Damages. Contractor shall be required to pay the District as liquidated damages the sum of one hundred dollars (\$100) for each consecutive calendar day that it is in default after the contract deadline specified above. Liquidated damages shall be deducted from the contract by change order.

3. Payment.

3.1 Payment amount and procedures. The District shall pay the Contractor for all work and services covered by this Contract in an amount that shall not exceed \$16,200.32. This amount includes applicable sales tax. The payment amount shall exclude approved change orders, in accordance with the quantity and unit prices shown on the attached bid proposal.

The Contractor shall submit monthly invoices for work and services performed in a previous calendar month in a format acceptable to the District. The District shall pay for the portion of the work described in the invoice that has been completed by the Contractor and approved by the District. The District's payment shall not constitute a waiver of the District's right to final inspection and acceptance of the work.

The District shall make a payment to the Contractor not later than thirty (30) days after the District receives the application for payment.

3.2 Defective or Unauthorized Work. If during the course of the Contract, the work rendered does not meet the requirements set forth in the Contract, the Contractor shall correct or modify the required work to comply with the requirements of the Contract. The District shall have the right to withhold payment for such work until it meets the requirements of the Contract. If the Contractor is unable, for any reason, to satisfactorily complete any portion of the work, the District may complete the work by contract or otherwise, and the Contractor shall be liable to the District for any additional costs incurred by the District. "Additional costs" means all reasonable costs incurred by the District, including legal costs and attorneys' fees, beyond the maximum contract price under this Contract. The District further reserves the right to deduct the cost to complete the work, including any additional costs, from any amounts due or to become due to the Contractor.

3.3 Final Payment; Waiver of Claim. Within thirty (30) days after completion and final acceptance of the Project by the District as complying with the terms of this Contract, the District shall pay to the Contractor all sums due as provided by this Contract except those required to be withheld by law or agreed to in special contract provisions. THE CONTRACTOR'S ACCEPTANCE OF FINAL PAYMENT SHALL CONSTITUTE A WAIVER OF CLAIMS, EXCEPT THOSE PREVIOUSLY AND PROPERLY MADE AND IDENTIFIED BY THE CONTRACTOR AS UNSETTLED AT THE TIME REQUEST FOR FINAL PAYMENT IS MADE.

3.4 Retainage. Funds representing five percent of the value of the contract (excluding amounts representing retail sales taxes due from the Contractor to the Department of Revenue) shall be retained and held in trust for the protection and payment of (i) the claims of any person arising under the contract and (ii) the State of Washington with respect to taxes, increases and penalties imposed pursuant to Titles 50, 51 and 82 RCW which may be due from the Contractor; provided that, upon the request of the Contractor, the amount of funds so retained and held shall be reduced to 100 percent of the value of the work remaining on the project. Such funds shall be, at the option of the Contractor, (a) retained by WCLS in a fund, (b) deposited by WCLS in an interest-bearing account in a bank, mutual savings bank, or savings and loan association (with interest payable to the Contractor), or (c) placed by WCLS in escrow with a bank or trust company. After completion of all contract work, the Contractor may request WCLS to release and pay in full the amounts retained and held during performance of this Contract, and, no more than 60 days after such request, WCLS shall release and pay such amounts subject to the provisions of chapters 39.12 and 60.28 RCW.

4. Prevailing Wage. The Contractor shall comply with and pay prevailing wages as required by Chapter 39.12 RCW, as it may be amended in the future. No worker, laborer, or mechanic employed in the performance of any part of this Contract shall be paid less than the prevailing rate of wage as determined by the Industrial Statistician of the Department of Labor and Industries for the State of Washington.

Following the final acceptance of services rendered, and prior to making any payment under this Contract, the Contractor must submit to the District the completed combined "Intent to Pay and Affidavit of Wages Paid" for approval. It is the Contractor's responsibility to obtain and file the Statement. The Contractor shall be responsible for all filing fees. Notice from Contractor and all subcontractors of intent to pay prevailing wages and prevailing wage rates for the Project must be posted for the benefit of the workers.

Each invoice shall include a signed statement that prevailing wages have been paid by the Contractor and all subcontractors.

In case any dispute arises as to what are the prevailing rates of wages for work of a similar nature and such dispute cannot be adjusted by the parties of interest, including labor and management representatives, the matter shall be referred for arbitration to the Director of the Department of Labor and Industries of the State and his/her decision therein shall be final and conclusive and binding on all parties involved in the dispute as provided for by RCW 39.12.060, as it may be amended in the future.

Current prevailing wage data can be obtained by the Contractor from the Industrial Statistician of the Department of Labor and Industries, Prevailing Wage Section, P.O. Box 44540, Olympia, Washington 98504-4540, (360) 902-5335, or on their website at <http://lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>.

5. Indemnification and Hold Harmless. The Contractor shall protect, defend, indemnify, and hold harmless the District, its officers, officials, employees, agents, and volunteers from any and all claims, risks, injuries, damages, losses, suits, judgments, and attorney fees or other expenses of any kind arising out of or in any way connected with the performance of this Contract, except for injuries and damages caused by the sole negligence of the District. The District's inspection or acceptance of any of the work shall not be grounds to avoid any of these covenants of indemnification.

Should a court of competent jurisdiction determine that this Contract is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the District, its officers, officials, employees, agents, and volunteers, the Contractor's liability under this section shall be only to the extent of the Contractor's negligence.

It is further specifically and expressly understood that the indemnification provided under this section constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

The provisions of this section shall survive the expiration or termination of this Contract.

6. Compliance with Laws. The Contractor shall comply with all federal, state, and local laws and regulations applicable to the work done under this Contract. Any violation of the provisions of these applicable laws and regulations shall be considered a violation of a material provision of this Contract and shall be grounds for cancellation, termination or suspension of the Contract by the District, in whole or in part, and may result in ineligibility for further work for the District.

7. Work Site Safety. Contractor shall take all necessary precaution for the safety of employees on the work site and shall comply with all applicable provisions of federal, state, and local regulations, ordinances, and codes. Contractor shall erect and properly maintain, at all times, as required by the

conditions and progress of the work, all necessary safeguards for the protection of workers and the public and shall post danger signs warning against known and unusual hazards.

8. Utility Location. Contractor is solely responsible for locating any underground utilities affected by the work and is deemed to be an “excavator” for the purposes of Chapter 19.122 RCW, as amended. Contractor shall be responsible for compliance with Chapter 19.122 RCW including utilization of the “one call” locator system, before commencing any excavation activities.

9. Warranty and Guarantee. Contractor shall warrant and guarantee the materials and work to be free of defects for a period of three (3) years after the District's final acceptance of the entire Project. Contractor shall be liable for any costs, losses, expenses, or damages including consequential damages suffered by the District resulting from defects in the Contractor’s work including, but not limited to, cost of materials and labor expended by the District in making emergency repairs and cost of engineering, inspection, and supervision by the District. The Contractor shall hold the District harmless from any and all claims, which may be made against the District as a result of any defective work, and the Contractor shall defend any claims at its own expense. Where materials or procedures are not specified in the Contract, the District will rely on the professional judgment of the Contractor to make the appropriate selections.

10. Correction of Defects. Contractor shall be responsible for correcting all defects in workmanship and/or materials discovered after the acceptance of this work. When corrections of defects are made, Contractor shall be responsible for correcting all defects in workmanship and/or materials in the corrected work for one (1) year after the acceptance of the corrections of the District. The Contractor shall start work to remedy such defects within seven (7) days of the District's mailed notice of discovery, and shall complete such work within a reasonable time agreed to by both parties. In emergencies where damage may result from delay or where loss of service may result, such corrections may be made by the District, in which case the Contractor shall pay all costs incurred by the District to perform the correction. In the event the Contractor does not accomplish corrections within the time specified, the correction work will be otherwise accomplished by the District and all costs of same shall be paid by the Contractor.

11. Change Order/Contract Modification.

11.1 Amendments. This Contract, together with attachments and/or other addenda, represents the entire and integrated Contract between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral. This contract may be amended, modified, or added to only by written change order properly signed by both parties.

11.2 Change orders. The District may issue a written change order for any change in the work during the performance of this Contract. If the Contractor determines, for any reason, that a change order is necessary, the Contractor must submit a written change order request to the District within fourteen (14) calendar days of the date the Contractor knew or should have known of the facts and events giving rise to the requested change. If the District determines that the change increases or decreases the Contractor's costs or time for performance, the District will make an equitable adjustment. The District will attempt, in good faith, to reach agreement with the Contractor on all equitable adjustments. If the

parties are unable to agree, the District will determine the equitable adjustment as it deems appropriate. The Contractor shall proceed with the change order work upon receiving the written change order. If the Contractor fails to require a change order within the time frame allowed the Contractor waives its right to make any claim or submit subsequent change order requests for that portion of the work. If the Contractor disagrees with the equitable adjustment, the Contractor must complete the change order work; however, the Contractor may elect to protest the adjustment as provided below.

11.3 Procedure and Protest by Contractor. If the Contractor disagrees with anything required by a change order, another written order, or an oral order from the District, including any direction, instruction, interpretation, or determination by the District, the Contractor shall, within fourteen (14) calendar days, provide a signed written notice of protest to the District that states the date of the notice of the protest, the nature and circumstances that caused the protest, the provisions of the Contract that support the protest, the estimated dollar cost, if any, of the protested work and how the estimate was determined, and an analysis of the progress schedule showing the schedule change or disruption, if applicable. The Contractor shall keep complete records of extra costs and time incurred as a result of the protested work. The District shall have access to any of the Contractor's records needed to evaluate the protest. If the District determines that a protest is valid, the District will adjust the payment for work or time by an equitable adjustment.

11.4 Failure to Protest or Follow Procedures Constitutes Waiver. By not protesting or failing to follow procedures as this section provides, the Contractor waives any additional entitlement or claims for protested work, and accepts from the District any written or oral order (including directions, instructions, interpretations, and determinations).

11.5 Contractor's Duty to Complete Protested Work. In spite of any protest, the Contractor shall proceed to promptly complete work that the District has ordered.

11.6 Contractor's Acceptance of Changes. The Contractor accepts all requirements of a change order by: (1) endorsing the change order; (2) writing a separate acceptance; or (3) not protesting in the manner this section provides. A change order that is accepted by the Contractor as provided herein shall constitute full payment and final settlement of all claims for contract time and for direct, indirect, and consequential costs, including costs of delays related to any work, either covered or affected by the change.

12. Claims. The Contractor shall give written notice to the District of all claims other than change orders within thirty (30) days of the occurrence of events giving rise to the claim, but in no event later than the time of approval by the District for final payment. Any claim for damages, additional payment for any reason, or extension of time shall be conclusively deemed to have been waived by Contractor unless a timely written claim is made in strict accordance with the applicable provisions of this Contract. At a minimum, a Contractor's written claim must include the information required in 11.3 regarding protests.

FAILURE TO PROVIDE A COMPLETE, WRITTEN NOTIFICATION OF CLAIM IN THE TIME ALLOWED SHALL BE AN ABSOLUTE WAIVER OF ANY CLAIMS ARISING IN ANY WAY FROM THE FACTS OR EVENTS SURROUNDING THAT CLAIM.

The Contractor must, in any event, file any claim or bring any suit arising from or connected to this Contract within 120 calendar days from the date the work is completed. Contractor, upon making application for the final payment, shall be deemed to have waived its right to claim for any other damages for which application has not been made, unless such claim for final payment includes notice of additional claim and fully describes such claim.

13. Contractor's Risk of Loss. It is understood that the whole of the work under this Contract is to be done at the Contractor's risk, and that he/she has familiarized himself/herself with all existing conditions and other contingencies likely to affect the work, and has made his/her bid accordingly, and that Contractor shall assume the responsibility and risk of all loss or damage to materials or work which may arise from any cause whatsoever prior to completion.

14. Insurance and Liability. The Contractor shall procure and maintain during the life of this contract such insurance as shall protect him and any subcontractor performing work covered by this contract from claims or damages for bodily injury, including death resulting therefrom as well as from claims for property damage, which may arise from operations under this contract, whether such operations are performed by himself or by any subcontractor or by anyone directly employed by either of them.

Insurance must be placed with commercial insurance companies licensed to do business in the State of Washington and which possess minimum financial standards of A.M. Best Company, A-:VI or better. Certificates of Insurance for all insurance shall be filed with WCLS naming WCLS, its officers, employees, board, and volunteers as Additional Insured. The policy amount shall be \$1,000,000 combined single limit.

Upon request, Contractor shall furnish the District with a copy of the Certificate of Insurance evidencing policies required above and evidencing policies of insurance for subcontractors, if applicable. The Contractor shall also furnish the District with an endorsement specifically stating that the insurance company or companies issuing the insurance policies contained in the Certificate of Insurance shall give the District at least forty-five (45) days' written notice in the event of cancellation of or material change in any of the applicable policies. The endorsement shall give a brief description of the work being performed under the Contract Documents and shall name the District as co-insureds.

15. Contract Security. To the extent allowable by law, WCLS will waive payment and performance bonds. In lieu of payment and performance bonds, WCLS will retain five percent (5%) of the contract value as well as retainage requirements in connection with this work pursuant to RCW 39.08-010. See retainage for more information.

16. Termination. This Contract shall terminate upon satisfactory completion of the work described in the Scope of Work and final payment by the District. The District may terminate the Contract and take possession of the premises and all materials thereon and finish the work by whatever methods it may deem expedient, by giving ten (10) days written notice to the Contractor.

In the event this Contract is terminated by the District, Contractor shall not be entitled to receive any further amounts due under this Contract until the work specified in the Scope of Work is satisfactorily completed, as scheduled, up to the date of termination. At such time, if the unpaid balance of the amount to be paid under the Contract exceeds the expense incurred by the District in finishing the work, and all damages sustained by the District or which may be sustained by the District or which may be sustained by the reason of such refusal, neglect, failure or discontinuance of employment, such excess shall be paid by the District to the Contractor. If the District's expense and damages exceed the unpaid balance, Contractor and his surety shall be jointly and severally liable therefore to the District and shall pay such difference to the District. Such expense and damages shall include all legal costs incurred by the District to protect the rights and interests of the District under the Contract, provided such legal costs shall be reasonable.

17. Attorney's Fees and Costs. If any legal proceeding is brought for the enforcement of this agreement, or because of a dispute, breach, default, or misrepresentation in connection with any of the provisions of this agreement, the prevailing party shall be entitled to recover from the other party, in addition to any other relief to which such party may be entitled, reasonable attorney's fees and other costs incurred in that action or proceeding.

18. General Administration. The Facilities Services Manager, or their designee, has primary responsibility for the District under this Contract to review and process all contract documents, to oversee and approve all work performed as well as all financial invoices.

19. Ownership of Documents. On payment to the Contractor by the District of all compensation due under this Contract, all finished or unfinished documents and material prepared by the Contractor with funds paid by the District under this Contract shall become the property of the District and shall be forwarded to the District upon its request. Any records, reports, information, data, or other documents or materials given to or prepared or assembled by the Contractor under this Contract will be kept confidential and shall not be made available to any individual or organization by the Contractor without prior written approval of the District or by court order.

20. Subletting or Assigning of Contracts. Neither the District nor the Contractor shall assign, transfer, or encumber any rights, duties, or interests accruing from this Contract without the prior written consent of the other. If subcontract work is needed, prior to approval by the District, the Contractor must verify that their first tier subcontractors meet the bidder responsibility criteria as written in Chapter 39.04.350 RCW.

21. Relationship of Parties. The parties intend that an independent contractor - client relationship will be created by this Contract. As Contractor is customarily engaged in an independently established trade

which encompasses the specific service provided to the District hereunder, no agent, employee, representative or subcontractor of Contractor shall be or shall be deemed to be the employee, agent, representative or subcontractor of the District. None of the benefits provided by the District to its employees, including, but not limited to, compensation, insurance, and unemployment insurance, are available from the District to the Contractor or his employees, agents, representatives, or subcontractors. Contractor will be solely and entirely responsible for his acts and for the acts of Contractor's agents, employees, representatives and subcontractors during the performance of this Agreement. The District may, during the term of this Contract, engage other independent contractors to perform the same or similar work that Contractor performs hereunder

22. Non-Waiver of Breach. The failure of the District to insist upon strict performance of any of the terms and rights contained in this Contract, or to exercise any option contained in this Contract in one or more instances, shall not be construed to be a waiver or relinquishment of those terms and rights and such terms and rights shall remain in full force and effect.

23. Written Notice. All communications regarding this Contract shall be sent to the Parties at the addresses listed below in the Contact information, unless otherwise notified. Any written notice shall become effective on delivery, but in any event on three (3) calendar days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Contract.

24. Discrimination. The Contractor agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.

25. Term. This Contract shall be effective from the date of Contract execution through expiration of the warranty period as described in section 9.

IN WITNESS WHEREOF, the Parties have executed this Contract on the day and year above written.

WHATCOM COUNTY RURAL LIBRARY DISTRICT:	CONTRACTOR: WINDWOOD ENTERPRISES INC.
Signature: _____ Executive Director	Signature: _____
Print Name: Christine Perkins	Print Name: DuWayne Palmblad

Contact Information:

Whatcom County Rural Library District:
Ryan Cullup, Facilities Services Manager
360-305-3603
5205 Northwest Dr.
Bellingham, WA 98226
ryan.cullup@wcls.org

Windwood Enterprises Inc.
DuWayne Palmblad
360-380-4000
P.O. Box 2722
Ferndale, WA, 98248
brian@windwoodent.com

Scope of Work

I. SCOPE OF SERVICES

A. Services – Generally

- Assist and promote WCLS' goals for pleasing outdoor areas, and reduced need for irrigation by planting drought resistant plants.

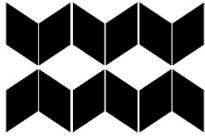
B. Project Goals

- Design, install and commission irrigation system in scope area.
- Install plant material per planting plan.

C. Project Scope Elements:

The selected Contractor will perform the following but not limited to:

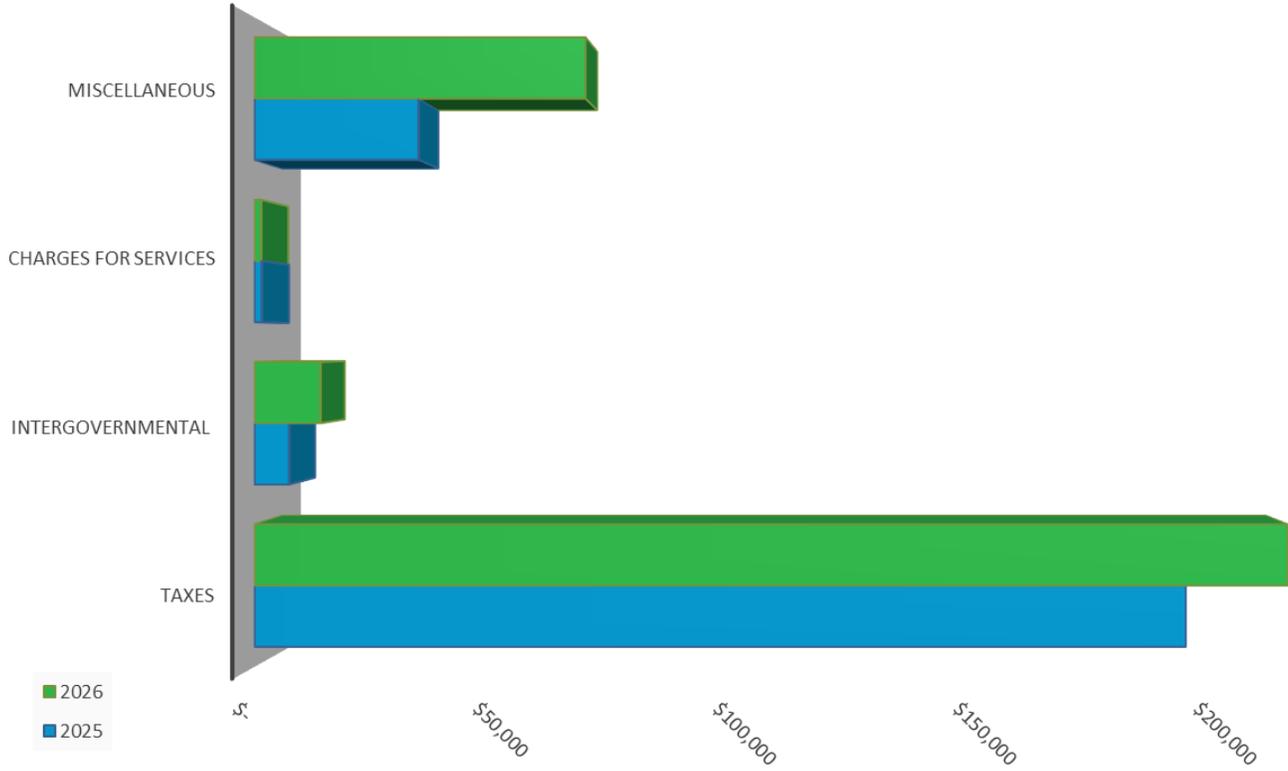
- Remove and replace topsoil.
- Remove existing root structure from approximately 6 Mughal Pines to accommodate irrigation system and new plants.
- Choose irrigation materials and sprinklers to best suit planting plan.
- Trench and install irrigation system, commission irrigation system.
- Deliver and install new topsoil, grade for effective drainage.
- Purchase and install plant material per planting plan.
- Coordinate installation work with Project Manager/Owner's Representative/Utility Provider



**2026 Budget Revenues - Year-To-Date
February 2026 (17% of FY)**

Acct No	Description	Budgeted Revenues	Actual Revenues YTD	% of Actual Revenues YTD	% of Budgeted Revenues Received YTD	Budget Variance
310	TAXES					
311.10	General Property Taxes	\$ 16,816,085	\$ 222,850	71.94%	1.33%	\$ (16,593,235)
	TOTAL TAXES	16,816,085	222,850	71.94%	1.33%	(16,593,235)
330	INTERGOVERNMENTAL REVENUE					
337.1000	Local Grants, Entitlements & Other	45,000	1,826	0.59%	4.06%	(43,174)
337.2000	Leasehold Excise Tax	30,000	12,346	3.99%	41.15%	(17,654)
	TOTAL INTERGOV. REVENUE	75,000	14,172	4.57%	18.90%	(60,828)
340	CHARGES FOR GOODS & SERVICES					
347.2001	Printing & Duplication Services	7,000	1,197	0.39%	17.10%	(5,803)
347.2002	Library Use Fees	13,000	180	0.06%	1.38%	(12,820)
	TOTAL CHARGES FOR SERVICES	20,000	1,377	0.44%	6.88%	(18,623)
360	MISCELLANEOUS REVENUES					
361.1100	Investment Interest	404,800	55,126	17.80%	13.62%	(349,674)
362.1000	Rents & Leases	4,000	966	0.31%	24.15%	(3,034)
367.1000	Contributions & Donations	88,000	12,141	3.92%	13.80%	(75,859)
369.1000	Sale of Surplus	100	40	0.01%	40.00%	(60)
369.8100	Cashier's Overages or Shortages	-	(0.97)	0.00%	0.00%	(1)
369.9101	Other Misc. Revenue	24,750	1,365	0.44%	5.52%	(23,385)
369.9102	Reimburse Lost/Damaged Books	10,000	1,740	0.56%	17.40%	(8,260)
	TOTAL MISC. REVENUES	531,650	71,377	23.04%	13.43%	(460,273)
	TOTAL OPERATING REVENUE	17,442,735	309,776	100.00%	1.78%	(17,132,959)
390	OTHER FINANCING SOURCES					
395.1000	Proceeds from Sale of Capital Assets	-	-	0.00%	0.00%	-
	TOTAL OTHER FINANCING SOURCES	-	-	0.00%	0.00%	-
	TOTAL REVENUE	\$ 17,442,735	\$ 309,776	100.00%	1.78%	\$ (17,132,959)

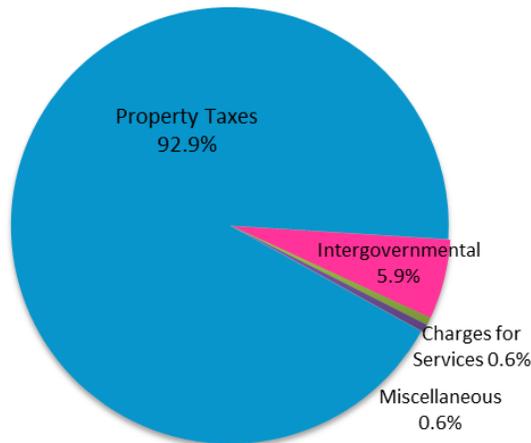
General Fund Operating Revenue to Date-Compared to Prior Year



Actual General Fund Revenue Year to Date Comparison

	2025	2026	% Change
Taxes	\$ 200,860	\$ 222,850	10.95%
Intergovernmental	7,428	14,172	90.79%
Charges for Services	1,529	1,377	-9.98%
Miscellaneous	35,361	71,377	101.85%
Total Operating Revenue	245,179	309,776	26.35%
Other Financing Sources	-	-	0.00%
Total Revenue	\$ 245,179	\$ 309,776	26.35%

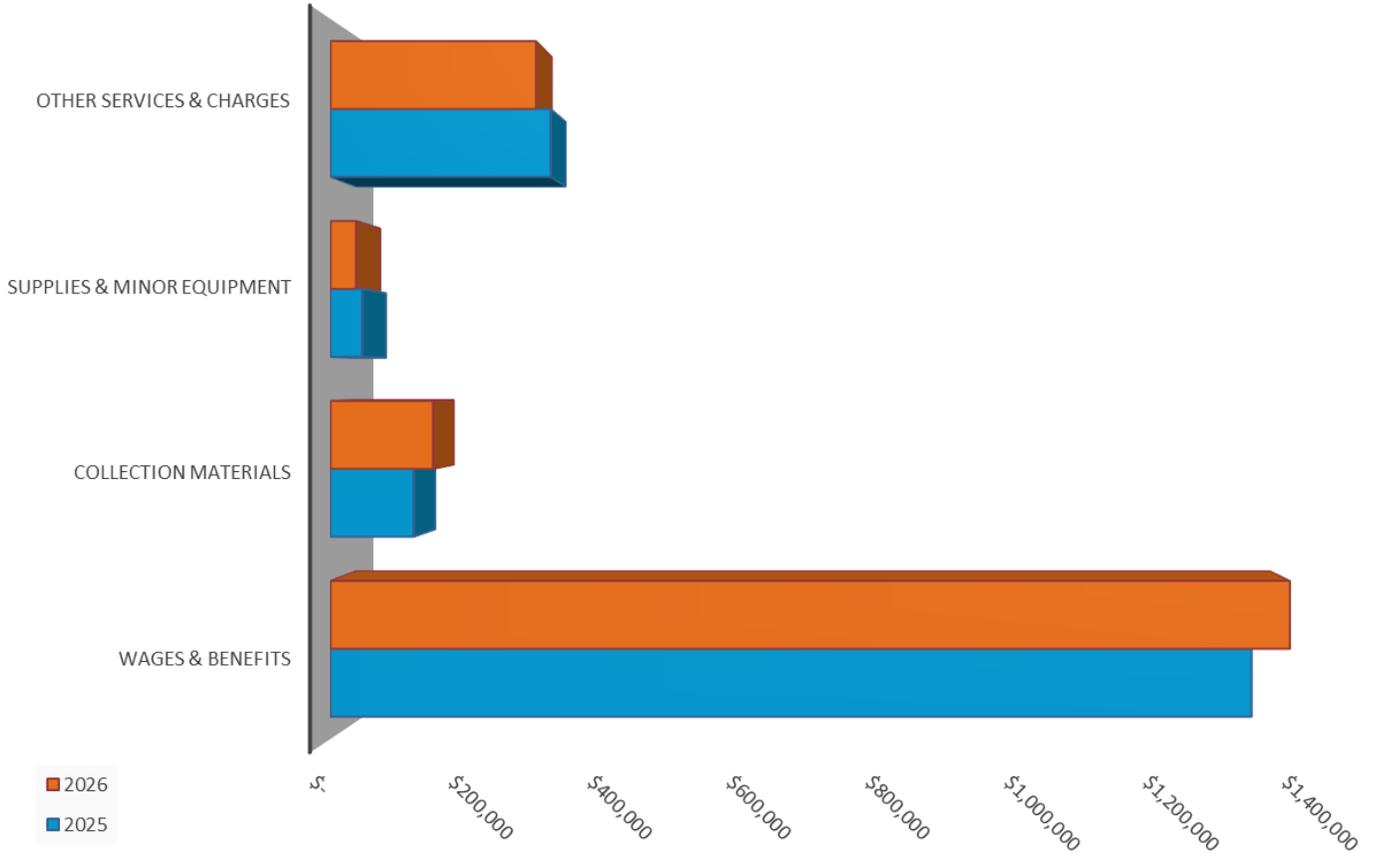
YTD Revenue by category



**2026 Budget Expenditures - Year-To-Date
February 2026 (17% of FY)**

Acct No	Description	Budgeted Expenditures	Actual Expenditures YTD	% of Actual Expenditures YTD	% of Budgeted Expenditures Spent YTD	Budget Variance
572	SALARIES, WAGES, & BENEFITS					
572.1000	Salaries and Wages	\$ 6,901,446	1,082,746	56.12%	15.69%	\$ (5,818,700)
572.2000	Benefits	2,203,925	349,256	18.10%	15.85%	(1,854,669)
	TOTAL SALARIES, WAGES, & BENEFITS	9,105,371	1,432,002	74.22%	15.73%	(7,673,369)
572.30	SUPPLIES & MINOR EQUIPMENT					
572.3031	Office & Operating Supplies	180,225	12,331	0.64%	6.84%	(167,894)
572.3032	Fuel	27,650	2,235	0.12%	8.08%	(25,415)
572.3034	Collection Materials	1,400,000	152,952	7.93%	10.93%	(1,247,048)
572.3035	Small Tools & Minor Equipment	239,800	23,283	1.21%	9.71%	(216,517)
	TOTAL SUPPLIES & MINOR EQUIPMENT	1,847,675	190,801	9.89%	10.33%	(1,656,874)
572.40	OTHER SERVICES & CHARGES					
572.4041	Professional Services	742,875	152,058	7.88%	20.47%	(590,817)
572.4042	Communication	140,450	13,257	0.69%	9.44%	(127,193)
572.4043	Travel	53,025	3,174	0.16%	5.99%	(49,851)
572.4044	Taxes & Operating Assessments	750	108	0.01%	14.36%	(642)
572.4045	Operating Rentals & Leases	27,447	3,740	0.19%	13.63%	(23,707)
572.4046	Insurance	122,634	87,583	4.54%	71.42%	(35,051)
572.4047	Utilities	186,066	21,514	1.11%	11.56%	(164,553)
572.4048	Repair & Maintenance	120,255	17,548	0.91%	14.59%	(102,707)
572.4049	Miscellaneous	118,965	7,692	0.40%	6.47%	(111,273)
	TOTAL OTHER SERVICES & CHARGES	1,512,468	306,674	15.89%	20.28%	(1,205,794)
	TOTAL OPERATING EXPENDITURES	12,465,513	1,929,477	100.00%	15.48%	(10,536,036)
590	OTHER FINANCING USES					
597.1000	Transfers to Capital	1,000,000	-	0.00%	0.00%	-
	TOTAL OTHER FINANCING USES	1,000,000	-	0.00%	0.00%	-
	TOTAL EXPENDITURES	\$ 13,465,513	1,929,477	100.00%	14.33%	\$ (11,536,036)
	NET INCOME (LOSS)	\$ 3,977,222	(1,619,701)			\$ (5,596,923)
	FUND BALANCE SUMMARY					
	Beginning Fund Balance	\$ 9,138,159	9,138,159			
	Net Income	3,977,222	(1,619,701)			(5,596,923)
	Ending Fund Balance	\$ 13,115,381	7,518,458			\$ (5,596,923)

General Fund Operating Expenditures to Date-Compared to Prior Year

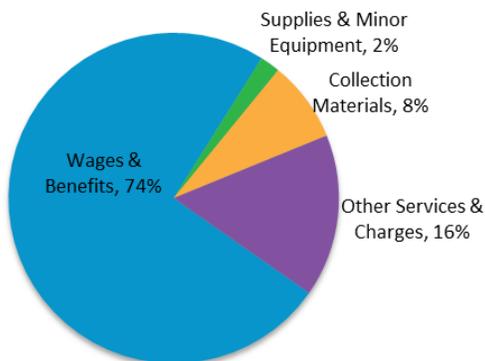


Actual General Fund Expenditures Year to Date Comparison

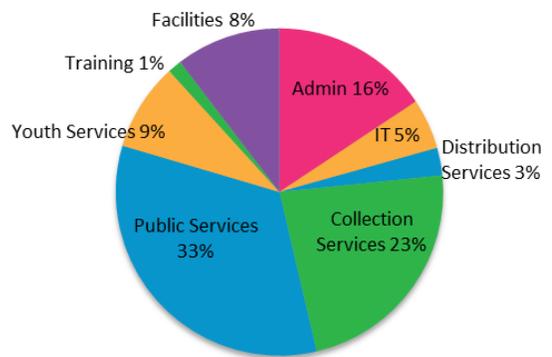
	2025	2026	% Change
Wages & Benefits	\$ 1,374,663	\$ 1,432,002	4.17%
Collection Materials	123,884	152,952	23.46%
Supplies & Minor Equipment	46,833	37,848	-19.18%
Other Services & Charges	328,291	306,674	-6.58%
Total Operating Expenditures	1,873,670	1,929,477	2.98%
Other Financing Uses	-	-	0.00%
Total Expenditures	\$ 1,873,670	\$ 1,929,477	2.98%

Net Operating Income	\$ (1,628,491)	\$ (1,619,701)	0.54%
-----------------------------	-----------------------	-----------------------	--------------

YTD Expense by Category



YTD Expense by Department



Fund Balance Summary	2025 Actual	2026	2026
		Budgeted	Actual to Date
Beginning Fund Balance	\$ 9,932,448	9,115,981	\$ 9,115,981
Revenue	10,582,816	17,442,735	309,776
Expenditures	(11,399,284)	(13,465,513)	(1,929,477)
Ending Fund Balance	\$ 9,115,981	\$ 13,093,203	\$ 7,496,280

Ending Fund Balance Designation Detail	2025 Actual	2026	2026
		Budgeted	Actual to Date
Designated Ending Fund Balance - Cash Flow	\$ 3,767,044	\$ 4,107,993	\$ 1,324,339
Designated Ending Fund Balance - Emergency	951,274	1,037,372	1,037,372
Designated Ending Fund Balance - Capital Transfer	78,164	1,000,000	1,000,000
Designated Ending Fund Balance - Unemployment Comp Reserve	15,560	17,254	17,254
Designated Ending Fund Balance - Birch Bay Operating Fund	600,000	505,000	600,000
Designated Ending Fund Balance - Facility Ownership & Library Svcs Fund	2,967,315	2,967,315	2,967,315
Designated Ending Fund Balance - Facility Maintenance Fund	550,000	550,000	550,000
Designated Ending Fund Balance - Levy Sustainability Fund	-	1,000,000	-
Total Designated Ending Fund Balance	8,929,357	11,184,933	7,496,280
Ending Unassigned Funds with no designation	186,623	1,908,269	0.00
Total Ending Fund Balance	\$ 9,115,981	\$ 13,093,203	\$ 7,496,280

February Summary

- Property tax revenue is lagging, as is typical this time of year. We have received \$222,850 as of the end of February. We have dipped into the Cash Flow reserve fund by \$2,783,654 and will likely do so again in March.
- The Cash Flow reserve will be replenished in April, which is the first of two semiannual property tax payment deadlines. Tax revenue received in April will reflect the new levy rate of \$0.42 resulting from the voter approved levy lid lift.
- We have received an insurance payment of \$44,788 for losses due to the December 2025 flooding at the Sumas Library. Total losses submitted, based on purchase costs, were \$60,230; the insurance company applied depreciation to the amount they reimbursed, along with our deductible of \$1,000. Replacement costs, as reflected in the 2026 Capital budget, is expected to be \$70,000.
- Upfront, annual payments have been made for IT and collection related service contracts and for auto, flood, liability and property insurance coverage.
- Overall expenditures are at \$1,929,477, which is 14% of budgeted amounts. This has resulted in a year-to-date net loss of \$1,619,701. Our fund balance at the end of February is \$7,496,280.



Board Meeting Agenda Item Cover Sheet

Meeting Date:	3/17/2026
Committee or Department:	Administration
Subject:	Update to Write-off of Uncollectable Debts Policy 20.13
Prepared By:	Jackie Saul
Impact upon Budget?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supporting Documents:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Recommendation or Request: Approval of updates to Write-off of Uncollectable Debts Policy 20.13 as presented

Suggested Motion for Consideration: Move to approve updates to Write-off of Uncollectable Debts Policy 20.13 as presented

Summary: The Write-off of Uncollectable Debts policy was adopted in 2019. Since then, WCLS has discontinued sending patron accounts over a certain dollar threshold to a collection agency. This change updates the policy language to allows us to resume this practice in the future should we desire to, but it does not require us to send accounts to collections.

Alternatives: None

Fiscal Impact: None

Comments: None



WRITE-OFF OF UNCOLLECTABLE DEBTS POLICY

POLICY NUMBER: 20.13

SCOPE

This policy applies to all WCLS patron accounts.

This policy establishes the approach and guidelines regarding write-off of uncollectable debts for Whatcom County Library System (WCLS) patron accounts. Adhering to this policy will help to ensure the accounts receivable balance is accurately stated and allows WCLS to write-off patron account balances that are no longer deemed collectable.

WCLS may send patron accounts with a past due balance above a specific threshold to collections per 4.01 Borrower's Policy and Schedule of Fines and Fees.

Whatcom County Library System operates on a cash basis accounting method as directed by the Washington State Auditor's Office. Outstanding patron accounts receivable are not reflected on WCLS's balance sheet as an asset but are reflected in the integrated library system (ILS) patron database.

Unpaid patron account balances may be written off when at least one of the following criteria are met:

- The balances have been turned over to the designated collection agency
 - The balances ~~and~~ are still outstanding after a six-year period
 - ~~The balances are below the collections threshold and have not had any patron activity for six years; these are balances which have been billed to the patron, remain unpaid and do not meet the policy guidelines to be turned over to a collection agency~~
 - WCLS has received notice that the patron's debts have been discharged in bankruptcy, ~~or~~
 - WCLS has received notice that the patron is deceased
1. WCLS will identify accounts that meet the above criteria and write-off such debts at least annually under the supervision of the Director of Finance and Administration.
 2. The WCLS Board of Trustees will review written-off debt amounts annually as part of the regular financial information presented for Board review.
 3. Documentation of write-off activity will be maintained by the WCLS Finance Department in accordance with State record retention guidelines.
 4. WCLS Collection Services staff will instruct the ~~The~~ designated collection agency ~~will be notified by WCLS Collections Services Department staff~~ to remove written-off debts from its records, as applicable.

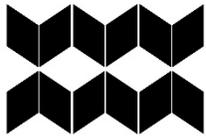
5. The WCLS Board of Trustees may choose to waive certain uncollectable debts for all borrowers prior to the six year mark, as confirmed by a resolution of the Board of Trustees. Debts written off through such waivers shall be subject to requirements 1 through 4, above.

RELATED POLICIES: [Borrower’s Policy 4.01](#); [Fiscal Management Policy 20.01](#).

STATUTORY REFERENCE: [RCW 4.16.040 Actions limited to six years](#).

APPROVALS AND UPDATES

Date	Action	Reviewer	Approved By	Approval Signature
September 17, 2019	Adopted.	-	Whatcom County Library System Board of Trustees	/s/ Marvin Waschke
<u>March 17, 2026</u>	<u>Revised</u>	<u>Jackie Saul</u>	<u>Whatcom County Library System Board of Trustees</u>	<u>/s/ Matthew Santos</u>



whatcom county
library system

Meeting Date:	3/17/2026
Committee or Department:	Facilities
Subject:	Sumas Meeting Room Memorandum of Understanding
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: Authorize WCLS’ executive director to enter into an agreement with the City of Sumas to develop a small meeting space at the Sumas library.

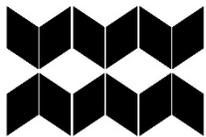
Suggested Motion for Consideration: Move to authorize WCLS’ executive director to sign a memorandum of understanding with the city of Sumas to develop a meeting room at the Sumas library.

Summary: WCLS Facilities was approached by Sumas / Everson library branch manager, Paul Fullner, to evaluate the addition of a meeting space in the Sumas library’s existing footprint instead of a planned installation of a meeting pod at the Everson library this year. Facilities evaluated the project request and found it to be timely, and expedient given the current state of the Sumas library. Facilities approached the City of Sumas who are interested in the tenant improvement for Sumas residents and library users. WCLS plans to wholly fund the tenant improvement.

Alternatives: Forgo the addition of meeting room in Sumas and instead install a meeting pod in the Everson Library.

Fiscal Impact: WCLS has capital funds earmarked in fiscal year 2026 for a proposed Everson library meeting pod. WCLS will use the Everson meeting pod funds instead of requesting additional capital funds in 2026 and will evaluate a meeting pod for installation in the future.

Comments: Since the Sumas library is closed for repairs, this is an opportune time to approach this project. In order to proceed, WCLS must come to an agreement with the city for the proposed tenant improvement project.



whatcom county
library system

Executive Director's Report

March 2026

COMMUNITY

Despite the current closure of the Sumas Library, the Friends of Sumas Library hosted a fundraising event at Bob's Burgers and Brew last Saturday to give community members a fun excuse to come together and enjoy each other's company.

ACCESS

Before there were Jacob Elordi and Margot Robbie in *Wuthering Heights*, there were Laurence Olivier and Merle Oberon in the 1939 version. Check it out on Kanopy, WCLS's streaming video service. Kanopy also offers a version from 1992 "Emily Bronte's *Wuthering Heights*" featuring Ralph Fiennes and Juliette Binoche. The "Classic Cinema" section currently includes gems like *The Treasure of the Sierra Madre*, *Camelot*, and *Dial M for Murder*.

RESOURCES

Cascadia Daily News ran a [great article last month about audiobooks](#) and the proliferation of AI narrators. They profiled local audiobook recording artist Jayne Entwhistle and spoke to WCLS Youth Services Manager Thom Barthelmess and Collection Services Librarian Mary Kinser.

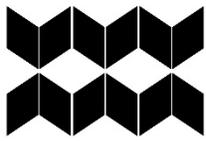
EQUITY, DIVERSITY AND INCLUSION

Now that Whatcom READS is wrapping up, we're on to our next countywide reading event: [One Book One Coast](#) featuring George Takei's graphic novel memoir [They Called Us Enemy](#). We have a fascinating discussion scheduled at the Deming Library on Saturday, April 25 from 6:30 – 8:00 p.m. called [Different Paths: two stories of the WWII Japanese American Incarceration](#). We're also hosting a viewing party to watch the livestream headline author event with George Takei. We'll gather at the Ferndale Library on Sunday, May 31 from 2:00 – 4:00 p.m. Local patrons can also view the livestream from home.

STEWARDSHIP

Foundation Development Director Jessica Burson is busy lining up "lead matching gift donors" to kick off Library Giving Day on April 1. She's also onboarding new Foundation board members De Murr and Randa Abramson, and planning a Donor Appreciation Luncheon on May 20.

Christine Perkins, Executive Director



whatcom county
library system

Deputy Director Report

March 2026

COMMUNITY

Program Spotlight – Digitize Your Memories at the Library. Programs in February introduced patrons to using this special equipment which they may schedule to access with staff support as needed. “Learn about a variety of library resources for scanning documents and photos, and ways to digitize video recordings from VHS, film and other bygone formats. The library has tools you can use to gather your stories into one, neat digital package to share with your loved ones and preserve for posterity. Join library staff to learn about the available equipment and the basics of how to use it.”

RESOURCES

The beginning of Spring weather brings the addition of seed libraries to our branch locations. Most of these are provided and managed by the [Salish Seed Guild](http://www.SalishSeed.org), a network of seed-saving gardeners and advocates supporting the open exchange of seeds. Visit the library to pick up seeds or attend a gardening program.



STEWARDSHIP

At the beginning of each year, I work with Branch Managers and our Learning Coordinator to develop a plan for how learning opportunities throughout the year can inform our work. In 2026, 11 Public Services staff have been approved to attend professional conferences at the state and national level including the Washington Library Association, Pacific Northwest Library Association, Public Library Association, American Library Association and the Association of Tribal Libraries. We are able to apply for learning grants from the Washington State Library to support some of these. Virtual attendance is also an option in some cases. Training funds are limited, so planning for these opportunities typically occurs early in the year.

Michael Cox
Deputy Director

COMMUNITY

The Youth Services Team will be leading a breakout session at the 2026 All Staff Learning Day engaging WCLS staff in our program planning and delivery. We'll be using one of our popular programs for kids as an example, talking through our goals and planning, running the program through its paces with staff in the kid/patron roles, and debriefing to mine the experience for evidence of our intended outcomes.

As a refresher, the YS Team identified four outcomes that guide all of our work, from in-library programming to outreach to reading conversations:

Through their contact and engagement with WCLS, young people become their best selves, in the following ways:

Autonomy – they own their library experiences.

Belonging – they belong at the library, and the library belongs to them.

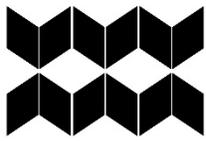
Literature – they crave books and stories, and look to the library for them.

Empathy – they connect to the library and to each other.

In February the system-wide Kids Program was Let's Make Valentines, a program where kids make valentines to give to friends and family. Beneath the programs seeming simplicity, all four of our intended outcomes are present.

The program begins with a read-aloud, as most of our programs do, grounding the experience in **literature** and reminding participants that there are books and stories related to just about any activity or pursuit. As with all of our craft programs, we steer clear of prototypes to be replicated and instead lean into creativity and self-expression. This self-directed activity encourages **autonomy** as kids make their own choices about what to create and how to create it. The associated resources, supplies, and effort asserts our investment in the young people who come and communicates their value at the library; we're doing all this for you because you **belong** here. And the program is built on shared expressions of **empathy**, inviting young people to acknowledge the people in their lives they care about and let them know.

At the Lynden Let's Make Valentines program staff received one of the handmade valentines expressing appreciation and love for the work we do:



whatcom county
library system

Community Relations Report

March 2026

COMMUNITY



WCLS's 2025 Community Report is available [online](#) and was shared with patrons via our March newsletter. Copies are also mailed to stakeholders. Highlights include a snapshot of 2025 services and impacts. The report is written, designed and printed in-house.

Book Reviews

- *The Northern Light*, Feb. 4, 2026, *Blaine book review: "Lovers in Auschwitz"*
- *Cascadia Daily News*, Feb. 12, 2026, *Review: 'Endling' by Maria Reva*
- *Cascadia Daily News*, Feb. 20, 2026, *Review: 'Evelyn in Transit' by David Guterson*
- *Bellingham Alive*, February 2026 (see clip below)

Book Reviews

WRITTEN BY EMMA RADOSEVICH

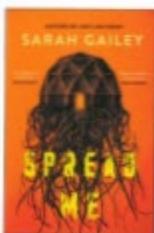


"Sunbirth"
by An Yu

In the desert town of Five Poems Lake, a young woman tries to live a peaceful life of routine despite her circumstances. 12 years ago, her parents disappeared one by one: only her father's body was found. Her loss was overshadowed when the sun began to disappear from the sky a sliver at a time.

Since then, the locals who remain have acclimated to the colder weather and a perpetual sense of dread. The rest have packed their bags in search of sunnier skies. The young woman's sister wants them to leave together. But the sisters' departure is delayed when an encounter with a Beacon—a new phenomenon in which a person's head is engulfed by sunlight—and a discovery about their policeman father's final case come between them.

An Yu's prose is full of thoughtfully rendered details that add realism to an otherwise surreal novel. Like the townsfolk of Five Poems Lake, a reader might momentarily forget about the apocalypse—before "Sunbirth's" propulsive pacing draws you back in.



"Spread Me"
by Sarah Gailey

On a far-flung desert planet, research station life follows a predictable routine: days are for analyzing samples and tracking sandstorms. Nights are for drinking games and romantic entanglements. Or at least, that's how the rest of the team lets off steam—head researcher Kinsey chose this assignment specifically for the isolation.

As a desert storm appears on the horizon, they discover the body of an alien lifeform buried in the sand. Kinsey breaks protocol and orders the specimen to be brought through the airlock and into the lab. Before they have time to examine it, the storm knocks out their comms and a team member falls mysteriously ill. Quarantined in their bunks, the team incubates unresolved conflict, an alien virus, and lingering questions like: is that specimen on the exam table as lifeless as it seemed?

"Spread Me" pays homage to classic space horror like "Alien" and "The Thing," while also feeling entirely original. Sarah Gailey is a shapeshifter of genre fiction, and their latest foray into horror is suspenseful, erotic, and viscerally unsettling.

Media Coverage

Notable press:

- *Cascadia Daily News*, Feb. 21, 2026, [Why audiobooks count as reading — and how AI is threatening the industry](#)
- *Lynden Tribune*, Feb. 25, 2026, [Viola Patten's illustration chosen for cover of WCLS Whatcomics \(Result of Feb. 10 targeted release\)](#)
- *Lynden Tribune*, Feb. 4, 2026, [Community Calendar for Feb. 4, 2026](#)
- *WWU News*, Feb. 9, 2026, [Whatcom READS Event & Display Featuring Multimodal Art & Writing by WWU Students](#)
- *My Bellingham NOW*, Feb. 10, 2026, [Deadline to file claim forms for Nooksack water adjudication may be extended \(events at Lynden Library\)](#)
- *All Point Bulletin*, Feb. 19, 2026, [Craig Romano Presents: Urban Trails Vancouver, B. C.](#)
- *Lynden Tribune*, Feb. 25, 2026, [Friends of the Sumas Library to host Spring Adult Social](#)

- *WWU News*, Feb. 25, 2026, [Western Libraries Features WWU Student Research, Presentations, and Art Pieces for Whatcom READS](#)

All Point Bulletin, Feb. 12, 2026

Point Roberts Writing Club: Saturdays, 3 to 4 p.m., Point Roberts **Library** meeting room. Drop by to share and listen along with fellow storytellers looking for feedback.

Salish Current, Feb. 20, 2026

Celtic ladies. Enjoy a cozy afternoon of music at the Deming Library. The Ladies of Lindsay, rooted in Celtic tradition, draw on folk acoustic roots music to create an atmosphere that feels warm, engaging, and timeless. Homegrown in Bellingham folklore for over two decades, they've got fiddle and flutes, cello, guitar, bodhran and more. Feb. 28, 4 p.m. [Information.](#)

Traditional plants. Lora Boome, Traditional Plants and Foods Coordinator at Northwest Indian College, discusses how to use devil's club herbal-infused oil and make a roll-on massage oil. Deming Library, Feb. 21, 2 p.m. [Registration.](#)

Mary Vermillion

Community Relations Manager

Collection Size	Physical	Electronic	Total
	294,722	426,443	721,165

Circulation	Feb 2025	Feb 2026	YTD 2025	YTD 2026	YTD % chg
Physical Circulation					
Blaine	13,406	11,622	27,833	23,839	-14.3%
Bookmobile & Outreach	4,658	4,787	10,112	11,773	16.4%
Deming	7,108	7,744	15,429	16,339	5.9%
Everson	8,005	8,472	17,061	17,763	4.1%
Ferndale	27,450	25,683	57,299	54,271	-5.3%
Island	1,610	1,464	3,505	3,316	-5.4%
Lynden	31,854	31,252	68,263	65,913	-3.4%
North Fork	3,117	3,300	6,751	6,818	1.0%
NWIC	14	7	28	32	14.3%
Point Roberts + PRX	1,938	1,886	4,109	3,786	-7.9%
Sumas + SLX	2,395	834	4,842	1,377	-71.6%
South Whatcom	7,029	8,039	14,463	15,961	10.4%
NDX	3,653	3,607	8,025	7,993	-0.4%
Physical Circulation Total	112,237	108,697	237,720	229,181	-3.6%
Disc materials: DVDs, CDs	22,679	20,815	48,556	44,555	-8.2%
All other materials	86,427	86,002	182,961	179,146	-2.1%
Digital Circulation					
eBooks/eAudiobooks	34,792	35,030	74,095	75,978	2.5%
eMagazines	5,419	5,961	11,547	12,291	6.4%
eMusic	9,594	9,951	19,236	20,645	7.3%
Streaming Video	3,750	2,718	7,318	5,562	-24.0%
Digital Circulation Total	53,555	53,660	112,196	114,476	2.0%
Grand Total	165,792	162,357	349,916	343,657	-1.8%

Visitors (Door counts)	Feb 2025	Feb 2026	YTD 2025	YTD 2026	YTD % chg
Blaine	6,220	6,393	13,685	12,901	-5.7%
Deming	2,642	2,575	5,366	5,454	1.6%
Everson	3,020	3,310	6,460	6,795	5.2%
Ferndale	11,308	11,575	24,557	23,451	-4.5%
Island	1,204	1,425	2,197	2,916	32.7%
Lynden	10,033	11,811	22,441	22,710	1.2%
NDX	286	316	601	701	16.6%
North Fork	1,491	1,860	3,173	3,669	15.6%
Point Roberts + PRX	1,193	1,424	2,474	2,799	13.1%
Sumas + SLX	1,103	0	2,420	0	-100.0%
South Whatcom	2,621	3,058	5,792	6,188	6.8%
Total	41,121	43,747	89,166	87,584	-1.8%

New Borrowers	Feb 2025	Feb 2026	YTD 2025	YTD 2026	YTD % chg
	495	492	1,147	1,157	0.9%

Interlibrary Loan	Feb 2025	Feb 2026	YTD 2025	YTD 2026	YTD % chg
Borrowed from BPL	11,232	10,455	23,909	21,761	-9.0%
Lent to BPL	20,382	20,902	43,577	42,708	-2.0%
Borrowed: other libraries	502	553	1,142	1,136	-0.5%
Lent: other libraries	564	559	1,256	1,223	-2.6%

Electronic Resources	Feb 2025	Feb 2026	YTD 2025	YTD 2026	YTD % chg
WCLS.org Sessions	38,161	44,104	77,564	89,835	15.8%
Bibliocommons Sessions	87,162	82,036	181,382	182,158	0.4%
Internet Sessions	3,450	4,092	7,550	8,145	7.9%
Wifi Clients / Sessions	7,457	7,260	14,809	14,701	-0.7%

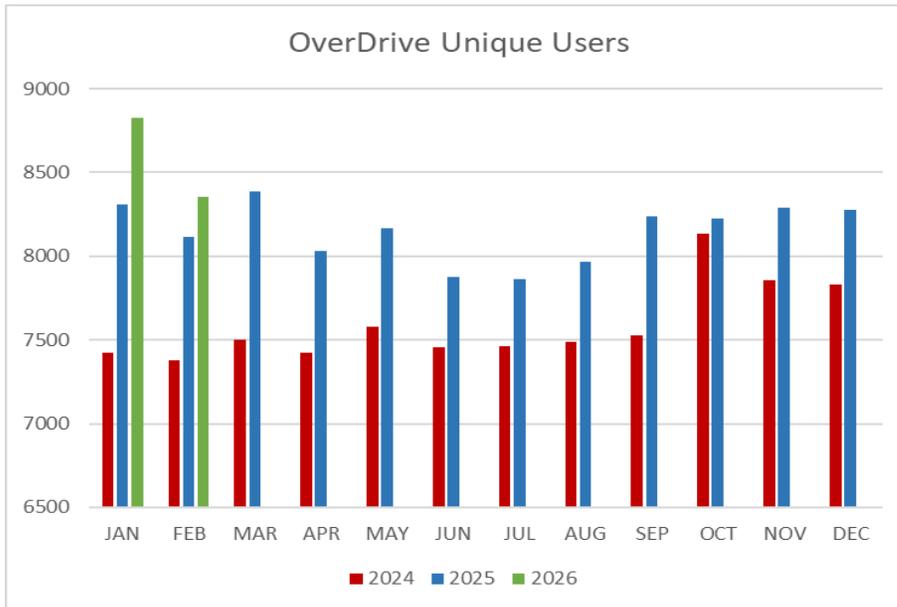
Activities	Feb 2025	Feb 2026	YTD 2025	YTD 2026	YTD % chg
Programs					
Adults	95	100	184	189	2.7%
Teens	39	42	65	74	13.8%
Children	109	92	213	151	-29.1%
Total	243	234	462	414	-10.4%
Attendance					
Adults	835	1,049	1,770	1,831	3.4%
Teens	774	1,038	1,747	2,839	62.5%
Children	2,640	2,518	3,914	4,069	4.0%
Total	4,249	4,605	7,431	8,739	17.6%

Notes/Corrections:

Sumas Library closed due to Dec 2025 flood

OVERDRIVE UNIQUE USERS

While WCLS service population represents approximately 16.5% of the total consortium population, in February, WCLS users were 20% of all users and WCLS checkouts were 21% of all checkouts. Our top-circulating eBooks and eAudiobooks are driven by titles where simultaneous use licenses are available, or where WCLS has purchased multiple Advantage copies that can only be checked out by our patrons. Emagazines remain popular and represent 15% of our total checkouts (up from 13% in February 2025); top circulating magazines in February were *The New Yorker* (491), *New Scientist* (231), *The Week* (212), *Cook's Illustrated* (173) and *National Geographic* (152).



DATABASE USAGE

Promotion of database use in schools by the Youth Services team resulted in high monthly usage of Britannica and Culturegrams in February. Other highlights include 28 patrons using Peterson's Test Prep to practice for the Cosmetology Barbering exam, 196 patrons using Mango Languages to practice their Spanish, patrons viewing 15,613 *Bellingham Herald* articles and 14,739 *Seattle Times* articles, and 27 LinkedIn Learning course completions in various topics; among them, career development, effective communication, developing resilience, and leadership skills.

