

**BOARD OF TRUSTEES MEETING AGENDA****January 18, 2024 - Wenatchee, WA**

HYBRID MEETING: Live meeting held at NCW Libraries Administrative Offices, 16 N. Columbia St, Wenatchee, WA  
\*Zoom Call-in Meeting: Call in Number-1 253 215 8782 | Meeting ID- Meeting ID: 811 3419 4997, Passcode: 563817  
\*Please note this conference call line will be in "listen-only" mode for members of the public except for public comment.

1. Call to order 1:00 PM
2. Introduction of visitors & public comment
3. Consent agenda – *\*motion required*
  - Meeting agenda
  - Minutes of December 21, 2023 Board meeting
  - Payroll & vouchers
    - i. December payroll for \$214,606.68 and Benefits for \$214,606.68
    - ii. December Accounts Payable \$1,063,202.30
    - iii. Staff Reports
4. December Financials-Mike
5. Executive Director's report – Barbara
6. Review of Board By-Laws
7. Board Committee Assignments
8. Adult Services Report- Alicia O'dell, Adult Services Manager
9. Board Discussion
10. Adjournment – 3:00 p.m.

**North Central Washington Libraries****December 21, 2023****I. Call to Order**

Nancy Churchill called to order the December meeting of the NCW Libraries Board of Trustees at 1:00 p.m. December 21, 2023. The meeting was held in person at the NCW Libraries Board Room with an option to attend virtually.

**II. Attendees**

Attending Board members included Nancy Churchill, Kathleen Allstot, Jill Sheley (attended virtually), and Nancy Spurgeon. Also in attendance were Barbara Walters, Executive Director; Sheila Callihan, HR Director, Mike Githens, Interim Director of Finance (attended virtually); and Tim Dillman, Executive Assistant.

Guest attendees- Summer Hess, Sage Step Consulting (attended virtually). NCW Libraries Communications and Engagement Manager, Amanda Brack. NCW Libraries Facilities Manager, Amanda Lawson.

**Public Comment**

Community member Don Ricks attended but did not make a public comment.

**III. Consent Agenda Items**

- a. December Meeting Agenda
- b. Minutes of the November 16th, 2023 Board meeting
- c. Payroll & vouchers
  - i. November payroll for \$633,398.46 and Benefits for \$218,438.66
  - ii. November Accounts Payable for \$450,519.24

**Kathleen moved to approve the Consent Agenda.**

**Nancy S. seconded the motion. The motion passed unanimously.**

**IV. Financial Report**

Mike pointed out that end of November revenue represents 90% of what was budgeted and he expects to see revenue collected in December to reach around 95-98%. Mike pointed out that the revenue collected from the City of Omak is higher than budget due to a payment for 2022 coming in earlier in the year.

Under expenses, salaries and wages was at around \$630,000. Mike commented that the expenses are trending much closer to budget than in previous years. At the bottom line of expenses the district was at 74% of budget, but Mike notified the board that some large payments that had already been paid in December will bring it closer to budget.

This week the State Auditor's Office formally started the district's audit for 2022/2023. Kathleen asked Mike if there was a section of the budget that he expects the auditor to have particular interest in. Mike said personnel and any area in accounts payable that is a large expenditure are usually of interest. The building remodels will also be of particular interest.

**V. 2024 Budget Review**

Mike opened the public hearing of the 2024 budget. Mike said 2024 has the makings of a busy and productive year for the library doing visible work in communities.

**Fund 643**

This fund is where gifts, memorials, etc are held until ready to be expended toward the donor's expressed purpose. The 2024 expenses here show some transfers from the donor funds.

**Fund 644**

This is the general fund. Mike is still working out some things with the county assessor to resolve large abeyances. The 2024 budget shows the district taking the 1% tax levy increase as well as revenue for new construction. Mike stated he was conservative in estimating the new construction amount and both the new construction and assessed values came in higher than expected. The levy rate was just over \$0.28 in 2023. Next year's rate will be under \$0.265.

The salary and wages budget accounts for all eligible staff to receive a 3% step increase and a 2.5% cost of living allowance. The budget also anticipates increase for all Pages to receive the new 2024 Washington State minimum wage, and Library Assistants to receive a corresponding increase.

Jill asked Mike why the budget did not show an increase in medical benefits. Mike said that the district did see an increase to premiums, but the 2023 budget had extra money here that was underspent and so the 2024 budget right sizes it. He is budgeting per position to account for actual medical cost anticipated for each employee.

Jill asked a question about the replacement fund. Mike clarified that the replacement fund is formally referred to as the Capital Replacement Fund and exists to replace major equipment that are scheduled for depreciation (vehicles, HVAC, roofs, etc). The transfer to this fund at the end of last year's budget was missed so the transfer in 2024 will catch this fund back up with where it should be.

**Fund 645**

This is the Capital Replacement Fund. The projected ending balance for 2023 is \$2,455,177. The 2024 budget has a transfer of \$284,503 and expenses of \$347,600. Projected 2024 end of year balance is \$2,392,080.

**Fund 646**

This is the WPL Improvement Fund. This fund was started a few years ago to fund Phase 1 construction at the Wenatchee Public Library. This fund now tracks the Department of Commerce grant revenue and the expenses for the Phase 2 remodel. The starting fund balance in 2024 is \$243,922 and the projected ending fund balance for this fund is \$33,719.

**Fund 647**

This is the Reimagining Spaces Fund. Mike took a moment to walk through the breakdown of all projects that are planned for 2024.

**VI. Public Comment on 2024 Budget**

Nancy C. opened the floor for public comment on the 2024 budget. No comment was offered.

**VII. Resolution 23-11-Adopting the 2024 Budget**

Nancy S. moved to adopt Resolution 23-11. Jill seconded. The motion passed.

**VIII. Resolution 23-12- Setting the 2024 Levy Rate**

Kathleen moved to adopt Resolution 23-12. Nancy S. seconded. The motion passed.

**IX. Resolution 23-13- Adopting a Meeting Room Policy**

Kathleen moved to adopt Resolution 23-13. Nancy S seconded. The motion passed.

**X. Resolution 23-14-Amending the Telecommuting Policy**

Nancy S. moved to adopt Resolution 23-14. Kathleen seconded. The motion passed.

**XI. Resolution 23-15- Amending the Filming and Photography Policy**

Nancy S. moved to adopt Resolution 23-15. Kathleen seconded. The motion passed.

**XII. Approval of Wenatchee Library Phase 2 contract with Cascade Central Construction, LLC.**

Amanda Lawson presented the details of a \$897,000 contract with Cascade Central Construction for the completion of Phase 2 remodel work at Wenatchee Public Library.

Kathleen moved to authorize the Executive Director to sign the contract with Cascade Central Construction, LLC on behalf of the board. Nancy S. seconded. The motion passed.

**XIII. Approval of Wenatchee Library Furniture Proposal**

Jill moved to authorize the Executive Director to sign the WPL Phase 2 furniture package on behalf of the board. Kathleen seconded. The motion passed.

**XIV. Service Order #008**

Nancy S. moved to approve Service Order #008 for design consultant fees for the Royal City, Chelan, and Manson reimagining spaces projects. Kathleen seconded. The motion passed.

**XV. Resolution 23-16-Authorizing the Royal City Project Budget**

Kathleen moved to authorize the Royal City Project Budget as presented. Nancy S. seconded. The motion passed.

**XVI. Resolution 23-17-Authorizing the Chelan Project Budget**

Jill moved to authorize the Chelan Project Budget as presented. Nancy S. seconded. The motion passed.

**XVII. Resolution 23-18-Authorizing the Manson Project Budget**

Kathleen moved to authorize the Manson Project Budget as presented. Nancy S. seconded. The motion passed.

**XVIII. Review and Adoption of the 2024-2026 Strategic Directions**

Barbara thanked the board for their work on the Strategic Directions document since May. Kathleen asked how the final draft will be presented. Amanda Brack shared that the full concept for rollout of the plan is not completed. Graphics is working on a simple presentation format for the website, with clickable dropdowns that allow viewers to dive deeper. Amanda said that she will be eager to hear from board members regarding what types of formats for presentation will be most helpful in their communities. Nancy C. shared that it would be advisable to invite county commissioners to come to their local library to see the work that is being done in their communities. Nancy also said she liked how concise the plan is, it keeps it very flexible. Nancy S. echoed that comment and said it will make it much easier to measure.

Nancy S. moved to adopt the Strategic Directions as presented. Kathleen seconded. The motion passed.

**XIX. Resolution 23-19-Adopting an Executive Leave Policy**

Barbara introduced the draft of the Executive Leave Policy saying it is a way to offer work-life balance for the ELT and recognize the unique demands of these positions. Kathleen said that she appreciates that it is a practical way to add a benefit without significant cost to the district. Jill asked what existing leave is already provided to executives. Sheila commented that they receive the same level as provided to all staff based on how long they have been at the organization. Barbara said the majority of current executives are accruing 10 hours of vacation leave per month.

After receiving some further input, Jill sought to clarify if it was accurate that accrual amounts would be anywhere between 120-196 hours a year, and an executive could potentially get up to 6 weeks with the enactment of the new policy. Barbara and Sheila said this was accurate but an employee would have to have over 20 years of tenure. Kathleen added to the conversation that she appreciated that the policy does not allow for cash-out of this leave.

Kathleen moved to adopt Resolution 23-19. Jill seconded. The motion passed.

**XX. Resolution 23-20-Adopting the 2024 Meeting Calendar**

Barbara said that she and Mike will be proposing a board retreat in 2024 that is closer to early Fall to allow for more focused attention on 2025 budget preparation. Kathleen pointed out that the date for the September meeting was not on the third week.

Kathleen moved to adopt Resolution 23-20 with the change of the September meeting to September 19th. Nancy S. seconded. The motion passed.

**XXI. Election of 2024 Board Officers**

Nancy S. moved to nominate Kathleen Allstot as the 2024 Chair, Nancy Churchill as the 2024 Vice Chair, and Jill Sheley as the 2024 Secretary.

Kathleen seconded. The motion passed.

**XXII. Executive Session**

Kathleen made a motion that the board move into executive session until 2:50 PM per the terms of RCW 42.30.110 (g) to evaluate the performance of a public employee. Nancy S. seconded. The motion passed.

The board ended executive session at 2:50 and returned to the public meeting.

**XXIII. Consideration of Executive Director compensation**

Kathleen moved to provide the Executive Director with a 2.5% COLA and a 3% step increase effective January 1st, 2024. Nancy S. seconded. The motion passed.

**XXIV. Board Discussion**

Nancy C. shared with the board that Rep. Kretz planned to submit a bill to the state legislature which would exempt multi-county library districts from TIFF calculations. Nancy encouraged all trustees to advocate for the legislation and this exemption. Nancy said she will send information to trustees related to the legislation. Nancy S. shared that she has a personal conflict on this issue which would make it hard for her to advocate on the legislation.

**XXV. Adjournment**

The meeting was adjourned at 2:58 PM.

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Nancy Churchill, Chair

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Jill Sheley, Secretary

**NCW Libraries**  
**January 18, 2024**


We, the undersigned of the NCW Library District do hereby certify that the labor and services hereinafter specified have been received and that December Payroll in the amount of \$610,931.63 and December Fees in the amount of \$214,606.68 are approved for payment.

**December Payroll          \$610,931.63**

CLAIMANT	PURPOSE	AMOUNT
Social Security & Medicare	Employers Contribution	\$45,965.95
Dept. of Labor & Industries	Industrial Insurance	\$4,767.47
Dept. of Retirement Systems	Employers Contribution	\$52,492.54
Benefit Solutions, Inc.	Employers Contribution	\$268.04
Employment Security Dept	Employers Contribution	\$1,330.75
UNUM Life Insurance	Employers Contribution	\$810.92
WCIF	Employers Contribution	\$108,750.56
Payroll Fees	Payroll Fees	\$220.45

**December Fees          \$214,606.68**

**APPROVED BY:**

  
\_\_\_\_\_  
Mike Githens, Finance Director  
NCW Libraries

*Kristy Kanning*  
\_\_\_\_\_  
Kristy Kanning, Payroll & Benefits Manager  
NCW Libraries

**Approved December 31, 2023**

**APPROVED BY:**

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Trustee

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**Approved January 18, 2024**

**Edit Listing**  
**Accounts Payable Approval**  
**December 2023**

We, the undersigned Board of Trustees of the North Central Regional Library do hereby certify that the merchandise or services specified have been received and that vouchers are approved for payment in the amount of **1,063,202.30**.

Michael Githens  
Michael Githens, Finance Director

01-14-2024  
Date:

Signed on this 18th day of January 2024

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Trustee

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NCW Libraries

Check Listing for December 2023

\*All Funds

Check Date	Check Number	OK To Post	Vendor Name	Amount
12/8/2023	933066	P	ABC FIRE CONTROL INC	\$1,603.33
12/8/2023	933067	P	ALL DOORS & HARDWARE CO INC	\$41.64
12/15/2023	933342	P	ANDRE, TERESA A	\$250.00
12/15/2023	933344	P	AT&T MOBILITY	\$453.87
12/8/2023	933072	P	BLICK ART MATERIALS	\$551.99
12/8/2023	933074	P	BRODART CO	\$1,750.68
12/15/2023	933356	P	BUILDINGWORK LLC	\$13,228.15
12/22/2023	933812		CANON FINANCIAL SERVICES INC	\$1,637.28
12/8/2023	933078	P	CASCADE NATURAL GAS CORP	\$13.78
12/15/2023	933362	P	CED	\$707.20
12/8/2023	933080	P	CHANDLER BUSINESS INTERIORS	\$459.38
12/8/2023	933081	P	CHEER, JAMERSON	\$1,725.00
12/15/2023	933365	P	CHELAN VALLEY MEDIA GROUP	\$790.00
12/8/2023	933082	P	CHURCHILL, NANCY	\$275.15
12/15/2023	933368	P	CITIES INSURANCE ASSN OF WA	\$1,000.00
12/15/2023	933369	P	CITY OF BREWSTER	\$2,118.75
12/15/2023	933370	P	CITY OF BRIDGEPORT	\$2,362.50
12/15/2023	933371	P	CITY OF CASHMERE	\$6,555.00
12/15/2023	933372	P	CITY OF CHELAN	\$13,753.13
12/15/2023	933373		CITY OF COULEE CITY	\$3,750.00
12/15/2023	933374		CITY OF EAST WENATCHEE	\$3,750.00
12/15/2023	933375	P	CITY OF ENTIAT	\$1,485.00
12/15/2023	933376		CITY OF EPHRATA	\$19,453.13
12/15/2023	933377		CITY OF GEORGE	\$3,810.00
12/15/2023	933378		CITY OF GRAND COULEE	\$3,699.38
12/15/2023	933379	P	CITY OF LEAVENWORTH	\$6,547.50
12/15/2023	933380	P	CITY OF MOSES LAKE	\$21,596.25
12/15/2023	933381	P	CITY OF OKANOGAN	\$5,017.50
12/15/2023	933382	P	CITY OF OMAK	\$9,046.88
12/15/2023	933383		CITY OF OROVILLE	\$5,523.75
12/15/2023	933384	P	CITY OF PATEROS	\$1,781.25
12/15/2023	933385	P	CITY OF QUINCY	\$17,038.13
12/15/2023	933386		CITY OF REPUBLIC	\$7,537.50
12/15/2023	933387		CITY OF ROYAL CITY	\$2,812.50
12/15/2023	933388	P	CITY OF SOAP LAKE	\$3,885.00
12/15/2023	933389	P	CITY OF TONASKET	\$8,863.13
12/15/2023	933390		CITY OF WARDEN	\$3,468.75
12/15/2023	933391	P	CITY OF WATERVILLE	\$5,608.13
12/15/2023	933392	P	CITY OF WENATCHEE	\$765.96
12/15/2023	933395	P	COLEMAN OIL COMPANY	\$742.09
12/8/2023	933086		COLUMBIA BASIN MEDIA GROUP	\$61.93
12/15/2023	933397		COMIT	\$79.00
12/8/2023	933087	P	COMMERCIAL FILTER SALES & SVC	\$166.43
12/8/2023	933090	P	CONNECT TELECOM LLC	\$4,056.00
12/22/2023	933853		CONTRACT DESIGN ASSOCIATES INC	\$28,776.67
12/22/2023	933859		D AND E CONSULTING SOLUTIONS	\$2,310.00
12/15/2023	933401	P	DAIDA	\$1,094.50
12/8/2023	933093	P	DAPPEN, HEATHER	\$5,000.00
12/15/2023	933402	P	DBA SXM MEDIA, PANDORA MEDIA LLC	\$3,000.00
12/8/2023	933094	P	DELL MARKETING LP	\$4,057.23
12/15/2023	933403		DELL MARKETING LP	\$55,110.67



NCW Libraries

Check Listing for December 2023

\*All Funds

12/15/2023	933405	P	DEMCO INC	\$1,402.40
12/8/2023	933095	P	DIAZ - VAZQUEZ, NORMA	\$80.00
12/8/2023	933096	P	DIGITAL DOCUMENTS INC	\$25.00
12/8/2023	933098	P	DIVERSIFICATION INC	\$15,195.51
12/8/2023	933100	P	DOUGLAS CO EMPIRE PRESS	\$26.00
12/15/2023	933414	P	ENTERPRISE FM TRUST	\$13,089.74
12/8/2023	933102		E-RATE EXPERTISE INC	\$1,000.00
12/15/2023	933419	P	FISH FINATICS	\$97.74
12/15/2023	933420	P	FLETCHER, SARAH	\$1,571.61
12/8/2023	933107	P	FORTE ARCHITECTS INC	\$22,852.50
12/15/2023	933422	P	FRIENDS OF PESHASTIN LIBRARY	\$2,250.00
12/15/2023	933423		FRIENDS OF THE CURLEW LIBRARY	\$2,250.00
12/15/2023	933425		GALAXY COMICS	\$399.91
12/15/2023	933427	P	GOLDENWEST MOBILITY INC	\$158.05
12/15/2023	933428		GONZALEZ, NATALY	\$400.00
12/8/2023	933115	P	HARTMAN, KAREN	\$180.00
12/15/2023	933433	P	HESS, SUMMER	\$8,000.00
12/8/2023	933124	P	INGRAM LIBRARY SERVICES	\$42,173.17
12/15/2023	933442	P	INGRAM LIBRARY SERVICES	\$17,563.13
12/15/2023	933443		INSIGHT PUBLIC SECTOR INC	\$942.08
12/15/2023	933444		IPRO BUILDING SERVICES	\$9,862.00
12/22/2023	933912		JACKSON, ROBERTA	\$258.59
12/15/2023	933445	P	JERRYS AUTO SUPPLY	\$98.25
12/8/2023	933128	P	KANOPY INC	\$1,184.00
12/15/2023	933449		KBSN/KDRM RADIO	\$1,000.00
12/8/2023	933129	P	KCDA PURCHASING COOPERATIVE	\$135.01
12/15/2023	933450	P	KCDA PURCHASING COOPERATIVE	\$676.90
12/8/2023	933130	P	KELLEY CONNECT	\$134.26
12/22/2023	933930		KELLEY CONNECT	\$596.17
12/15/2023	933454	P	KEYHOLE SECURITY INC	\$14.29
12/22/2023	933938		KEYHOLE SECURITY INC	\$26.74
12/8/2023	933133	P	KOIOS LLC	\$6,100.00
12/8/2023	933135	P	KTRT FM	\$500.00
12/8/2023	933136	P	KWIK LUBE & TUNE	\$146.63
12/8/2023	933138	P	LES SCHWAB TIRE CENTER	\$351.08
12/15/2023	933460	P	LES SCHWAB TIRE CENTER	\$1,911.92
12/8/2023	933139	P	LIBRARY IDEAS	\$5,401.88
12/8/2023	933141	P	LIFELINE AMBULANCE INC	\$1,638.00
12/15/2023	933464		LOCALTEL COMMUNICATIONS	\$16,754.65
12/15/2023	933471	P	LUTJEMEIER, DAN	\$475.00
12/8/2023	933143		LYNCH, JESSICA	\$342.54
12/15/2023	933473		MANSON LIBRARY BOARD	\$4,138.13
12/8/2023	933144	P	MARGARET MCLEOD SULLIVAN LLC	\$10,916.66
12/22/2023	933966		MCKINSTRY LOCKBOX	\$4,649.09
12/8/2023	933146	P	METHOW VALLEY NEWS	\$334.00
12/15/2023	933480		METHOWNET.COM	\$167.00
12/8/2023	933150	P	MIDWEST TAPE	\$8,727.41
12/15/2023	933482		MIDWEST TAPE	\$33,225.51
12/8/2023	933151		MILLER KAMADA, SHIRLEY	\$70.00
12/15/2023	933490	P	NATIVE NETWORK INC	\$254.85
12/8/2023	933153	P	NCI DATA.COM INC	\$869.00
12/22/2023	933977		NCI DATA.COM INC	\$105.00

NCW Libraries

Check Listing for December 2023

\*All Funds

12/15/2023	933491		NCR LIBRARY REVOLVING FUND	\$393.95
12/8/2023	933155	P	NORTH CASCADES BROADCASTING	\$1,281.00
12/8/2023	933156	P	NORTHWEST PUBLIC BROADCASTING	\$2,000.00
12/15/2023	933495	P	NOYD & NOYD INS AGENCY INC	\$240,853.11
12/8/2023	933157	P	ODP BUSINESS SOLUTIONS LLC	\$326.08
12/22/2023	933986		ODP BUSINESS SOLUTIONS LLC	\$48.90
12/22/2023	933988		OGDEN MURPHY WALLACE PLLC	\$4,200.00
12/15/2023	933501	P	OPENSQUARE	\$17,269.67
12/8/2023	933162	P	OVERDRIVE INC	\$40,017.17
12/15/2023	933503	P	OVERDRIVE INC	\$9,530.54
12/15/2023	933505	P	PACIFIC SECURITY	\$2,798.99
12/8/2023	933164		PALACIO, ADAM	\$11.90
12/8/2023	933166	P	PINNACLE INVESTIGATIONS CORP	\$167.05
12/15/2023	933511	P	PINNACLE INVESTIGATIONS CORP	\$65.50
12/8/2023	933167	P	PITNEY BOWES GLOBAL FINANCIAL	\$328.49
12/8/2023	933170	P	POMPS TIRE SERVICE INC	\$144.03
12/8/2023	933171	P	PUBLIC LIBRARIES OF WA	\$3,238.33
12/15/2023	933514	P	PUD # 1 OF CHELAN COUNTY	\$2,242.00
12/8/2023	933176	P	QUINCY VALLEY POST REGISTER	\$39.00
12/8/2023	933177	P	R DIGITAL DESIGN LLC	\$1,375.00
12/15/2023	933524	P	RIGHT! SYSTEMS INC	\$68,136.52
12/22/2023	934039		SMALLEY, DARRICK D	\$350.00
12/15/2023	933538	P	SOUTHWOOD, ROXANNE	\$20.00
12/8/2023	933183		SPRINGER, MARY	\$377.91
12/8/2023	933185	P	STAPLES	\$126.70
12/22/2023	934046		TECHNICAL FURNITURE SYSTEMS	\$11,507.28
12/15/2023	933542	P	TELEVISION ASSOC OF REPUBLIC	\$50.00
12/8/2023	933190	P	THE GREAT CLEANING ADVENTURE	\$600.00
12/8/2023	933191	P	THE NEW YORK TIMES	\$3,073.20
12/15/2023	933543		THE NEW YORK TIMES	\$4,160.00
12/15/2023	933547		TK ELEVATOR CORPORATION	\$3,362.97
12/22/2023	934052		TK ELEVATOR CORPORATION	\$15,600.59
12/15/2023	933549	P	TOWN OF MATTAWA	\$2,868.75
12/15/2023	933550	P	TOWN OF TWISP	\$2,977.50
12/15/2023	933551	P	TOWN OF WINTHROP	\$11,250.00
12/15/2023	933552		TOWNSQUARE MEDIA INC	\$2,020.00
12/15/2023	933554		ULINE	\$1,739.42
12/8/2023	933193	P	UPS	\$72.00
12/15/2023	933557		UPS	\$36.00
12/22/2023	934054		UPS	\$36.00
12/8/2023	933194	P	UPS SUPPLY CHAIN SOLUTIONS INC	\$6,891.32
12/15/2023	933558	P	UPS SUPPLY CHAIN SOLUTIONS INC	\$3,722.72
12/22/2023	934055		UPS SUPPLY CHAIN SOLUTIONS INC	\$3,576.27
12/8/2023	933196	P	US BANK	\$54,916.92
12/15/2023	933561	P	US POSTAL SERVICE	\$1,530.00
12/15/2023	933562	P	US POSTAL SERVICE	\$118.00
12/8/2023	933198	P	VERIZON WIRELESS	\$116.35
12/15/2023	933565		VERIZON WIRELESS	\$2,373.03
12/15/2023	933568	P	VOYAGER FLEET SYSTEMS INC	\$3,631.04
12/15/2023	933573	P	WA ST PATROL	\$22.00
12/8/2023	933202	P	WARD MEDIA LLC	\$230.00
12/8/2023	933204	P	WARD MEDIA LLC	\$185.00

NCW Libraries  
Check Listing for December 2023

\*All Funds

12/15/2023	933574		WARD MEDIA LLC	\$40.00
12/15/2023	933575		WASTE MANAGEMENT CORP SVCS	\$1,015.98
12/22/2023	934084		WEDELL, JOAN	\$245.63
158	TOTAL			\$1,063,202.30

North Central Washington Libraries  
December 2023 Revenue Financial Statement

General Fund 644

		2023 Budget -						Revenue	Percent	
		Amended	Qtr 1	Qtr 2	Qtr 3	Oct. 2023	Nov. 2023	Dec. 2023	Total To	of
BARS	Description	Jun. 2023	Revenues	Revenues	Revenues	Revenues	Revenues	Revenues	Date	Revenue
to Date										
Property Taxes and Other Taxes										
311.10	Property Taxes	15,203,378	775,140	7,577,309	305,731	2,140,296	3,025,107	657,761	14,481,344	95.25%
	Taxes subtotal	15,203,378	775,140	7,577,309	305,731	2,140,296	3,025,107	657,761	14,481,344	95.25%
Intergovernmental Revenues										
332.15	PILT Fish & Wildlife Service	10,000	2,846	8,236	258	-	-	-	11,340	113.40%
333.00	Federal Indirect Grant-STAR Net	10,000	4,760	-	-	-	-	-	4,760	-
335.02	Forest Excise Tax	12,000	4,334	18,034	8,470	2,488	-	-	30,839	256.99%
336.02	DNR PILT	21,000	1,535	22,409	-	-	-	635	24,579	117.04%
337.07	Leasehold Excise Tax	167,000	38,007	16,964	29,900	1,815	84,336	11,612	180,818	108.27%
	Intergovernmental Subtotal	220,000	51,482	65,643	38,628	4,303	84,336	12,247	252,336	114.70%
Charges for Services										
341.81	Print/Duplication Services	14,000	3,555	3,472	3,409	1,733	1,051	722	13,942	99.59%
347.20	Library Use Fees-General	450	50	260	470	110	120	10	1,020	226.67%
347.20	Town of Coulee City-Contract	12,046	3,012	-	3,012	2,977	-	3,046	12,047	100.00%
347.20	City of Ephrata-Contract	184,901	-	46,225	46,225	46,847	-	45,604	184,901	100.00%
347.20	City of Omak-Contract	108,920	28,754	27,230	27,230	28,754	28,754	-	140,722	129.20%
347.20	City of Warden-Contract	86,640	21,410	21,410	23,230	-	19,590	-	85,640	98.85%
347.20	Town of Wilson Creek-Contract	3,636	909	909	881	-	-	-	2,699	74.23%
	Charges for Services Subtotal	410,593	57,690	99,506	104,457	80,421	49,515	49,382	440,971	107.40%
Fines										
359.70	Lost/Damaged Materials	18,000	4,879	4,231	6,646	929	755	1,861	19,301	107.23%
	Fines Subtotal	18,000	4,879	4,231	6,646	929	755	1,861	19,301	107.23%
Miscellaneous Revenue										
			-	-	-					
361.11	Investment Interest	38,622	54,277	55,130	71,760	18,881	25,939	27,922	227,970	590.26%
	Gifts, Pledges, Grants from Private									
367.11	Sources	108,000	-	-	1,329	18,283	-	-	19,612	18.16%
367.11	E-Rate	21,100	-	-	20,674	-	-	-	20,674	97.98%
369.10	Sale of Scrap/Junk	34,000	8,595	13,565	22,745	16,734	-	6,724	68,363	201.07%
369.90	Other Miscellaneous Revenue	64,000	6,209	12,931	5,710	12,528	44	3,921	41,299	64.53%

North Central Washington Libraries  
December 2023 Revenue Financial Statement

General Fund 644

395.20 Insurance Reimbursements	-	-	-	4,758	-	6,966	-	4,758	-
<b>Miscellaneous Revenue Subtotal</b>	<b>265,722</b>	<b>69,082</b>	<b>81,625</b>	<b>126,978</b>	<b>66,426</b>	<b>32,949</b>	<b>38,567</b>	<b>382,677</b>	144.01%
<hr/>									
<b>Grand Total 2023 Revenue</b>	<b>16,117,693</b>	<b>958,273</b>	<b>7,828,313</b>	<b>582,440</b>	<b>2,292,375</b>	<b>3,192,662</b>	<b>759,818</b>	<b>15,613,884</b>	<b>96.87%</b>

North Central Washington Libraries  
December 2023 Expenditure Financial Statement

General Fund 644

BARS	Description	2023 Budget - Amended June 2023	Qtr 1 Total Expenditures	Qtr 2 Total Expenditures	Qtr 3 Total Expenditures	Oct. 2023 Expenditures	Nov. 2023 Expenditures	Dec. 2023 Expenditures	Expenditures Total To Date	Percentage of Budget Spent To Date
<b>Personnel</b>										
572.10	Salaries and Wages	7,778,682	1,792,719	1,916,192	1,840,704	593,247	633,398	610,932	7,387,192	94.97%
572.20	Benefits-Medical	1,410,033	317,353	299,958	298,965	98,469	99,982	100,991	1,215,718	86.2%
572.20	Benefits-FICA	592,569	134,229	143,743	137,962	44,549	47,663	45,966	554,112	93.5%
572.20	Benefits-PERS	791,145	170,227	171,091	159,043	51,025	54,920	52,493	658,799	83.3%
572.20	Benefits-WA PFML	16,250	3,903	5,266	4,009	1,292	1,380	1,331	17,181	105.7%
572.20	Benefits-Dental	101,223	20,962	20,581	20,383	6,623	6,710	6,769	82,028	81.0%
572.20	Benefits-Vision	13,623	2,622	2,645	2,585	843	855	862	10,412	76.4%
572.20	Benefits-L&I (Workers' Comp)	53,515	12,776	13,612	15,362	5,303	5,494	4,767	57,314	107.1%
572.20	Benefits-LTC, Life, EAP	25,399	3,900	3,828	3,834	1,208	1,205	1,209	15,184	59.8%
572.25	Unemployment	90,000	769	1,602	-	-	-	-	2,371	2.6%
<b>Personnel Subtotal</b>		10,872,440	2,459,460	2,578,518	2,482,847	802,559	851,607	825,320	10,000,311	92.0%
<b>Administration</b>										
572.30	Supplies	15,000	11	380	-	-	-	-	391	2.6%
572.40	Services	125,000	45,788	43,211	22,505	4,063	5,206	10,409	131,182	104.9%
<b>Administration Subtotal</b>		140,000	45,799	43,591	22,505	4,063	5,206	10,409	131,573	94.0%
<b>Public Service</b>										
572.30	Supplies	334,946	69,440	73,854	38,176	7,982	26,430	40,213	256,095	76.5%
572.35	Indirect Federal Grant STAR Net-Supplies	5,000	58	-	-	-	-	-	58	1.2%
572.30	Library Materials	1,867,927	397,136	396,751	504,563	269,220	182,082	158,150	1,907,902	102.1%
572.35	Information Technology- Software/ Support	244,060	45,999	48,493	106,707	64,169	13,475	7,683	286,526	117.4%
572.35	Information Technology- Hardware	173,075	12,910	19,961	10,397	7,663	7,748	118,006	176,685	102.1%
572.35	Indirect Federal Grant STAR Net-Equipment	5,000	-	-	-	-	-	-	-	0.0%
572.40	Professional Services	252,980	40,452	44,609	60,192	1,557	7,241	31,193	185,244	73.2%
572.42	Phone & Internet	148,000	34,939	32,275	26,392	8,828	8,933	6,173	117,540	79.4%
572.42	Postage	226,000	51,066	41,163	42,326	22,947	10,318	15,864	183,684	81.3%

North Central Washington Libraries  
December 2023 Expenditure Financial Statement

General Fund 644

572.43	Mileage	9,000	1,564	1,257	745	364	196	452	4,578	50.9%
572.44	Advertising	83,000	5,956	8,321	10,676	6,655	15,237	19,156	66,001	79.5%
572.45	Rentals & Leases	128,200	28,230	29,484	26,512	4,568	1,121	4,452	94,367	73.6%
572.46	Insurance - Liability	198,000	17,446	250	-	-	-	241,853	259,549	131.1%
572.49	Miscellaneous	9,800	522	2,312	611	159	178	298	4,080	41.6%
<b>Public Services Subtotal</b>		3,684,988	705,718	698,730	827,297	394,112	272,959	643,493	3,542,309	96.1%
<b>Organization of Materials</b>										
572.30	Supplies	148,000	35,241	29,356	38,751	24,633	15,965	920	144,866	97.9%
572.40	Services	62,200	13,890	13,890	63,144	-	-	12,216	103,140	165.8%
<b>Organization of Materials Subtotal</b>		210,200	49,131	43,246	101,895	24,633	15,965	13,136	248,006	118.0%
<b>Training</b>										
572.30	Supplies	8,000	1,412	5,074	153	-	-	-	6,639	83.0%
572.40	Services	106,500	22,049	19,279	35,357	667	4,358	6,834	87,877	82.5%
<b>Training Subtotal</b>		114,500	23,461	24,353	35,510	667	4,358	6,834	94,516	82.5%
<b>Facilities</b>										
572.30	Supplies & Fuel	86,165	22,379	26,183	24,411	16,251	7,694	5,827	102,745	119.2%
572.35	Small Equipment	143,600	805	13,914	33,540	587	-	42,146	90,992	63.4%
572.40	Professional Services	234,000	35,721	56,584	40,052	14,717	13,524	25,987	186,585	79.74%
572.47	Utilities	62,900	16,464	8,399	11,333	3,395	3,821	4,038	47,450	75.44%
572.45	Rentals & Leases	12,000	1,666	5,159	1,498	-	1,618	469	10,410	86.8%
572.48	Repairs & Maintenance	181,400	25,781	26,186	25,071	3,231	11,089	29,861	121,219	66.8%
572.48	Contributions to Cities	375,500	-	185,198	-	-	-	185,198	370,396	98.6%
<b>Facilities Subtotal</b>		1,095,565	102,816	321,623	135,905	38,181	37,746	293,526	929,797	84.9%
<b>Grand Total Expenditures</b>		16,117,693	3,386,384	3,710,061	3,605,959	1,264,215	1,187,841	1,792,718	14,947,178	92.7%

North Central Washington Libraries  
2023 Reimagining Spaces Financial Report-December 2023

Reimagining Spaces Fund 647

Description	2023 Budget	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	2023 Totals
Revenue-Investment Interest		38,240	39,116	38,441	40,103	38,769	40,034	431,228
Revenue-Miscellaneous								20,000
Revenue-Transfer In								1,658,000
<b>Revenue Totals</b>	<b>30,000</b>	<b>38,240</b>	<b>39,116</b>	<b>38,441</b>	<b>40,103</b>	<b>38,769</b>	<b>40,034</b>	<b>2,109,228</b>
General Project Supplies		0	81	151	-	337	189	3,605
General Project Professional Services		6,086	8,857	6,553	17,961	4,489	15,199	110,848
General Project Professional Services-Ext Signage		-	-	9,255	1,314	-	-	10,569
General Project Staff Travel		-	-	62	-	1,112	1,804	21,968
Brewster Project Supplies		-	-	-	-	58	30	88
Brewster Project Small Equipment		-	-	451	2,959	420	32,535	36,364
Brewster Project Prof Svcs Design		-	-	-	-	-	5,000	5,000
Brewster Project Prof Svcs Contractor		-	-	10,140	-	33,649	19,901	63,691
Curlew Project Prof Svcs-Design		6,048	4,838	1,210	3,065	2,452	-	17,612
Ephrata Project Prof Svcs-Design		-	-	-	-	-	5,661	5,661
Peshastin Project Prof Svcs-Design		4,320	-	1,296	1,166	1,858	-	8,640
Soap Lake Project Prof Svcs-Design		-	-	-	-	-	1,993	1,993
Waterville Project Small Equipment (FF&E)		-	-	-	328	-	-	939
Waterville Project Prof Svcs-Design		-	-	107	-	-	-	13,482
<b>Expenditure Totals</b>	<b>6,733,360</b>	<b>16,454</b>	<b>13,776</b>	<b>29,225</b>	<b>26,792</b>	<b>44,373</b>	<b>82,312</b>	<b>300,461</b>
<b>Fund Balance December 31, 2023</b>								<b>12,092,177</b>

2023 Budget was appropriated through Board Resolution 22-06





#### Strategic Directions:

1. Meet critical community needs.
2. Enhance customer experience.
3. Strengthen organizational health.
4. Maximize community investment.

### BOARD STAFF REPORT

---

To: Board of Trustees

From: Executive Director

Date: January 2024

Board of Trustees Meeting

Subject: Executive Director Board report

Report Summary:      ☒ Informational only   ☐ Board action required

#### Building Maintenance and Use Agreements: 4

My office is wrapping up the finalization of the signing of Building Use and Maintenance Agreements with our 26 municipal building owners. We also developed a modified Building Use and Maintenance Agreement for buildings that are owned by a non-profit in unincorporated communities (Peshastin, Manson, and Curlew). The process of getting these agreements turned around took more time than anticipated and several concerns and issues were brought up by cities, including:

- The belief that payment of library taxes by citizens, coupled with a city allocating tax revenue to maintain a library building, constitutes a double tax on city residents.
- The desire on the part of cities to see the district's reimbursement rates track more closely with inflation and rising maintenance costs.
- General belief that providing a library should be cost neutral to a city.
- Requests that the district purchase or otherwise take over maintenance of the library building.
- Requests that the district contract directly for janitorial (while still paying the city a reimbursement for maintenance).
- Several cities signed limited term agreements (as opposed to standard 6 year) in order to revisit some of their concerns and objections.

I will be working with the ELT in 2024 to develop some standard metrics for branch operation costs that will show the investment of the district in individual communities and the value being provided through library services. I hope to use these in subsequent presentations to city council and county commissioners. I'll also be working with Mike and Kim to brainstorm any future changes to reimbursement rates that might be on the table as part of an approved levy lid lift.

#### Strategic Directions:1-4

Our ELT is spending the month of January discussing a strategy for internal and external roll out of the Strategic Directions. The MarCom team is developing a timeline for various communication channels. We plan to use a cascading communication approach, rolling the Strategic Directions out first to our Leaders group, then to departments and branch groups. It is our strong desire to be slow and thoughtful about internal communication first before beginning to communicate the new

Directions externally. We anticipate having some communication tools ready and available for staff, as well as Trustees, by the second quarter of the year.

Executive Director's Activities for December/January:1,3&4

- Alicia, Melissa, and I met with Winthrop city officials and the President of FoWL at the Winthrop Library to review the city owned conference room procedures.
  - Met with Cheryl Heywood, Executive Director of Timberland Regional Library
  - Library Council of Washington (held twice a year)
  - Public Libraries of Washington (PLW) Directors Legislative Update (held weekly)
  - Check-ins with all direct reports (twice a month)
  - Executive leadership team meeting (held weekly)
  - Leadership team meeting (held monthly with all managers and supervisors)
- 

Financial Implications:

Attachments: [OBJ]

☐ Yes

☐ No

Legal Review: [OBJ]

☐ Yes

☐ No



## BOARD STAFF REPORT

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To: Board of Trustees

From: Summer Hayes, Associate Director of Programs and Resources

Date: 1/12/24

Proceeding Type: Board of Trustees Meeting

Subject: Public Services, Programs and Resources

Staff Report Summary:

*(narrative)*



Informational only



Board action required

Discussion/Analysis:

Staff Recommendation:

Financial Implications:

Attachments:



Yes



No

*If yes, name(s) of attachment(s):*

*Adult Services Report*

*Pilot Project: Uncatalogued Paperback Collection for Outreach*

### **Children's Services Annual Report**

Requested Board Action:

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Legislative Information (if applicable):

History:

Requested Board Action:

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Legal Review:



Yes



No

*If yes, name(s) of attachment(s)*



## ADULT SERVICES

### Overarching Outcomes

- Underserved communities are prioritized so that patrons with opportunity gaps experience low-barrier high-quality programs and activities.
- Representation of Latinx culture and heritage is centered to increase use and relevance of library services by Latinx community.

### GUIDING QUESTIONS

How do we serve and welcome more of our communities into our spaces?

If libraries are community spaces, how are we creating opportunities for connection?

How can we include curiosity, creativity, conversation into all adult programs?

### APPROACH

Offer high quality learning opportunities.

Increase community representation.

Create opportunities for shared experiences.

Develop strategic community partnerships to expand reach, build trust in communities we haven't served, elevate community work.

### 2023 PROGRAMMING HIGHLIGHTS

**13** Virtual system-wide programs **830** attendees

**3** regional tours offering **14** programs across **4** counties.

**2** Wenatchee-based series with **9** programs and **140** attendees

- CaFe
- Chelan-Douglas Land Trust
- Humanities Washington
- Indigenous Roots + Reparation Foundation
- Moses Lake Museum
- NCW Equity Alliance
- Our Valley, Our Future
- Washington Trails Association
- Wenatchee Pride
- Wenatchee Valley College - Wenatchee + Omak
- Wenatchee Valley Dispute Resolution Center
- Write on the River
- YWCA

### STRATEGIC COMMUNITY PARTNERSHIPS

## High-quality learning opportunities

### Humanities WA

- After the Blast: Mt St Helens 40 Years Later
- A Nicer Kind of Murder: The Evolution of Crime Fiction
- Telling Your Story: A Personal Essay Workshop

### NCW Virtual Reads

- Yasmin Ramirez
- Ana Maria Spagna

### Wellness

- Exploring the Best Hikes around Central Washington with WTA
- Spring Breathing



## Increase representation



### **The Art of Rebellion: Social Justice and Chicana/Chicano Visual Arts**

Jake Prendez

Jake toured across our region, offering six programs to share his art and talk about the importance of art in social movements. Jake's talk include the history of Mexican muralism and his personal story of becoming a Chicano artist. A Wenatchee participant shared, "They don't teach about us in school. This is my first time learning about Mexican muralism and the power of Mexican art." Jake also talked about how art helped him be proud of his Chicano identity, "I struggled with not being Mexican enough for Mexicans and not American enough for America" After the program, a Moses Lake participant shared, "I felt like Jake was telling my story!"

## Create opportunities for shared experiences

### **Finding Your Voice: A Writing Workshop**

Ricardo Ruiz

Ricardo led 2-hour bilingual poetry workshops in Quincy, Moses Lake, Wenatchee, and Brewster. His workshop guided participants of any writing experience to use poetry as a means of personal expression. "The poetry workshop was enriching. It offered us an outlet to express ourselves and to embrace the voices of those with who we share space." – Quincy participant



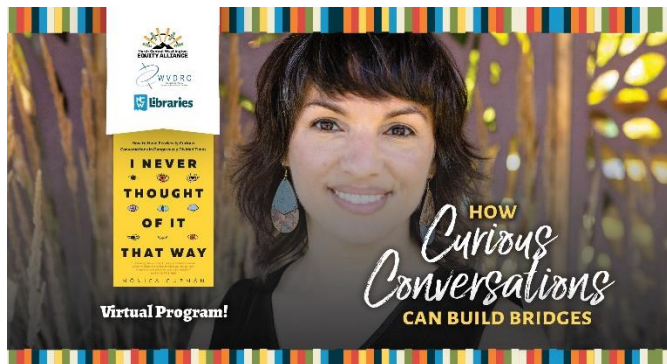


## Develop strategic community partnerships.

We partnered with Wenatchee Valley Dispute Resolution Center, NCW Equity Alliance, and Our Valley, Our Future to offer a Wenatchee-based six-week series, Curious Conversations. This series led up to our virtual system-wide program, How Curious Conversations Can Build Bridges with Monica Guzman.

The high interest in the Curious Conversation series led us to create a virtual offering starting in February 2024.

In November, we partnered with the Indigenous Roots and Reparation Foundation to offer a book club at Wenatchee Public Library for *The Seven Circles: Indigenous Teachings for Living Well*. Due to high demand are offering the program again this month.



### **How Curious Conversations Can Help Build Bridges** Monica Guzman

Monica's talk offered tangible tools for patrons to build self-awareness about social patterns and new skills to better connect and community with their family, friends, and community.

We had **74** live participants from all **five** counties. Monica allowed us to record the program for those who couldn't attend live. We've had over **900 views** on Facebook and **120 views** on YouTube. We also received a lot of feedback from patrons saying they found it so helpful and were excited to share it with family and friends. Several patrons mentioned that the conversation offered a personal a-ha moment. Many also felt motivated to be more curious in their daily life.

## **Uncatalogued Paperback Outreach Collection**

### **Project Summary:**

Many of our patrons face significant barriers to obtaining a library card and subsequently accessing our materials due to lack of permanent housing, lack of identification and/or documentation to prove residency, lack of transportation to visit a library branch, disabilities and related mobility issues, and incarceration, among others. Distrust of government institutions, belief that using the library requires a fee, concern that getting a library card will result in fines, or assumptions that the library does not have anything of interest or relevance creates additional challenges in serving our most marginalized and under-resourced communities.

One simple and effective way to reduce these barriers and offset related inequities is through a special collection of uncatalogued materials that can be lent to patrons without a library card. By bypassing the need to register for a card, uncatalogued books allow NCW Libraries staff to provide reading material that meets the needs and interests of our most underserved patrons during outreach and offsite programming events. This will also allow staff to build relationships with community members who lack trust in or don't value the library with the goal of ultimately registering them for library cards.

Uncatalogued books will be selected with a focus on high interest and popular titles that have maximum appeal. Books will be stamped and stickered to indicate ownership, and borrowers will be encouraged to return these "honor system" books whenever they are finished, at which point they will be housed at the DC or the pilot branches until they are needed again.

### **Program Outcomes**

Barriers to accessing printed library materials will be eliminated through a dedicated collection of honor system paperbacks that meet the needs and interests of our most under-resourced residents, resulting in increased use and improved perception of NCW Libraries.

There are additional long-term outcomes we expect to achieve through this project:

- Marginalized and underserved audiences register for library cards
- Community members engaged with during outreach activities start visiting branches for additional resources and services.

### **Resources, Cost, and Budget**

Initial startup cost of \$15,000. This will fund stickers for all books and purchase of titles in the following categories:

- Teen fiction and high-interest nonfiction
- Adult fiction and non-fiction
- Spanish language materials for all ages

Additional Spanish language titles will be purchased with funds from the Latinx budget so that a robust collection of Spanish materials for all ages will be readily available for current outreach activities and in anticipation of priority outreach to migrant camps in 2024.

### **Piloting the Outreach Collection**

The collection will be piloted in several branches and departments engaged in established outreach efforts to patrons with significant barriers to access:

- Latinx Services Department
- WPL (Chelan County Regional Justice Center and Juvenile Detention Center)
- Omak (Okanogan County Jail)
- Okanogan (Okanogan County Juvenile Detention Center)
- Mail Order Library (serving incarcerated patrons across our service area)
- Peshastin (partnership with Peshastin Food Bank)
- Warden (partnership with Warden School District)

### **Project Evaluation**

To collect usage data as unobtrusively as possible, staff will use a combination of tracking and observation methods including:

- Quantitative data
  - Circulation (number of books distributed per event or activity)
  - Brief survey questions collected verbally
- Qualitative data
  - Observations by staff
  - Comments and feedback from patrons

The project will be evaluated at the end of 2024 using the data collected by library staff during outreach visits. Mail Order Library will track books sent to and record any feedback received from incarcerated patrons. Evaluation results will inform adjustment and/or expansion of the program moving forward.



## PUBLIC FUNDS INVESTMENT MARKET UPDATE

On Friday, January 5, 2024 the "Change in Nonfarm Payrolls" and "Unemployment Rate" statistics were released for the month of December. This data is important to monitor as it impacts interest rates for public entities. Below please find an economic update for the last month, including current market information reflecting the most recent data.

### EMPLOYMENT FIGURES

Two of the popular measures of the US employment status are "Change in Nonfarm Payrolls" and "Unemployment Rate" that are typically released on the first Friday of each month.

- The "Current Month" column shows nonfarm payrolls increased by 216,000 jobs in December. This came well above the market projection of 175,000 jobs.
- The "Last Month Revised" column shows that November's gain of 199,000 was revised down slightly to 173,000. The final revision for October was downward by 45,000 to a final number of 105,000 which tied June for the fewest jobs added in any month of 2023.
- The unemployment rate held steady at 3.70% while markets expected it to tick up to 3.80%. This continues to alleviate some of the concern that arose after the rate jumped from 3.50% to 3.80% late last year. The fact that the unemployment rate hasn't continued to rise is an encouraging sign that the labor market remains on solid footing.

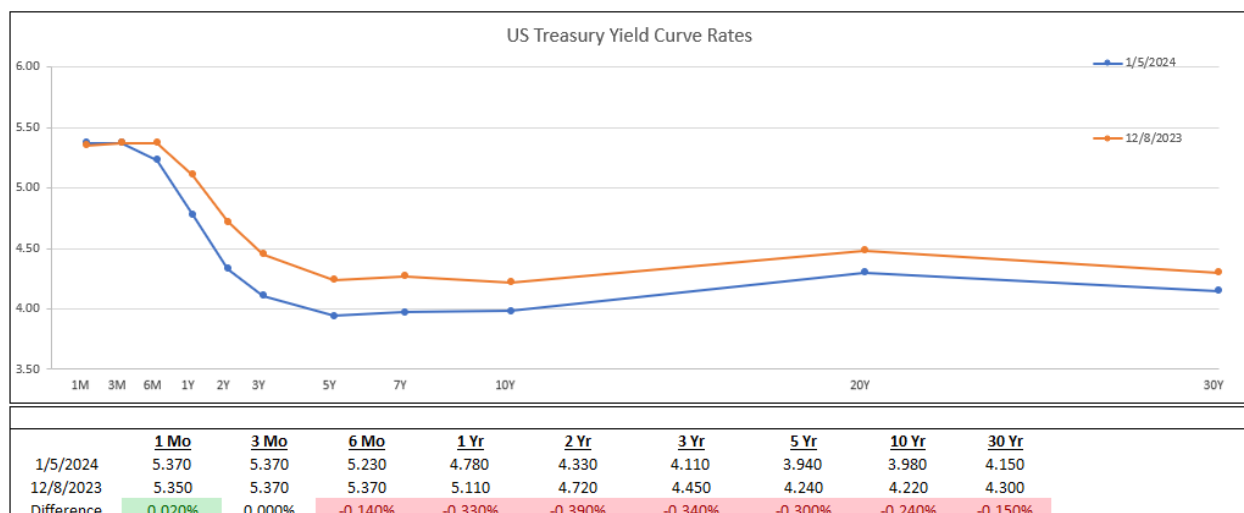
Employment Figures					
Date	Event	Period	Current Month	Last Month	Last Month Revised
1/5/2024	Change in Nonfarm Payrolls	December	216,000	199,000	173,000
1/5/2024	Unemployment Rate	December	3.70%	3.70%	-

Sources: <https://www.bls.gov/web/empsit/cesnaicsrev.htm>  
<https://data.bls.gov/timeseries/LNS1400000>

## US TREASURY YIELD CURVE

This graph shows the United States Treasury interest rates for maturities ranging from 1 month to 30 years.

- The orange line is the US Treasury Curve as of last month and the blue line is today's US Treasury Curve. The yields for the various maturities of the two US Treasury Curves are listed below the graph.
- Interest rates beyond 3 months are down across the board over the last month with the largest declines occurring in the 2-5 year range. This continues a trend of declining rates that began in late October. Bonds in this range are largely reacting to what the market expects the Federal Reserve to do with short-term interest rates over the next year or so.
- Since peaking in mid-October, interest rates are down very sharply on increased expectations that the Federal Reserve will begin lowering short-term interest rates in the next couple of months. Short-term rates (1-6 months) haven't moved as much given that they respond more directly to the Federal Reserve moving short-term rates up or down.
- In the 2-5 year range, where public entities do the majority of their longer-term investing, interest rates are currently at the lowest levels we've seen since the middle of last year.
- The yield curve remains "inverted" with the 2-year rate above the 10-year rate as it has been continuously since July 2022. Additionally, the 3-month Treasury is well above the 10-year which is another closely-monitored yield curve inversion metric. An inverted yield curve is considered an important indicator as it has historically occurred some period of time before a recession.

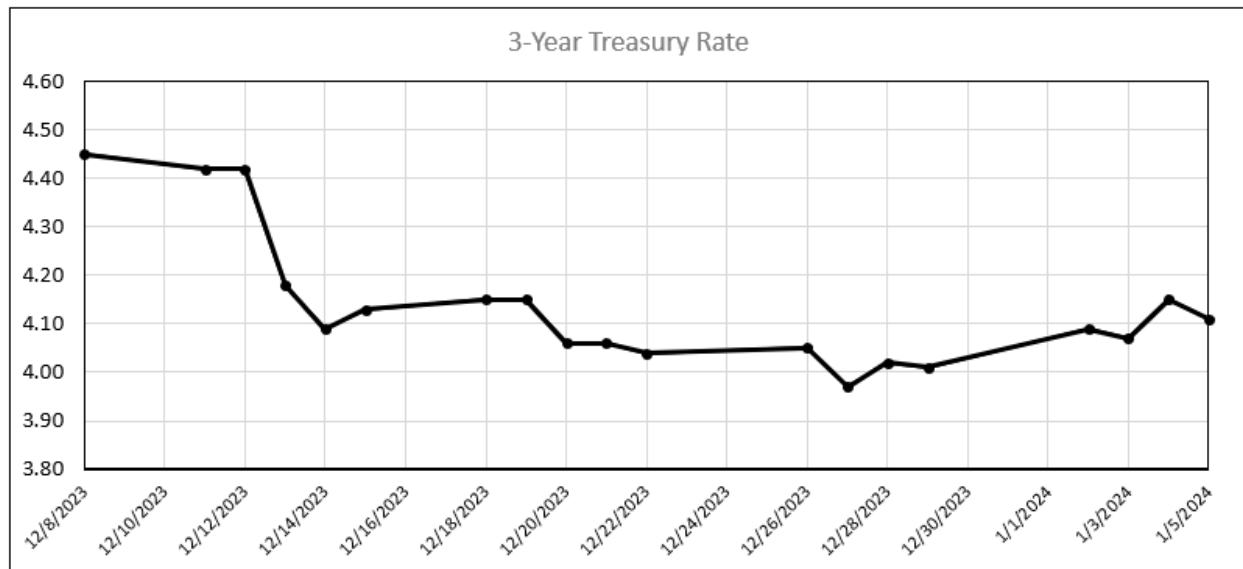


Source: <https://www.treasury.gov/resource-center/data-chart-center/interest-rates/pages/textview.aspx?data=yield>

## 3-YEAR TREASURY GRAPH

Many public funds investment portfolios have a 2-3 year weighted average maturity, so movement in the 3-year Treasury rate is relevant to public funds investors and their portfolios.

- The 3-year Treasury is down sharply over the last month with the majority of the drop coming immediately after the most recent Federal Reserve meeting on December 12-13. It remains well below the level on October 18 when the 3-year rate peaked at 5.03% which was the highest level for the 3-year since 2007.
- The fall in the 3-year can largely be attributed to the market's increased expectations of interest rate cuts by the Federal Reserve this year. Longer-term rates will typically start going down in advance of the Fed making cuts to the Federal Funds Rate.



Source: <https://fred.stlouisfed.org/series/DGS3>

## UNITED STATES EQUITY MARKETS

Stocks are not typically permitted for public funds investing. However, they do play a role in the broader economic picture and consequently can influence interest rates.

- All three major stock indices are higher on the jobs data released January 5. Stocks ran up into the end of the year before coming down in the first week of the new year.
- The Dow hit a new all-time high in mid-December before ticking down this week. The S&P is very near the all-time high it hit at the end of 2021 while the NASDAQ remains well below it's all-time high from around the same time.
- The Dow ended 2023 up 13% with the S&P 500 up 24% and the NASDAQ up 43%. The strong gains in 2023 followed steep declines in 2022.

Equity Markets				
<u>Index</u>	<u>Value</u>	<u>*Today's Change</u>	<u>*Today's % Change</u>	<u>Est. % Change Year to Date</u>
Dow Jones	37,472.98	32.64	0.09%	-0.57%
S&P 500	4,706.22	17.54	0.37%	-1.33%
NASDAQ	14,575.43	65.13	0.45%	-2.90%

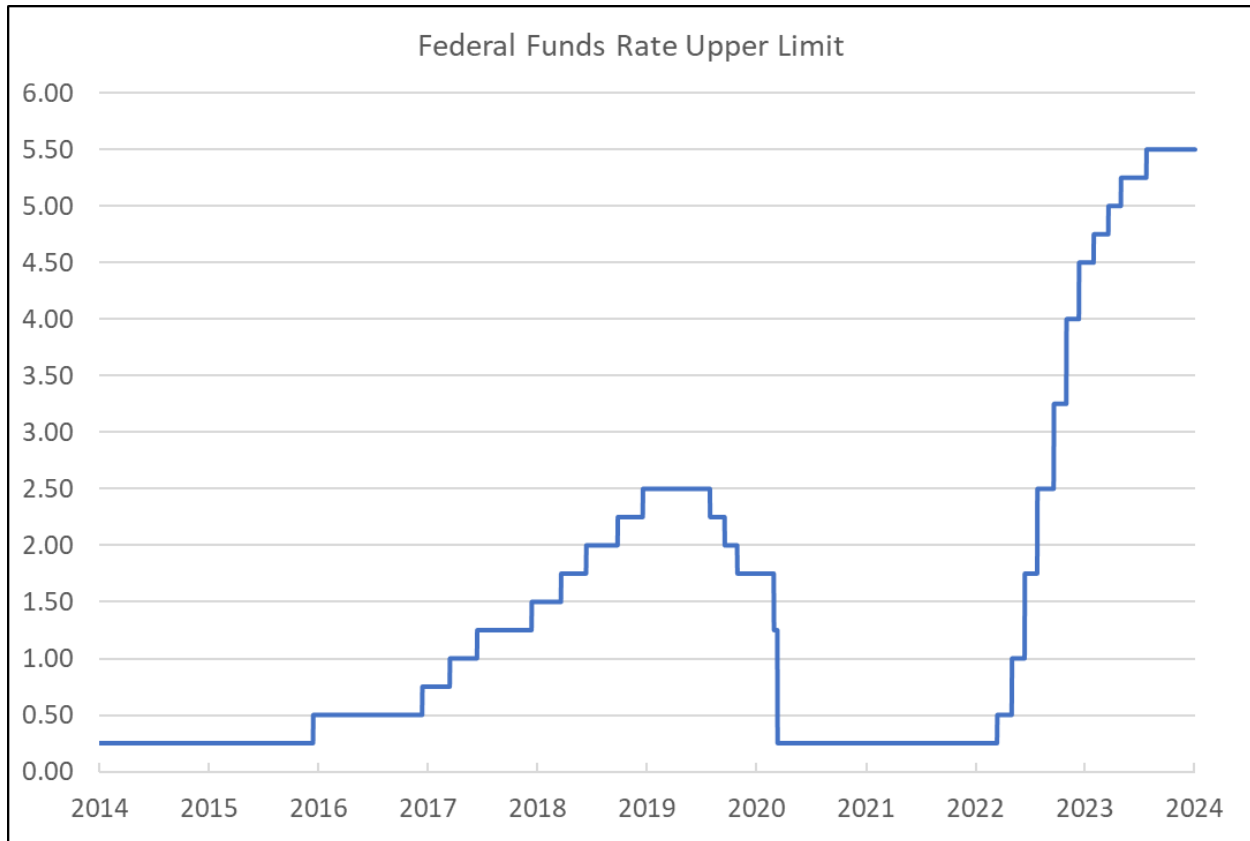
*\*As of ~8:30 am PST 1/5/2024*

## FEDERAL FUNDS RATE

The Federal Funds Rate is the interest rate on overnight loans set by the Federal Open Market Committee (FOMC) at the Federal Reserve. Rates offered by local government investment pools and money market funds tend to correlate with the Federal Funds Rate. The graph below shows the upper bound of the Federal Funds Rate range over the last 10 years.

- The FOMC held its most recent meeting on 12/12-12/13 and decided to hold the Federal Funds Rate steady in a range of 5.25-5.50%. This was the third consecutive meeting where the FOMC elected to keep the rate unchanged. The FOMC also signaled that the committee is unlikely to raise the Federal Funds Rate further unless inflation starts to rise.
- New projections from the FOMC at the meeting in December forecast the Federal Funds Rate ending 2024 in a range of 4.50-4.75% which would imply 3 cuts of .25% at occurring this year. The projections from the FOMC's September meeting saw a 2024 year-end range of 5.00-5.25%, so FOMC expectations for the Federal Funds rate in 2024 went down by .50% from September to December.

- The decline in longer-term interest rates in November/December is consistent with an increased expectation by the market that the FOMC will cut the Federal Funds Rate more than was expected in September/October.
- Market based projections of the Federal Funds Rate see a year-end 2024 range of 3.75-4.00%, so the market expects the FOMC to be much more aggressive than the FOMC's own projections. It is worth noting that both the FOMC and the market-based projections are often incorrect, but they are worthwhile gauges of the FOMC's and the market's sentiment around where short-term interest rates might move throughout the year.
- Short-term and liquid investments like local government investment pools and money market funds tend to follow the Federal Funds Rate very closely, so the path of this rate is very impactful on what public entities will earn on their liquid and cash balances.



Source: <https://fred.stlouisfed.org/series/DFEDTARU>

## FEDERAL OPEN MARKET COMMITTEE MEETING CALENDAR

The Federal Open Market Committee (FOMC) typically meets eight times per year and determines the level of the Federal Funds Rate.

- The FOMC held a regularly scheduled meeting on 12/12-12/13 and voted unanimously to keep the Federal Funds Rate unchanged as discussed above.
- Chair Powell's statements from that meeting, along with statements from some FOMC officials in recent weeks, indicate no further rate hikes will occur while

other FOMC officials continue to emphasize that further rate hikes may be necessary. Committee members remain very guarded on any talk of rate cuts, however, as the FOMC is not willing to say the fight to bring inflation down is fully complete.

- Contradicting opinions on the FOMC are relatively common as not all officials see things the same way, and these differing statements are usually more pronounced in periods of transitioning from rate hikes to pauses/cutting rates or vice versa. Barring a significant change to inflation data in the coming months, though, it seems likely that the FOMC will begin cutting rates in the first half of this year.
- The next meeting of the FOMC is later this month on 1/30-1-31. The market is expecting no change to the Federal Funds Rate at that meeting.

Announcement Date	Time	Current Rate	For	Against
9/21/2022*	11:00 AM PST	3.00-3.25%	12	0
11/2/2022	11:00 AM PST	3.75-4.00%	12	0
12/14/2022*	11:00 AM PST	4.25-4.50%	12	0
2/1/2023	11:00 AM PST	4.50-4.75%	12	0
3/22/2023*	11:00 AM PST	4.75-5.00%	11	0
5/3/2023	11:00 AM PST	5.00-5.25%	11	0
6/14/2023*	11:00 AM PST	5.00-5.25%	11	0
7/26/2023	11:00 AM PST	5.25-5.50%	11	0
9/20/2023*	11:00 AM PST	5.25-5.50%	12	0
11/1/2023	11:00 AM PST	5.25-5.50%	12	0
12/13/2023*	11:00 AM PST	5.25-5.50%	12	0
1/31/2024	11:00 AM PST			
3/20/2024*	11:00 AM PST			
5/1/2024	11:00 AM PST			
6/12/2024*	11:00 AM PST			

\*Meeting includes Summary of Economic Projections release

Source: <https://www.federalreserve.gov/monetarypolicy/fomccalendars.htm>



## FEDERAL OPEN MARKET COMMITTEE “DOT PLOT”

Every quarter, the FOMC will release a number of economic projections including their “Dot Plot”. As Bloomberg describes, “...the FOMC’s *dots data* represents where each member thinks the Fed should set interest rates by the year end in question.”

The table below shows the December 13, 2023 quarterly projection for where each of the FOMC members believed the Federal Funds Rate will be between now and the end of 2026:

- Note —the “Dot Plot” has been translated into a table format to make it easier to read. The “Target Rate” column on the left shows various target rates the FOMC could select.
- As of 12/13, the median projection showed the Federal Funds Rate target range declining from the current 5.25-5.50% range to 4.50-4.75% by the end of this year. This implies that the FOMC will cut the Federal Funds Rate by .75% in 2024. September’s projections saw the 2024 year-end range at 5.00-5.25%.
- The projections for 2025 show expectations that the Committee will continue rate cuts with the range dropping to 3.50-3.75% by that year-end. The September projections saw the year-end 2025 range at 3.75-4.00%.
- Projections for 2026 continue the trend of expected rate cuts to a range of 2.75-3.00%. This is right in line with September’s projections for 2026 and would leave the Federal Funds Rate very close the FOMC’s long run expectations.
- Of the members on the FOMC making projections, only 12 can be voting members at any given time. There are 7

permanent members and 5 positions that rotate through on an annual basis.

- The FOMC will release new economic projections, along with a new “Dot Plot”, after the meeting in March.

Target Rate	2023	2024	2025	2026	Long Run
5.500					
5.375	19	2	1		
5.250					
5.125		1			
5.000					
4.875		5		1	
4.750					
4.625		6			
4.500					
4.375		4	1		
4.250					
4.125			1		
4.000					
3.875		1	4		
3.750					1
3.625			3	1	
3.500					2
3.375			5	1	
3.250					
3.125			2	4	
3.000					1
2.875			1	4	1
2.750					1
2.625				4	1
2.500				1	8
2.375			1	3	3
2.250					

Source: <https://www.federalreserve.gov/monetarypolicy/fomcprojt20230920.htm>



## BOARD STAFF REPORT

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To: Board of Trustees

From: Alicia Gomori

Date: 1/18/2024

Proceeding Type: Board of Trustees Meeting

Subject: Board report Community Libraries

Staff Report Summary: ☒ Informational only ☐ Board action required

### ***Strategic Direction***

#### *Meet critical community needs*

Hanna Rossen Branch Librarian at East Wenatchee has been maintaining a *Drop-in Tech Tutoring Help Hour*, which has been providing patrons on both sides of the river a scheduled opportunity to get more advanced tech help.

Hand-mending experts from Methow Recycles' Repair Cafes did an after-hours event at the Twisp Library to learn techniques for extending the life of clothing and textiles. By having it later in the day, the event was better able to serve the family demographic, and they had 20+ people attend.

#### *Enhance customer experience*

The Omak Library with Alicia O'Dell's (Adult Services Manager) assistance partnered with Wenatchee Valley Community College to present a performance by RezLoyal Family at Omak Performing Arts Center. The theater housed 60 people for the performance, but more than 200 watched the event through WVCC's Facebook Live stream.

Our Leavenworth staff recently put together an open mic night. They saw creative, courageous, fun, energetic, and soulful singing, dancing, storytelling, and original poetry. The audience was very receptive during this experience and warmly appreciated the courage of the performers. Our staff, Amy, and Gracie were very encouraging.

#### *Strengthen organizational health*

Staff attended the Positive Workplace Culture Workshops over the last couple of months and regions will be integrating these concepts into their 2024 regional meetings to reinforce learning that will continue to create a collaborative work environment that thrives on teamwork, curiosity, and communication.

Recent Library Journal training focused on de-escalation and safety that has engaged our community libraries staff in these critical topics and creating a culture of information sharing, and problem solving.

Maximize community investment

Austin Fogelson, Supervising Branch Librarian II, noted that in November 2023, the Moses Lake Public Library received an incredibly generous donation of approximately \$30,000 from former patrons of MLPL. We look forward to working with the ELT to identify how to support ongoing needs and efforts at MLPL.

Laura Spragg, Branch Librarian in Royal City has now handled and moved every book in the entire branch by checking them all in, weeding, and rearranging the collection. The children's area has been tidied up and feels more inviting. The juvenile Spanish language books have been shifted to a much more user-friendly location as well. Patrons have all had positive responses to the changes they see.

Discussion/Analysis: N/A

Staff Recommendation: N/A

Financial Implications: N/A

Attachments:

☐

Yes

☒

No

*If yes, name(s) of attachment(s):*

Requested Board Action:

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Legislative Information (if applicable):

History: N/A

Requested Board Action: N/A

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Legal Review:

☐

Yes

☒

No

*If yes, name(s) of attachment(s)*



## BOARD STAFF REPORT

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To: Board of Trustees

From: Sheila Callihan, HR Director

Date: January 11, 2024

Proceeding Type: Board of Trustees Meeting

Subject: Board report

Staff Report Summary:      ☒ Informational only      ☐ Board action required

### **Filled Positions:**

#### **New Hires:**

Branch Librarian, Winthrop- Murray Sampson effective 1/2/2024

#### **Internal Transfers/Promotions:**

Customer Service Technician- Moses Lake- James Haechler 11/01/2023

Customer Service Technician, Winthrop- Robert Kendall- recall from layoff (Bookmobile North) effective 12/6/2023

Customer Service Technician, Omak- Joe Grimes- internal promotion from Library Assistant effective 1/2/2024

Operations Supervisor, Wenatchee- Joan Wedell - internal transfer from Brewster Librarian effective 1/16/2024

### **Resignations:**

Customer Service Technician, Winthrop- Alison Greb- effective 12/29/2023

Librarian, George- Itzel Valle-Lopez- effective 12/31/2023

Librarian, Leavenworth- Amy Massey- effective 1/20/2024

### **Retirement:**

**Open Positions:**

**Future Start Dates:**

**Posted Positions:**

Area Manager- North Region - Open until filled- interviewing  
Branch Librarian, Tonasket - Open until filled- interviewing  
Branch Librarian, Curlew - Open until filled- interviewing  
Branch Librarian, Brewster- Open until filled  
Branch Librarian, Leavenworth- Open until filled - interviewing  
Facilities Operations Tech- Temporary Position for Reimagining Spaces Project- interviewing

Discussion/Analysis:

N/A

Staff Engagement and Growth:

Nash Consulting Positive Workplace Culture sessions are now completed. All regular staff attended a 4-hour workshop that focused on workplace culture and morale, communication/listening, giving and receiving feedback and the effect of triangulation (gossiping) in the workplace.

Financial Implications:

Other:

Attachments:

☐

Yes

☒

No

*If yes, name(s) of attachment(s):*

Requested Board Action:

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Legislative Information (if applicable):

History:

Requested Board Action:

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Legal Review:

☐

Yes

☒

No

*If yes, name(s) of attachment(s)*



## BOARD STAFF REPORT

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**To:** Board of Trustees

**From:** Facilities Department

**Date:** January 18, 2024

**Proceeding Type:** Board of Trustees Meeting

**Subject:** Reimagining Spaces Update

**Staff Report Summary:**



Informational only



Board action required

The Facilities Department has been diligently working to progress the Reimagining Spaces Project and to move the Wenatchee Public Library Phase II Modernization into the implementation phase. Both projects have seen some significant progress since the December 2023 Board Meeting.

**Discussion/Analysis:**

**General Reimagining Spaces Status:**

Branch	Community Engagement	Design	Bidding	Construction	Completion
Brewster					X
Curlew			X		
Peshastin			X		
Ephrata		X			
Soap Lake		X			
Cashmere	X				
Royal City		X			
Chelan	X				
Manson	X				

**Brewster Opening**

The newly redesigned Brewster Branch celebrated its grand opening on Saturday, January 13<sup>th</sup> after a few weeks of a “soft opening”. The feedback from the public has been overwhelmingly supportive and positive, with folks commenting on the bright and colorful design, the fun murals, more space for computers and quiet work, and comfortable seating.

**Royal City**



The Friends of the Royal City Library have begun digging footings for the new library. NCW Libraries closed community engagement for the interior design and Library Forward will begin completing those designs. Construction on the new building will be led and facilitated by the Friends and the Reimagining Spaces team will provide input on final build out for the interior, as well as source furniture and shelving for the new library.

Wenatchee Public Library Update:

The renovations to the lower level started on January 8, 2024. A kickoff meeting was held on January 5, 2024 with the Architect, Contractor, and NCW Libraries Facilities and Branch Operations teams.

**Staff Recommendation:**

N/A

**Financial Implications:**

N/A

**Attachments:**

☐

Yes

☒

No

**Requested Board Action:**

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**Legislative Information (if applicable):**

History:

Requested Board Action:

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**Legal Review:**

☐

Yes

☒

No



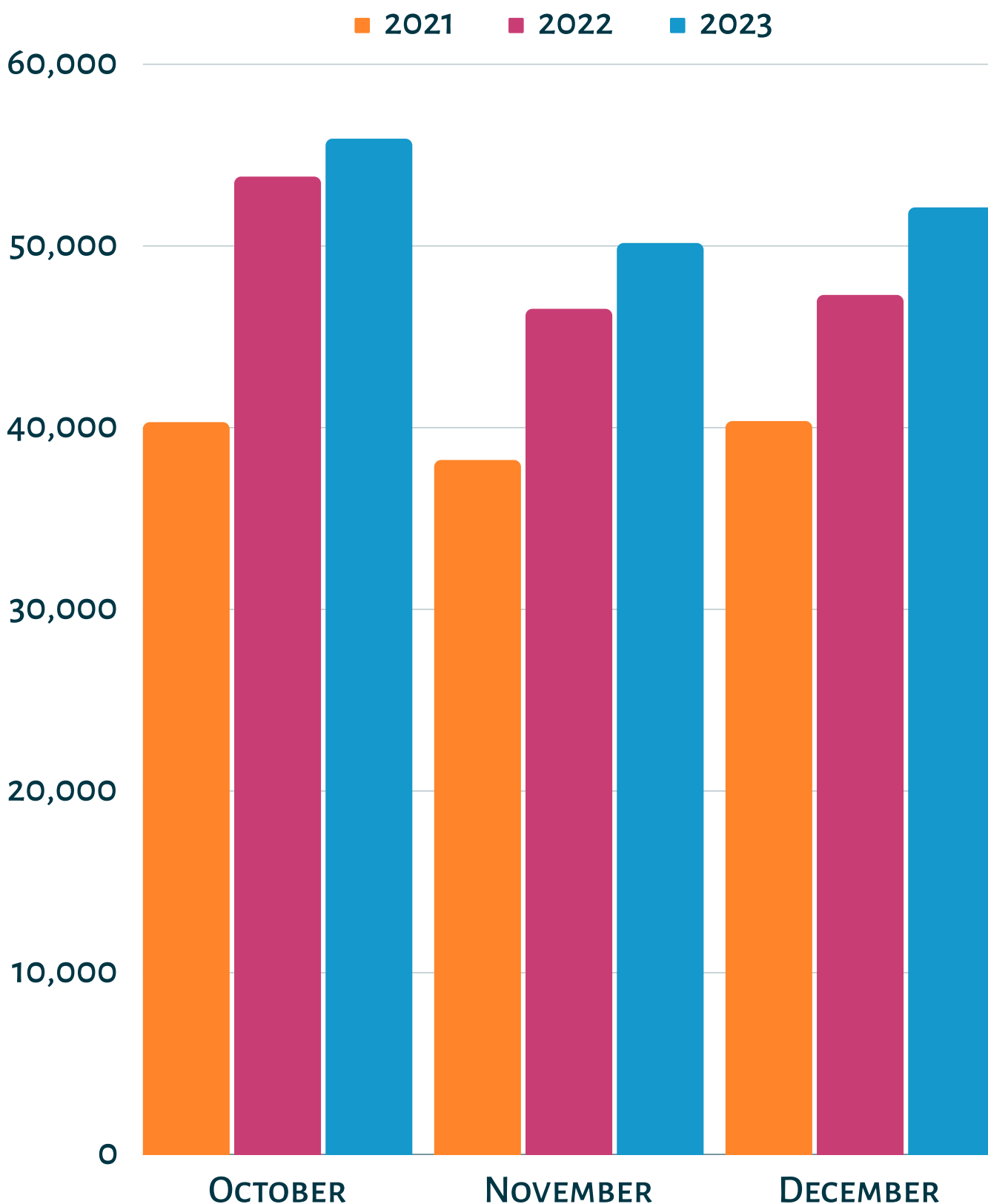
# DECEMBER 2023 LIBRARY DATA REPORT



JANUARY 18, 2024

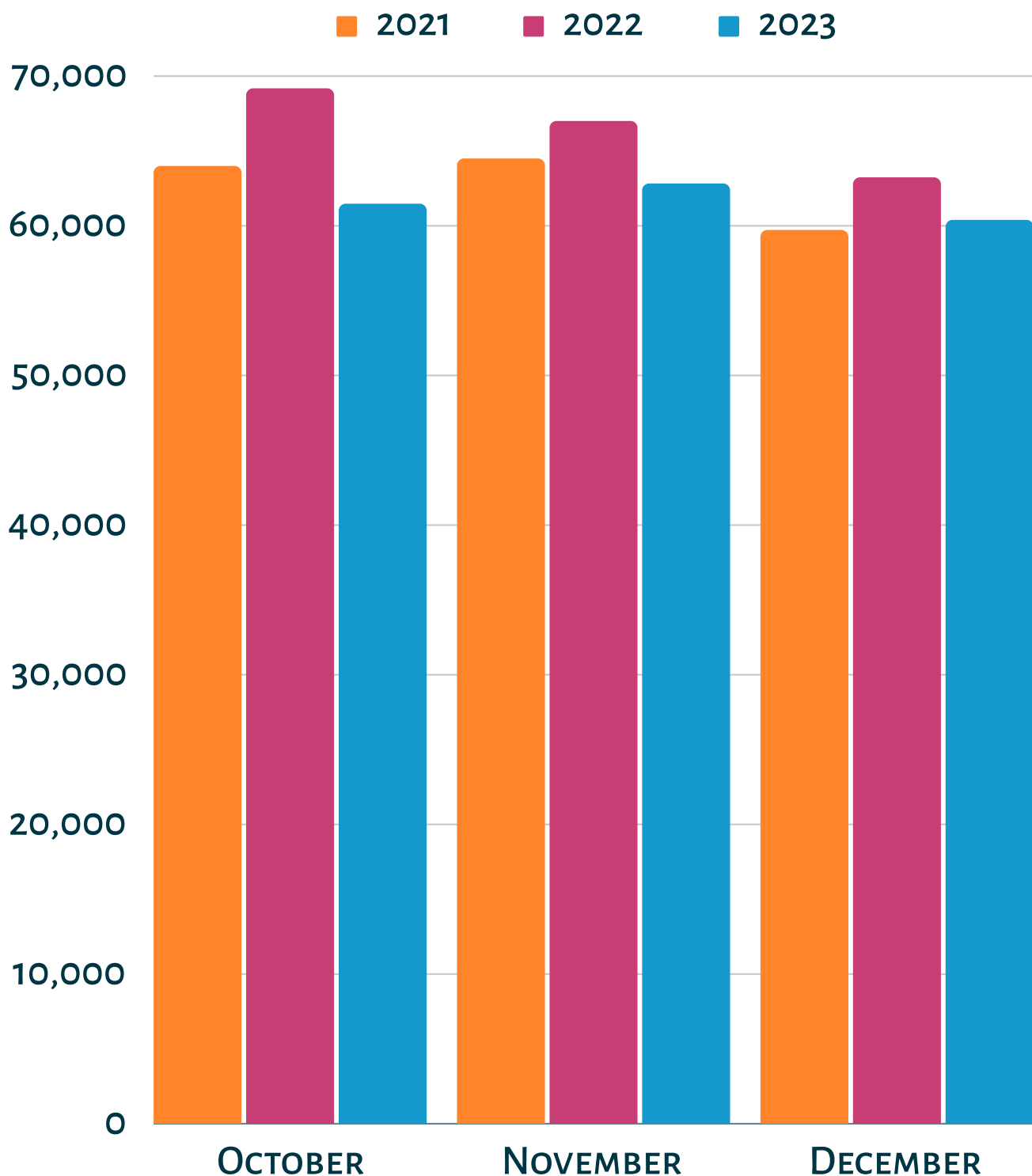
# FOOT TRAFFIC

The number of people counted walking into one of our 30 branch libraries using Vea Web people counting software.



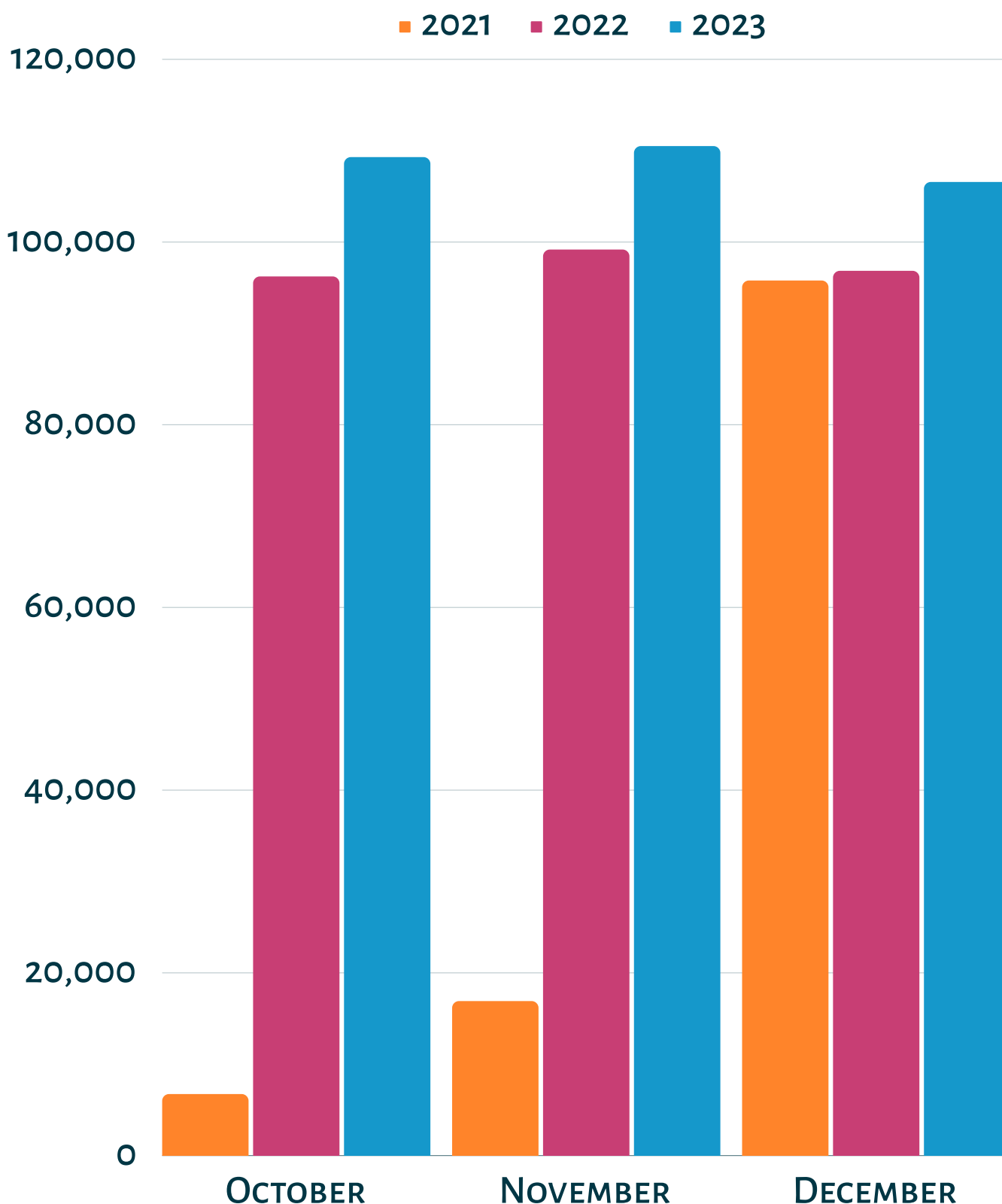
# CIRCULATION OF PHYSICAL MATERIALS

The number of physical materials borrowed by the public. Physical materials include traditional items like books and DVDs as well as non-traditional items like snowshoes and blood pressure monitor kits.



# ONLINE CATALOG VIEWS

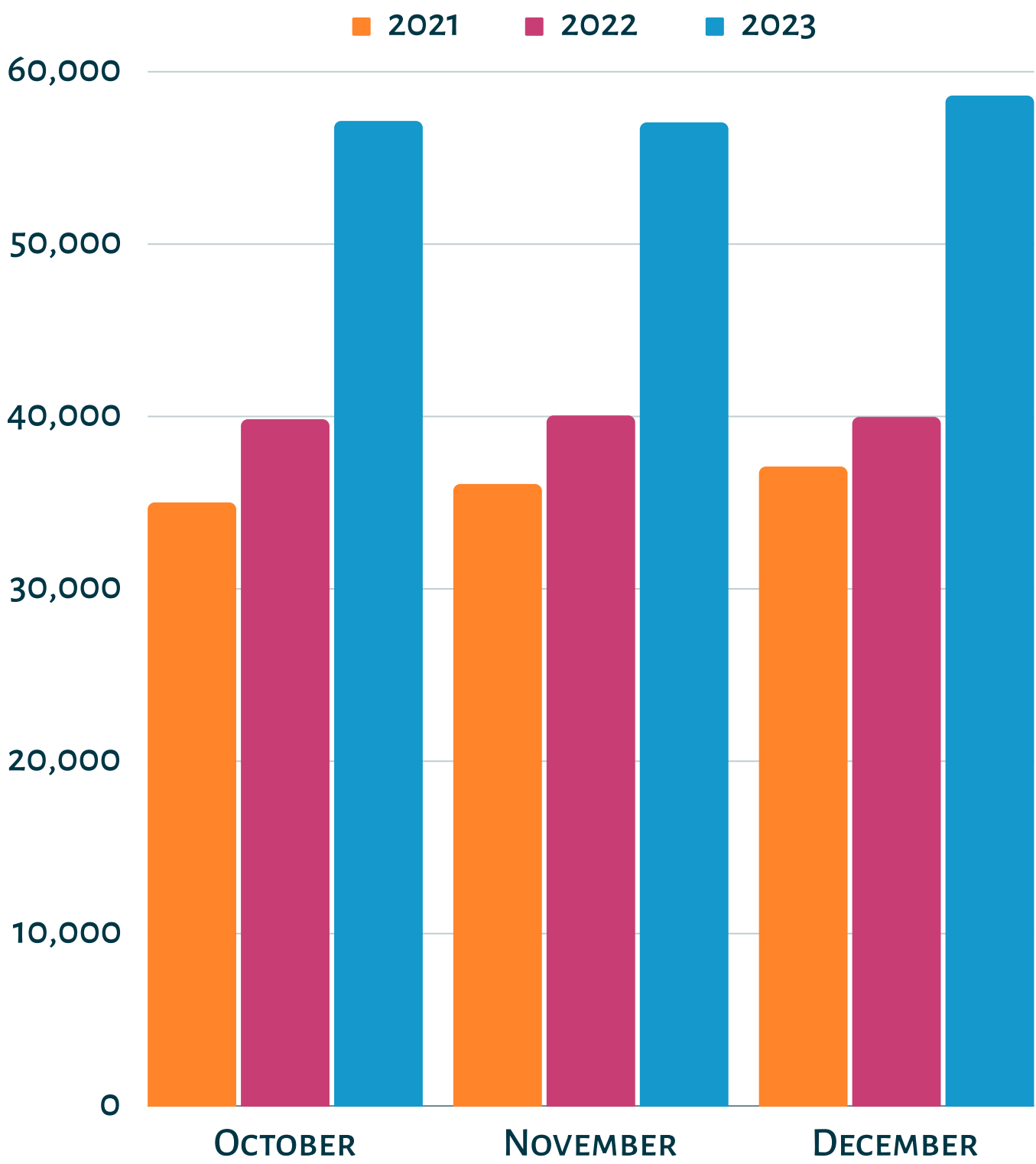
The new online public access catalog (OPAC) soft-launched to the public on October 18, 2021.





# CIRCULATION OF DIGITAL MATERIALS

The number of digital materials borrowed by the public via Hoopla, Kanopy, and OverDrive. Digital materials include eBooks, eAudiobooks, and online music and video streaming.



# NEW LIBRARY CARDS

The number of library cards issued to newly registered members of the public using Koha library software. Card types include: Computer, eCard, Educator, Fee, NCW Libraries (standard), Outreach, Owns Property, and Reciprocal.

