

BOARD OF TRUSTEES MEETING AGENDA

March 21, 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: 857 7160 3287, Passcode: 270787
*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 February 15, 2024, Board meeting
 - Payroll & vouchers
 - i. February payroll for \$658,008.98 and Benefits for \$234,241.04
 - ii. February Accounts Payable \$615,825.16
 - iii. Staff Reports
4. February Financials-Mike
5. Resolution 24-02 Surplus Property – Mike **motion recommended*
6. Executive Director Report-Barbara
7. Reimagining Spaces Report-Kim
8. Resolution 24-03 Authorizing the Omak Project Budget-Kim **motion recommended*
9. IT Report -Aaron
10. HR Report – Sheila
11. Community Libraries Report – Alicia
 - Guest-Michael McNeil, Area Manager
12. Programs & Resources Report – Summer
13. Board Discussion
14. Adjournment – 3:00 p.m.

North Central Washington Libraries**February 15, 2024****I. Call to Order**

Kathleen Allstot called to order the February 2024 meeting of the NCW Libraries Board of Trustees at 1:01 p.m. on February 15, 2024. 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, Denise Sorom (arrived at 1:10pm), Melva Calloway, and Nancy Spurgeon. Also in attendance were Kim Neher, Deputy Director; Sheila Callihan, HR Director; Mike Githens, Interim Director of Finance (attending virtually); Summer Hayes, Associate Director of Programs and Resources; Aaron Floyd, Director of IT; and Tim Dillman, Executive Assistant.

Public Comment

No public comment provided.

III. Consent Agenda Items

- a. February Meeting Agenda
- b. Minutes of the January 18, 2024 Board meeting
- c. Payroll & vouchers
 - i. January payroll for \$611,218.07 and Benefits for \$210,807.37
 - ii. December Accounts Payable for \$379,556.14

Nancy C. mentioned a scribener's error on page 2 of the minutes.

Melva moved to approve the Consent Agenda.

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

IV. Financial Report

Mike stated that it was a typical month for revenue. The interest earned on investments continues to earn an atypically high rate due to volatility in markets. Mike also pointed out that the district received a good amount of revenue for scrap/junk in the month of January.

Melva asked if the amount shown in Lost/damaged items is typical. Mike said it is hard to say and Kim added that this is an area where revenue month to month is hard to predict.

In the expenses, the Personnel budget was at 7.4% of budget for the year which is to be expected. Mike mentioned that not a lot of training has happened yet. Total overall expenses are at 7.2% of budget which is higher than last year and shows expense spending in line with the budget plan.

In account 647, Reimagining Spaces, Mike mentioned that the district will begin charging salaries to this fund for the two temporary positions.

Mike told the board he did not have any financial statements on the other funds the district manages, but will be bringing updates to the board periodically throughout the year.

Nancy asked about the expense item in the January check listing for Enterprise Financial Management services. Mike told the board this represents a down payment for the purchase of several Ford Escape replacement vehicles. Nancy thanked Mike for the comprehensive breakdown of planned location

spending for the Reimagining Spaces Project.

V. Travel, Meal, and Lodging Reimbursement Policy

Mike mentioned that the State Auditors Office had recommended for the district to have this policy in place. Mike said that it does not represent much of a difference from other public agencies' reimbursement policies or the practice the library district was already following.

VI. Resolution 24-01: Adopting a Travel, Meal, and Lodging Reimbursement Policy

Nancy S. moved to adopt Resolution 24-01.

Melva seconded the motion. The motion passed unanimously.

VII. Reimagining Spaces Report

Tim provided the board with a summary of the Community Engagement events being hosted for the Reimagining Spaces project and walked the board through the type of feedback that is typically provided by community members and the ways in which Library Forward consolidates that information and applies it to the design evolution for the branch.

VIII. Programs and Resources Report

Summer highlighted the Prime Time Family Reading Program that the LatinX Department partnered with Wenatchee School District to offer. The school district approached NCW Libraries about partnering on the program which creates a welcoming space of hospitality, with a meal provided, as well as literacy programs which help foster a love of reading and connects to children to larger social/emotional learning.

Summer also highlight the developing partnership between Hand in Hand Immigration Services and NCW Libraries and the partnership with Wenatchee Valley College's College Assistance Migrant Program (CAMP).

IX. IT Report

Aaron walked the board through his February report which contained a year in review chronically the many projects the IT department led in 2023, as well as the number of support tickets received by the department.

X. HR Report

Sheila announced to the board that Hannah Kwon has accepted to position as the new Leavenworth Branch Librarian. Jeff Mauch has been hired as the Operations Technician for the Reimagining Spaces project.

Sheila shared that a problem was identified with the ratified union contract that led to a lack of clarity around holiday distribution. The union is looking at a memorandum of understanding which HR has drafted and union members will vote on the matter in the coming month.

Sheila asked the board to provide pre-authorization for the Executive Director to sign the MOU if the union votes to ratify it.

Nancy C. moved to authorize the Executive Director to sign an MOU with the union clarifying Holiday Pay.

Nancy S seconded the motion. The motion passed unanimously.

XI. Board Discussion

No additional board discussion was held.

XII. Adjournment

The meeting was adjourned at 2:26 PM.

Kathleen Allstot, Chair

Jill Sheley, Secretary


**NCW Libraries
March 21, 2024**

We, the undersigned of the NCW Library District do hereby certify that the labor and services hereinafter specified have been received and that February Payroll in the amount of \$658,008.98 and February Fees in the amount of \$234,241.04 are approved for payment.

February Payroll \$658,008.98

CLAIMANT	PURPOSE	AMOUNT
Social Security & Medicare	Employers Contribution	\$48,464.75
Dept. of Labor & Industries	Industrial Insurance	\$6,851.38
Dept. of Retirement Systems	Employers Contribution	\$55,767.29
Benefit Solutions, Inc.	Employers Contribution	\$188.80
Employment Security Dept	Employers Contribution	\$1,361.13
UNUM Life Insurance	Employers Contribution	\$791.64
WCIF	Employers Contribution	\$120,570.06
Payroll Fees	Payroll Fees	\$245.99

February Fees \$234,241.04

APPROVED BY:	
 <hr/> Mike Githens, Finance Director NCW Libraries	Kristy Kanning <hr/> Kristy Kanning, Payroll & Benefits Manager NCW Libraries
Approved February 29, 2024	

APPROVED BY:	
<hr/> Trustee	<hr/> Trustee
<hr/> Trustee	<hr/> Trustee
<hr/> Trustee	<hr/> Trustee
<hr/> Trustee	
Approved March 21, 2024	

Edit Listing
Accounts Payable Approval
February 2024

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 **615,825.16**.

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Michael Githens
Michael Githens, Finance Director

03-17-2024
Date:

Signed on this 21st day of March 2024

Trustee

Trustee

Trustee

Trustee

Trustee

Trustee

Trustee

NCW Libraries
 Check Listing for February 2024

Check Date	Check Number	OK To Post	Vendor Name	Amount
2/9/2024	936669	P	AT&T MOBILITY	\$477.68
2/9/2024	936671	P	AUTOSPA OF CENTRAL WA	\$42.22
2/2/2024	936246	P	BAKER & TAYLOR	\$2,128.50
2/16/2024	936969	N	BAKER & TAYLOR	\$127.28
2/16/2024	936977	P	BRACK, AMANDA	\$110.00
2/2/2024	936248		BRIDGEPORT CHAMBER OF COMMERCE	\$50.00
2/2/2024	936250	P	BRODART CO	\$155.80
2/16/2024	936979	N	BRODART CO	\$590.91
2/9/2024	936676	P	BRODART CO	\$525.61
2/23/2024	937926		BRODART CO	\$788.74
2/23/2024	937928		BRUCKNERS TRUCK & EQUIPMENT	\$705.38
2/2/2024	936252	P	CANON FINANCIAL SERVICES INC	\$3,574.10
2/16/2024	936982	N	CASCADE CENTRAL CONSTRUCTION	\$192,142.15
2/2/2024	936254	P	CASCADE NATURAL GAS CORP	\$13.78
2/16/2024	936985	N	CED	\$468.08
2/2/2024	936257	P	CENGAGE LEARNING INC / GALE	\$12,403.23
2/23/2024	937937		CENGAGE LEARNING INC / GALE	\$57.04
2/16/2024	936995		CI INFORMATION MANAGEMENT	\$60.81
2/9/2024	936685	P	CITY OF WENATCHEE	\$619.14
2/2/2024	936263	P	COHRS, ELIZABETH	\$187.60
2/9/2024	936689	P	COLEMAN OIL COMPANY	\$636.04
2/16/2024	937005		COMIT	\$79.00
2/23/2024	937970		CONNECT TELECOM LLC	\$4,629.44
2/16/2024	937007		COPIERS NORTHWEST	\$1,601.95
2/23/2024	937972		CORDELL NEHER & CO PLLC	\$250.00
2/16/2024	937008		CRABTREE PUBLISHING COMPANY	\$266.50
2/2/2024	936272	P	D AND E CONSULTING SOLUTIONS	\$1,680.00
2/16/2024	937012		DEMCO INC	\$1,051.86
2/9/2024	936698	P	EMPLOYMENT SECURITY DEPT	\$8,932.00
2/16/2024	937021		ENTERPRISE FM TRUST	\$10,697.94
2/16/2024	937023		EPHRATA CHAMBER OF COMMERCE	\$50.00
2/16/2024	937029	P	FISH FINATICS	\$119.67
2/2/2024	936281	P	FORTE ARCHITECTS INC	\$61,739.33
2/23/2024	938009		FRANCE & CO	\$10,240.03
2/9/2024	936707		GALAXY COMICS	\$336.41
2/23/2024	938012		GLASS, ANNALISA	\$35.49
2/9/2024	936710	P	GRAYBEAL SIGNS INC	\$223.96
2/9/2024	936717		HIGH-TECH AUTOMOTIVE	\$331.76
2/2/2024	936289	P	INGRAM LIBRARY SERVICES	\$11,635.78
2/9/2024	936721	P	INGRAM LIBRARY SERVICES	\$8,489.74
2/16/2024	937045	P	INGRAM LIBRARY SERVICES	\$11,120.66
2/23/2024	938031		INGRAM LIBRARY SERVICES	\$17,117.95
2/9/2024	936723	P	IPRO BUILDING SERVICES	\$9,862.00
2/9/2024	936725	P	JERRYS AUTO SUPPLY	\$35.41
2/9/2024	936726	P	KANOPY INC	\$1,400.00
2/2/2024	936292	P	KCDA PURCHASING COOPERATIVE	\$488.27
2/2/2024	936295	P	KEYHOLE SECURITY INC	\$16.97
2/2/2024	936296	P	KWIK LUBE & TUNE	\$157.63
2/16/2024	937057		KWIK LUBE & TUNE	\$98.91
2/23/2024	938054		LAKE CHELAN CHAMBER OF COMM	\$200.00
2/2/2024	936300	P	LAWSON, AMANDA	\$50.55

NCW Libraries
Check Listing for February 2024

2/2/2024	936301	P	LIFELINE AMBULANCE INC	\$1,638.00
2/9/2024	936738		LITTLE, MELISSA	\$10.00
2/9/2024	936739		LOCALTEL COMMUNICATIONS	\$1,859.73
2/23/2024	938068		MANSON CHAMBER OF COMMERCE	\$100.00
2/9/2024	936742	P	METHOWNET.COM	\$167.00
2/9/2024	936743	P	MICROAGE	\$6,345.22
2/16/2024	937082		MICROAGE	\$146.29
2/2/2024	936305	P	MIDWEST TAPE	\$2,764.73
2/9/2024	936746	P	MIDWEST TAPE	\$33,362.45
2/16/2024	937083		MIDWEST TAPE	\$2,098.96
2/23/2024	938079		MIDWEST TAPE	\$5,210.16
2/9/2024	936748	P	NATIVE NETWORK INC	\$254.85
2/2/2024	936307	P	NCI DATA.COM INC	\$869.00
2/16/2024	937089	N	NCI DATA.COM INC	\$105.00
2/23/2024	938085		NCR LIBRARY REVOLVING FUND	\$194.83
2/23/2024	938086		NEXTIVA INC	\$3,663.69
2/2/2024	936309	P	ODP BUSINESS SOLUTIONS LLC	\$98.65
2/9/2024	936750	P	ODP BUSINESS SOLUTIONS LLC	\$94.61
2/16/2024	937090		ODP BUSINESS SOLUTIONS LLC	\$1,970.24
2/2/2024	936311	P	OGDEN MURPHY WALLACE PLLC	\$3,000.00
2/23/2024	938090		OGDEN MURPHY WALLACE PLLC	\$1,543.50
2/9/2024	936751	P	OMAK-OKANOGAN CO CHRONICLE	\$54.00
2/16/2024	937093	P	OMAK-OKANOGAN CO CHRONICLE	\$66.00
2/9/2024	936752	P	OMAR'S RV PARTS & SERVICE	\$251.80
2/2/2024	936314	P	OVERDRIVE INC	\$8,171.42
2/9/2024	936753	P	OVERDRIVE INC	\$11,215.16
2/16/2024	937097		OVERDRIVE INC	\$9,517.25
2/23/2024	938093		OVERDRIVE INC	\$8,838.05
2/23/2024	938095		OXARC INC	\$43.17
2/2/2024	936315	P	PACIFIC SECURITY	\$3,093.96
2/16/2024	937100		PACIFIC SECURITY	\$2,782.03
2/16/2024	937101		PAT ARMSTRONG FORD INC	\$153.88
2/2/2024	936317	P	PINNACLE INVESTIGATIONS CORP	\$66.99
2/9/2024	936758	P	PINNACLE INVESTIGATIONS CORP	\$79.00
2/16/2024	937104	N	PINNACLE INVESTIGATIONS CORP	\$70.99
2/23/2024	938100		PINNACLE INVESTIGATIONS CORP	\$47.99
2/23/2024	938101		PITNEY BOWES GLOBAL FINANCIAL	\$328.71
2/23/2024	938102		PLAYAWAY PRODUCTS LLC	\$1,703.50
2/16/2024	937107		POMPS TIRE SERVICE INC	\$115.33
2/9/2024	936763	P	PUD # 1 OF CHELAN COUNTY	\$3,316.49
2/23/2024	938118		QUINCY CHAMBER OF COMMERCE	\$285.00
2/9/2024	936767	N	R DIGITAL DESIGN LLC	\$750.00
2/23/2024	938127		RIDGELINE GRAPHICS INC	\$11.35
2/2/2024	936327	P	RLI SURETY	\$175.00
2/9/2024	936776		SEBENS, CHRISTINA	\$196.98
2/2/2024	936335	P	STAPLES	\$128.43
2/23/2024	938135		STATE AUDITORS OFFICE	\$12,212.98
2/23/2024	938141		TECHNICAL FURNITURE SYSTEMS	\$44,031.00
2/16/2024	937136	P	TELEVISION ASSOC OF REPUBLIC	\$50.00
2/16/2024	937137	P	THE PRINT GUYS INC	\$1,365.89
2/2/2024	936339	P	THE WENATCHEE WORLD	\$24.00
2/9/2024	936782	P	THE WENATCHEE WORLD	\$211.20

NCW Libraries
 Check Listing for February 2024

2/9/2024	936784	P	TOWNSQUARE MEDIA INC	\$1,465.00
2/2/2024	936341	P	UKG INC	\$31.86
2/2/2024	936342	P	UPS	\$30.00
2/9/2024	936786	P	UPS	\$32.40
2/16/2024	937146		UPS	\$32.63
2/23/2024	938146		UPS	\$32.40
2/2/2024	936343	P	UPS SUPPLY CHAIN SOLUTIONS INC	\$5,731.49
2/9/2024	936787	P	UPS SUPPLY CHAIN SOLUTIONS INC	\$871.87
2/16/2024	937147		UPS SUPPLY CHAIN SOLUTIONS INC	\$7,572.49
2/23/2024	938147		UPS SUPPLY CHAIN SOLUTIONS INC	\$1,223.53
2/9/2024	936788	P	US BANK	\$21,652.71
2/2/2024	936348	P	VERIZON WIRELESS	\$225.30
2/9/2024	936790	P	VERIZON WIRELESS	\$2,373.49
2/9/2024	936792	P	VOYAGER FLEET SYSTEMS INC	\$2,818.28
2/9/2024	936795	P	WA ST PATROL	\$66.00
2/16/2024	937159	P	WARD MEDIA LLC	\$129.00
2/23/2024	938162		WARD MEDIA LLC	\$80.00
2/9/2024	936798	P	WASHINGTON TRAILS ASSOCIATION	\$75.00
2/16/2024	937161		WASTE MANAGEMENT CORP SVCS	\$1,054.67
2/2/2024	936354	P	WENATCHEE CHAMBER OF COMMERCE	\$300.00
2/16/2024	937166		WENATCHEE VALLEY FIRE DISTRICT	\$16,229.55
2/9/2024	936805	P	WOODARD AUTO & TRUCK BASIN	\$139.73
125			TOTAL	\$615,825.16

North Central Washington Libraries
January 2024 Revenue Financial Statement

General Fund 644

BARS	Description	2024 Budget - Adopted Dec. 2023	January 2024 Revenues	February 2024 Revenues	Revenue Total To Date	Percent of Revenue to Date
Property Taxes and Other Taxes						
311.10	Property Taxes	15,615,192	112,279	29,813	142,092	0.91%
	Taxes subtotal	15,615,192	112,279	29,813	142,092	0.91%
Intergovernmental Revenues						
332.15	PILT Fish & Wildlife Service	10,000	-	-	-	0.00%
333.00	Federal Indirect Grant-STAR Net	10,000	-	-	-	-
335.02	Forest Excise Tax	12,000	8,064	-	8,064	67.20%
336.02	DNR PILT	21,000	2,731	-	2,731	13.01%
337.07	Leasehold Excise Tax	167,000	17,658	4,817	22,475	13.46%
	Intergovernmental Subtotal	220,000	28,454	4,817	33,271	15.12%
Charges for Services						
341.81	Print/Duplication Services	14,000	1,434	975	2,409	17.21%
347.20	Library Use Fees-General	450	10	150	160	35.56%
347.20	Town of Coulee City-Contract	12,046	-	-	-	0.00%
347.20	City of Ephrata-Contract	184,901	-	-	-	0.00%
347.20	City of Omak-Contract	108,920	-	-	-	0.00%
347.20	City of Warden-Contract	86,640	937	-	937	1.08%
347.20	Town of Wilson Creek-Contract	3,636	-	-	-	0.00%
	Charges for Services Subtotal	410,593	2,382	1,125	3,507	0.85%
Fines						
359.70	Lost/Damaged Materials	18,000	2,257	1,015	3,272	18.18%
	Fines Subtotal	18,000	2,257	1,015	3,272	18.18%
Miscellaneous Revenue						
361.11	Investment Interest	30,000	20,443	14,481	34,924	116.41%
367.11	Gifts, Pledges, Grants from Private Sources	8,000	900	-	900	11.25%
367.11	Gift-Moses Lake Library Shelving Project	100,000	-	-	-	0.00%
367.11	E-Rate	20,000	-	-	-	0.00%
369.10	Sale of Scrap/Junk	34,000	5,910	9,751	15,661	46.06%
369.90	Other Miscellaneous Revenue	64,000	1,063	235	1,298	2.03%
	Miscellaneous Revenue Subtotal	256,000	28,316	24,467	52,783	20.62%
					-	
	Subtotal New Revenue	16,519,785	173,688	61,237	234,925	1.42%
	Prior Year Ending Balance Carried Forward	50,000	-	-	-	-
	Grand Total 2023 Revenue	16,569,785	173,688	61,237	234,925	1.42%

NCW Libraries
February 2024 Expenditure Financial Statement

General Fund 644

BARS	Description	2024 Budget - Adopted Dec. 2023	January 2024 Expenditures	February 2024 Expenditures	Expenditures Total To Date	Percentage of Budget Spent To Date
Personnel						
	572.10 Salaries and Wages	8,009,134	611,218	635,329	1,246,547	15.56%
	572.20 Benefits-Medical	1,410,033	96,289	124,669	220,958	15.7%
	572.20 Benefits-FICA	612,928	45,971	47,805	93,776	15.3%
	572.20 Benefits-PERS	801,602	53,239	54,940	108,179	13.5%
	572.20 Benefits-WA PFML	17,886	1,292	1,315	2,607	14.6%
	572.20 Benefits-Dental	105,778	6,994	7,150	14,144	13.4%
	572.20 Benefits-Vision	13,623	847	866	1,713	12.6%
	572.20 Benefits-L&I (Workers' Comp)	55,522	4,756	6,851	11,607	20.9%
	572.20 Benefits-LTC, Life, EAP	27,812	1,189	1,182	2,371	8.5%
	572.25 Unemployment	90,000	-	8,932	8,932	9.9%
	Personnel Subtotal	11,144,318	821,795	889,039	1,710,834	15.4%
Administration						
	572.30 Supplies	12,500	-	-	-	0.0%
	572.40 Services	125,000	8,250	15,893	24,143	19.3%
	Administration Subtotal	137,500	8,250	15,893	24,143	17.6%
Public Service						
	572.30 Supplies	274,645	7,613	18,298	25,911	9.4%
	572.30 Supplies-Carry forward LatinX	9,000	-	-	-	0.0%
	572.30 Library Materials	1,643,776	200,855	128,700	329,555	20.0%
	572.35 Information Technology-Software/Support	254,750	27,406	503	27,909	11.0%
	572.35 Information Technology-Hardware	164,680	278	6,448	6,726	4.1%
	572.40 Professional Services	234,250	8,212	9,488	17,700	7.6%
	572.40 Prof Services-Carry forward Youth	5,000	-	-	-	0.0%
	572.40 Prof Services-Carry forward LatinX	11,500	-	-	-	-
	572.40 Prof Services-Carry forward Wage Study	30,000	-	-	-	-
	572.42 Phone & Internet	127,885	14,304	9,838	24,142	18.9%
	572.42 Postage	202,000	23,353	13,517	36,870	18.3%
	572.43 Mileage	9,000	188	197	385	4.3%
	572.44 Advertising	75,000	7,321	129	7,450	9.9%
	572.45 Rentals & Leases	85,100	13,703	7,143	20,846	24.5%
	572.46 Insurance - Liability	242,400	2,156	16,230	18,386	7.6%
	572.49 Miscellaneous	8,820	279	164	443	5.0%
	Public Services Subtotal	3,377,806	305,668	210,655	516,323	15.3%
Organization of Materials						
	572.30 Supplies	148,000	17,463	9,012	26,475	17.9%
	572.40 Services	62,200	-	-	-	0.0%
	Organization of Materials Subtotal	210,200	17,463	9,012	26,475	12.6%
Training						
	572.30 Supplies	6,800	-	-	-	0.0%
	572.40 Services	93,720	1,405	6,610	8,015	8.6%
	Training Subtotal	100,520	1,405	6,610	8,015	8.0%
Facilities						
	572.30 Supplies & Fuel	89,165	5,440	7,363	12,803	14.4%

NCW Libraries

General Fund 644

February 2024 Expenditure Financial Statement

572.35 Small Equipment	68,043	-	-	-	0.0%
572.35 Small Equipment-Moses Lake Donation	93,600	-	44,031	44,031	47.0%
572.35 Sm. Eqpmt.-Carry Fwd Telehealth Booth	15,000	-	-	-	0.0%
572.40 Professional Services	215,280	21,052	10,820	31,872	14.805%
572.47 Utilities	62,900	3,996	5,004	9,000	14.31%
572.45 Rentals & Leases	12,000	-	382	382	3.2%
572.48 Repairs & Maintenance	181,400	5,978	12,337	18,315	10.1%
572.48 Contributions to Cities	413,050	-	-	-	0.0%
Facilities Subtotal	1,150,438	36,466	79,937	116,403	10.1%
Transfer out to Capital Replacement Fun	284,503				
Transfer out to Election Reserve Fund	235,000				
Grand Total Expenditures	16,640,285	1,191,047	1,211,146	2,402,193	14.4%

BARS	Description	2024		Total To Date	
		Adopted Budget	Jan. 2024		Feb. 2024
Revenue:					
361.11	Investment Interest	200	1216	744	1960
367.11	Gifts, Pledges, Grants from Private Sources	10,000	-	-	-
397.00	Transfers In (from internal Fund 643)	25,292	-	-	-
334.04.20	State Grant from Dept. of Commerce	774,060	-	-	-
	Revenue Subtotal	809,552	1,216	744	1,960
EXPENSES:					
572.50.31	Supplies	-	-	-	-
594.50.35	Furniture, Fixtures, Equipment	70,100	-	-	-
572.50.41	Professional Services-Architect	77,592	-	-	-
572.50.41	Professional Services-Other	17,000	-	-	-
594.50.41	Professional Services-General Contractor	855,063	-	192,142	192,142
	Expenditures Subtotal	1,019,755	-	192,142	192,142
2023 Projected ending fund balance		243,922			
2024 Projected Revenue		809,552			
2024 Projected Expenses		1,019,755			
2024 Projected ending fund balance		33,719			
2023 Actual ending fund balance		265,395			
2024 Actual Revenue To Date		1,960			
2024 Actual Expenses To Date		192,142			
2024 Feb. Fund Balance		75,214			

BARS	Description	2024 Adopted Budget	Jan. 2024	Feb. 2024	2024 Totals	Percent of Budget
Revenue:						
361.11	Investment Interest	150,000	39,838	36,747	76,585	51%
397.00	Transfers In (from internal Fund 643)	44,959	-	-	-	0%
	Revenue Subtotal	194,959	39,838	36,747	76,585	39%
EXPENSES:						
General Project						
572.10	Salaries and Wages	148,797	-	8,680	8,680	6%
572.20	Benefits-Medical	26,411	-	1,193	1,193	5%
572.20	Benefits-FICA	11,383	-	660	660	6%
572.20	Benefits-PERS	14,180	-	827	827	6%
572.20	Benefits-WA PFML	312	-	46	46	15%
572.20	Benefits-L&I (Workers' Comp)	1,092	-	491	491	45%
572.25	Unemployment	12,000	-	-	-	0%
572.31	Supplies-Materials Handling	37,300	-	-	-	0%
572.31	Supplies-General	8,466	696	152	848	10%
572.35	Small Equipment-Wide Format Printer	5,800	-	-	-	0%
572.41	Professional Services-Grant Writer	20,000	-	-	-	0%
572.41	Professional Services-Exterior Signage	75,000	-	-	-	0%
572.41	Professional Services-Architect	99,834	21,519	7,437	28,956	29%
572.41	Professional Services-General	1,693	-	-	-	0%
572.43	Travel-General	45,150	158	90	248	1%
572.45	Rental-General	1,129	-	-	-	0%
	General Project Subtotal	508,547	22,373	19,576	41,949	8%
Brewster Project						
572.35	Small Equipment-FF&E	3,000	-	-	-	0%
572.50.41	Professional Services-Contractor	1,000	13,576	(596)	12,980	1298%
	Brewster Project Subtotal	4,000	13,576	(596)	12,980	324%
Bridgeport Project						
572.35	Small Equipment-FF&E	24,016	-	-	-	0%
572.41	Professional Services-Architect	72,048	-	-	-	0%
	Bridgeport Project Subtotal	96,064	-	-	-	0%

NCW Libraries
Financial Statement

North Central Washington Libraries
Feb. 2024

Reimagining Spaces-Fund 647

Cashmere Project

572.31 Supplies	19,903	-	-	-	0%
572.35 Small Equipment-FF&E	345,600	-	-	-	0%
572.41 Professional Services -Architect	69,930	7,867	-	7,867	11%
572.50.41 Professional Services-Contractor	51,934	-	-	-	0%
Cashmere Project Subtotal	487,367	7,867	-	7,867	2%

Chelan Project

572.35 Small Equipment-FF&E	221,854	-	-	-	0%
572.41 Professional Services -Architect	110,927	-	-	-	0%
572.50.41 Professional Services-Contractor	110,927	-	-	-	0%
Chelan Project Subtotal	443,708	-	-	-	0%

Curlew Project

572.31 Supplies	14,000	-	-	-	0%
572.35 Small Equipment-FF&E	57,640	-	-	-	0%
572.35 Small Equipment-Other	9,940	-	-	-	0%
572.41 Professional Services -Architect	15,000	2,656	-	2,656	18%
572.41 Professional Services-Other	39,180	-	-	-	0%
Curlew Project Subtotal	135,760	2,656	-	2,656	2%

Ephrata Project

572.31 Supplies	15,966	-	-	-	0%
572.35 Small Equipment-Other	332,736	-	-	-	0%
572.41 Professional Services -Architect	100,642	15,285	7,359	22,644	23%
572.50.41 Professional Services-Contractor	182,414	-	-	-	0%
Ephrata Project Subtotal	631,758	15,285	7,359	22,644	4%

Grand Coulee Project

572.41 Professional Services -Architect	68,298	-	-	-	0%
572.31 Supplies-Lighting	13,500	-	-	-	0%
572.41 Professional Services-Lighting	13,500	-	-	-	0%
Grand Coulee Project Subtotal	95,298	-	-	-	0%

Manson Project

572.35 Small Equipment-FF&E	69,133	-	-	-	0%
572.41 Professional Services -Architect	34,567	-	-	-	0%
572.50.41 Professional Services-Contractor	34,567	-	-	-	0%
Manson Project Subtotal	138,266	-	-	-	0%

NCW Libraries
Financial Statement

North Central Washington Libraries
Feb. 2024

Reimagining Spaces-Fund 647

Mattawa Project

572.41 Professional Services -Architect	52,418	-	-	-	0%
Mattawa Project Subtotal	52,418	-	-	-	0%

Omak Project

572.35 Small Equipment-FF&E	81,206	-	-	-	0%
572.41 Professional Services -Architect	243,618	-	-	-	0%
Omak Project Subtotal	324,824	-	-	-	0%

Oroville Project

572.35 Small Equipment-FF&E	42,860	-	-	-	0%
572.41 Professional Services -Architect	128,580	-	-	-	0%
Oroville Project Subtotal	171,440	-	-	-	0%

Peshastin Project

572.31 Supplies	15,000	-	-	-	0%
572.35 Small Equipment-FF&E	76,800	-	-	-	0%
572.41 Professional Services -Architect	5,158	5,837	1,167	7,004	136%
572.50.41 Professional Services-Other Facilities	104,239	-	-	-	0%
Peshastin Project Subtotal	201,197	5,837	1,167	7,004	3%

Royal City Project

572.35 Small Equipment-FF&E	201,235	-	-	-	0%
572.41 Professional Services -Architect	67,078	-	-	-	0%
572.50.41 Professional Services-Other	67,078	-	-	-	0%
Royal City Project Subtotal	335,392	-	-	-	0%

Soap Lake Project

572.31 Supplies	14,043	-	-	-	0%
572.35 Small Equipment-Other	122,726	-	-	-	0%
572.41 Professional Services -Architect	35,425	3,985	1,993	5,978	17%
572.50.41 Professional Services-Contractor	63,618	-	-	-	0%
Soap Lake Project Subtotal	235,812	3,985	1,993	5,978	3%

Waterville Project

572.41 Professional Services -Architect	48,151	-	-	-	0
Waterville Project Subtotal	48,151	-	-	-	0

Expenditures Subtotal

3,910,002	71,579	29,499	101,078	3%
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NCW Libraries
Financial Statement

North Central Washington Libraries
Feb. 2024

Reimagining Spaces-Fund 647

Month:	Dec. 31, 2023 Ending Fund Balance	12,092,177
	2024 Total Revenue	76,585
	2024 Total Expenses	101,078
	2024 Monthly Ending Fund Balance	12,067,684
Year:	2023 Projected ending fund balance	12,200,000
	2024 Projected Revenue-[budget]	194,959
	2024 Projected Expenses-[budget]	3,910,002
	2024 Projected ending fund balance	8,484,957

NORTH CENTRAL WASHINGTON LIBRARIES

RESOLUTION 24-02

**A RESOLUTION OF THE BOARD OF TRUSTEES OF NORTH CENTRAL WASHINGTON LIBRARIES
DESIGNATING SURPLUS PROPERTY**

WHEREAS, North Central Washington Libraries (the "Library") has equipment no longer being used as described on Exhibit A; and

WHEREAS, the Library plans to sell the equipment in accordance with library policy and RCW 39.33; now therefore

THE BOARD OF TRUSTEES OF NORTH CENTRAL WASHINGTON LIBRARIES HEREBY RESOLVES AS FOLLOWS:

that the property described on Exhibit A is declared surplus and does instruct the direct to proceed with the sale of the equipment with the proceeds being returned to the library district general fund.

Section 2. This Resolution shall be effective immediately upon passage by the Board.

RESOLVED AT WENATCHEE WASHINGTON this 21st day of March, 2024

BOARD OF TRUSTEES
NORTH CENTRAL WASHINGTON LIBRARIES

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EXHIBIT A

March 2024 Surplus Property

2017 Ford F550, VIN # 1FDUFFHT3HEE20115, 102,580 miles.

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: March 2024
 Board of Trustees Meeting
 Subject: Executive Director Board report

Report Summary: Informational only Board action required.

Financial Implications:

Attachments: Yes No

Legal Review: Yes No

** Please note that my report is brief as I was unexpectedly absent for 3 weeks instead of my planned 2 weeks*

Updates:

Coulee City: The town of Coulee City received grant monies from the Grant County Strategic Infrastructure Program that will fund the buildout of a new medical center and library. Work is set to begin in late March with an October completion date. This is a positive development as it indicates investment in providing library services to the community. However, it is concerning that NCW Libraries has not been included or informed about the project despite multiple attempts to gather information. Additionally, the town has neither signed nor responded to the new BM&U agreement. To address these oversights, Kathleen Allstot and I met with Mayor Maes on Friday, March 15th.

**PORT DISTRICT NO.4
 COULEE CITY MEDICAL CLINIC**
 218 W. MAIN ST., COULEE CITY, WA 99115
CONCEPTUAL PERSPECTIVE



Originally conceived as a clinic, Mayor Maes requested the Port set aside a portion of the space to temporarily house the library. The long-term vision of the city includes the construction of a standalone library adjacent to the clinic. Due to the temporary nature of the location, our influence over the layout of the space has been limited. After discussing the project with the Facilities Team, we believe it is best to limit expending the funds set aside for Coulee City through

the Reimagining Spaces project. Instead, Amanda Lawson and her team will set aside shelving and other furnishings from current projects to temporarily use in the new location. Groundbreaking will be held later this month with a projected completion date of October/November.

BM&U Agreements: We are still awaiting signatures from Brewster, Coulee City, Waterville, and Ephrata. Given that the board will be approving reimbursement to building owners at the June meeting, I would like to gather input from the board on how we should proceed with reimbursing these locations. I recommend that we discuss potential strategies with the Finance Committee during a special meeting and bring recommendations to the board at our April meeting.

Senate Bill 5829 concerning the dissolution of libraries and library districts - overwhelmingly passed with bi-partisan support. This bill modifies the process, outlining how to handle library materials, properties, and debts as well as the procedures for voting and petitioning for dissolution. Notably,

- The bill raises the threshold for the percentage of qualified voters required to request a dissolution from 10% to 35%.
- It guarantees that all voters served by the district, including those in annexed and contracting cities, are included in the ballot measure.

Strategic Direction Progress Report:

After introducing the new strategic directions to the Leaders group (Managers, supervisors, & department heads) we sent them a survey to gather follow-up feedback. All 25 respondents to the survey expressed excitement for the new Strategic Directions and that it would help organize their work and better understand the work of their peers. Overall, the Leaders group were excited to roll out the new strategic directions to their staff and aligning their work with the new initiatives. Overall, the survey results reflect a high level of readiness to sponsor and leverage the new strategic directions.

Next Steps: As part of the survey, we sought input from the Leaders group on their preferred method of introducing the strategic directions to their respective staff. The majority favored holding an all-staff virtual meeting, followed by an introductory email from me. These sessions will be recorded for those unable to attend live. Staff members will be required to either attend the live sessions or watch the recorded version.

Outreach:

- Sue Kane, Executive Director of NCW Tech Alliance and I met to discuss available funding to expand internet access in George.
- Meeting with the City of George to discuss limitations with the current location of the library and brainstorm options for a long-term solution. Alex Kovach (city planning consultant), Katy Schooler, and Debby Kooy (city council), Lisa Karstetter, Roxanne Southwood (Area Manager), and myself were in attendance.
- Meeting with Coulee City Mayor Shirley Rae Mae to discuss the new library/clinic that is being built by the Port and BM&U agreement.



Strategic Directions:

1. Meet critical community needs.
 2. Enhance customer experience.
 3. Strengthen organizational health.
 4. Maximize community investment.
-
- Meeting with City of Cashmere Mayor, Jim Fletcher to discuss BM&U agreement and moving the library to the Riverside Center later this year.
 - Public Libraries of Washington (PLoW) Legislative Call



BOARD STAFF REPORT

To: Board of Trustees

From: Facilities Department

Date: March 21, 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 the interior renovation of the lower levels of the Wenatchee Public Library. Both have seen significant progress since the February 2024 Board Meeting.

Discussion/Analysis:

General Reimagining Spaces Status:

Below is a table that outlines the phase of progress that each branch scheduled to begin this year is in. In addition to progress with these branches, our team has a few other exciting updates:

1. Peshastin: The Reimagining Spaces anticipates closing the Peshastin Public Library for it's remodel in Spring of 2024.
2. Moses Lake Shelving Project: Due to a generous gift by an anonymous donor, we were able to purchase some new shelving for Moses Lake to replace unstable, original, wood shelving. The shelving has been ordered and is expected to arrive this summer. A plan for replacement and repairs to adjacent surfaces is being coordinated between NCW Libraries' Admin and Facilities teams as well as the City of Moses Lake. The partnership with the City of Moses Lake as we prepare for this project has been strong.
3. Grand Coulee Lighting Project: This week, a lighting replacement project will commence at Grand Coulee. This was coordinated in partnership with the city of Grand Coulee. The project will replace old, irreparable T9 fixtures with a modern LED system. We anticipate receipt of a Grant County PUD energy savings rebate through this work. All work is anticipated to be completed before April 1st.
4. Materials Handling: Ten totes were ordered so they could be trialed at a branch location.



Branch	Planned to Start in 2024	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				
Oroville	X					
Omak	X					
Bridgeport	X					

Wenatchee Public Library Update:

Construction is just over halfway completed, and we have begun planning for reopening the branch. Reopening is anticipated for the end of June 2024.

We conducted a survey to name the three new conference rooms that are being built. The winning theme was local flora and after discussions with staff at Wenatchee Public Library, we have decided to name them after our unique shrub-steppe ecosystem here in the valley: “Sagebrush,” “Balsamroot,” and “Lupine” were the winners. Thank you for casting your votes!

Department of Commerce Library Improvement Grant

A new application round for the DOC Library Improvement Grant has opened, with an application deadline of April 5th. Several NCW Library partners are preparing to apply for this grant, including the City of Leavenworth, the City of Entiat, and the Friends of the Republic Library. NCW Libraries has been supportive and involved at various levels in the preparation of all these partners. Should the need for grant writing assistance come up at these or future locations, the Reimagining Spaces fund has the potential to fund this work.

The NCW Libraries Reimagining Spaces team is also preparing to apply for funding from the DOC Library Improvement Grant for the Omak Library project. Our team saw an opportunity for increased investment at a branch that serves as a regional hub and serves our fourth highest population base. The current floor plan at this branch devotes over 33% of the building to back-of-house staff space and our existing budget will not allow us to creatively meet the wishes and needs of the community. We have solid community partners in this location and a growing and diverse population, so the opportunity to double the project budget holds the potential to positively impact the project.



Staff Recommendation:

N/A

Financial Implications:

N/A

Attachments:

Yes

No

Requested Board Action:

Legislative Information (if applicable):

History:

Requested Board Action:

Legal Review:

Yes

No

**NORTH CENTRAL WASHINGTON LIBRARIES
RESOLUTION 24-03**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF NORTH CENTRAL WASHINGTON LIBRARIES
ADOPTING A PROJECT BUDGET FOR DESIGN AND IMPROVEMENTS TO THE OMAK PUBLIC
LIBRARY (“PROJECT”) AND AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE
CONTRACTS AND MAKE PURCHASES FOR PRODUCTS AND SERVICES WITHIN THE PROJECT
BUDGET TO COMPLETE THE PROJECT; AND, SETTING AN EFFECTIVE DATE**

WHEREAS, the Board of Trustees (“Board”) of North Central Washington Libraries (“NCW Libraries”) previously adopted a Facilities Improvement Plan (known as “Reimagining Spaces”) for purposes of making accessibility and design improvements to NCW Libraries’ buildings and facilities; and

WHEREAS, NCW Libraries has entered into a Master Agreement with Forte Architects (“Consultant”) to provide architectural and design services to facilitate completion of the Reimagining Spaces improvement plan, which further includes preparing plans and designs for improvements to individual branch libraries located in cities throughout the NCW Libraries jurisdiction (through a separate Service Order); and

WHEREAS, the Consultant has completed its proposed design and cost proposal for the improvements to the Omak Public Library as part of the Reimagining Spaces plan (for purposes of this Resolution, the Omak Public Library design and improvements are referred to herein as the “Project”); and

WHEREAS, due to the market conditions in the Project location, certain aspects of the Project may be required to be completed through use of separate contractors and materials purchased directly by NCW Libraries (rather than through a general contractor); and

WHEREAS, the Board has previously adopted a formal Purchasing Policy through Resolution No. 19-15 (“Purchasing Policy”), which establishes limits on the purchasing authority of the Executive Director, and prohibits the Executive Director from entering any contract or making any purchase in excess of \$50,000 without prior Board approval; and

WHEREAS, due to the nature of the Project, the Board anticipates that certain budgeted or anticipated contracts or expenses may exceed the Executive Director’s authority set forth in the Purchasing Policy; and

WHEREAS, in order to avoid unnecessary delays in the Project associated with a need to seek Board approval of Project related purchases or acquisitions, the Board desires to delegate authority to the Executive Director, or authorized designee, to approve or make purchases in excess of the authority set forth in the Purchasing Policy, so long as competitive

solicitation requirements are followed and the purchases are contemplated by and within the approved Project budget; and

WHEREAS, the Board now desires to adopt the Project budget and confirm the purchase authorization within said budget as set forth in this Resolution; now therefore,

THE BOARD OF TRUSTEES OF NORTH CENTRAL WASHINGTON LIBRARIES HEREBY RESOLVES ASFOLLOWS:

Section 1. Project Budget. The Board of Trustees of the North Central Washington Libraries hereby adopts the design plans, specifications, and total budget for completion of the Project as set forth in Exhibit A attached to this Resolution. The total budget for the Project shall not exceed \$541,374.

Section 2. Purchase Authority. The Executive Director, or authorized designee (“Director”), is hereby authorized to enter into contracts and make purchases of goods and services on behalf of NCW Libraries to facilitate completion of the Project as set forth in Section 1, above. All contracts and purchases by the Director for the Project shall comply with competitive solicitation requirements as applicable. No contract or purchase shall exceed the Director’s statutory authority (if any) or the approved total Project budget. Notwithstanding the foregoing, it is expressly understood that the line-item costs set forth in the Project budget adopted in Section 1 are estimates and may change during the Project. The Director is authorized to make such purchases so long as the entire Project budget is not exceeded.

Section 3. Board Report. The Director shall report all contracts and purchases made and entered into pursuant to the authority set forth in Section 2 to the Board at the next regular Board meeting, or special meeting called for purposes related to the Project or Reimagining Spaces improvement plan.

Section 4. This Resolution, and the purchase authority granted to the Executive Director (or authorized designee) set forth herein, shall temporarily amend and supplement the purchase authority set forth in the Purchasing Policy for completion of the Project identified in Section 1. In the event of any conflict, the terms of this Resolution shall control (until completion of the Project). The authority set forth in this Resolution shall terminate effective upon final completion and approval or acceptance of the Project as determined by NCW Libraries.

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Section 5. This Resolution shall be effective immediately upon passage by the Board of Trustees.

DATED AT WENATCHEE, WASHINGTON this twenty first day of March 2024.

BOARD OF TRUSTEES
NORTH CENTRAL WASHINGTON LIBRARIES

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EXHIBIT A
Project Budget

Item	Cost Code	Cost Allocation
Supplies	647 066 594 50 31 000	\$17,648.00
Small Equipment	647 066 594 50 35 000	\$321,712.00
Prof. Services – Design	647 066 594 50 41 000	\$78,786.00
Prof. Services – Construction	647 066 594 50 41 001	\$123,228.00
	Total	\$541,374.00



BOARD STAFF REPORT

To: Board of Trustees
From: Aaron Floyd
Date: 3/14/2024
Proceeding Type: Board of Trustees Meeting
Subject: IT Department Board Report

Staff Report Summary: Informational only Board action required

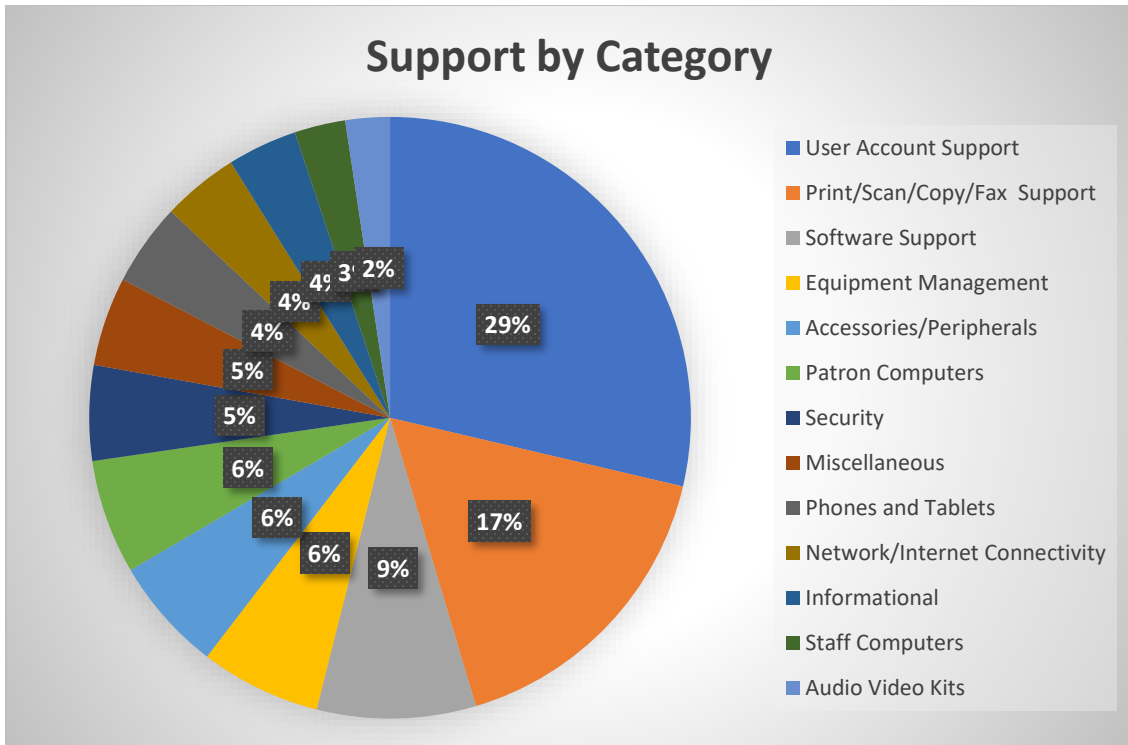
Last Month we released Mobile Device Printing support across all library locations. Patrons with a valid library card number are now able to print directly from a personal device (such as smartphones, tablets, and laptops).

My team is primarily focused on two major projects:

- 1) SharePoint Phase 3 – Implementation of SharePoint Sites. We’ve been working with the MarCom team to get things set up on the back end so they may begin building out our SharePoint pages.
- 2) The new Microsoft Windows environment for our Public Computers. This will be our largest and most involved project for the year. We not only want to replace the existing Public Computer resources, but we also want to vastly improve upon it from both a support and a usability perspective.

Here are the support statistics for January and February:

January	2024	2023	
Support Requests:	141	106	+33%
February			
Support Requests:	166	112	+48%



Discussion/Analysis:

Staff Recommendation:

Financial Implications:

Attachments: Yes No

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

Requested Board Action:

Legislative Information (if applicable):

History:

Requested Board Action:

Legal Review: Yes No

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



BOARD STAFF REPORT

To: Board of Trustees

From: Sheila Callihan, HR Director

Date: March 15, 2024

Proceeding Type: Board of Trustees Meeting

Subject: Board Report

Staff Report Summary: Informational only Board action required

Filled Positions:

New Hires:

Branch Librarian, Curlew - Annalisa Glass, effective 03/04/2024

Internal Transfers/Promotions:

Resignations:

Branch Librarian, Hannah Roseen, effective 03/29/2024

Retirement:

Open Positions:

Future Start Dates:

Posted Positions:

Area Manager- North Region - Open until filled

Branch Librarian, Tonasket - Open until filled

Branch Librarian, George- Open until filled

Branch Librarian, Brewster- Open until filled

Customer Service Technician, Brewster- Open until filled

Branch Librarian, East Wenatchee- Open until filled

Discussion/Analysis:

N/A

Staff Engagement and Growth:

Branch Visits: Chelan and Oroville

Financial Implications:

Other:

MOU to revise the language of Article 8- Holidays effective 03/01/2024

Attachments:

Yes

No

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

Legislative Information (if applicable):

History:

Requested Board Action:

Legal Review:

Yes

No

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



BOARD STAFF REPORT

To: Board of Trustees

From: Alicia Gomori

Date: 3/15/2024

Proceeding Type: Board of Trustees Meeting

Subject: Board report - Community Libraries

Staff Report Summary: Informational only Board action required

NCW frontline staff and Area Managers as well as our Supervising Librarians strive to provide experiences, resources, and engagement in all our thirty locations. Through the strategic plan they are working to strengthen our core services, advance community partnerships and align our resources to continue to build the future of NCW Libraries. These are examples of their continued work, efforts, and commitment to our communities.

Enhance Innovation and Curiosity:

Michelle, our Branch Librarian in Bridgeport has added a Storytime to Friday to support families that use the Pateros and Brewster libraries as well. Brewster's Librarian position is currently vacant, and this is filling a programming gap for that community and our valued patrons.

Katie, our Young Adult Library Associate at WPL hosted three interns from Pinnacles Prep and showed them how our jobs at the library work. The students were excited to imagine themselves within the library workforce, and this may very well inspire them to consider careers as librarians.

Enhance User Experience:

Jean, our Warden Branch Librarian, participated as a judge for the third year, at the Warden High School Art Show March 13th. The judges awarded ten Certificates of Accomplishment from NCW Libraries. These art pieces will be displayed at the Warden library for families and students to visit.

Our Entiat Branch Librarian, Magi, continues to provide endless opportunities for her community. We have recently begun a partnership with the Department of Social and Health Services. Their Mobile Outreach truck began visiting our library to process applications for programs including Basic Food, Medicare Savings Programs, and Medicaid.



Actively listen and Respond:

Our Warden Branch recently received new shelving, and Jean, our Branch Librarian, has worked diligently to rearrange the library, and has created a lovely sitting/reading room for adults. Jean has heard from the community that the Senior Community is growing and needs more social interaction, so the Warden Seniors are meeting every Saturday from 12:30 - 2pm. They are also meeting March 14th at 4:00 for a Game Night. They are slowly but surely building this group to meet this need in the Warden Community.

Tiffany, our Mattawa Branch Librarian, participated in the Teen Health Fair held at Wahluke High School in partnership with Columbia Basin Health Association on March 6th. Tiffany brought a pop-up library to the event. Renew, HopeSource, OIC of Washington, Skill Source, Wahluke Community Coalition, and other community partners also participated. Students were encouraged to visit all the vendors, and those that did were entered in a drawing to win an Apple watch or a gift card to Subway. Tiffany provided a meditative craft to foster creative thinking. She used the book *How to Manage Eco-Anxiety*. It was a popular table!

Cultivate Community Partnerships:

Ree from Twisp Library is visiting the food bank at The Cove one Thursday a month. She has been able to connect with community members she has not seen at the library. She has also made new library accounts and shared resources.

Our Cashmere Library team led by Lisa, Branch Librarian and Ashley, CST, collaborated with the English department faculty members at Cashmere High School to hold our 5th annual Teen Poetry Slam. Led by Lisa, this year's Poetry Slam was the most successful yet. Fifty-one teens submitted poems and over one hundred community members supported them by attending. This unique program provides an opportunity for Cashmere teens to create an original poem and courageously recite it in front of their fellow peers and community members. The community has been incredibly supportive and responsive.

Kyle, Supervising Librarian at WPL, with the help of Claudia our Latinx Manger, and Jon, our Adult Library Associate, were able to connect with Levi Vega-Sanchez the CAMP director at WVC. WPL will hold their upcoming program featuring Maria Chavez in October at WVC thanks to this partnership. Kyle also connected with Mitch Jordan with SkillSource to discuss re-initiating collaboration opportunities.

Strengthen Organizational Health:

During the West region meetings, the team continues to grow and collaborate. For example, this month, the DOL program that Schiree, Supervising Librarian at Quincy, offers at Quincy shared information about the program with the team. This precipitated an interest from our Librarians in



Republic and Cashmere. Those staff members are now coordinating with the Department of Licensing to bring the DOL2Go program to their patrons and communities.

Melissa, one of our Area Managers, Aylssa, Supervising Librarian at Omak, and Chandra, CST at Omak, presented at the Washington State Library conference on the topic of boundaries. The presentation was well received, and they were invited by another library system to present at their in-service. Additionally, they all learned information during the conference that we will share at their monthly regional meeting.

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:

N/A

Legislative Information (if applicable): N/A

History:

Requested Board Action:

Legal Review:

Yes

No

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



BOARD STAFF REPORT

To: Board of Trustees

From: Summer Hayes, Associate Director of Programs and Resources

Date: 3.15.2024

Proceeding Type: Board of Trustees Meeting

Subject: Public Services, Programs and Resources

Staff Report Summary: Informational only Board action required
(*narrative*)

Discussion/Analysis:

Staff Recommendation:

Financial Implications:

Attachments: Yes No
If yes, name(s) of attachment(s):

3.2024 Board Report Programs and Resources

Children's Services Annual Report

Requested Board Action:

Legislative Information (*if applicable*):

History:

Requested Board Action:

Legal Review: Yes No
If yes, name(s) of attachment(s)

BOARD REPORT

PROGRAMS AND RESOURCES

MARCH 2024

Meet Critical Community Needs

New “Limited Use” Card Type

NCW Libraries is seeing an increase in patrons who are experiencing homelessness or housing insecurity. While these patrons live in our service area and are eligible for library services, many lack the address verification required to register for a card. Additionally, patrons who are unhoused for any length of time face significant barriers to obtaining government issued ID and/or other required verification documents needed to register for a library card. While we have historically tried to fill this service gap with a Computer Use Only card, feedback from our patrons indicates that being able to check out library materials continues to be a significant, ongoing need.

To better serve our most vulnerable residents we are launching a Limited Use card type in April 2024. The Limited Use card will replace the existing Computer Use Only card and expands library access to our most underserved community members by allowing patrons to place holds on library materials and borrow two items at a time. They will also have full access to public computers and limited free printing that is available to all patrons.

Enhance Customer Experience

New Book Tuesdays



Our “New Book Tuesdays” campaign is officially up and running. Every week our Selection Librarians highlight 12 different newly published titles. Promoting new titles on social media by highlighting engaging book covers is a simple but effective way to generate excitement about new titles and increase circulation.

A corresponding [booklist](#) is created in our catalog every week. This allows patrons to go directly from their social media feed to our catalog and place holds quickly and easily.

Maximize Community Investment

2024 Teen Short Fiction Competition

On March 1 we launched our 13th annual [Teen Short Fiction Competition](#). This program is offered in collaboration with Write on the River and provides \$200 in cash prizes to three winners for excellence in original fiction writing. Collaborating with an established local arts organization helps elevate the contest and expands our reach into communities that may not be connected with library services.

This year, the NCW Libraries [Teen Library Council](#) members will participate in the judging process. This multi-pronged approach to youth participation in a single program provides a different avenue to both amplify teen voices and build professional skills for youth serving on the TLC.



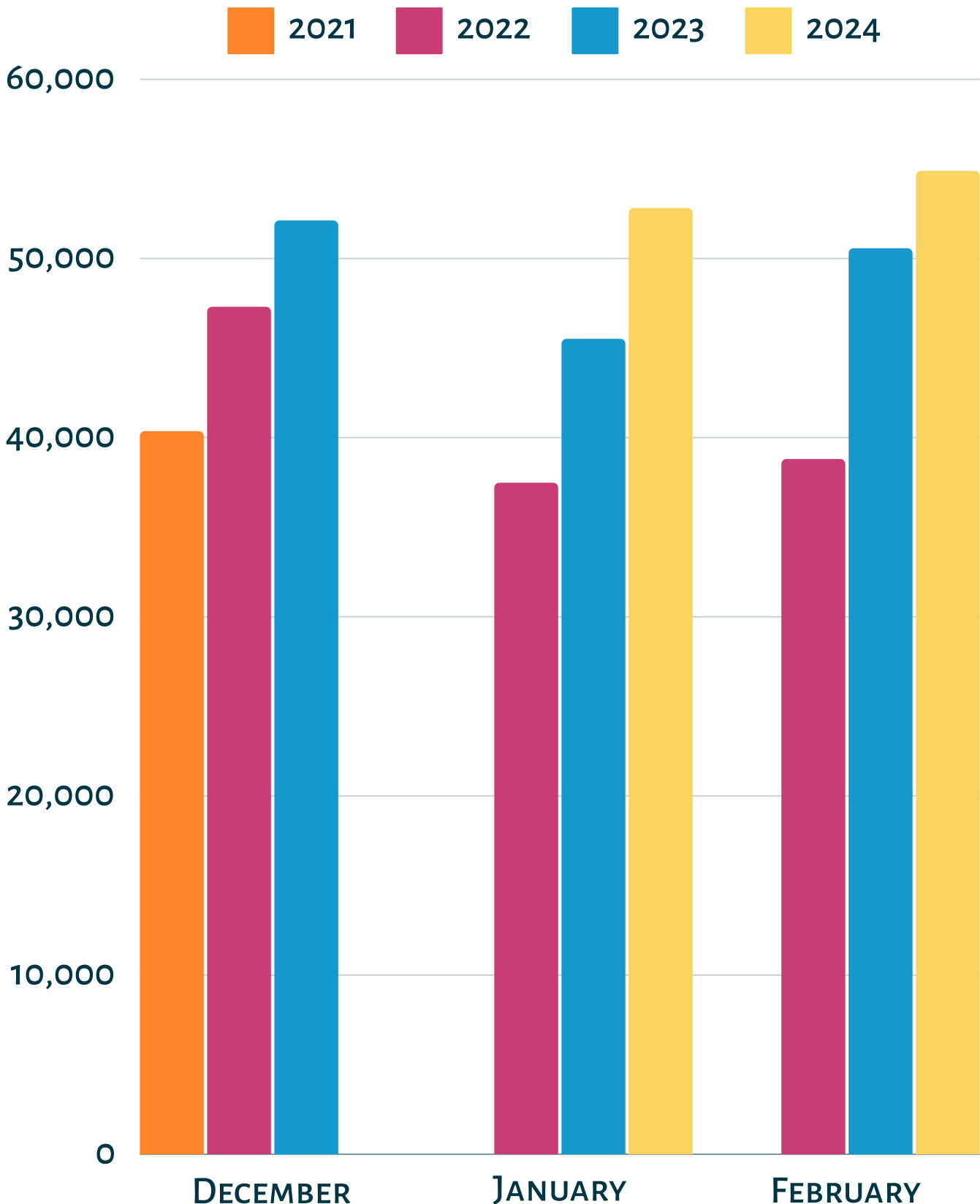
FEBRUARY 2024 LIBRARY DATA REPORT



MARCH 21, 2024

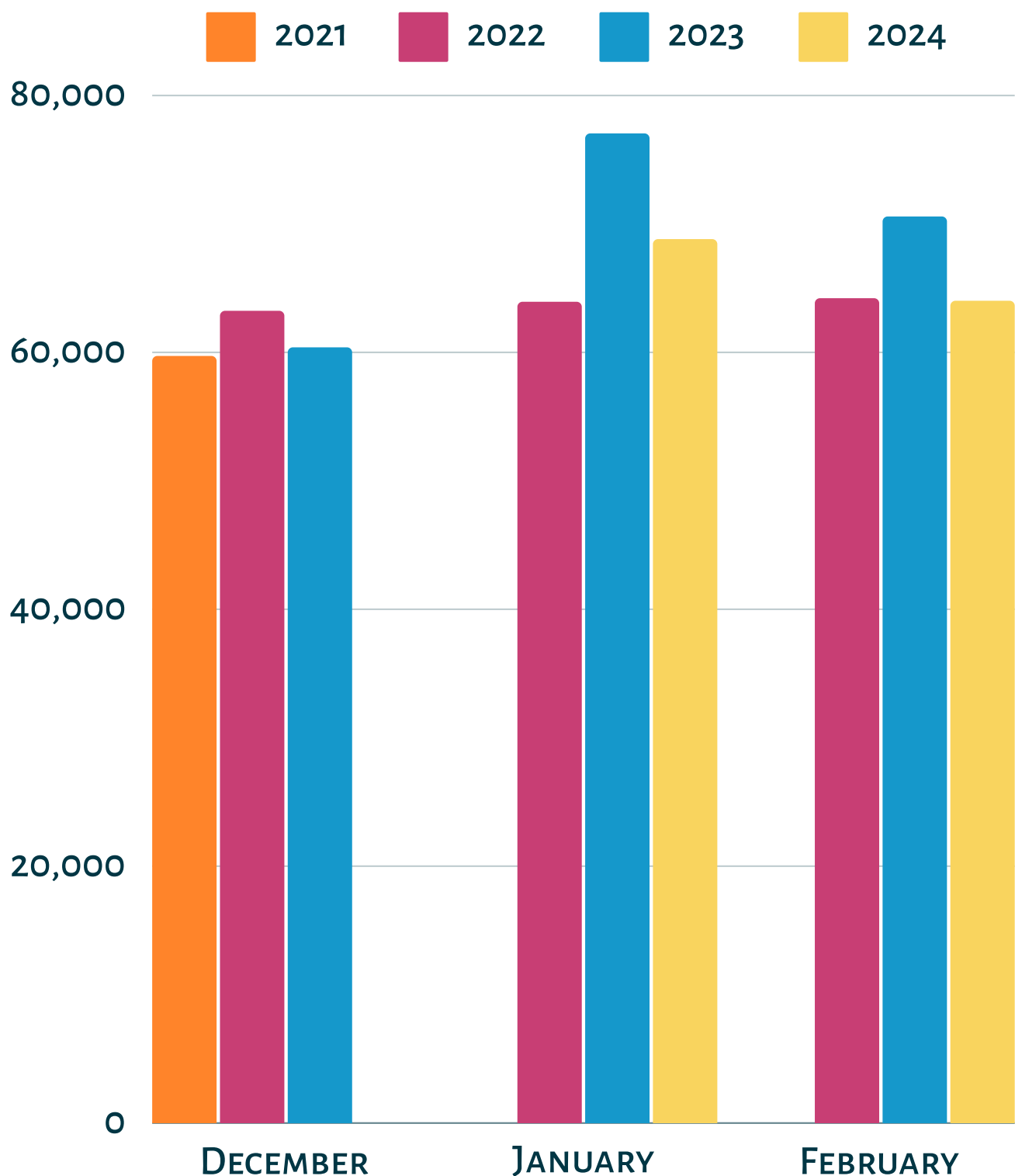
FOOT TRAFFIC

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



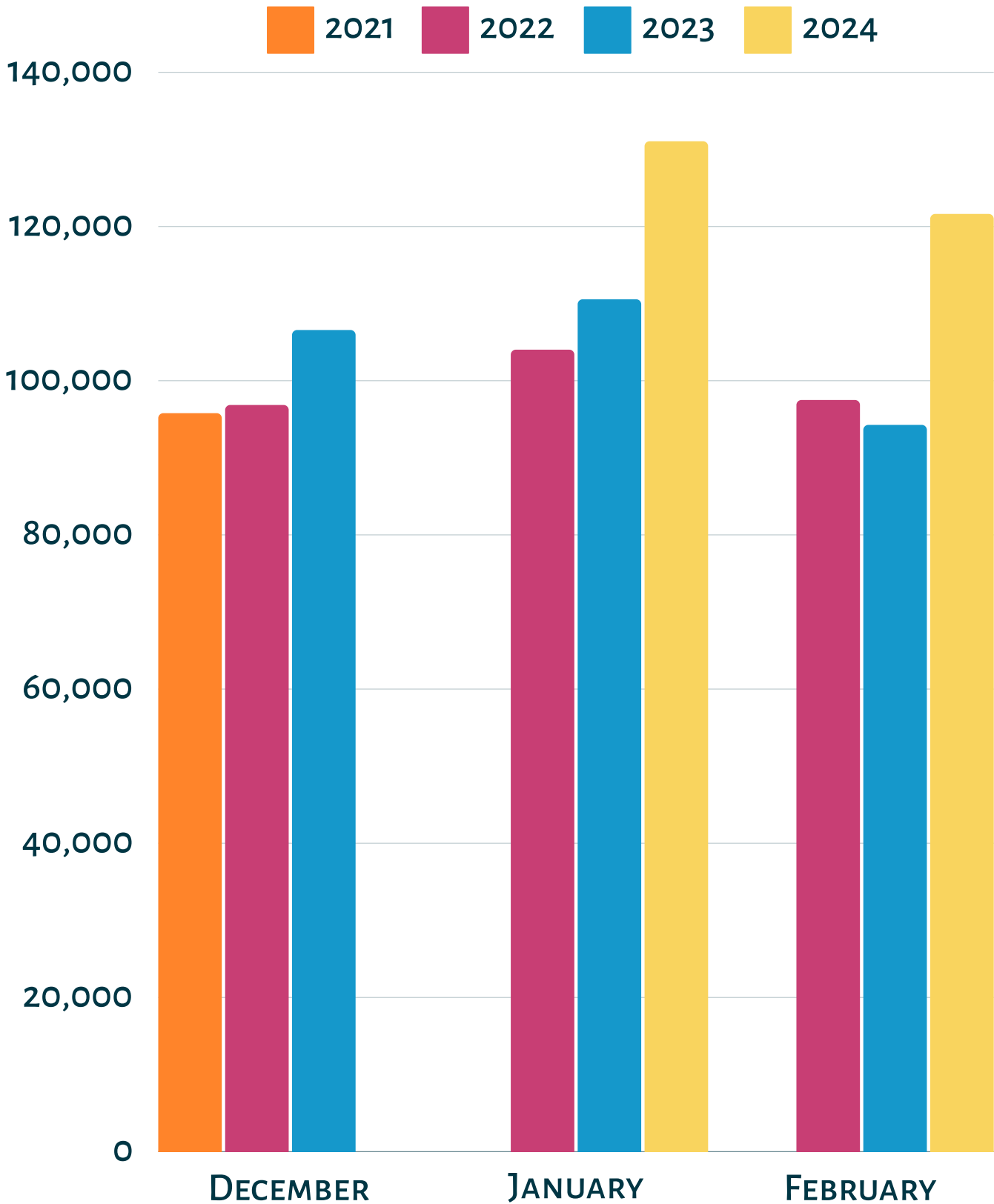
CIRCULATION OF PHYSICAL MATERIALS

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.



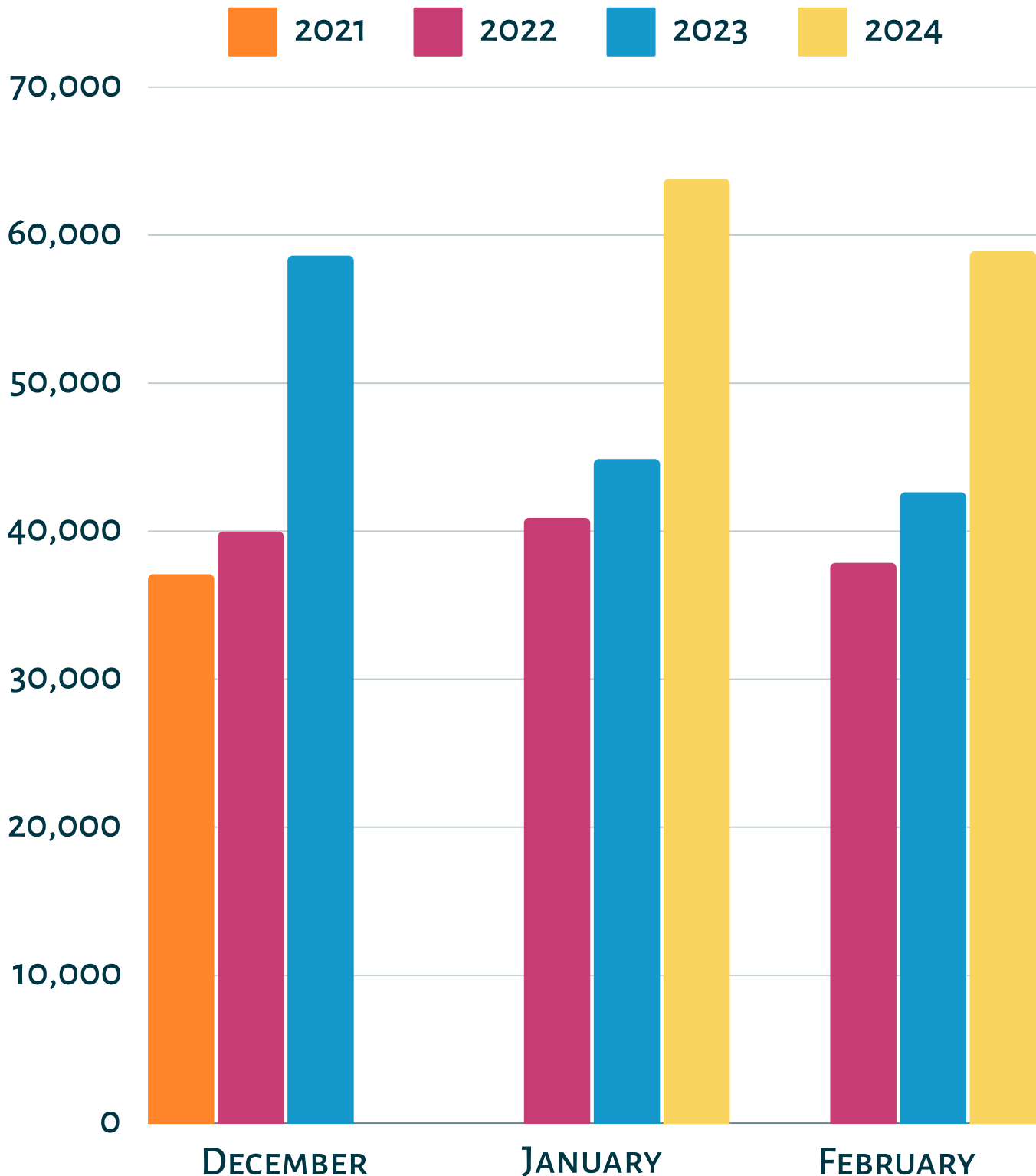
ONLINE CATALOG VIEWS

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.

