



**BOARD OF TRUSTEES MEETING**  
**Whatcom County Library System**  
**October 20, 2026**

Via Teams and Administrative Services  
5205 Northwest Drive  
Bellingham, WA 98226

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

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1. 9:00 a.m.      **Call to Order.** Quorum determined.
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.      **Consent Agenda**
  - a. Meeting Minutes
  - b. Expenditures
  - c. Resolution 10/20/26-11 Authorizing Cancellation of a Warrant
4. 9:15 a.m.      **Closed Executive Session to Discuss 2027 Wage & Benefit Negotiations**  
*Collective Bargaining Update per RCW 42.30.140(4)(a). No final action will be taken during the Closed Session. At the beginning of the session, the Library Board Chair will state the time when the session is expected to end. If the session ends early, the Board will not reconvene in open session until the stated time. If the session is not over at the stated time, the Library Board Chair will briefly reconvene the Board in open session at the stated time to announce the time to which the session will be extended.*
5. 9:45 a.m.      **2027 Wage & Benefit Negotiations**
6. 9:55 a.m.      **Birch Bay Update**
7. 10:10 a.m.     **Blaine Update**
8. 10:25 a.m.     **BREAK**
9. 10:35 a.m.     **Financial Report and Resolutions**
  - a. Finance Committee Report
  - b. 2026 Capital Fund Budget Update
  - c. Resolution 10/20/26-12 Transferring a Change Fund
  - d. 2027 Preliminary Draft Budget
10. 10:50 a.m.    **2027 Strategic Action Plan**
11. 11:10 a.m.    **Policy Review and Update**
  - a. Meeting Room and Facilities Use Policy 7.03
  - b. Meeting Room and Facilities Use Policy 7.03 Attachment A - Schedule of Fees
12. 11:15 a.m.    **Updated Agreement for the Exchange of Services with the Friends of Island Library**

*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, October 19, 2026. Written comments may be submitted to [Allyson.McBride@wcls.org](mailto:Allyson.McBride@wcls.org) prior to the meeting.*

- 13. 11:25 a.m.      **Staff Reports**
- 14. 11:30 a.m.      **Performance Measures and Committee Reports**
- 15. 11:35 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](mailto:Allyson.McBride@wcls.org) before 4:00 p.m. Monday, October 19, 2026. Written comments may be submitted to [Allyson.McBride@wcls.org](mailto:Allyson.McBride@wcls.org) prior to the meeting.*



## Board Meeting Agenda Item Cover Sheet

|                          |                                                                                            |
|--------------------------|--------------------------------------------------------------------------------------------|
| Meeting Date:            | 10/20/2026                                                                                 |
| Committee or Department: | Administration Department                                                                  |
| Subject:                 | Consent Agenda – Board Meeting Minutes, Monthly Expenditures, Resolution to Void a Warrant |
| Prepared By:             | Jackie Saul                                                                                |
| Impact upon Budget?      | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                        |
| Supporting Documents:    | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                        |

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

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

### Summary:

#### Meeting Minutes:

- September 15, 2026 Regular Board Meeting

#### Expenditures:

##### General Fund:

- August 16-30, 2026 payroll: check nos. 1048303327-1048303331 and voucher nos. 567593-567748 totaling \$274,778.42 and September 1-15, 2026 payroll: check nos. 1048454665-1048454667 and voucher nos. 567753-567910 totaling \$274,807.19.
- ACH transactions for employee benefits, payroll processing fees, telecommunication services and monthly sales/use tax filings totaling \$91,367.09; \$48,984.58 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 2026-35G: warrant nos. 1282296-1282315 totaling \$61,142.05
- Claim 2026-36G: warrant nos. 1282575-1282590 totaling \$58,461.84
- Claim 2026-37G: warrant nos. 1282917-1282940 totaling \$124,853.10
- Claim 2026-38G: warrant nos. 1283285-1283309 totaling \$57,360.04
- Claim 2026-39G: warrant nos. 1283762-1283777 totaling \$31,035.27

##### Capital Fund:

- Claim 2026-23C: warrant no. 1282316 totaling \$72.75
- Claim 2026-24C: warrant nos. 1282591-1282592 totaling \$210,418.11
- Claim 2026-25C: warrant nos. 1282941-1282942 totaling \$1,863.85
- Claim 2026-26C: warrant nos. 1283778-1283784 totaling \$45,526.81

#### Authorization to Void Warrants

- Resolution 10/20/26-11 voiding warrant 1279643

**Alternatives:** N/A

**Fiscal Impact:** Expenditures for approval paid from available 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 September.

## Library Board of Trustees Regular Meeting

September 15, 2026

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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:** Matthew Santos, Chair; John Miller, Vice Chair; Danielle Gaughen, Secretary; Jes Stugelmayer and Riley Sweeney. Absent: None.

**Staff:** Christine Perkins, Executive Director; Michael Cox, Deputy Director; Jackie Saul, Director of Finance and Administration; Thom Barthelmess, Youth Services Manager; Mary Vermillion, Community Relations Manager; Mary Kinser, Collection Services Manager; Geoff Fitzpatrick, IT 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; Jessica Burson, Foundation Development Director; Maggie Mae Nase, Learning Coordinator; Allyson McBride, Records Management Specialist & Executive Assistant; Emma Radosevich, Collection Development Librarian.

**Guests:** Ed Trott; Randa Abramson

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### Call to Order

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Matthew determined quorum and called the meeting to order at 9:01 a.m.

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### Open Public Comment

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No public comment.

Matthew asked the Board to consider moving the Consent Agenda to take place as agenda item 3 and the Service Anniversary Recognition as item 4.

***Riley moved to approve the adjusted agenda. Seconded. Unanimous approval of the adjustment of the agenda.***

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### Consent Agenda

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The Consent Agenda included minutes of the August 18, 2026, Board of Trustees Regular Meeting, authorization to reissue a paycheck, and the following expenditures:

**General Fund:**

- July 16-31, 2026 payroll: check nos. 1048008620-1048008624 and voucher nos. 567270-567424 totaling \$278,477.02 and August 1-15, 2026 payroll: check nos. 1048156990-1048156994 and voucher nos. 567429-567588 totaling \$273,639.38.

- ACH transactions for employee benefits, payroll processing fees, telecommunication services and monthly sales/use tax filings totaling \$91,118.18; \$48,420.76 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 2026-31G: warrant nos. 1280893-1280917 totaling \$59,415.98
- Claim 2026-32G: warrant nos. 1281135-1281152 totaling \$128,045.73
- Claim 2026-33G: warrant nos. 1281455-1281477 totaling \$26,180.48
- Claim 2026-34G: warrant nos. 1282047-1282069 totaling \$36,600.72

Capital Fund:

- Claim 2026-20C: warrant nos. 1280918-1280919 totaling \$8,499.02
- Claim 2026-21C: warrant nos. 1281153-1281156 totaling \$109,465.68
- Claim 2026-22C: warrant nos. 1282070-1282072 totaling \$86,789.85

John asked the Board to consider approving the August 18, 2026 separately as there were two Board members absent, with notice, from the August 2026 Board meeting.

***Riley moved to remove the August 18, 2026 minutes from the consent agenda and approve separately. Seconded. Unanimously approved.***

***Riley moved to accept the Consent Agenda as revised . Seconded. Unanimous board approval.***

The Board reviewed the August 18, 2026 minutes separately.

***Riley moved to accept the August 18, 2026 meeting minutes as presented. Seconded. Minutes of the August 18, 2026 meeting approved with 3 approvals and 2 abstentions.***

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### Service Anniversary Recognition

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The Board recognized Sarah Nissell (Lavender), Youth Services Librarian, for 10-year service anniversary. Thom started his recognition of Sarah by noting how her degree in drama from Western Washington University and her interest in story have helped shape Sarah's work with WCLS. Sarah is able to work well with all ages of young people and cares deeply about them and they know it. One of the teens that attended many programs with Sarah went on to be valedictorian of their high school and wrote an essay on how Sarah is their hero.

Sarah leads the Summer Reading committee, ensuring that it is a meaningful program for all ages. Her camp model has expanded into many different themes and is now a centerpiece for WCLS summer programs.

Thom expressed that Sarah makes him better at his job and he is proud to work with her. Christine noted that Sarah has built astounding connections with young people and they will forever link these experiences with the public library.

Sarah thanked the Board and left the meeting.

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### Financial Report and Resolutions: Finance Committee Report

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Jackie reviewed her report, including the August Notes and Highlights section. She noted that she failed to mention in her report that she is currently working with FEMA to secure funding from the December 2025 Sumas flooding. Jackie confirmed that the total losses were around \$65,000. The insurance company applied depreciation on top of the deductible so WCLS only got about \$45,000 from the insurance claim. When adding

staff time for the cleanup and help, it came to about \$11,000 of time. Jackie is expecting \$25,000 to \$30,000 to come from FEMA. Jackie will continue to provide updates as this progresses.

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## Policy Updates

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**Program Policy 4.04** – Thom proposed changes to policy 4.04 which included adding language to affirm programming for patrons of all ages. The updates also included adding information on direct programming with Whatcom County schools.

***Riley moved to approve Policy 4.04 as presented. Seconded. Unanimous approval.***

**Safe Child and Children’s Programs Policy 6.03** – Thom presented this policy update, which articulates how young a child can be without supervision in the library. Updates also included specifying what the expectations are for supervision and removed a previously added addendum, added during the COVID pandemic.

***Jes moved to approved Policy 6.03 as presented. Seconded. Unanimous approval.***

**Temporary Adverse Working Conditions Policy 12.45** – Jackie brought policy 12.45 to the Board. In 2020 the Board approved the Emergency Closure Policy to cover all staff, not just benefitted. This policy update is similar in that if the workplace is not accessible due to temporary adverse conditions resulting from a facilities project and out of the employees’ control, WCLS will provide Closure pay to the employee for missed scheduled hours resulting from the closure, provided that an alternative work location cannot be used. This policy update also revises the process to determine when a temporary adverse condition may exist.

***Riley moved to approve Policy 12.45 as presented. Second. Unanimous approval.***

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## Strategic Plan 2027 – 2031

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Christine presented a final draft of the 2027-2031 Strategic Plan to the Board. This final draft includes Key Performance Indicators for each objective. If approved, the next step will be to work on a 2027 Strategic Action Plan.

The Board reviewed the document and discussed their takeaways. Christine confirmed that the net promoter score for WCLS currently stands at 83%. She found that a prior study listed it at 81%, showing that there has been improvement over the years. The Board discussed that simply maintaining the 83% would be good but a focus in this new plan will include continuing to strengthen the net promoter score.

John thanked Christine and all WCLS staff for the work done on this Plan. Riley mentioned that there is a great mix of strategies and values, and Matthew agreed. Matthew noted that he appreciates how many different levels of employees have provided feedback which has been included and incorporated into the final draft.

***Riley moved to approve the 2027-2031 Strategic Plan as presented. Seconded. Unanimous approval.***

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## Break

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Matthew adjourned for a break from 9:42 – 9:53 a.m.

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## Blaine Library Update

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Christine notified the board that Michael, Ryan, Christine and Jonathon Jakobitz, Blaine Branch Manager, met with the Blaine Mayor, the City Administrator and a council member to have an initial check-in meeting regarding the proposed new building. The purpose of this meeting was to begin discussions about how to work together, where the needed funds will come from, and what the specific needs and interests are for the library. The city is hoping to have a development agreement finalized by the end of the year.

The Board reviewed the notes from the August 2026 Blaine Council meeting, which included proposed building plans. It was agreed that there are still many questions that need to be explored before signing any agreements; though this is a great option, of the options that have been presented so far. Fundraising needs are a concern and will be a focus in the continued discussions. Christine asked the Board to consider a potential special meeting between now and December, if needed, to have more focused conversations. All agreed and asked that there be ample notification if a special meeting is to be held.

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#### Staff Reports: Executive Director

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In addition to her written report, Christine highlighted two articles that she included, *We Must Save Our School Libraries at all Costs First* written by Jessica Gigot and *Teaching with Whole Books Boosts Comprehension and Engagement* written by Natalie Wexler. Christine also noted the wonderful cover of the latest release of *Explorations* featuring a Whatcom County couple who is engaged with the library and community. Riley inquired about the listed pie baking contest and expressed his interest in being a judge. Jes also noted that she would like to be considered as a judge for the contest. Christine will pass along their names to Claire who is spearheading the event.

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#### Staff Reports: Deputy Director

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In addition to his written report, Michael shared photos of Erin Suda's car which had been transformed into Snap E. Dragon for a parade which took place on Lummi Island. There were also photos shared of local youth dressed as Snap E.

Michael informed the Board that WCLS is sending two Cultural Liaisons to the Association of Tribal Archives, Libraries and Museums conference taking place in Spokane. Jes mentioned that she looks forward to hearing about what they learn and hopes they will update the Board on their experience.

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#### Staff Reports: Youth Services Manager

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Thom shared his written report and highlighted the performance measures showing a bump in children's programs. He noted that this is due particularly to back-to-school events taking place in Blaine.

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#### Staff Reports: Community Relations Manager

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Mary discussed her written report. She noted that she is working on figuring out how to reduce costs with *Explorations*. She also informed the Board that Cynthia French, Communications Specialist, has accepted a position with North Olympic Library System. This has opened a position that has had 35 individuals apply so far. The posting closes Sunday, September 20.

Mary also applauded that hard work that Marty Jimmy, Nooksack Cultural Liaison, and Christian Cultee, Lummi Cultural Liaison, have been accomplishing in our partnership with Whatcom Museum. There is a QR code on the WCLS website where you can see a list of the films that will be shown at Whatcom Museum every weekend in November as part of this partnership.

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#### Performance Measures & Committee Reports: Performance Measures

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In addition to his written report, Michael highlighted that database usage is down a small amount compared to the last few years. He also noted that circulation is down 3% and has fluctuated throughout the year. He confirmed that this is consistent to usage patterns across the state.

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

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Jessica Burson gave the Board an update on this year's Branch Out event. She confirmed that 250 people attended this year, which is 2 tables more than last year. The event raised over \$56,000 including a challenge gift from a donor that raised \$8,000. The challenge gift will fully fund the 2027 Summer Reading Forever Books.

Christine thanked Jessica for coordinating such a great event. She expressed her pride in the WCLS staff and Foundation members for all their efforts.

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#### Announcements and Adjourn

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- Annual wage and benefit negotiations October 5 & 6 and backup day October 7
- All Friends Gathering October 21 from 2:00 – 4:00 p.m. at the Lynden Library

Matthew adjourned the meeting at 11:06 a.m.

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#### Next Meeting

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The next Board of Trustees meeting will be held on October 20, 2026, at 9:00 a.m. online via Microsoft Teams and at Administrative Services, 5205 Northwest Drive, Bellingham, WA 98226.

|                                   |                    |                                  |
|-----------------------------------|--------------------|----------------------------------|
| <hr/>                             | <hr/>              | <hr/>                            |
| Danielle Gaughen, Board Secretary | 10-20-2026<br>Date | Allyson McBride, Exec. Assistant |



**RESOLUTION NO. 10/20/26-11**  
**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 warrant was lost or not received by the vendor and has not been redeemed; and,

**WHEREAS**, the vendor has completed an application for duplicate instrument; and,

**WHEREAS**, a replacement warrant has been issued and WCLS is now current with said vendor;

**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.

| <b>Warrant #</b> | <b>Date</b>   | <b>Vendor</b>    | <b>Amount</b> |
|------------------|---------------|------------------|---------------|
| 1279643          | July 14, 2026 | John B. Neighbor | \$330.00      |

Adopted by the Whatcom County Library System Board of Trustees this 20<sup>th</sup> day of October, 2026:

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Matthew Santos, Board Chair



## Board Meeting Agenda Item Cover Sheet

|                          |                                                                                                                          |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Meeting Date:            | 10/20/2026                                                                                                               |
| Committee or Department: | Human Resources                                                                                                          |
| Subject:                 | 2027 Wage & Benefit Agreement; MOUs; drafts of 2027 Salary Structure, benefits rates and structure, and holiday calendar |
| Prepared By:             | Beth Andrews                                                                                                             |
| Impact upon Budget?      | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                                                      |
| Supporting Documents:    | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                                                      |

**Recommendation or Request:** Approve the 2026 Wage & Benefit Agreement, the 2027 Memorandums of Understanding (MOUs), and the resulting draft of the 2027 Salary Structure and benefit rates and structure, and the 2027 holiday calendar, which reached tentative agreement by consensus of the union and management during the negotiations process.

**Suggested Motion for Consideration:** Move approval of the 2027 Wage & Benefit Agreement, the 2027 MOUs and the resulting drafts of the 2027 Salary Structure and benefit rates and structure, and the 2027 holiday calendar.

**Summary:** 2027 Wage & Benefit Agreement, 2027 MOUs, 2027 Salary Structure and benefit rates and structure, and 2027 holiday calendar presented separately.

**Alternatives:** Return to the negotiation process

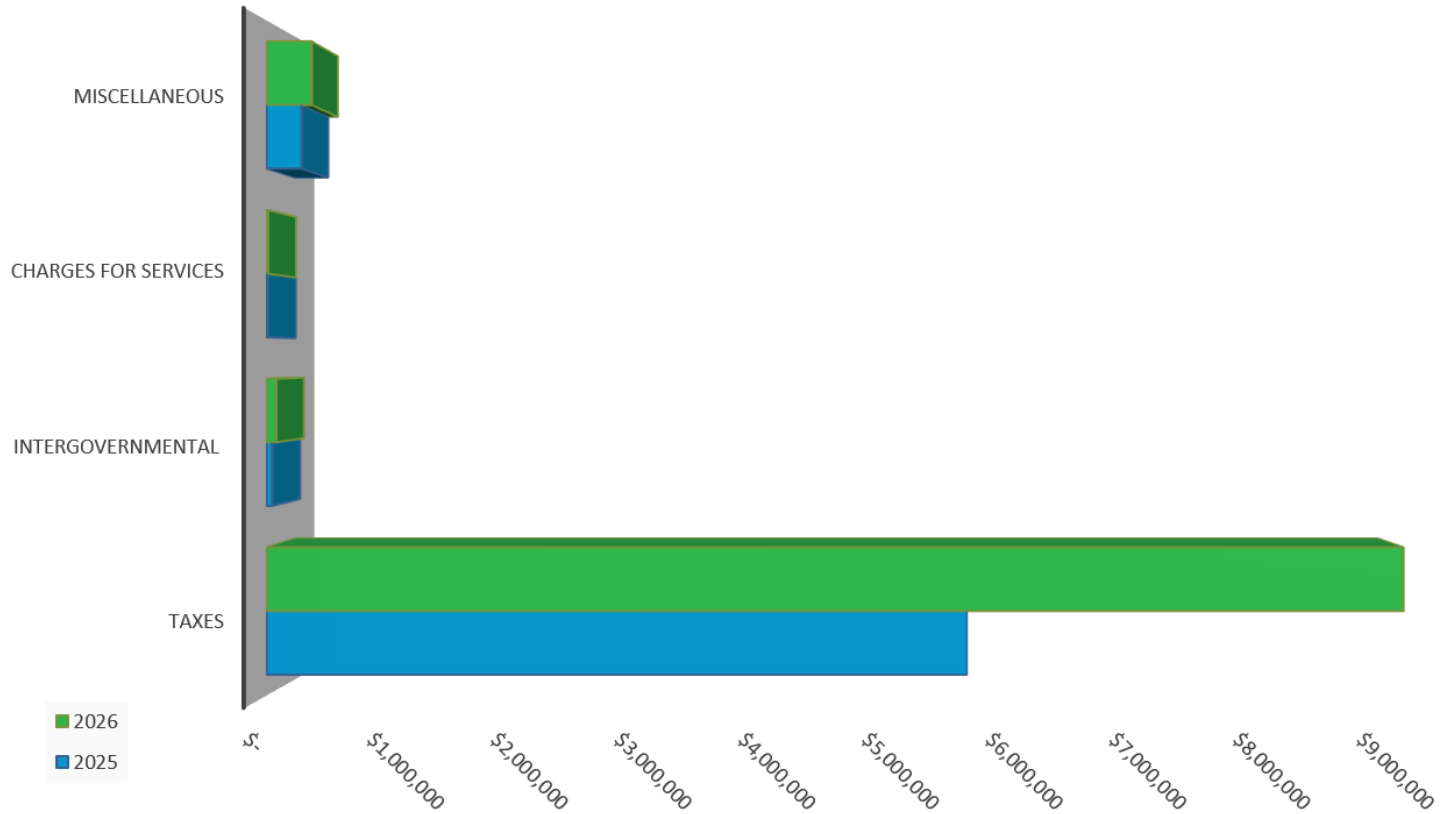
**Fiscal Impact:** As discussed

**Comments:** N/A

**2026 Budget Revenues - Year-To-Date  
September 2026 (75% of FY)**

| Acct No  | Description                             | Budgeted<br>Revenues | Actual<br>Revenues YTD | % of Actual<br>Revenues YTD | % of Budgeted<br>Revenues<br>Received YTD | Budget<br>Variance    |
|----------|-----------------------------------------|----------------------|------------------------|-----------------------------|-------------------------------------------|-----------------------|
| 310      | <b>TAXES</b>                            |                      |                        |                             |                                           |                       |
| 311.10   | General Property Taxes                  | \$ 16,816,085        | \$ 9,532,047           | 95.35%                      | 56.68%                                    | \$ (7,284,038)        |
|          | <b>TOTAL TAXES</b>                      | <b>16,816,085</b>    | <b>9,532,047</b>       | <b>95.35%</b>               | <b>56.68%</b>                             | <b>(7,284,038)</b>    |
| 330      | <b>INTERGOVERNMENTAL REVENUE</b>        |                      |                        |                             |                                           |                       |
| 337.1000 | Local Grants, Entitlements & Other      | 45,000               | 49,243                 | 0.49%                       | 109.43%                                   | 4,243                 |
| 337.2000 | Leasehold Excise Tax                    | 30,000               | 28,294                 | 0.28%                       | 94.31%                                    | (1,706)               |
|          | <b>TOTAL INTERGOV. REVENUE</b>          | <b>75,000</b>        | <b>77,537</b>          | <b>0.78%</b>                | <b>103.38%</b>                            | <b>2,537</b>          |
| 340      | <b>CHARGES FOR GOODS &amp; SERVICES</b> |                      |                        |                             |                                           |                       |
| 347.2001 | Printing & Duplication Services         | 7,000                | 7,735                  | 0.08%                       | 110.50%                                   | 735                   |
| 347.2002 | Library Use Fees                        | 13,000               | 620                    | 0.01%                       | 4.77%                                     | (12,380)              |
|          | <b>TOTAL CHARGES FOR SERVICES</b>       | <b>20,000</b>        | <b>8,355</b>           | <b>0.08%</b>                | <b>41.77%</b>                             | <b>(11,645)</b>       |
| 360      | <b>MISCELLANEOUS REVENUES</b>           |                      |                        |                             |                                           |                       |
| 361.1100 | Investment Interest                     | 404,800              | 275,309                | 2.75%                       | 68.01%                                    | (129,491)             |
| 362.1000 | Rents & Leases                          | 4,000                | 3,676                  | 0.04%                       | 91.90%                                    | (324)                 |
| 367.1000 | Contributions & Donations               | 103,000              | 75,250                 | 0.75%                       | 73.06%                                    | (27,750)              |
| 369.1000 | Sale of Surplus                         | 100                  | 80                     | 0.00%                       | 80.00%                                    | (20)                  |
| 369.8100 | Cashier's Overages or Shortages         | -                    | (5)                    | 0.00%                       | 0.00%                                     | (5)                   |
| 369.9101 | Other Misc. Revenue                     | 24,750               | 15,648                 | 0.16%                       | 63.22%                                    | (9,102)               |
| 369.9102 | Reimburse Lost/Damaged Books            | 10,000               | 6,497                  | 0.06%                       | 64.97%                                    | (3,503)               |
|          | <b>TOTAL MISC. REVENUES</b>             | <b>546,650</b>       | <b>376,455</b>         | <b>3.77%</b>                | <b>68.87%</b>                             | <b>(170,195)</b>      |
|          | <b>TOTAL OPERATING REVENUE</b>          | <b>17,457,735</b>    | <b>9,994,394</b>       | <b>99.97%</b>               | <b>57.25%</b>                             | <b>(7,463,341)</b>    |
| 390      | <b>OTHER FINANCING SOURCES</b>          |                      |                        |                             |                                           |                       |
| 395.1000 | Proceeds from Sale of Capital Assets    | -                    | 2,728                  | 0.00%                       | 0.00%                                     | 2,728                 |
|          | <b>TOTAL OTHER FINANCING SOURCES</b>    | <b>-</b>             | <b>2,728</b>           | <b>0.00%</b>                | <b>0.00%</b>                              | <b>2,728</b>          |
|          | <b>TOTAL REVENUE</b>                    | <b>\$ 17,457,735</b> | <b>\$ 9,997,122</b>    | <b>100.00%</b>              | <b>57.26%</b>                             | <b>\$ (7,460,613)</b> |

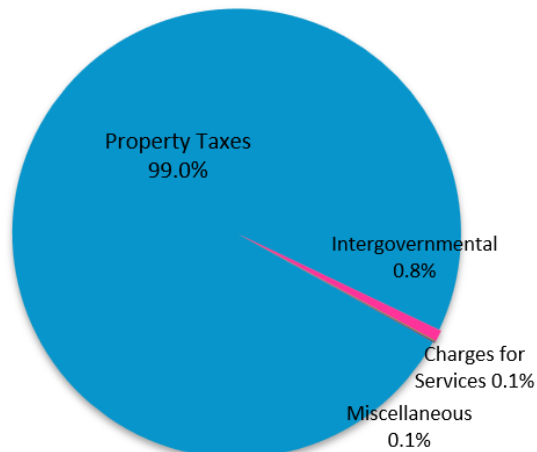
## General Fund Operating Revenue to Date-Compared to Prior Year



### Actual General Fund Revenue Year to Date Comparison

|                         | 2025         | 2026         | % Change |
|-------------------------|--------------|--------------|----------|
| Taxes                   | \$ 5,870,955 | \$ 9,532,047 | 62.36%   |
| Intergovernmental       | 44,698       | 77,537       | 73.47%   |
| Charges for Services    | 6,260        | 8,355        | 33.48%   |
| Miscellaneous           | 291,949      | 376,455      | 28.95%   |
| Total Operating Revenue | 6,213,862    | 9,994,394    | 60.84%   |
| Other Financing Sources | -            | 2,728        | 0.00%    |
| Total Revenue           | \$ 6,213,862 | \$ 9,997,122 | 60.88%   |

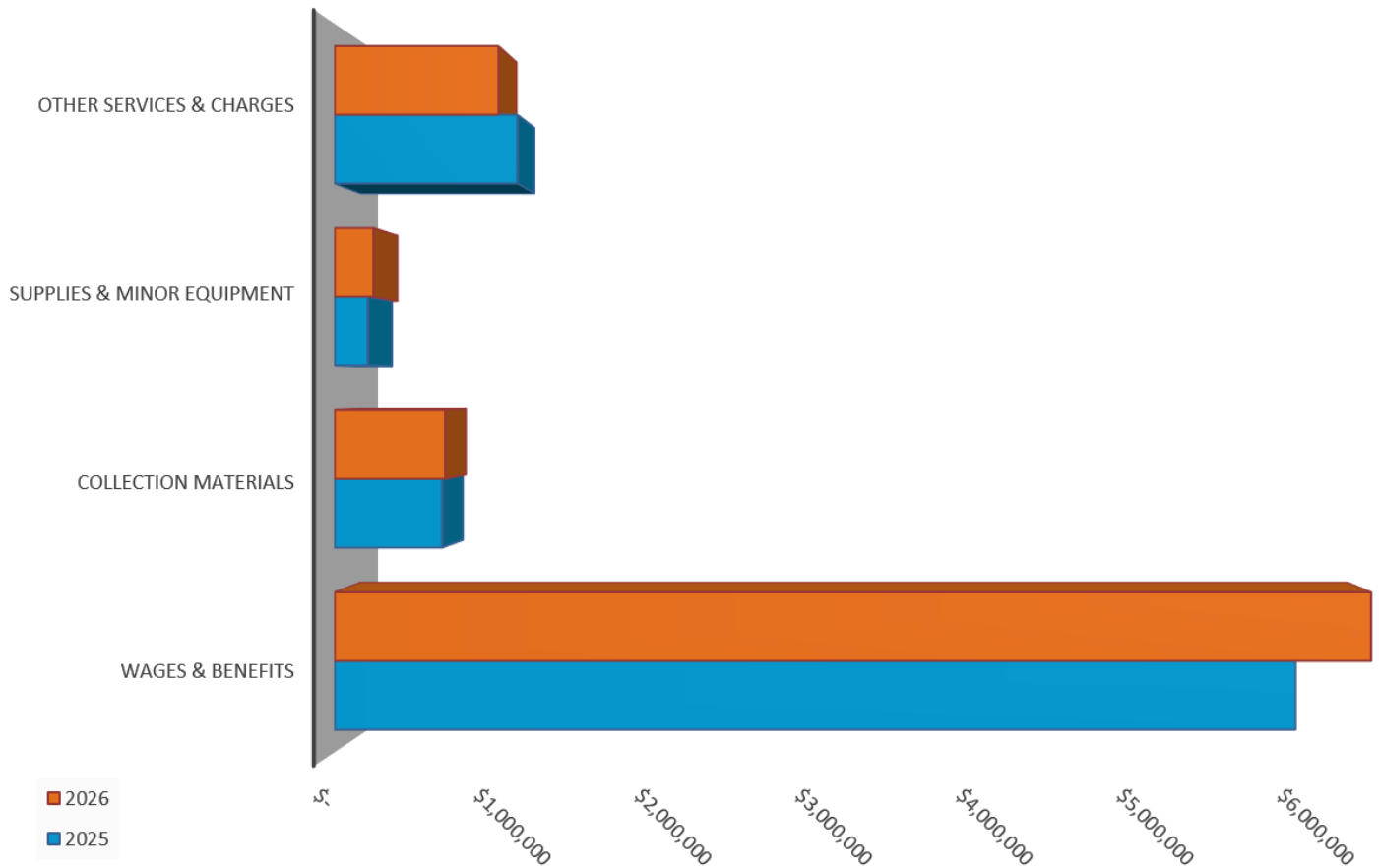
### YTD Revenue by category



**2026 Budget Expenditures - Year-To-Date  
September 2026 (75% of FY)**

| Acct No  | Description                                  | Budgeted<br>Expenditures | Actual<br>Expenditures<br>YTD | % of Actual<br>Expenditures<br>YTD | % of Budgeted<br>Expenditures<br>Spent YTD | Budget<br>Variance    |
|----------|----------------------------------------------|--------------------------|-------------------------------|------------------------------------|--------------------------------------------|-----------------------|
| 572      | <b>SALARIES, WAGES, &amp; BENEFITS</b>       |                          |                               |                                    |                                            |                       |
| 572.1000 | Salaries and Wages                           | \$ 6,901,446             | 5,079,215                     | 58.33%                             | 73.60%                                     | \$ (1,822,232)        |
| 572.2000 | Benefits                                     | 2,203,925                | 1,608,740                     | 18.47%                             | 72.99%                                     | (595,184)             |
|          | <b>TOTAL SALARIES, WAGES, &amp; BENEFITS</b> | <b>9,105,371</b>         | <b>6,687,955</b>              | <b>76.80%</b>                      | <b>73.45%</b>                              | <b>(2,417,416)</b>    |
| 572.30   | <b>SUPPLIES &amp; MINOR EQUIPMENT</b>        |                          |                               |                                    |                                            |                       |
| 572.3031 | Office & Operating Supplies                  | 186,725                  | 113,585                       | 1.30%                              | 60.83%                                     | (73,140)              |
| 572.3032 | Fuel                                         | 30,150                   | 24,445                        | 0.28%                              | 81.08%                                     | (5,705)               |
| 572.3034 | Collection Materials                         | 1,400,000                | 713,172                       | 8.19%                              | 50.94%                                     | (686,828)             |
| 572.3035 | Small Tools & Minor Equipment                | 239,800                  | 111,969                       | 1.29%                              | 46.69%                                     | (127,831)             |
|          | <b>TOTAL SUPPLIES &amp; MINOR EQUIPMENT</b>  | <b>1,856,675</b>         | <b>963,172</b>                | <b>11.06%</b>                      | <b>51.88%</b>                              | <b>(893,503)</b>      |
| 572.40   | <b>OTHER SERVICES &amp; CHARGES</b>          |                          |                               |                                    |                                            |                       |
| 572.4041 | Professional Services                        | 724,325                  | 562,948                       | 6.46%                              | 77.72%                                     | (161,377)             |
| 572.4042 | Communication                                | 140,450                  | 81,831                        | 0.94%                              | 58.26%                                     | (58,619)              |
| 572.4043 | Travel                                       | 53,025                   | 29,407                        | 0.34%                              | 55.46%                                     | (23,618)              |
| 572.4044 | Taxes & Operating Assessments                | 750                      | 658                           | 0.01%                              | 87.71%                                     | (92)                  |
| 572.4045 | Operating Rentals & Leases                   | 32,447                   | 19,936                        | 0.23%                              | 61.44%                                     | (12,511)              |
| 572.4046 | Insurance                                    | 122,634                  | 89,731                        | 1.03%                              | 73.17%                                     | (32,903)              |
| 572.4047 | Utilities                                    | 186,066                  | 143,292                       | 1.65%                              | 77.01%                                     | (42,775)              |
| 572.4048 | Repair & Maintenance                         | 120,255                  | 68,944                        | 0.79%                              | 57.33%                                     | (51,311)              |
| 572.4049 | Miscellaneous                                | 118,965                  | 60,224                        | 0.69%                              | 50.62%                                     | (58,741)              |
|          | <b>TOTAL OTHER SERVICES &amp; CHARGES</b>    | <b>1,498,918</b>         | <b>1,056,972</b>              | <b>12.14%</b>                      | <b>70.52%</b>                              | <b>(441,946)</b>      |
|          | <b>TOTAL OPERATING EXPENDITURES</b>          | <b>12,460,963</b>        | <b>8,708,099</b>              | <b>100.00%</b>                     | <b>69.88%</b>                              | <b>(3,752,864)</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>\$ 13,460,963</b>     | <b>8,708,099</b>              | <b>100.00%</b>                     | <b>64.69%</b>                              | <b>\$ (4,752,864)</b> |
|          | <b>NET INCOME (LOSS)</b>                     | <b>\$ 3,996,772</b>      | <b>1,289,023</b>              |                                    |                                            | <b>\$ (2,707,749)</b> |
|          | <b>FUND BALANCE SUMMARY</b>                  |                          |                               |                                    |                                            |                       |
|          | Beginning Fund Balance                       | \$ 9,115,981             | 9,115,981                     |                                    |                                            |                       |
|          | Net Income                                   | 3,996,772                | 1,289,023                     |                                    |                                            | (2,707,749)           |
|          | Ending Fund Balance                          | \$ 13,112,753            | 10,405,004                    |                                    |                                            | \$ (2,707,749)        |

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

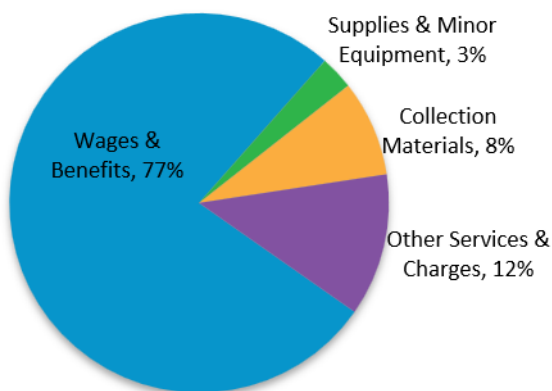


### Actual General Fund Expenditures Year to Date Comparison

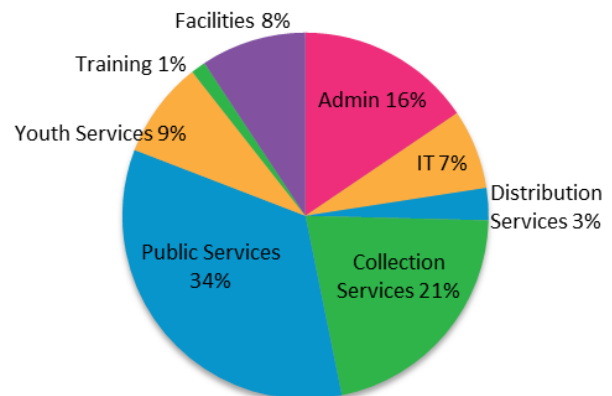
|                              | 2025         | 2026         | % Change |
|------------------------------|--------------|--------------|----------|
| Wages & Benefits             | \$ 6,201,308 | \$ 6,687,955 | 7.85%    |
| Collection Materials         | 693,897      | 713,172      | 2.78%    |
| Supplies & Minor Equipment   | 213,638      | 249,999      | 17.02%   |
| Other Services & Charges     | 1,178,673    | 1,056,972    | -10.33%  |
| Total Operating Expenditures | 8,287,515    | 8,708,099    | 5.07%    |
| Other Financing Uses         | 78,164       | -            | 0.00%    |
| Total Expenditures           | \$ 8,365,679 | \$ 8,708,099 | 4.09%    |

|                      |                |              |         |
|----------------------|----------------|--------------|---------|
| Net Operating Income | \$ (2,151,817) | \$ 1,289,023 | 159.90% |
|----------------------|----------------|--------------|---------|

### YTD Expense by Category



### YTD Expense by Department



| <b>Fund Balance Summary</b> | <b>2025 Actual</b>  | <b>2026 Budgeted</b> | <b>2026 Actual to Date</b> |
|-----------------------------|---------------------|----------------------|----------------------------|
| Beginning Fund Balance      | \$ 9,932,448        | 9,115,981            | \$ 9,115,981               |
| Revenue                     | 10,582,816          | 17,457,735           | 9,997,122                  |
| Expenditures                | (11,399,284)        | (13,460,963)         | (8,708,099)                |
| <b>Ending Fund Balance</b>  | <b>\$ 9,115,981</b> | <b>\$ 13,112,753</b> | <b>\$ 10,405,004</b>       |

| <b>Ending Fund Balance Designation Detail</b>                           | <b>2025 Actual</b>  | <b>2026 Budgeted</b> | <b>2026 Actual to Date</b> |
|-------------------------------------------------------------------------|---------------------|----------------------|----------------------------|
| Designated Ending Fund Balance - Cash Flow                              | \$ 3,767,044        | \$ 4,107,993         | \$ 4,107,993               |
| 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           | 10,279,933                 |
| Ending Unassigned Funds with no designation                             | 186,623             | 1,927,819            | 125,071                    |
| <b>Total Ending Fund Balance</b>                                        | <b>\$ 9,115,981</b> | <b>\$ 13,112,753</b> | <b>\$ 10,405,004</b>       |

## September Summary

- As of the end of September we have received \$9,532,047 in property taxes (57% of the budget). Total revenue is at \$9,997,122, which is 57% of budget.
- Operating expenditures at the end of September are \$8,708,099 (70% of budget), leaving us with a year-to-date net income of \$1,289,023. The fund balance at the end of September is \$10,405,004.

## 2026 Capital Budget Update

| Revenue                                                           | 2026 Budget      | Projected Actual |                                                                            |
|-------------------------------------------------------------------|------------------|------------------|----------------------------------------------------------------------------|
| PSE EV Charging Initiative                                        | 213,672          | -                | project costs paid directly to vendor rather than as reimbursement to WCLS |
| Friends contributions                                             | -                | 6,572            |                                                                            |
| BB boundary line adjustment proceeds                              | -                | 12,032           |                                                                            |
| Sumas insurance & FEMA payments                                   | -                | 72,852           |                                                                            |
| Other miscellaneous funding                                       | -                | 1,177            |                                                                            |
| <b>Total</b>                                                      | <b>213,672</b>   | <b>92,633</b>    |                                                                            |
| Expense                                                           | 2026 Budget      | Projected Actual |                                                                            |
| <b>Building Furnishings Enhancement &amp; Replacement Program</b> |                  |                  |                                                                            |
| LY furniture replacements                                         | 100,000          | -                | carry forward to 2027                                                      |
| <b>Building Repair and Maintenance Program</b>                    |                  |                  |                                                                            |
| AS lighting updates                                               | 47,483           | 36,326           |                                                                            |
| Exterior signage updates                                          | 30,000           | -                | carry forward to 2027                                                      |
| AS & NF parking lot updates                                       | 100,000          | 83,925           |                                                                            |
| DE carpet                                                         | 21,137           | 19,158           |                                                                            |
| NF meeting space                                                  | 129,060          | 127,012          |                                                                            |
| AS flooring                                                       | 40,000           | -                | carry forward to 2027                                                      |
| AS reception updates                                              | 20,000           | -                | carry forward to 2027                                                      |
| BL staff area remodel                                             | 102,306          | 88,035           |                                                                            |
| <b>Equipment Purchase &amp; Replacement Program</b>               |                  |                  |                                                                            |
| Vehicle replacement -- EV Blazer                                  | 60,000           | 44,840           |                                                                            |
| Vehicle replacement -- EV Blazer                                  | 60,000           | 46,203           |                                                                            |
| Vehicle Replacement -- Transit van                                | 100,000          | 92,647           |                                                                            |
| BL AV equipment                                                   | 15,000           | 12,335           |                                                                            |
| <b>Land Purchase/New Branch/Branch Upgrades</b>                   |                  |                  |                                                                            |
| Birch Bay - architecture & construction                           | 1,586,218        | 1,925,353        |                                                                            |
| WCLS EV charging initiative                                       | 213,672          | 412              | costs paid by PSE rather than as a reimbursement                           |
| BL architectural study                                            | -                | 15,000           | new                                                                        |
| <b>Total</b>                                                      | <b>2,624,876</b> | <b>2,491,245</b> |                                                                            |
| <b>Net changes</b>                                                |                  | <b>12,592</b>    |                                                                            |
| <b>Ending Fund Balance</b>                                        | <b>2,363,454</b> | <b>2,376,046</b> |                                                                            |



## Board Meeting Agenda Item Cover Sheet

|                          |                                                                     |
|--------------------------|---------------------------------------------------------------------|
| Meeting Date:            | 10/20/2026                                                          |
| Committee or Department: | Administration Department                                           |
| Subject:                 | Change Fund Transfer                                                |
| 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:** Approve Resolution 10/20/26-12 transferring a \$50 change fund from the Bookmobile to the Birch Bay Vogt Library Express

**Suggested Motion for Consideration:** Move approval of Resolution 10/20/26-12 transferring a \$50 change fund from the Bookmobile to the Birch Bay Vogt Library Express

**Summary:**

Now that we are nearing the opening of the Birch Bay Vogt Library Express, we need to start thinking about operational needs such as a change fund. Change funds must be authorized by the Board of Trustees.

The change fund currently assigned to the Bookmobile has lived in a safe in the Accounting office for the past few years. Staff reported that it was not used and they did not want to be responsible for it, nor did they want to carry cash on the Bookmobile. Reassigning the change fund to Birch Bay is a logical solution.

**Alternatives:** Keep existing change fund assigned to the Bookmobile and approve an additional one for Birch Bay

**Fiscal Impact:** None

**Comments:** None



**RESOLUTION NO. 10/20/26-12**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
WHATCOM COUNTY RURAL LIBRARY DISTRICT  
TRANSFERRING A CHANGE FUND**

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**WHEREAS**, Resolution 11/15/11-17 authorized a change fund of \$50.00 for the WCLS Bookmobile; and,

**WHEREAS**, Bookmobile patrons rarely make cash payments, choosing instead to pay online with a credit card; and,

**WHEREAS**, Bookmobile staff have requested that they no longer be responsible for or required to maintain a change fund on the Bookmobile; and,

**WHEREAS**, The Birch Bay Vogt Library Express is expected to open to the public in January 2027;

**WHEREAS**, It is necessary for Birch Bay Vogt Library Express operations to have a change fund for the purpose of making change; and,

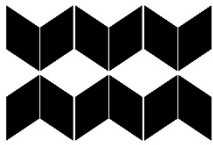
**NOW, THEREFORE, BE IT RESOLVED** that the change fund in the amount of \$50.00 currently assigned to the Bookmobile be transferred to the Birch Bay Vogt Library Express.

**BE IT FURTHER RESOLVED** that said change fund will remain in a safe at WCLS Administrative Services until such time as the Birch Bay Vogt Library Express is open to the public.

Adopted by the Whatcom County Library System Board of Trustees this 20<sup>th</sup> day of October 2026:

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Matthew Santos, Board Chair



whatcom county  
**library system**

## Board Meeting Agenda Item Cover Sheet

|                          |                                                                     |
|--------------------------|---------------------------------------------------------------------|
| Meeting Date:            | 10/20/2026                                                          |
| Committee or Department: | Administration                                                      |
| Subject:                 | Draft 2027 Budget                                                   |
| Prepared By:             | Jackie Saul                                                         |
| Impact upon Budget?      | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Supporting Documents:    | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

**Recommendation or Request:** Information Only

**Suggested Motion for Consideration:** None

**Summary:**

This is an early draft of the 2027 WCLS General Fund Budget. It reflects information available as of October 15, 2026, with 2026 projections based on year-to-date revenue and expenditures through September 30, 2026. The draft budget reflects the results of annual negotiations with the Bargaining Unit and preliminary district valuations provided by the Whatcom County Assessor's Office. This draft is subject to further review and changes prior to adoption.

**Alternatives:** N/A

**Fiscal Impact:** Preliminary budget projections for 2027

**Comments:** N/A

| <b>WORKING DRAFT BUDGET</b>          | <b>2026 Budgeted</b> | <b>2026 Projected</b> | <b>2027 Proposed Budget</b> |                 |
|--------------------------------------|----------------------|-----------------------|-----------------------------|-----------------|
| <b>Operating Revenue</b>             |                      |                       |                             |                 |
| Taxes                                |                      |                       |                             |                 |
| General Property Taxes               | \$ 16,816,085        | \$ 16,816,085         | 17,208,890                  | 2.34%           |
| Total Taxes                          | 16,816,085           | 16,816,085            | 17,208,890                  | 2.34%           |
| Intergovernmental Revenue            |                      |                       |                             |                 |
| Local Entitlements                   | 45,000               | 60,000                | 60,000                      | 0.00%           |
| Leasehold Excise Tax                 | 30,000               | 40,000                | 40,000                      | 0.00%           |
| Total Intergovernmental Revenue      | 75,000               | 100,000               | 100,000                     | 0.00%           |
| Charges For Goods & Services         |                      |                       |                             |                 |
| Printing and Duplication Services    | 7,000                | 10,000                | 10,300                      | 3.00%           |
| Library Services                     | 13,000               | 13,000                | 13,130                      | 1.00%           |
| Total Charges For Goods & Services   | 20,000               | 23,000                | 23,430                      | 1.87%           |
| Miscellaneous Revenues               |                      |                       |                             |                 |
| Investment Interest                  | 404,800              | 385,000               | 423,500                     | 10.00%          |
| Rents and Leases                     | 4,000                | 4,000                 | 4,040                       | 0.00%           |
| Contributions and Donations          | 103,000              | 103,000               | 60,000                      | -41.75%         |
| Sale of Surplus                      | 100                  | 100                   | 100                         | 0.00%           |
| Overage/Underage                     | -                    | -                     | -                           | 0.00%           |
| Other Miscellaneous                  | 24,750               | 24,750                | 24,998                      | 1.00%           |
| Lost/Damaged Materials               | 10,000               | 9,000                 | 9,090                       | 1.00%           |
| NSF Fee Recoveries                   | -                    | -                     | -                           | 0.00%           |
| COBRA Reimbursement                  | -                    | -                     | -                           |                 |
| Total Miscellaneous Revenues         | 546,650              | 525,850               | 521,728                     | -0.78%          |
| <b>Total Operating Revenue</b>       | <b>17,457,735</b>    | <b>17,464,935</b>     | <b>17,854,047</b>           | <b>2.23%</b>    |
| <b>Other Financing Sources</b>       |                      |                       |                             |                 |
| Proceeds from Sale of Capital Assets | -                    | 2,728                 | -                           | -100.00%        |
| <b>Total Other Financing Sources</b> | <b>-</b>             | <b>2,728</b>          | <b>-</b>                    | <b>-100.00%</b> |
| <b>Total Income</b>                  | <b>\$ 17,457,735</b> | <b>\$ 17,467,663</b>  | <b>17,854,047</b>           | <b>2.21%</b>    |

| <b>WORKING DRAFT BUDGET</b>         | <b>2026 Budgeted</b> | <b>2026 Projected</b> | <b>2027 Proposed Budget</b> |                |
|-------------------------------------|----------------------|-----------------------|-----------------------------|----------------|
| <b>Operating Expenditures</b>       |                      |                       |                             |                |
| Salaries                            | \$ 6,901,446         | \$ 6,841,635          | 7,749,026                   | 13.26%         |
| Benefits                            |                      |                       |                             |                |
| Retirement                          | 362,729              | 348,159               | 386,187                     | 10.92%         |
| Social Security                     | 526,148              | 523,385               | 591,232                     | 12.96%         |
| Health Insurance                    | 1,210,354            | 1,208,344             | 1,289,541                   | 6.72%          |
| Disability Insurance                | 14,435               | 14,435                | 17,074                      | 18.28%         |
| Industrial Insurance                | 63,342               | 63,342                | 65,811                      | 3.90%          |
| PFML                                | 22,539               | 22,539                | 26,045                      | 15.55%         |
| Unemployment Compensation           | 4,377                | 400                   | 4,914                       |                |
| Total Benefits                      | 2,203,925            | 2,180,604             | 2,380,804                   | 9.18%          |
| Total Personnel                     | 9,105,371            | 9,022,239             | 10,129,830                  | 12.28%         |
| Supplies                            |                      |                       |                             |                |
| Office & Operating Supplies         | 186,725              | 167,082               | 178,075                     | 6.58%          |
| Fuel                                | 30,150               | 34,390                | 38,000                      | 10.50%         |
| Collection Materials                | 1,400,000            | 1,400,000             | 1,560,000                   | 11.43%         |
| Minor Equipment                     | 239,800              | 237,725               | 180,000                     | -24.28%        |
| Total Supplies                      | 1,856,675            | 1,839,197             | 1,956,075                   | 6.35%          |
| Other Services & Charges            |                      |                       |                             |                |
| Professional Services               | 724,325              | 690,251               | 827,354                     | 19.86%         |
| Communication                       | 140,450              | 118,466               | 133,053                     | 12.31%         |
| Travel                              | 53,025               | 38,090                | 52,625                      | 38.16%         |
| Taxes and Operating Assessments     | 750                  | 1,000                 | 1,000                       | 0.00%          |
| Rentals                             | 32,447               | 32,657                | 45,276                      | 38.64%         |
| Insurance                           | 122,634              | 122,700               | 122,990                     | 0.24%          |
| Utilities                           | 186,066              | 199,391               | 210,443                     | 5.54%          |
| Repair & Maintenance                | 120,255              | 96,470                | 137,485                     | 42.52%         |
| Miscellaneous                       | 118,965              | 106,840               | 103,780                     | -2.86%         |
| Total Other Services & Charges      | 1,498,918            | 1,405,866             | 1,634,006                   | 16.23%         |
| <b>Total Operating Expenditures</b> | <b>12,460,963</b>    | <b>12,267,302</b>     | <b>13,719,911</b>           | <b>11.84%</b>  |
|                                     |                      |                       |                             |                |
| <i>Total Personnel</i>              | <i>9,105,371</i>     | <i>9,022,239</i>      | <i>10,129,830</i>           | <i>12.28%</i>  |
| <i>Total Non-Personnel</i>          | <i>3,355,592</i>     | <i>3,245,063</i>      | <i>3,590,081</i>            | <i>10.63%</i>  |
| <i>Total Operating Expenditures</i> | <i>12,460,963</i>    | <i>12,267,302</i>     | <i>13,719,911</i>           | <i>11.84%</i>  |
|                                     |                      |                       |                             |                |
| <b>Other Financing Uses</b>         |                      |                       |                             |                |
| Transfer to Capital Fund            | 1,000,000            | 1,000,000             | 250,000                     | -75.00%        |
| <b>Total Other Financing Uses</b>   | <b>1,000,000</b>     | <b>1,000,000</b>      | <b>250,000</b>              | <b>-75.00%</b> |
|                                     |                      |                       |                             |                |
| <b>Total Expenditures</b>           | <b>13,460,963</b>    | <b>\$ 13,267,302</b>  | <b>13,969,911</b>           | <b>5.30%</b>   |

| <b>WORKING DRAFT BUDGET</b>          | <b>2026 Budgeted</b> | <b>2026 Projected</b> | <b>2027 Proposed Budget</b> |
|--------------------------------------|----------------------|-----------------------|-----------------------------|
| <b>Total Operating Revenue</b>       | \$ 17,457,735        | \$ 17,464,935         | 17,854,047 2.23%            |
| <b>Total Other Financing Sources</b> | -                    | 2,728                 | - 0.00%                     |

|                                     |            |            |                   |
|-------------------------------------|------------|------------|-------------------|
| <b>Total Operating Expenditures</b> | 12,460,963 | 12,267,302 | 13,719,911 11.84% |
| <b>Total Other Financing Uses</b>   | 1,000,000  | 1,000,000  | 250,000 -75.00%   |

|                                    |                     |                     |                         |
|------------------------------------|---------------------|---------------------|-------------------------|
| Net Operating Income (Loss)        | 4,996,772           | 5,197,633           | 4,134,137 -20.46%       |
| Net Other Financing Sources (Uses) | (1,000,000)         | (997,272)           | (250,000) -74.93%       |
| <b>Net Income</b>                  | <b>\$ 3,996,772</b> | <b>\$ 4,200,361</b> | <b>3,884,137 -7.53%</b> |

| <b>Fund Balance Summary</b>                              |                      |                      |                   |
|----------------------------------------------------------|----------------------|----------------------|-------------------|
| <b>Beginning Fund Balance</b>                            | <b>\$ 9,115,981</b>  | <b>\$ 9,115,981</b>  | <b>13,316,341</b> |
| Revenue                                                  | 17,457,735           | 17,467,663           | 17,854,047        |
| Expenditures                                             | (13,460,963)         | (13,267,302)         | (13,969,911)      |
| <b>Ending Fund Balance</b>                               | <b>\$ 13,112,753</b> | <b>\$ 13,316,341</b> | <b>17,200,478</b> |
| <b>Committed and Unreserved-Designated Fund Balances</b> |                      |                      |                   |
| Cash Flow Reserve                                        | 4,107,993            | 4,048,210            | 4,527,571         |
| Emergency Reserve                                        | 1,037,372            | 1,022,275            | 1,143,326         |
| Capital Transfer Reserve                                 | 1,000,000            | 1,000,000            | 250,000           |
| Unemployment Compensation Reserve                        | 17,254               | 17,104               | 19,373            |
| Birch Bay Operating Fund Reserve                         | 505,000              | 580,000              | 505,000           |
| Facility Ownership Fund                                  | 2,967,315            | 2,967,315            | 3,467,315         |
| Facility Maintenance Fund                                | 550,000              | 550,000              | 550,000           |
| Levy Stabilization Fund                                  | 1,000,000            | 1,000,000            | 1,500,000         |
| <b>Total Committed and Unreserved-Designated Bal.</b>    | <b>11,184,933</b>    | <b>11,184,904</b>    | <b>11,962,584</b> |
| <b>Unassigned Ending Fund Balance</b>                    | <b>1,927,819</b>     | <b>2,131,437</b>     | <b>5,237,894</b>  |
| <b>Ending Fund Balance</b>                               | <b>\$ 13,112,753</b> | <b>\$ 13,316,341</b> | <b>17,200,478</b> |

Ending Fund Balance not including Levy Cushion 17,050,478

Ending Fund Balance Goal per Levy Lid Lift Tracker  
(aka Spreadsheet of Hope) 17,049,810



## Board Meeting Agenda Item Cover Sheet

|                          |                                                                     |
|--------------------------|---------------------------------------------------------------------|
| Meeting Date:            | 10/20/2026                                                          |
| Committee or Department: | Administration Department                                           |
| Subject:                 | 2027 Strategic Action Plan                                          |
| Prepared By:             | Christine Perkins                                                   |
| Impact upon Budget?      | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Supporting Documents:    | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

**Recommendation or Request:** Approval of 2027 Strategic Action Plan

**Suggested Motion for Consideration:** Move approval of 2027 Strategic Action Plan as presented

**Summary:**

The 2027 Strategic Action Plan identifies the first projects to address from the 2027-2031 Strategic Plan.

**Alternatives:** As discussed

**Fiscal Impact:** As discussed during the budget planning process.

**Comments:** Since this is the first year of a new strategic plan after the Levy Lid Lift, we are focusing on addressing issues we heard about repeatedly during the strategic planning process. Our interest is in showing the public we listened and took action.

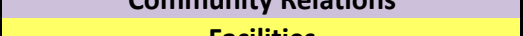
2026 STRATEGIC ACTION PLAN - ONGOING PROJECTS - DRAFT  
updated 10/15/2025

| Q1                                                                                                                                                   | Q2                                                                                                                                     | Q3                                 | Q4                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------|
| Loan physical and e-materials, provide internet access, meeting rooms, programs and events, via branch libraries, bookmobile, jail service, outreach |                                                                                                                                        |                                    |                                    |
| Whatcom READS: Solito                                                                                                                                |                                                                                                                                        | Summer Reading                     |                                    |
| Conduct school visits                                                                                                                                |                                                                                                                                        |                                    |                                    |
| Facilitate ConnectED program                                                                                                                         |                                                                                                                                        |                                    |                                    |
| Whatcomics                                                                                                                                           | Forest of Words                                                                                                                        | Storytimes                         | Programs for School-Aged Children  |
| Perform on-going collection maintenance, Reading Conversations and Freedom to Read trainings for new staff                                           |                                                                                                                                        |                                    |                                    |
| Replace staff and public workstations per schedule; provide tech support; IT Services Committee meetings                                             |                                                                                                                                        |                                    |                                    |
|                                                                                                                                                      |                                                                                                                                        |                                    | Union Contract Negotiations        |
|                                                                                                                                                      |                                                                                                                                        | Develop 2027 Project Proposals     | Develop 2027 Action Plan & Budget  |
| All Staff Learning Day                                                                                                                               |                                                                                                                                        |                                    |                                    |
| Spring Explorations                                                                                                                                  | Summer Explorations                                                                                                                    | Fall / Winter Explorations         |                                    |
| Annual Reports                                                                                                                                       | Nat Lib Wk / Lib Giv Day                                                                                                               | Lib Card Signup Month / Branch Out | All Friends & Foundation Gathering |
|                                                                   | Implement Marketing Plan                                                                                                               |                                    |                                    |
|                                                                   | Address deferred / priority facilities maintenance and ADA accessibility projects / backfill full-time Facilities Planning Coordinator |                                    |                                    |

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

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



| KEY                                                                                                                   |                     |
|-----------------------------------------------------------------------------------------------------------------------|---------------------|
|                                    | Public Services     |
|                                    | Youth Services      |
|                                    | Collection Support  |
|                                    | IT                  |
|                                    | Admin / HR          |
|                                    | Community Relations |
|                                    | Facilities          |
| <br> new operating budget impact |                     |
| <br> new capital expense         |                     |
| <br> IN PROGRESS                 |                     |
| <br> completed                   |                     |



## Board Meeting Agenda Item Cover Sheet

|                          |                                                                                                                 |
|--------------------------|-----------------------------------------------------------------------------------------------------------------|
| Meeting Date:            | 10/20/2026                                                                                                      |
| Committee or Department: | Public Services                                                                                                 |
| Subject:                 | Review of Meeting Room & Facilities Use Policy 07.03 and recommended updates to Attachment A - Schedule of Fees |
| Prepared By:             | Michael Cox                                                                                                     |
| 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:** Approve update to Meeting Room & Facilities Use Policy 07.03 – Attachment A – Schedule of Fees

**Suggested Motion for Consideration:** Motion to approve update to Attachment A – Schedule of Fees, related to the Meeting Room & Facilities Use Policy 07.03

**Summary:** No changes are recommended for the Meeting Room & Facilities Use Policy 07.03. Periodic review by the Board of Trustees is informative; it provides context to the Schedule of Fees attachment to that policy. The Schedule of Fees gives WCLS authority to charge patrons for services including commercial use of meeting spaces, staff time as needed for meetings that occur after regular hours of operation and costs incurred by WCLS resulting from damage caused during use of meeting room spaces. Recommended updates include renaming some existing meeting spaces for clarity, the addition of new meeting spaces, increasing hourly costs of utilizing staff after hours, and citing the cost of carpet cleaning.

**Alternatives:** Leave the Schedule of Fees as is.

**Fiscal Impact:** No fiscal impact is expected.

**Comments:**



## MEETING ROOM AND FACILITIES USE POLICY

POLICY NUMBER: 7.03

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### SCOPE

This policy applies to specific meeting room spaces as identified in Meeting Room and Facilities Use Administrative Procedure Number 7.03.01.

To further the WCLS mission to connect information, ideas and community, WCLS provides wide access to its meeting rooms on a first-come, first served basis to as many patrons as possible.

WCLS allows organizations and groups to use library meeting rooms when those facilities are not needed for use by the Library, activities sponsored by WCLS, library-building owners, Friends of the Library groups, and when such use does not disrupt WCLS programs and activities. Such permission is revocable and does not constitute a lease. WCLS reserves the right to deny applications for use based on the availability of space or staff, frequency of use, or as deemed necessary by the Executive Director.

Use of WCLS meeting spaces is available on equal terms, regardless of the beliefs or affiliations of individuals or groups requesting their use. Permission to use WCLS meeting spaces does not constitute WCLS endorsement of any program presented or any viewpoints expressed. Advertisements or announcements implying such endorsement are not permitted. However, WCLS may elect to provide notification to the general public about a group's meeting or activity.

All activities conducted in WCLS libraries must comply with all federal, state, and local laws and are subject to the rules and regulations of WCLS. WCLS reserves the right to have representatives attend any meeting held in its facilities to ensure no unlawful activities are occurring on library premises. WCLS reserves the right to cancel reservations or refuse use of a meeting room at any time.

WCLS does not assume liability for injuries to individuals or damages to personal property which occur as a result of actions of the sponsors or participants in activities in WCLS meeting spaces. The Executive Director is responsible for establishing and administering procedures to carry out this policy.

Use of WCLS facilities and meeting rooms by any group signifies acceptance of the terms of this policy and the guidelines for room use.

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**RELATED POLICIES:** [Program Policy 4.04](#); [Conduct Policy 6.01](#); [Posting, Petitions and Exhibit Policy 7.04](#); [Political Activities and Expression by WCLS Employees Policy 12.31](#).

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**STATUTORY REFERENCE:** [RCW 42.17A.555 Use of public office or agency facilities in campaigns](#)—Prohibition—Exceptions; [RCW 42.52.180 Use of public resources for political campaigns](#).

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**APPROVALS AND UPDATES**

| <b>Date</b>        | <b>Action</b> | <b>Reviewer</b> | <b>Approved By</b>                              | <b>Approval Signature</b> |
|--------------------|---------------|-----------------|-------------------------------------------------|---------------------------|
| May 15, 1990       | Adopted.      | -               | Whatcom County Library System Board of Trustees | /s/                       |
| April 21, 1992     | Revised.      | -               | Whatcom County Library System Board of Trustees | /s/                       |
| December 17, 2002  | Revised.      | -               | Whatcom County Library System Board of Trustees | /s/                       |
| May 20, 2003       | Revised.      | -               | Whatcom County Library System Board of Trustees | /s/                       |
| March 16, 2004     | Revised.      | -               | Whatcom County Library System Board of Trustees | /s/                       |
| September 21, 2004 | Revised.      | -               | Whatcom County Library System Board of Trustees | /s/                       |
| February 19, 2008  | Revised.      | -               | Whatcom County Library System Board of Trustees | /s/ Amory Peck            |
| September 19, 2010 | Revised.      | -               | Whatcom County Library System Board of Trustees | /s/                       |
| October 20, 2010   | Revised.      | -               | Whatcom County Library System Board of Trustees | /s/ Deb Lambert           |
| June 17, 2014      | Revised.      | -               | Whatcom County Library System Board of Trustees | /s/ Marvin Wacshke        |
| February 16, 2016  | Revised.      | -               | Whatcom County Library System Board of Trustees | /s/ Marvin Wacshke        |



MEETING ROOM & FACILITIES USE POLICY  
Attachment A - Schedule of Fees

POLICY AUTHORITY: Meeting Room and Facilities Use Policy 7.03.

| Base Rental Fees (Rate covers 2 hours of use)                                                                                                                                                                                                                                                                                                                                              |                     |                        |                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------|----------------------|
| Meeting Room                                                                                                                                                                                                                                                                                                                                                                               | Capacity            | Schedule A             | Schedule B           |
| Blaine Library Meeting Room                                                                                                                                                                                                                                                                                                                                                                | 45                  | No Fee                 | \$30                 |
| <a href="#">Blaine Library Meeting Pod</a>                                                                                                                                                                                                                                                                                                                                                 | <a href="#">2-4</a> | <a href="#">No Fee</a> | <a href="#">\$15</a> |
| Deming Library Meeting Room                                                                                                                                                                                                                                                                                                                                                                | 58                  | No Fee                 | \$30                 |
| Ferndale Library <a href="#">Large</a> Meeting Room                                                                                                                                                                                                                                                                                                                                        | 80                  | No Fee                 | \$30                 |
| Ferndale Library <a href="#">Conference Small Meeting</a>                                                                                                                                                                                                                                                                                                                                  | 10                  | No Fee                 | \$25                 |
| Ferndale Library Study Room                                                                                                                                                                                                                                                                                                                                                                | 4                   | No Fee                 | \$15                 |
| Lynden Library <a href="#">Large</a> Meeting Room                                                                                                                                                                                                                                                                                                                                          | 80                  | No Fee                 | \$30                 |
| Lynden Library <a href="#">Conference Small Meeting</a> Room                                                                                                                                                                                                                                                                                                                               | 10                  | No Fee                 | \$25                 |
| Lynden Library Study Room                                                                                                                                                                                                                                                                                                                                                                  | 3                   | No Fee                 | \$15                 |
| <a href="#">North Fork Library Meeting Room</a>                                                                                                                                                                                                                                                                                                                                            | <a href="#">20</a>  | <a href="#">No Fee</a> | <a href="#">\$30</a> |
| North Fork Library Outdoor Side Lot                                                                                                                                                                                                                                                                                                                                                        | 40' x 40'           | No Fee                 | \$15                 |
| Point Roberts Library Meeting Room                                                                                                                                                                                                                                                                                                                                                         | 30                  | No Fee                 | \$30                 |
| Additional Fees                                                                                                                                                                                                                                                                                                                                                                            |                     |                        |                      |
| The following is charged in addition to the base rental fee:                                                                                                                                                                                                                                                                                                                               |                     |                        |                      |
| 1. Additional time incurs additional fees charged in two-hour blocks.                                                                                                                                                                                                                                                                                                                      |                     |                        |                      |
| 2. Before/Afterhours use fee will be assessed by WCLS <a href="#">or</a> , the building owner, <del>or Friends of the Library group</del> on a case-by-case basis. Staff time is assessed at <del>\$230</del> per hour <a href="#">per staff member</a> , <del>and subject to availability. For safety, two staff are typically required. Approval is subject to staff availability.</del> |                     |                        |                      |
| 3. If special cleaning, <del>or</del> repair <a href="#">or key or other equipment replacement</a> is required as a result of use by a                                                                                                                                                                                                                                                     |                     |                        |                      |

**Payment:** Reservation requests will be held for six days. Payment must be collected ~~before final approval~~ [prior to use of](#) the meeting space. Payment may be made by cash or check at any WCLS Library location.

**RELATED DOCUMENTS:** Meeting Room and Facilities Use Administrative Procedure 7.03.01; [Meeting Room and Facility Use Application 7.03.02](#).

ADOPTED by the Whatcom County Library System Board of Trustees May 17, 2016.

**REVISED:** [October 20, 2026](#); July 20, 2021; August 21, 2018; March 28, 2017.

~~2026~~ [July 20, 2021](#)

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## AGREEMENT FOR EXCHANGE OF SERVICES

This Agreement is made between the FRIENDS OF THE ISLAND LIBRARY (called "the Friends" in this Agreement) and the WHATCOM COUNTY RURAL LIBRARY DISTRICT (called "the District" in this Agreement). This agreement updates and replaces a previous Agreement for Exchange of Services established in February 2007.

**1. Purpose of Agreement.** The parties both desire that library services be offered on Lummi Island for the optimal convenience of Lummi Island residents. The parties wish to make an equitable allocation of the costs of providing library services in the Lummi Island area and make this Agreement to state their mutual understandings of the responsibilities each will fulfill in order to establish and maintain the library facility. In consideration of the promises and commitments made in this Agreement, the parties agree as follows.

**2. Facility for Library Services.** The Friends own a property described as: 2144 N. Nugent Road, Lummi Island, Washington (herein called "the Premises") and wish to furnish part ~~or all~~ of that property to the District for its use as a library facility. The Noble Barn may be used by the District only by specific arrangement for each occurrence with the Friends, except that a small storage closet is furnished for library staff use. The Hanson Community Room storage cabinets and furniture are reserved for use by FOIL with District staff using them when agreed by FOIL. The Friends represent and warrant that it has good title to these premises and has the right to furnish the Premises for use by the District as provided in this Agreement, and will warrant and defend the same for the District against any competing claim.

**3. Library Services.** The District shall make use of the Premises for library operations and administrative services, providing library services consistent with its policies and procedures with the intent of providing the highest level of modern library services possible with available resources. The District reserves the right to rotate material throughout the system.

The day-to-day management and operation of library services on the Premises is the responsibility of the District's Director or his or her designee, and will be subject to all of the personnel policies and procedures of the District. The District shall provide all management, supervision, personnel, furniture, materials, equipment and supplies necessary for the library operation and shall take all reasonable precautions to prevent damage, injury or loss, by reason of or related to the operation and maintenance of the Premises.

Public meetings will be scheduled in the public meeting rooms of the Premises by the Friends Board of Directors or by District staff, consistent with the District's Policy on Use of Library Facilities, provided that such use does not interfere with library operations.

**4. Term of Agreement.** The Initial Term of this Agreement will be the five year period beginning **November 1, 2026**. This Agreement shall renew automatically for additional terms of one year each, unless and until it is amended or terminated by either party as described in this Agreement.

**5. Termination of Agreement.** This Agreement may be terminated as follows:

- a. by either party by delivering written notice of termination to the other party at least Six (6) Months before the last day of the initial or any extended term of this Agreement.
- b. by the Friends if the District has abandoned the Premises.

Upon termination of the District's occupancy of the Premises, the District shall surrender the Premises in as clean and neat condition as when possession was tendered, normal wear and tear excepted, and the District shall turn over all keys to the Friends upon termination.

**6. Maintenance and Repair of Premises.** The District will be responsible for maintaining the

Premises in neat and clean condition, including basic janitorial services; light bulb replacement; mat cleaning and replacement; floor covering cleaning, rest room cleaning, and providing restroom and cleaning supplies. The District may install and maintain, at its own expense, any necessary modifications or changes to external doors, door locks, and internal security systems as long as complete access means are still provided to the Friends.

The Friends will be responsible for maintaining the Premises in good condition and repair, appropriate to its use as a public facility, including maintenance and repair of damage to designated parking areas, sidewalks, driveways, fences, storm drains, utility lines and meters, exterior painting, interior painting, landscaping (including lawn care and snow removal), repairs and maintenance to the roof and the exterior of the building, floor coverings, wiring, lighting fixtures, windows, plumbing, and any repairs and maintenance to the mechanical integrity of the heating and cooling equipment, excluding modifications or changes to external doors, door locks, and internal security systems.

The Friends and the District may agree from time to time to share the cost of improvements or modifications to the Premises in addition to the Friends' maintenance and repair responsibilities under this paragraph. Each such situation will be considered on an individual basis, and any cost sharing must be duly negotiated and mutually agreed by both parties. Any cost sharing agreement shall be in writing and attached as an amendment to this Agreement.

7. **Personal Property.** The District, at its own expense, shall have the right to place and install personal property, fixtures, equipment, and other temporary installations in and upon the Premises, and fasten the same to the premises. All personal property, fixtures, equipment, and temporary installations which are acquired, placed or installed by the District at the commencement of this Agreement or thereafter, shall remain the District's property free and clear of any claim by the Friends. The District shall have the right to remove the same at any time during the term of this Agreement provided that any damage to the Premises caused by such removal shall be repaired by the District at the District's expense.

8. **Other Costs.** The parties will share the expenses of the facility as follows.

a. **Basic Utilities.** The District will pay for basic utilities to the Premises including telephone, telecommunications, gas, electricity, water, sewer, solid waste, and recycling.

b. **Property Taxes.** The Friends agree to pay any real estate taxes or special assessments which are due and payable during the term of this Agreement.

c. **Insurance.** The parties will both purchase insurance, as follows:  
The Friends shall maintain fire and extended coverage insurance on the Building and the Premises for the full, insurable replacement value of the premises. The District shall be responsible, at its expense, for fire and extended coverage insurance on all of its property, including removable fixtures, located in the Premises. The District and the Friends shall, each at its own expense, maintain a policy or policies of comprehensive general liability insurance with respect to the respective activities of each in the Premises. Such insurance shall afford minimum protection of not less than \$1,000,000 combined single limit coverage of bodily injury, property damage or combination thereof. Both parties shall timely provide each other with proofs of such coverage.

d. The District may install appropriate signage, in locations agreed by the parties, at the District's sole cost.

9. **Liability and indemnification.** The District agrees to indemnify, defend and hold the Friends, its agents, officers and employees harmless from, and to process and defend at its own expense; all claims, demands, or suits at law or reasonable equity arising out of the District's, its agent's, officer's or employee's performance or failure to perform any and all legal duties, including

but not limited to the duties provided in this Agreement, or as a result of the District's negligence, misconduct or other fault in the use of the Premises.

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If any claim or suit arises or results from the concurrent or combined fault of the Friends and the District, this indemnity provision with respect to such claims or suits shall apply only to the extent of each party's fault, to the end that each party's liability should be in direct proportion to that party's proportion of the fault that caused the damage at issue.

**10. Damage and Destruction.** If the Premises or any part or appurtenance is so damaged by fire, casualty, structural defect or any other cause beyond the District's reasonable control that the same cannot be used for the District's purposes, the District may terminate this Agreement within ninety (90) days following damage upon written notice as provided in this Agreement unless the Friends and the District agree on an alternate facility while restoration of fitness for the District's purposes is underway. In the event of minor damage to any part of the Premises which does not render the Premises unusable for the District's purposes, the Friends shall promptly repair such damage. The District shall bear the cost of repairs for damage other than normal wear and tear which is caused by the negligence or fault of a District employee.

**11. Assignment.** Neither party shall voluntarily or by operation of law assign, sublet or otherwise transfer or encumber any part of this Agreement or their interest therein or in the premises without the prior, written consent of the other party. Any attempted assignment, transfer, encumbrance or subletting without such consent shall be void.

**12. Relationship of the Parties.** The parties agree that they are separate entities operating independently of each other. No agent, employee, servant or representative of any party shall be deemed to be an employee, agent, servant or representative of any other party for any purpose. Each party will be solely and entirely responsible for its acts and for the acts of its agents, employees, and servants during the term of this Agreement.

**13. Notices.** Any notice required or permitted under this Agreement shall be in writing and may be served personally or by certified mail addressed to the parties at the addresses listed below, or at the address one party specifies to the other in writing. Each party will notify the other promptly of any change in address.

District: Whatcom County Library System  
5205 Northwest Drive  
Bellingham, WA 98226

Friends: Island Library  
2144 South Nugent Road  
P.O. Box 204  
Lummi Island, WA 98262

**14. Compliance with Law.** Both parties will comply with all laws, orders, ordinances and other public requirements pertaining to the provisions of this Agreement and the use of the Premises.

**15. Final Agreement.** This Agreement contains the parties' entire understanding regarding its subject, and it supersedes any prior understandings or agreements on the subject matter hereof. This Agreement may be modified only by a further writing that is duly executed by both parties.

**16. Governing Law.** This Agreement shall be governed, construed and interpreted by, through and under the Laws of the State of Washington.

Having made these understandings between them, the parties have executed this Agreement as of the date(s) of their respective agents' signatures, below.

**FRIENDS OF THE ISLAND LIBRARY**

By its authorized agent

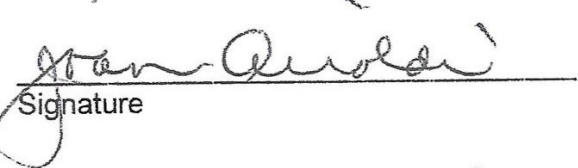
  
Signature

Joan Keiper - President  
Print Name and Title

Feb 1, 2007  
Date

**WHATCOM COUNTY RURAL LIBRARY DISTRICT**

By its authorized agent

  
Signature

JOAN AIROLDI, DIRECTOR  
Print Name and Title

Feb 6, 2007  
Date

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The Friends agree to indemnify, defend and hold the District, its agents, officers and employees harmless from, and to process and defend at its own expense, all claims, demands, or suits at law or reasonable equity arising out of the Friends', its agent's, officer's or employee's performance or failure to perform any and all legal duties, including but not limited to the duties provided in this Agreement, or as a result of the Friends' negligence, misconduct or other fault related to the Premises.

If any claim or suit arises or results from the concurrent or combined fault of the Friends and the District, this indemnity provision with respect to such claims or suits shall apply only to the extent of each party's fault, to the end that each party's liability should be in direct proportion to that party's proportion of the fault that caused the damage at issue.

**10. Damage and Destruction.** If the Premises or any part or appurtenance is so damaged by fire, casualty, structural defect or any other cause beyond the District's reasonable control that the same cannot be used for the District's purposes, the District may terminate this Agreement within ninety (90) days following damage upon written notice as provided in this Agreement unless the Friends and the District agree on an alternate facility while restoration of fitness for the District's purposes is underway. In the event of minor damage to any part of the Premises which does not render the Premises unusable for the District's purposes, the Friends shall promptly repair such damage. The District shall bear the cost of repairs for damage other than normal wear and tear which is caused by the negligence or fault of a District employee.

**11. Assignment.** Neither party shall voluntarily or by operation of law assign, sublet or otherwise transfer or encumber any part of this Agreement or their interest therein or in the premises without the prior, written consent of the other party. Any attempted assignment, transfer, encumbrance or subletting without such consent shall be void.

**12. Relationship of the Parties.** The parties agree that they are separate entities operating independently of each other. No agent, employee, servant or representative of any party shall be deemed to be an employee, agent, servant or representative of any other party for any purpose. Each party will be solely and entirely responsible for its acts and for the acts of its agents, employees, and servants during the term of this Agreement.

**13. Notices.** Any notice required or permitted under this Agreement shall be in writing and may be served personally or by certified mail addressed to the parties at the addresses listed below, or at the address one party specifies to the other in writing. Each party will notify the other promptly of any change in address.

|           |                               |          |                        |
|-----------|-------------------------------|----------|------------------------|
| District: | Whatcom County Library System | Friends: | Island Library         |
|           | 5205 Northwest Drive          |          | P.O. Box 204           |
|           | Bellingham, WA 98226          |          | Lummi Island, WA 98262 |

**14. Compliance with Law.** Both parties will comply with all laws, orders, ordinances and other public requirements pertaining to the provisions of this Agreement and the use of the Premises.

**15. Final Agreement.** This Agreement contains the parties' entire understanding regarding its subject, and it supersedes any prior understandings or agreements on the subject matter hereof. This Agreement may be modified only by a further writing that is duly executed by both parties.

**16. Governing Law.** This Agreement shall be governed, construed and interpreted by, through and under the Laws of the State of Washington.

Having made these understandings between them, the parties have executed this Agreement as of the date(s) of their respective agents' signatures, below.

**FRIENDS OF THE ISLAND LIBRARY**

**WHATCOM COUNTY RURAL LIBRARY DISTRICT**

By its authorized agent

By its authorized agent

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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## **COMMUNITY**

Staff, Friends and the public will have multiple opportunities to wish Point Roberts Branch Manager Kris Lomedico a happy retirement. Kris was born and raised on Point Roberts and will be closing out a 32-year stint as a Branch Manager with Whatcom County Library System! The Friends of Point Roberts Library are hosting a gathering at the Point Roberts Library on Saturday, November 21 from 12:00 – 4:00 p.m. for those who want to say goodbye to this library legend.

## **ACCESS**

Thanks to the Sumas Library Express, area residents have access to a small pantry of non-perishable food items throughout the week. The Sumas Library Freedged is open when library staff are present and provides access to perishable items.

## **RESOURCES**

A series of “speed puzzling” contests is coming to a library near you! These events highlight the puzzles available to borrow from our Library of Things and add some drama to an otherwise quiet endeavor. Apparently the winning team at the Lynden Library completed a 300-piece puzzle in 15 minutes!

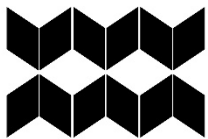
## **EQUITY, DIVERSITY AND INCLUSION**

Next month's Open Book festival will feature Newbery-Award winning children's book author Donna Barba Higuera, who also won the Pura Belpré Award presented by the American Library Association to “Latino/Latina authors and illustrators whose works celebrate the Latino cultural experience in children's and youth literature.” Her most recent title, The Unlikely Aventuras of Ramón and El Cucuy, intersperses Spanish-language words and phrases that add culture and depth to this book about fears and friendship for middle grade readers.

## **STEWARDSHIP**

I am currently making the rounds to various branches and work groups to review the finalized strategic plan with staff to make sure we're all on the same page and ready to GROW in 2027.

**Christine Perkins**, Executive Director



whatcom county  
**library system**

## Deputy Director Report

October 2026

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### COMMUNITY

A 'tiny' program became a surprising success. Patrons were given an opportunity to paint in a self-guided way on small, 2-inch canvasses. Whether it was the opportunity for open creativity or the promise of having finished works placed on display, the program became an intergenerational draw. Nearly 70 people participated in Public Services Assistant, Kirsten Varga's newest hands-on art program. The largely popular tiny creations will remain on display through October at the Ferndale Library.

Another big hit was ¡Piñatas! Colorful papercraft and people across ages and backgrounds created amazingly cool piñatas over four weeks across five branches. There was a sense of joy in the atmosphere. Part of the excitement was seeing so many new faces at the library.

### RESOURCES

A new foreign language collection of materials in Punjabi has been added at the Everson Library. Punjabi Cultural Liaison, Harman Kaur, noticed a number of holds being placed for Punjabi language titles, likely influenced by her visits to a nearby Sikh temple and Punjabi language school. After some planning, she worked with Collection Development Librarian, Sarah Miller, to purchase new materials in a specialty book shop just across the border in Surrey. These new materials will also supplement collections at Blaine, Ferndale, and Lynden libraries.

### EQUITY, DIVERSITY AND INCLUSION

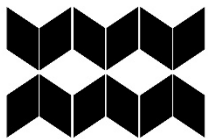
Orange Shirt Day, a time to honor Indigenous children, families, and survivors of residential schools, was recognized at the Deming Library with a remarkable performance by The Blue Lightning Canoe Family.

### STEWARDSHIP

Most people are unaware that near the staff entrance of the Deming Library is a doorway into a room not visible from inside the library. This secret book room is where books are stored by the Friends of Deming Library. Well, the secret is out. The Friends are now opening it up for shopping every Saturday.

**Michael Cox**

Deputy Director



whatcom county  
**library system**

## Youth Services Report

October 2026

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### ACCESS

Collection Development Librarian Emma Radosevich, Hispanic Cultural Liaison Diana Antaño, and Youth Services Assistant Tess Reding-Hoffart have instituted a regular Café y conversaciones meet-up. Interested staff gather to practice their Spanish language skills. They also talk about issues Spanish-speaking patrons face, and ways WCLS can support them. Recently the group has been talking about library-specific English terminology that doesn't have a direct Spanish equivalent, like "book return" or "placing a hold," working to land on standard translations that we can use system-wide. It is heartening to see this commitment to serving all members of our community equitably.

### RESOURCES

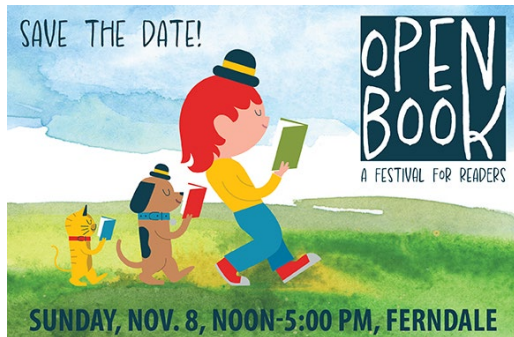
We have expanded the First 500 program to two more libraries, and now have 136 young patrons enrolled, 28 at Blaine, 53 at Deming, 6 at Everson, 30 at Ferndale, and 19 at South Whatcom. That means that every month over 5,000 picture books land in the homes of young readers, supporting their emergent literacy with narrative skills, phonemic awareness, letter knowledge, and, most importantly, deep affinity around books and reading. Next month we train the staffs at Lynden and North Fork, at which time the program will be up and running at all seven locations with contiguous open days. Administration of the program relies on reports, that alert staff to the patron bags that need to be created each day, bags that need to be disassembled and pulled, patrons whose accounts should be paused, etc., and we need to configure the circulation system to tweak the system to get the reports to run on the appropriate days for the remaining locations. We are excited to see the program continue to grow, and happy to see so much interest in it among the young families we serve.

Holds Pickup in schools continues to expand and is now happening at some level with the Blaine, Ferndale, Meridian, Mount Baker, and Nooksack Valley School Districts, as well as the Lummi Nation School and Lynden Christian School. The scope of service varies, district to district. For Meridian, students at the Middle School can place holds on titles booktalked by WCLS Youth Services staff and have them delivered at school. For Ferndale, by contrast, students at any of the 10 schools in the District can place holds on anything and have their holds delivered to school (with some exceptions for age-level), as can teachers with Educator cards. The Youth Services team has developed standardized procedures to ensure a consistent process. Holds pickup requires significant investment from us and our school partners, and is continually evolving. Youth Services is grateful to our partners in Public Services, and area schools, for all of their work to get great books into the hands of local learners.

**Thom Barthelmess**

Youth Services Manager

## COMMUNITY/RESOURCES



This month, we launched the marketing campaign for Open Book: A Festival for Readers. We are grateful to Bellingham-based and nationally known illustrator and author Keith Negley for designing our 2026 Open Book art. A library fan, Keith generously donated his illustrations, which Graphic Design Specialist Amy Jones has playfully integrated across campaign designs. We also used Keith's art for a new library card released in September. Digital and audio ads are running across online platforms in Whatcom and Skagit counties. Print ads will appear in county weeklies. Our partner Village Books is promoting the event in-store and across its platforms.



We released two new library cards in September that feature designs created by local artists Keith Negley and Jason LaClair. Social posts announcing the new cards drew positive community reactions, garnering 35,470 total views on Instagram and Facebook. Notably, the

Facebook post featuring Jason LaClair holding his card design had 25,905 views. Keith and Jason will be at Open Book where guests can sign up and receive their card designs.



As mentioned in my September Board report, we sent a direct mail piece to 7,273 households in Custer and Laurel/Meridian as a final push during Library Card Sign-Up Month. Guided by insights from our non-cardholder survey, the mailers encouraged recipients to go online to get a library card and begin accessing best-selling eBooks and audiobooks. Distinct QR codes enable us to track engagement. People who receive the direct mail and who apply for a library card will have a chance to win a \$30 gift card donated by the Thirsty Badger in Lynden. As of Oct. 9, 10 people (four Custer; six Laurel/Meridian) have applied for a card using the mailers' QR codes.

# DID YOU KNOW



Save money and instantly enjoy best-selling eBooks and audiobooks with a library card.

Apply today for free access on your phone, tablet or PC.



5205 Northwest Drive, Bellingham, WA 98226

\*\*\*\*\*ECRWSS\*\*\*\*  
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BLAINE, WA



GET YOUR  
LIBRARY  
CARD

WCLS.ORG/GETACARD

Apply by Oct. 31, 2026, for a chance to win a \$30 gift card from The Thirsty Badger in Lynden. No substitutions. Card applies to beverage purchases; no cash value.

OTHER SURPRISING THINGS YOU CAN DO WITH A LIBRARY CARD:

- ▶ Stream movies
- ▶ Learn languages
- ▶ Download music
- ▶ Join online arts and crafts tutorials



\* Northwest Drive Library Express: Pick up holds. Borrow books/DVDs. Self-service access with library card, 6 a.m.-11 p.m.

**Custer version of direct mail outreach. Laurel/Meridian indicated other nearby branches.**

## News Releases

- [Open Book: A Festival for Readers returns Nov. 8](#)

## Book Reviews

- *The Northern Light*, Sept. 3, 2026, [Blaine book review: 'The Secret History of Bigfoot'](#)
- *Cascadia Daily News*, Sept. 18, 2026, [Review: 'The Sea-Glass Shore'](#)
- *Cascadia Daily News*, Sept. 25, 2026, [Review: 'Alterations' by Cori Winrock](#)
- *Bellingham Alive*, September 2026 (clip below)



## Media Coverage

- *Whatcom Talk*, September 2026, [Acrobats, Video Game Scores, and a New Piano: Bellingham Symphony Unveils Its 2026/2027 Season](#)
- *The Northern Light*, Sept. 3, 2026, [State Senate race set after recount: Shepard will face Creydt in November](#)
- *EIN News*, September 15, 2026, [Washington Center for the Book announces 2026 Washington State Book Award winners](#)
- *The Northern Light*, Sept. 17, 2026, [How 3 Blaine Girl Scouts are making a sustainable difference](#)

- *Lynden Tribune*, Sept. 21, 2026, *PHOTO GALLERY: WCLS celebrates Hispanic Heritage Month with piñata workshops*
- *Lynden Tribune*, Sept. 21, 2026, *PHOTO GALLERY: L is for Lego™ Club at Lynden Library*
- *Lynden Tribune*, September 30, 2026, *WHATCOM NEWS: Sept. 30, 2026*

#### All Point Bulletin

**Escape the Point Roberts Library:** 4:30 to 6:30 p.m., Oct. 24, library. Grades: 4-7. Oh no! You've been locked in the library; can you work together to find the way out before it's too late? Join us for a Tween After Hours Program where there will be riddles, puzzles, and mysteries to unfold. Think escape room, but at the library! Registration is required at [wcls.org](http://wcls.org).

**Teen Paint Night:** 5 to 6:30 p.m., Oct. 20, library. Grades: 6-12. Join us for a fun night of painting, music and creating something all your own at the Point Roberts Library. We provide all the materials including canvases, paints and brushes. Space is limited, registration is required at [wcls.org](http://wcls.org).

**Living with bears in Washington state:** 1 to 2 p.m., Oct. 17, library meeting room. Join us at the library to learn about the biology, habits, and status of grizzly and black bears in Washington. Representatives from the Conservation District and Department of Fish and Wildlife will be on hand to tell us everything we ever wanted to know about bears. Info: [wcls.org](http://wcls.org).

**Nature Walk with Chris Byrd:** 1 to 3 p.m., Sept. 12, meeting place TBD. Join Conservation Biologist Chris Byrd for an exploration of our Point Roberts beaches. You'll learn about the creatures and flora that live in the waters and tidepools and surrounding landscape. Suitable for ages 14+. Info: [wcls.org](http://wcls.org).

## Nature Walk at Lighthouse Marine Park



Photo by Renée Coe

Conservation biologist Chris Byrd led a nature walk at Lighthouse Marine Park, exploring Point Roberts beaches, tidepools and surrounding habitat and discussing the creatures and flora found in the area.

**Mary Vermillion**  
Community Relations Manager

| Collection Size | Physical | Electronic | Total   |
|-----------------|----------|------------|---------|
|                 | 296,736  | 457,807    | 754,543 |

| Circulation                | Sep 2025 | Sep 2026 | YTD 2025  | YTD 2026  | YTD % chg |
|----------------------------|----------|----------|-----------|-----------|-----------|
| Physical Circulation       |          |          |           |           |           |
| Blaine                     | 10,962   | 13,361   | 117,992   | 109,074   | -7.6%     |
| Bookmobile & Outreach      | 6,918    | 5,992    | 51,184    | 54,650    | 6.8%      |
| Deming                     | 7,368    | 7,512    | 67,717    | 71,260    | 5.2%      |
| Everson                    | 7,885    | 7,738    | 75,586    | 77,963    | 3.1%      |
| Ferndale                   | 28,311   | 26,864   | 268,989   | 248,854   | -7.5%     |
| Island                     | 1,689    | 1,499    | 15,943    | 15,351    | -3.7%     |
| Lynden                     | 33,925   | 33,230   | 316,786   | 303,861   | -4.1%     |
| North Fork                 | 3,421    | 3,504    | 31,204    | 30,233    | -3.1%     |
| NWIC                       | 9        | 4        | 209       | 88        | -57.9%    |
| Point Roberts + PRX        | 2,306    | 2,083    | 22,139    | 19,609    | -11.4%    |
| Sumas + SLX                | 2,457    | 1,982    | 22,268    | 10,752    | -51.7%    |
| South Whatcom              | 8,369    | 9,440    | 74,154    | 79,996    | 7.9%      |
| NDX                        | 4,128    | 3,863    | 34,791    | 36,364    | 4.5%      |
| Physical Circulation Total | 117,748  | 117,072  | 1,098,962 | 1,058,055 | -3.7%     |
| Disc materials: DVDs, CDs  | 22,387   | 20,466   | 214,107   | 193,562   | -9.6%     |
| All other materials        | 91,806   | 94,026   | 857,513   | 840,530   | -2.0%     |
| Digital Circulation        |          |          |           |           |           |
| eBooks/eAudiobooks         | 36,941   | 37,735   | 335,042   | 343,830   | 2.6%      |
| eMagazines                 | 5,879    | 6,547    | 52,717    | 57,436    | 9.0%      |
| eMusic                     | 10,454   | 7,703    | 103,025   | 87,508    | -15.1%    |
| Streaming Video            | 3,049    | 3,499    | 29,237    | 26,990    | -7.7%     |
| Digital Circulation Total  | 56,323   | 55,484   | 520,021   | 515,764   | -0.8%     |
| Grand Total                | 174,071  | 172,556  | 1,618,983 | 1,573,819 | -2.8%     |

| Visitors (Door counts) | Sep 2025 | Sep 2026 | YTD 2025 | YTD 2026 | YTD % chg |
|------------------------|----------|----------|----------|----------|-----------|
| Blaine                 | 6,786    | 7,100    | 61,781   | 59,527   | -3.6%     |
| Deming                 | 2,974    | 2,687    | 24,466   | 25,807   | 5.5%      |
| Everson                | 3,357    | 3,292    | 31,592   | 31,944   | 1.1%      |
| Ferndale               | 12,204   | 10,909   | 113,528  | 105,833  | -6.8%     |
| Island                 | 1,725    | 1,351    | 16,523   | 16,877   | 2.1%      |
| Lynden                 | 11,154   | 10,199   | 105,392  | 106,774  | 1.3%      |
| NDX                    | 322      | 337      | 2,885    | 3,218    | 11.5%     |
| North Fork             | 2,074    | 2,229    | 17,392   | 20,257   | 16.5%     |
| Point Roberts + PRX    | 1,493    | 1,516    | 14,022   | 14,982   | 6.8%      |
| Sumas + SLX            | 1,182    | 1,320    | 12,197   | 4,972    | -59.2%    |
| South Whatcom          | 3,266    | 3,398    | 30,578   | 31,342   | 2.5%      |
| Total                  | 46,537   | 44,338   | 430,356  | 421,533  | -2.1%     |

| New Borrowers | Sep 2025 | Sep 2026 | YTD 2025 | YTD 2026 | YTD % chg |
|---------------|----------|----------|----------|----------|-----------|
|               | 630      | 560      | 5,324    | 5,070    | -4.8%     |

| Interlibrary Loan         | Sep 2025 | Sep 2026 | YTD 2025 | YTD 2026 | YTD % chg |
|---------------------------|----------|----------|----------|----------|-----------|
| Borrowed from BPL         | 10,671   | 10,587   | 104,129  | 94,026   | -9.7%     |
| Lent to BPL               | 21,484   | 21,307   | 196,897  | 193,443  | -1.8%     |
| Borrowed: other libraries | 568      | 590      | 5,376    | 5,120    | -4.8%     |
| Lent: other libraries     | 348      | 459      | 5,001    | 5,130    | 2.6%      |

| Electronic Resources    | Sep 2025 | Sep 2026 | YTD 2025 | YTD 2026 | YTD % chg |
|-------------------------|----------|----------|----------|----------|-----------|
| WCLS.org Sessions       | 34,568   | 43,919   | 343,565  | 394,245  | 14.8%     |
| Bibliocommons Sessions  | 83,568   | 89,663   | 824,559  | 797,905  | -3.2%     |
| Internet Sessions       | 3,964    | 4,000    | 36,841   | 37,027   | 0.5%      |
| Wifi Clients / Sessions | 8,561    | 8,426    | 71,559   | 71,802   | 0.3%      |

| Activities | Sep 2025 | Sep 2026 | YTD 2025 | YTD 2026 | YTD % chg |
|------------|----------|----------|----------|----------|-----------|
| Programs   |          |          |          |          |           |
| Adults     | 114      | 130      | 994      | 1,000    | 0.6%      |
| Teens      | 21       | 25       | 304      | 312      | 2.6%      |
| Children   | 64       | 60       | 716      | 666      | -7.0%     |
| Total      | 199      | 215      | 2,014    | 1,978    | -1.8%     |
|            |          |          |          |          |           |
| Attendance |          |          |          |          |           |
| Adults     | 968      | 867      | 10,207   | 11,041   | 8.2%      |
| Teens      | 413      | 852      | 8,174    | 6,248    | -23.6%    |
| Children   | 1,470    | 1,423    | 22,577   | 24,209   | 7.2%      |
| Total      | 2,851    | 3,142    | 40,958   | 41,498   | 1.3%      |

Notes/Corrections:

Birch Bay WiFi access discontinued for construction as of June 24, 2026