

BOARD OF TRUSTEES MEETING AGENDA

April 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: 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 March 21, 2024, Board meeting
 - Payroll & vouchers
 - i. March payroll for \$620,824.09 and Benefits for \$224,897.91
 - ii. March Accounts Payable \$590,493.12
 - iii. Staff Reports
4. February Financials-Mike
5. Resolution 24-04 Amending the 2024 Budget – Mike **motion recommended*
6. Executive Director Report-Barbara
7. Reimagining Spaces Report-Kim
8. MarCom Department Presentation
9. HR Report – Sheila
10. Community Libraries Report – Alicia
11. Board Discussion
12. Adjournment – 3:00 p.m.

North Central Washington Libraries**March 21, 2024****I. Call to Order**

Kathleen Allstot called to order the March 2024 meeting of the NCW Libraries Board of Trustees at 1:00 p.m. on March 21, 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, Jim Mitchell, Melva Calloway, Nancy Spurgeon, and Jill Sheley (attending virtually). Also in attendance were Barbara Walters, Executive Director; Kim Neher, Deputy Director; Sheila Callihan, HR Director; Mike Githens, Interim Director of Finance (attending virtually); Summer Hayes, Associate Director of Programs and Resources; Alicia Gomori, Associate Director of Community Libraries; Aaron Floyd, Director of IT; and Tim Dillman, Executive Assistant.

Public Comment

No public comment provided.

III. Consent Agenda Items

- a. March Meeting Agenda
- b. Minutes of the February 15, 2024 Board meeting
- c. Payroll & vouchers
 - i. February payroll for \$658,008.98 and Benefits for \$234,241.04
 - ii. February Accounts Payable for \$615,825.16

Melva moved to approve the Consent Agenda.

Denise seconded the motion. The motion passed unanimously.

IV. Financial Report

Miike gave an update on the progress of the 2021-2022 financial audit. A few outstanding items are remaining to resolve on the accounts payable. Mike expects an exit conference to be scheduled with the Finance Committee next month, and he doesn't expect anything to rise to the level of a finding. There will likely be some management recommendations for procedural changes.

Mike then transitioned to a review of the February Financials. Mike pointed out that February property taxes were slightly under budget for the month, an indication of a slow housing market. Mike reminded the board that the 1st half of property tax payments will start to come in at the end of April.

Under expenses, the district is seeing better spending in the Personnel budget than in year's past. That line item is currently 1% short of year to date budget. Expenses in the Admin category are higher than budgeted due to the cost of the audit. Public Services ended the month at 15.3% of budget which is right on track. Mike pointed out that \$44,000 was spent on the Moses Lake shelving project in February, which represents the deposit on the shelving order.

Mike reviewed Fund 646 and 647 with the board. He pointed out that 2 temporary positions for the Reimagining Spaces project are now being funded out of Fund 647.

V. Resolution 24-02-Surplus Property

Mike presented the resolution which declares the North Bookmobile as surplus property.

Jim moved to adopt Resolution 24-02.

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

VI. Executive Director Report

Barbara gave a recap to the board on the meeting she and Kathleen had with the mayor and town clerk in Coulee City. The mayor has secured an agreement to temporarily relocate the library to a new community clinic which is under construction. The town hopes to fund and build a separate building on the same lot for the permanent location of the library. The timeline for relocating the library is around October of this year when the building is completed. Since the town cannot guarantee a 10-year occupancy in the new space, for now, NCW Libraries plans to furnish the space with shelving and furniture that has been removed from other remodeled locations.

Barbara updated the board on the status of the Building Use and Maintenance Agreements. There are still five locations with outstanding agreements: Ephrata, Coulee City, Cashmere, and Brewster. Library staff are working with the cities to get these resolved.

Barbara gave an update on the Strategic Directions, sharing that she presented to the Leader's group in February and will be holding two virtual town halls for all staff. The administration is taking a very methodical approach to communicating the Strategic Directions to all staff, and will then communicate externally in April.

VII. Reimagining Spaces Report

Kim updated the board on the progress of a few key Reimagining Spaces projects. The Peshastin Library will close on April 15th to begin its three month refresh. The Moses Lake shelving project is on track to start in early summer. Thanks to the hard work of Moses Lake Supervising Librarian Austin Fogelsong, the project is being done in close collaboration with the City of Moses Lake who is assisting with the disposal of the old shelving and repair to walls and floors.

The Wenatchee Library Phase 2 project is underway and progressing on schedule. The project is expected to be completed around mid-June.

VIII. Resolution 24-03-Approving the Authorizing the Omak Project Budget

Kim reported to the board that NCW Libraries is submitting an application for the Department of Commerce Library Capital Improvement Grant, on behalf of the Omak Library, with a deadline of April 5th. This is the same grant that helped fund the Winthrop Library and the WPL Phase 2 remodel. A resolution to approve the Omak project budget is being brought before the board early in order to show solid documentation in the grant application of the funds NCW Libraries has allocated for the Omak project.

Nancy S. moved to adopt Resolution 24-03.

Denise seconded. The motion passed unanimously.

IX. IT Report

Aaron reported to the board that patrons were given the capability for printing from mobile devices starting in February. He mentioned that this has created some new challenges for IT and branch staff, but it is overall a great service to patrons. On a related note, the response to and utilization of the new copiers by patrons has been overwhelmingly positive, with printing expenses exceeding what was budgeted.

Kathleen asked if this sort of response is the usual pattern when new technology is introduced. Aaron said yes and said the support requests are starting to track down as branch staff grow more equipped to troubleshoot. The IT department is continuing to build out FAQs as more questions arise.

X. HR Report

Sheila shared that Annalisa Glass, a Library Assistant at Curlew, has been promoted to the Branch Librarian position for the Curlew Library. Annalisa is currently enrolled in an MLIS Program. NCW Libraries received the resignation of Hanna Roseen from her position as the East Wenatchee Librarian.

Sheila shared that the MOU on Holidays that the board approved for signing with the union has now been completed, signed and is in effect as of March 1st.

Lastly, Sheila shared that the development of performance goals is being implemented with all NCW Libraries Administration, Supervisors, and Department Heads. Sheila will provide more details on this project in the months to come.

XI. Community Libraries Report

Alicia reminded the board about a \$25,000 donation the district received last year. Summer and Alicia worked on a plan for utilizing these funds in a way that would honor the donor's intent. The funds will be used for a pilot program to purchase books for children (0-18) of migrant workers. This will allow the LatinX department to give away books when they visit migrant camps this summer.

Denise asked how the library might be able to sustain the program once the money has run out. Alicia said that this was a one-off donation so there is not a plan for ongoing support. Summer said that the visits to migrant camps are being done in partnership with CVCH and this money will build out the collection this year and may carry over into subsequent years. Denise followed up with a question asking if all the money will get spent on the purchase of books. Summer said this was the case, and Alicia added that this was in line with the donor's wishes. Kim shared that the partnership with CVCH that Summer mentioned will allow access for NCW Libraries to 50 migrant camps this summer. Nancy suggested that the staff also connect with Epic Early Learning who also have strong connections to migrant families.

Alicia introduced Michael McNiel who serves as an Area Manager, overseeing the Chelan, Manson, Brewster, Bridgeport, Waterville, Coulee City, and Oroville (temporarily) branches. Michael spoke with the board about the Community Engagement phase of the Manson and Chelan branches' Reimagining Spaces projects, which Michael mentioned touches on every aspect of the new Strategic Directions. The first event in Manson was the Polar Plunge in January. Then community engagement days were held in Manson and Chelan respectively on February 6th and 7th. In addition, Michael joined Manson Branch Librarian Cindy Simmons at a Family Fit and Fun night the school put on. This event reached 175 people in the community. Also joining Michael and Cindy were two high school interns that serve in the library. Michael closed with sharing how rewarding these events were for the Branch Librarians and what good public outreach was.

XII. Programs and Resources Report

Summer reported on the teen writing competition that is currently taking place across the district. She shared that this is not only a great program open to all teens, but Teen Services Manager Jessica Lynch has used this event to involve the Teen Library Council in planning and project management. Nancy C. asked for clarification on if the teens are doing project management for this program. Summer said that was indeed the case. Jessica works very closely with them to incorporate their input and help them own the program.

The library is starting to feature a "New Book Tuesday" on social media. Summer mentioned that the district's "Dead on Arrival" rate (Books that never see a check out) is very high. The district is working strategically to bring that down to a level that is comparable to other systems.

Summer also shared that the district is launching a new card type on April 1st known as the Limited Use Card. There are many barriers that keep those with unstable housing from being able to get a library card, so the district is shifting what has been a Computer Use Only card to the Limited Use card. This will allow for the check out of up to two physical items without the need for a permanent address. Kathleen asked how many people this might serve. Summer said it is hard to say at this point.

XIII. Board Discussion

Melva mentioned that the incorporation of AI tools has become a bigger part of her world at work and was curious how this is intersecting with the library world. Nancy also mentioned she has been dabbling with those tools. Barbara said she has seen some information coming from the ALA and WLA lately on this topic. Aaron mentioned that his department uses it in limited ways for coding purposes. Nancy C. said she would personally love some training on best uses and how to get better information when searching.

Kathleen asked for clarification on the difference between contracting cities and annexed cities. Barbara mentioned that an annexed city is one where the residents voted to get directly taxed for library service. Contracting cities are ones where the city has entered into an agreement with the library district whereby NCW Libraries agrees to provide library service and the city pays the district directly for that service out of the city budget.

Kim reminded the board that National Library Week will be held April 7-13 and National Library Workers Day is Tuesday, April 9th.

XIV. Adjournment

The meeting was adjourned at 2:21 PM.

Kathleen Allstot, Chair

Jill Sheley, Secretary


**NCW Libraries
April 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 March Payroll in the amount of \$620,824.09 and March Fees in the amount of \$224,897.91 are approved for payment.

March Payroll \$620,824.09

CLAIMANT	PURPOSE	AMOUNT
Social Security & Medicare	Employers Contribution	\$46,516.74
Dept. of Labor & Industries	Industrial Insurance	\$6,314.52
Dept. of Retirement Systems	Employers Contribution	\$53,950.81
Benefit Solutions, Inc.	Employers Contribution	\$188.80
Employment Security Dept	Employers Contribution	\$1,309.57
UNUM Life Insurance	Employers Contribution	\$819.40
WCIF	Employers Contribution	\$115,411.88
Payroll Fees	Payroll Fees	\$386.19

March Fees \$224,897.91

APPROVED BY:	
 _____ Mike Githens, Finance Director NCW Libraries	Kristy Kanning _____ Kristy Kanning, Payroll & Benefits Manager NCW Libraries
Approved March 31, 2024	

APPROVED BY:	
_____	_____
Trustee	Trustee
_____	_____
Trustee	Trustee
_____	_____
Trustee	Trustee

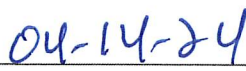
Trustee	
Approved April 18, 2024	

**Edit Listing
Accounts Payable Approval
March 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 **590,493.12**.



Michael Githens, Finance Director



Date:

Signed on this 18th day of April 2024

Trustee

Trustee

Trustee

Trustee

Trustee

Trustee

Trustee

NCW Libraries
Check Listing for March 2024

Check Date	Check Number	OK To Post	Vendor Name	Amount
3/8/2024	938570	P	AT&T MOBILITY	\$353.55
3/15/2024	938867	P	AT&T MOBILITY	\$137.60
3/15/2024	938869	P	AUTOSPA OF CENTRAL WA	\$9.76
3/8/2024	938572	P	BAKER & TAYLOR	\$20.98
3/1/2024	938190	P	BRODART CO	\$2,349.98
3/15/2024	938873	P	BRODART CO	\$1,409.42
3/8/2024	938574	P	BRODART CO	\$495.99
3/22/2024	939187	N	BRODART CO	\$101.99
3/29/2024	939687		BRODART CO	\$1,002.84
3/15/2024	938875	P	BUILDINGWORK LLC	\$6,422.42
3/8/2024	938577	P	BUILDINGWORK LLC	\$5,644.38
3/8/2024	938578	P	BUSTOS MEDIA LLC	\$630.00
3/1/2024	938193	P	CANON FINANCIAL SERVICES INC	\$3,574.10
3/29/2024	939689		CANON FINANCIAL SERVICES INC	\$3,574.10
3/8/2024	938581	P	CASCADE CENTRAL CONSTRUCTION	\$222,487.45
3/1/2024	938195	P	CASCADE NATURAL GAS CORP	\$13.78
3/29/2024	939691		CASCADE NATURAL GAS CORP	\$13.78
3/15/2024	938877		CASHMERE CHAMBER OF COMMERCE	\$45.00
3/22/2024	939195	P	CED	\$10,935.77
3/15/2024	938879	P	CENGAGE LEARNING INC / GALE	\$57.10
3/1/2024	938201	P	CHURCHILL, NANCY	\$280.10
3/15/2024	938881	P	CITY OF WENATCHEE	\$614.09
3/15/2024	938884	P	COLEMAN OIL COMPANY	\$772.43
3/29/2024	939709		COLUMBIA BASIN MEDIA GROUP	\$262.26
3/15/2024	938887	P	COMIT	\$191.50
3/1/2024	938206	P	COMMERCIAL FILTER SALES & SVC	\$2,486.37
3/15/2024	938890	P	COPIERS NORTHWEST	\$2,364.52
3/29/2024	939717		CRUZ-URIBE, ALYSSA	\$81.75
3/8/2024	938590	P	D AND E CONSULTING SOLUTIONS	\$2,940.00
3/29/2024	939720		DEMCO SOFTWARE	\$948.62
3/1/2024	938212	P	DILLMAN, TIM	\$90.00
3/22/2024	939238	N	EBSCO INFORMATION SERVICES	\$26.37
3/29/2024	939730		ENTERPRISE FM TRUST	\$1,161.13
3/8/2024	938602	P	FAIRVEGA RUSSIAN LIBRARY SVCS	\$610.37
3/22/2024	939246	P	FAIRVEGA RUSSIAN LIBRARY SVCS	\$620.16
3/22/2024	939249	P	FERRY COUNTY VIEW	\$39.00
3/15/2024	938897	P	FISH FINATICS	\$97.92
3/1/2024	938224	P	FORTE ARCHITECTS INC	\$18,516.03
3/22/2024	939256		FORTE ARCHITECTS INC	\$4,227.36
3/15/2024	938901		GALAXY COMICS	\$399.91
3/22/2024	939259		GIBBS GRAPHICS LLC	\$2,536.68
3/8/2024	938606	P	GRAND COULEE CHAMBER OF COMMER	\$140.00
3/8/2024	938608	P	GRAYBEAL SIGNS INC	\$73.44
3/15/2024	938903	P	HACHEY, SAGE	\$292.90
3/15/2024	938905	P	HERGERT, TAMARA	\$450.00
3/29/2024	939744		ILLINOIS LIBRARY ASSOC/IREAD	\$2,037.36
3/1/2024	938229	P	INGRAM LIBRARY SERVICES	\$5,317.95
3/15/2024	938908	P	INGRAM LIBRARY SERVICES	\$11,474.38
3/8/2024	938620	P	INGRAM LIBRARY SERVICES	\$7,836.41
3/22/2024	939271	P	INGRAM LIBRARY SERVICES	\$17,329.59
3/29/2024	939746		INGRAM LIBRARY SERVICES	\$14,298.75

NCW Libraries
Check Listing for March 2024

3/15/2024	938909	P	IPRO BUILDING SERVICES	\$9,862.00
3/22/2024	939274		JACKSON, ROBERTA	\$35.00
3/8/2024	938623	P	KANOPY INC	\$1,366.00
3/1/2024	938231	P	KCDA PURCHASING COOPERATIVE	\$104.38
3/15/2024	938913	P	KCDA PURCHASING COOPERATIVE	\$286.13
3/22/2024	939281	P	KCDA PURCHASING COOPERATIVE	\$124.46
3/8/2024	938629	P	LEAVENWORTH CHAMBER OF COMM	\$300.00
3/15/2024	938917	P	LES SCHWAB TIRE CENTER	\$1,043.33
3/22/2024	939292	N	LES SCHWAB TIRE CENTER	\$99.68
3/1/2024	938239	P	LIBRARY IDEAS	\$1,853.56
3/8/2024	938632	P	LIBRARY IDEAS	\$557.76
3/15/2024	938919	P	LIBRARY IDEAS	\$1,998.31
3/1/2024	938241	P	LIFELINE AMBULANCE INC	\$1,638.00
3/15/2024	938921	P	LOCALTEL COMMUNICATIONS	\$2,242.69
3/22/2024	939301	P	LOEFFELBEIN, AARON	\$65.66
3/22/2024	939308	P	MCKINSTRY LOCKBOX	\$2,273.92
3/15/2024	938925	P	METHOWNET.COM	\$167.00
3/1/2024	938247	P	MIDWEST TAPE	\$2,737.32
3/8/2024	938637	P	MIDWEST TAPE	\$3,092.44
3/15/2024	938927	P	MIDWEST TAPE	\$34,734.73
3/29/2024	939774		MIDWEST TAPE	\$3,462.29
3/22/2024	939313		MIDWEST TAPE	\$5,169.59
3/15/2024	938934	P	NASH CONSULTING INC	\$6,469.98
3/15/2024	938936	P	NATIVE NETWORK INC	\$254.85
3/1/2024	938250	P	NCI DATA.COM INC	\$869.00
3/15/2024	938937	P	NCI DATA.COM INC	\$105.00
3/29/2024	939775		NCR LIBRARY REVOLVING FUND	\$1,337.21
3/29/2024	939777		NEWSBANK	\$2,818.00
3/22/2024	939316	N	NEXTIVA INC	\$3,663.69
3/22/2024	939318		NOYD & NOYD INS AGENCY INC	\$539.63
3/15/2024	938938		O'DELL, ALICIA	\$205.42
3/8/2024	938640	P	ODP BUSINESS SOLUTIONS LLC	\$112.09
3/22/2024	939320		ODP BUSINESS SOLUTIONS LLC	\$56.98
3/22/2024	939321	P	OGDEN MURPHY WALLACE PLLC	\$157.50
3/29/2024	939783		OKANOGAN VAL GAZETTE TRIBUNE	\$60.00
3/8/2024	938642	P	OMAK-OKANOGAN CO CHRONICLE	\$228.00
3/15/2024	938939	P	OMAR'S RV PARTS & SERVICE	\$186.04
3/8/2024	938643	P	OPENSQUARE	\$3,787.47
3/1/2024	938256	P	OROVILLE CHAMBER OF COMMERCE	\$70.00
3/1/2024	938257	P	OVERDRIVE INC	\$10,946.53
3/8/2024	938644	P	OVERDRIVE INC	\$5,206.67
3/15/2024	938941	P	OVERDRIVE INC	\$9,044.39
3/29/2024	939785		OVERDRIVE INC	\$9,478.29
3/22/2024	939325	N	OVERDRIVE INC	\$9,280.13
3/15/2024	938942	P	PACIFIC SECURITY	\$2,809.04
3/15/2024	938944	P	PERMACARD	\$2,895.55
3/29/2024	939790		PINNACLE INVESTIGATIONS CORP	\$23.00
3/1/2024	938262	P	PLAYAWAY PRODUCTS LLC	\$248.02
3/15/2024	938947	P	PLAYAWAY PRODUCTS LLC	\$119.66
3/29/2024	939795		POMPS TIRE SERVICE INC	\$461.32
3/22/2024	939333		POMPS TIRE SERVICE INC	\$1,117.90
3/22/2024	939336	P	PRO TOUCH CAR WASH	\$28.18

NCW Libraries
Check Listing for March 2024

3/29/2024	939796		PUD # 1 OF CHELAN COUNTY	\$2,409.10
3/29/2024	939811		RLI	\$175.00
3/1/2024	938268	P	SAFEGUARD BUSINESS SYSTEMS	\$1,161.12
3/29/2024	939814		SALMOND, CHANDRA	\$179.00
3/8/2024	938658	P	SCHOOX LLC	\$6,761.68
3/15/2024	938952	P	SEBENS, CHRISTINA	\$157.60
3/29/2024	939825		SPRING HILL PRESS	\$800.00
3/1/2024	938275	P	STAPLES	\$134.44
3/8/2024	938665	P	STAPLES	\$223.69
3/22/2024	939357	P	STATE AUDITORS OFFICE	\$4,826.77
3/8/2024	938668	P	TELEVISION ASSOC OF REPUBLIC	\$50.00
3/15/2024	938961	P	THE GOOD LIFE	\$90.00
3/8/2024	938669	P	THE GOOD LIFE	\$180.00
3/8/2024	938670	P	THE WENATCHEE WORLD	\$276.21
3/22/2024	939362		THE WENATCHEE WORLD	\$160.05
3/15/2024	938962	P	TK ELEVATOR CORPORATION	\$3,366.06
3/8/2024	938672	P	TRI CITY HERALD	\$305.54
3/15/2024	938964	P	ULINE	\$600.68
3/8/2024	938673	P	ULINE	\$1,410.59
3/1/2024	938282	P	UPS	\$32.59
3/15/2024	938965	P	UPS	\$32.59
3/8/2024	938674	P	UPS	\$32.61
3/29/2024	939841		UPS	\$32.61
3/22/2024	939365		UPS	\$32.61
3/1/2024	938283	P	UPS SUPPLY CHAIN SOLUTIONS INC	\$3,719.06
3/15/2024	938966	P	UPS SUPPLY CHAIN SOLUTIONS INC	\$4,553.41
3/8/2024	938675	P	UPS SUPPLY CHAIN SOLUTIONS INC	\$3,293.47
3/29/2024	939842		UPS SUPPLY CHAIN SOLUTIONS INC	\$3,729.22
3/22/2024	939366	N	UPS SUPPLY CHAIN SOLUTIONS INC	\$6,168.39
3/8/2024	938678	P	US BANK	\$23,422.93
3/8/2024	938679	P	US POSTAL SERVICE	\$9,367.01
3/22/2024	939369		VALVOLINE	\$263.76
3/1/2024	938286	P	VERIZON WIRELESS	\$130.38
3/15/2024	938969	P	VERIZON WIRELESS	\$2,373.54
3/29/2024	939846		VERIZON WIRELESS	\$216.98
3/15/2024	938971	P	VOYAGER FLEET SYSTEMS INC	\$2,464.33
3/1/2024	938293	P	WA ST DEPT LABOR & INDUSTRIES, BOILER, PRESSURE VESSLE	\$38.80
3/15/2024	938974	P	WA ST PATROL	\$44.00
3/15/2024	938975	P	WARD MEDIA LLC	\$129.00
3/8/2024	938681	P	WARD MEDIA LLC	\$80.00
3/22/2024	939376		WARD MEDIA LLC	\$160.00
3/15/2024	938976	P	WASTE MANAGEMENT CORP SVCS	\$1,054.67
3/15/2024	938977	N	WENATCHEE CHAMBER OF COMMERCE	\$262.50
3/8/2024	938684	P	WVDRC	\$2,000.00
147			TOTAL	\$590,493.12

North Central Washington Libraries
March 2024 Revenue Financial Statement

General Fund 644

BARS	Description	2024 Budget - Adopted Dec. 2023	February 2024 Revenues	March 2024 Revenues	Revenue Total To Date	Percent of Revenue to Date
Property Taxes and Other Taxes						
311.10	Property Taxes	15,615,192	29,813	573,903	715,995	4.59%
	Taxes subtotal	15,615,192	29,813	573,903	715,995	4.59%
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	67.20%
336.02	DNR PILT	21,000	-	-	2,731	13.01%
337.07	Leasehold Excise Tax	167,000	4,817	17,243	39,718	23.78%
	Intergovernmental Subtotal	220,000	4,817	17,243	50,514	22.96%
Charges for Services						
341.81	Print/Duplication Services	14,000	975	1,402	3,811	27.22%
347.20	Library Use Fees-General	450	150	20	180	40.00%
347.20	Town of Coulee City-Contract	12,046	-	-	-	0.00%
347.20	City of Ephrata-Contract	184,901	-	49,114	49,114	26.56%
347.20	City of Omak-Contract	108,920	-	-	-	0.00%
347.20	City of Warden-Contract	86,640	-	29,213	30,150	34.80%
347.20	Town of Wilson Creek-Contract	3,636	-	-	-	0.00%
	Charges for Services Subtotal	410,593	1,125	79,749	83,256	20.28%
Fines						
359.70	Lost/Damaged Materials	18,000	1,015	1,118	4,390	24.39%
	Fines Subtotal	18,000	1,015	1,118	4,390	24.39%
Miscellaneous Revenue						
361.11	Investment Interest	30,000	14,481	11,273	46,197	153.99%
367.11	Gifts, Pledges, Grants from Private Sources	8,000	-	-	900	11.25%
367.11	Gift-Moses Lake Library Shelving Project	100,000	-	51,271	51,271	51.27%
367.11	E-Rate	20,000	-	-	-	0.00%
369.10	Sale of Scrap/Junk	34,000	9,751	4,472	20,133	59.22%
369.90	Other Miscellaneous Revenue	64,000	235	2,490	3,788	5.92%
	Miscellaneous Revenue Subtotal	256,000	24,467	69,506	122,289	47.77%
-						
Subtotal New Revenue		16,519,785	61,237	741,519	976,444	5.91%
Prior Year Ending Balance Carried Forv		50,000	-	-	50,000	-
Grand Total 2023 Revenue		16,569,785	61,237	741,519	1,026,444	6.19%

2023 Dec. 31, 2023 Ending Balance:	\$ 5,833,522.76
2024 Carry Forward Expenditures:	\$ 70,500
2024 Revenue to date:	\$ 1,026,444
2024 Expenditures to date:	\$ 2,402,193
Month's Unassigned Ending Cash Balance:	<u>\$ 4,387,273.82</u>
Assigned Operating Reserve:	\$ 4,750,000.00
Assigned Contingency Reserve:	\$ 750,000.00

NCW Libraries
March 2024 Expenditure Financial Statement

General Fund 644

BARS	Description	2024 Budget - Adopted Dec. 2023	January 2024 Expenditures	February 2024 Expenditures	March 2024 Expenditures	Quarter 1 Total Expenditures	Expenditures Total To Date	Percentage of Budget Spent To Date
Personnel								
	572.10 Salaries and Wages	8,009,134	611,218	635,329	607,528	1,854,075	1,854,075	23.15%
	572.20 Benefits-Medical	1,410,033	96,289	124,669	106,120	327,078	327,078	23.2%
	572.20 Benefits-FICA	612,928	45,971	47,805	45,702	139,478	139,478	22.8%
	572.20 Benefits-PERS	801,602	53,239	54,940	52,676	160,855	160,855	20.1%
	572.20 Benefits-WA PFML	17,886	1,292	1,315	1,249	3,856	3,856	21.6%
	572.20 Benefits-Dental	105,778	6,994	7,150	7,085	21,229	21,229	20.1%
	572.20 Benefits-Vision	13,623	847	866	841	2,554	2,554	18.7%
	572.20 Benefits-L&I (Workers' Comp)	55,522	4,756	6,851	6,238	17,845	17,845	32.1%
	572.20 Benefits-LTC, Life, EAP	27,812	1,189	1,182	1,173	3,544	3,544	12.7%
	572.25 Unemployment	90,000	-	8,932	-	8,932	8,932	9.9%
	Personnel Subtotal	11,144,318	821,795	889,039	828,612	2,539,446	2,539,446	22.8%
Administration								
	572.30 Supplies	12,500	-	-	-	-	-	0.0%
	572.40 Services	125,000	8,250	15,893	8,180	32,323	32,323	25.9%
	Administration Subtotal	137,500	8,250	15,893	8,180	32,323	32,323	23.5%
Public Service								
	572.30 Supplies	274,645	7,613	18,298	13,319	39,230	39,230	14.3%
	572.30 Supplies-Carry forward LatinX	9,000	-	-	-	-	-	0.0%
	572.30 Library Materials	1,643,776	200,855	128,700	159,958	489,513	489,513	29.8%
	572.35 Information Technology-Software/Support	254,750	27,406	503	3,291	31,200	31,200	12.2%
	572.35 Information Technology-Hardware	164,680	278	6,448	761	7,487	7,487	4.5%
	572.40 Professional Services	234,250	8,212	9,488	7,889	25,589	25,589	10.9%
	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	10,023	34,165	34,165	26.7%
	572.42 Postage	202,000	23,353	13,517	28,438	65,308	65,308	32.3%
	572.43 Mileage	9,000	188	197	252	637	637	7.1%
	572.44 Advertising	75,000	7,321	129	15,423	22,873	22,873	30.5%
	572.45 Rentals & Leases	85,100	13,703	7,143	7,877	28,723	28,723	33.8%

NCW Libraries

General Fund 644

March 2024 Expenditure Financial Statement

572.46 Insurance - Liability	242,400	2,156	16,230	715	19,101	19,101	7.9%
572.49 Miscellaneous	8,820	279	164	1,030	1,473	1,473	16.7%
Public Services Subtotal	3,377,806	305,668	210,655	248,976	765,299	765,299	22.7%
Organization of Materials							
572.30 Supplies	148,000	17,463	9,012	15,315	41,790	41,790	28.2%
572.40 Services	62,200	-	-	-	-	-	0.0%
Organization of Materials Subtotal	210,200	17,463	9,012	15,315	41,790	41,790	19.9%
Training							
572.30 Supplies	6,800	-	-	-	-	-	0.0%
572.40 Services	93,720	1,405	6,610	26,647	34,662	34,662	37.0%
Training Subtotal	100,520	1,405	6,610	26,647	34,662	34,662	34.5%
Facilities							
572.30 Supplies & Fuel	89,165	5,440	7,363	5,331	18,134	18,134	20.3%
572.35 Small Equipment	68,043	-	-	-	-	-	0.0%
572.35 Small Equipment-Moses Lake Donation	93,600	-	44,031	-	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	9,960	41,832	41,832	19.431%
572.47 Utilities	62,900	3,996	5,004	4,092	13,092	13,092	20.81%
572.45 Rentals & Leases	12,000	-	382	-	382	382	3.2%
572.48 Repairs & Maintenance	181,400	5,978	12,337	10,040	28,355	28,355	15.6%
572.48 Contributions to Cities	413,050	-	-	-	-	-	0.0%
Facilities Subtotal	1,150,438	36,466	79,937	29,423	145,826	145,826	12.7%
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	1,157,153	3,559,346	3,559,346	21.4%

BARS	Description	2024			Total To Date	
		Adopted Budget	Jan. 2024	Feb. 2024		Mar. 2024
Revenue:						
361.11	Investment Interest	200	1216	744	391	2352
367.11	Gifts, Pledges, Grants from Private Sources	10,000	-	-	10,000	10,000
397.00	Transfers In (from internal Fund 643)	25,292	-	-	-	-
334.04.20	State Grant from Dept. of Commerce	774,060	-	-	331,883	331,883
	Revenue Subtotal	809,552	1,216	744	342,274	344,235
EXPENSES:						
594.50.35	Furniture, Fixtures, Equipment	70,100	-	-	783	783
594.50.41	Professional Services-Architect	77,592			12,067	12,067
594.50.41	Professional Services-Other	17,000				-
594.50.41	Professional Services-General Contractor	855,063		192,142	222,487	414,630
	Expenditures Subtotal	1,019,755	-	192,142	235,338	427,480
	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	344,235				
	2024 Actual Expenses To Date	427,480				
	2024 Mar. Fund Balance	182,150				

BARS	Description	2024 Adopted Budget	Jan. 2024	Feb. 2024	Mar. 2024	2024 Totals	Percent of Budget
Revenue:							
361.11	Investment Interest	150,000	39,838	36,747	40,220	116,805	78%
397.00	Transfers In (from internal Fund 643)	44,959	-	-	-	-	0%
	Revenue Subtotal	194,959	39,838	36,747	40,220	116,805	60%
EXPENSES:							
General Project							
572.10	Salaries and Wages	148,797	-	8,680	11,170	19,850	13%
572.20	Benefits-Medical	26,411	-	1,193	2,400	3,593	14%
572.20	Benefits-FICA	11,383	-	660	744	1,404	12%
572.20	Benefits-PERS	14,180	-	827	1,187	2,014	14%
572.20	Benefits-WA PFML	312	-	46	59	105	34%
572.20	Benefits-L&I (Workers' Comp)	1,092	-	491	76	568	52%
572.25	Unemployment	12,000	-	-	-	-	0%
572.31	Supplies-Materials Handling	37,300	-	-	-	-	0%
572.31	Supplies-General	8,466	696	152	698	1,546	18%
572.35	Small Equipment-Wide Format Printer	5,800	-	-	-	-	0%
572.41	Professional Services-Grant Writer	20,000	-	-	-	150	1%
572.41	Professional Services-Exterior Signage	75,000	-	-	2,537	2,537	3%
572.41	Professional Services-Architect	99,834	21,519	7,437	309	29,264	29%
572.41	Professional Services-General	1,693	-	-	150	150	9%
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	19,329	61,278	12%
Brewster Project							
594.31	Supplies	-	-	-	15	15	1500%
572.35	Small Equipment-FF&E	3,000	-	-	3,787	3,787	126%
572.50.41	Professional Services-Contractor	1,000	13,576	(596)	-	12,980	1298%
	Brewster Project Subtotal	4,000	13,576	(596)	3,803	16,782	420%
Bridgeport Project							
572.35	Small Equipment-FF&E	24,016	-	-	-	-	0%
572.41	Professional Services-Architect	72,048	-	-	-	-	0%

NCW Libraries
Financial Statement

North Central Washington Libraries
March 2024

Reimagining Spaces-Fund 647

Bridgeport Project Subtotal	96,064	-	-	-	-	0%
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	-	1,634	4,290	29%
572.41 Professional Services-Other	39,180	-	-	-	-	0%
Curlew Project Subtotal	135,760	2,656	-	1,634	4,290	3%
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						
572.31 Supplies	-	-	-	52	52	-
572.35 Small Equipment-Other	-	-	-	10,496	10,496	-
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	-	-	10,548	10,548	11%
Manson Project						
572.35 Small Equipment-FF&E	69,133	-	-	-	-	0%

NCW Libraries Financial Statement	North Central Washington Libraries March 2024				Reimagining Spaces-Fund 647		
572.41 Professional Services -Architect	34,567	-	-	-	-	0%	
572.50.41 Professional Services-Contractor	34,567	-	-	-	-	0%	
Manson Project Subtotal	138,266	-	-	-	-	0%	
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	-	-	112	112	1%	
572.35 Small Equipment-FF&E	76,800	-	-	-	-	0%	
572.41 Professional Services -Architect	5,158	5,837	1,167	292	7,296	141%	
572.50.41 Professional Services-Other Facilities	104,239	-	-	-	-	0%	
Peshastin Project Subtotal	201,197	5,837	1,167	404	7,408	4%	
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	1,993	7,971	23%	
572.50.41 Professional Services-Contractor	63,618	-	-	-	-	0%	
Soap Lake Project Subtotal	235,812	3,985	1,993	1,993	7,971	3%	
Warden Project							
572.31 Supplies	-	-	-	98	98	-	
Warden Project Subtotal	-	-	-	98	98	#DIV/0!	

NCW Libraries
Financial Statement

North Central Washington Libraries
March 2024

Reimagining Spaces-Fund 647

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	37,808	138,886	4%
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Month:	Dec. 31, 2023 Ending Fund Balance	12,092,177
	2024 Total Revenue	116,805
	2024 Total Expenses	138,886
	2024 Monthly Ending Fund Balance	12,070,096

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



BOARD STAFF REPORT

To: Board of Trustees

From: Mike Githens, Finance Director

Date: April 13, 2024

Proceeding Type: Board of Trustees Meeting

Subject: Budget Amendment

Staff Report Summary: Informational only Board action required

I'm bringing a budget amendment for your consideration that only changes Library District Fund 647 Reimagining Spaces. When the initial 2024 budget for Fund 647 was prepared, an amount for materials handling equipment and software was not included. As the fiscal year has progressed, there is a need to ask for budget authority to include these line items.

Additionally, when the budget was adopted, the BARS (budgeting accounting and reporting system) numbers were not correctly listed to show a distinction between capital 594 and library service 572 budget line expenditures. This amendment will update those lines so that the budget and expenditures are accurately reported in the financial statements and year-end financial report.

All changes are highlighted in yellow on attachment #2 "Budget document showing amendment #1 to Fund 647".

Staff Recommendation:

In July of 2021, the board approved an initial facility improvement plan for Fund 647, now formally named Reimagining Spaces Fund 647. Subsequently, in July 2023, an update to the plan was brought to the board that approved an update to the plan, including "Section 1 Materials Handling" which has self-service checkout stations for library patrons. This budget amendment, if adopted, formally allocates budget authority to purchase self-service stations and software.

I recommend that the resolution and budget amendment be adopted so that continued progress can be made toward the board adopted plan for Fund 647.

Financial Implications:

By passing this resolution, NCW Libraries will have legal budget authority to make the expenditures outlined in the budget amendment and correct the reporting numbers. The Fund holds a sufficient cash balance to adequately support the additional budget authority sought through this amendment.

Attachments: Yes No

1. *Budget Resolution 24-04*
2. *Budget document showing amendment #1 to Fund 647*
3. *July 2023 Reimagining Spaces Proposal*

Requested Board Action:

"I move to adopt Resolution 24-04, an amendment to the NCW Libraries 2024 budget for Fund 647 as presented."

Legislative Information (if applicable):

History:

Requested Board Action:

Legal Review:



Yes



No

A template for the resolutions was drafted and reviewed by legal counsel.

Brewster Project		
594.50.35	Small Equipment-FF&E	3,000 3,000
594.50.41	Professional Services-Contractor	1,000 1,000
	Brewster Project Subtotal	4,000 4,000
Bridgeport Project		
594.50.35	Small Equipment-FF&E	24,016 24,016
594.50.41	Professional Services-Architect	72,048 72,048
	Bridgeport Project Subtotal	96,064 96,064
Cashmere Project		
594.50.31	Supplies	19,903 19,903
594.50.35	Small Equipment-FF&E	345,600 345,600
594.50.41.000	Professional Services -Architect	69,930 69,930
594.50.41.001	Professional Services-Contractor	51,934 51,934
	Cashmere Project Subtotal	487,367 487,367
Chelan Project		
594.50.35	Small Equipment-FF&E	221,854 221,854
594.50.41.000	Professional Services -Architect	110,927 110,927
594.50.41.001	Professional Services-Contractor	110,927 110,927
	Chelan Project Subtotal	443,708 443,708
Curlew Project		
594.50.31	Supplies	14,000 14,000
594.50.35	Small Equipment-FF&E	57,640 57,640
594.50.35	Small Equipment-Other	9,940 9,940
594.50.41.000	Professional Services -Architect	15,000 15,000
594.50.41.001	Professional Services-Other	39,180 39,180
	Curlew Project Subtotal	135,760 135,760
Ephrata Project		
594.50.31	Supplies	15,966 15,966
594.50.35	Small Equipment-Other	332,736 332,736
594.50.41.000	Professional Services -Architect	100,642 100,642
594.50.41.001	Professional Services-Contractor	182,414 182,414
	Ephrata Project Subtotal	631,758 631,758
Grand Coulee Project		
594.50.41.000	Professional Services -Architect	68,298 68,298

594.50.31	Supplies-Lighting	13,500	13,500
594.51.41.001	Professional Services-Lighting	13,500	13,500
	Grand Coulee Project Subtotal	95,298	95,298
Manson Project			
594.50.35	Small Equipment-FF&E	69,133	69,133
594.50.41.000	Professional Services -Architect	34,567	34,567
594.50.41.001	Professional Services-Contractor	34,567	34,567
	Manson Project Subtotal	138,266	138,266
Mattawa Project			
594.50.41.000	Professional Services -Architect	52,418	52,418
	Mattawa Project Subtotal	52,418	52,418
Omak Project			
594.50.35	Small Equipment-FF&E	81,206	81,206
594.50.41.000	Professional Services -Architect	243,618	243,618
	Omak Project Subtotal	324,824	324,824
Oroville Project			
594.50.35	Small Equipment-FF&E	42,860	42,860
594.50.41.000	Professional Services -Architect	128,580	128,580
	Oroville Project Subtotal	171,440	171,440
Peshastin Project			
594.50.31	Supplies	15,000	15,000
594.35	Small Equipment-FF&E	76,800	76,800
594.50.41.000	Professional Services -Architect	5,158	5,158
594.50.41.001	Professional Services-Other Facilities	104,239	104,239
	Peshastin Project Subtotal	201,197	201,197
Royal City Project			
594.50.31	Supplies	-	-
594.50.35	Small Equipment-FF&E	201,235	201,235
594.50.41.000	Professional Services -Architect	67,078	67,078
594.50.41.001	Professional Services-Other	67,078	67,078
	Royal City Project Subtotal	335,392	335,392
Soap Lake Project			
594.50.31	Supplies	14,043	14,043
594.50.35	Small Equipment-Other	122,726	122,726

594.50.41.000	Professional Services -Architect	35,425	35,425
594.50.41.001	Professional Services-Contractor	63,618	63,618
	Soap Lake Project Subtotal	235,812	235,812
Waterville Project			
594.50.41.000	Professional Services -Architect	48,151	48,151
	Waterville Project Subtotal	48,151	48,151
	Expenditures Subtotal	3,910,002	3,970,802

2023 Projected ending fund balance	12,200,000	12,092,177.32*	*Actual 2023 ending fund balance
2024 Projected Revenue	238,918	238,918	
2024 Projected Expenses	3,910,002	3,970,802	
2024 Projected ending fund balance	8,528,916	8,360,293	

BARS	Description	2024 Adopted Budget Dec. 2023	2024 Amended Budget Apr. 2024
Revenue:			
361.11	Investment Interest	150,000	150,000
367.11	Gifts, Pledges, Grants from Private Sources	-	-
397.00	Transfers In (from internal Fund 643)	88,918	88,918
	Revenue Subtotal	238,918	238,918
EXPENSES:			
General Project			
572.10	Salaries and Wages	148,797	148,797
572.20	Benefits-Medical	24,196	24,196
572.20	Benefits-FICA	11,383	11,383
572.20	Benefits-PERS	14,180	14,180
572.20	Benefits-WA PFML	312	312
572.20	Benefits-Dental	1,402	1,402
572.20	Benefits-Vision	378	378
572.20	Benefits-L&I (Workers' Comp)	1,092	1,092
572.20	Benefits-LTC, Life, EAP	435	435
572.25	Unemployment	12,000	12,000
572.31	Supplies-General	8,466	8,466
572.31	Supplies-Materials Handling	37,300	37,300
572.35	Small Equipment-Wide Format Printer	5,800	5,800
572.35	Small Equipment-Materials Handling	-	48,800
572.35	Software-Materials Handling	-	12,000
572.41	Professional Services-Grant Writer	20,000	20,000
572.41	Professional Services-Exterior Signage	75,000	75,000
572.41	Professional Services-Architect	99,834	99,834
572.41	Professional Services-General	1,693	1,693
572.43	Travel-General	45,150	45,150
572.45	Rental-General	1,129	1,129
	General Project Subtotal	508,547	569,347



BOARD STAFF REPORT

To: Board of Trustees

From: **Reimagining Spaces Team**

Date: **July 17, 2023**

Proceeding Type: Board of Trustees Meeting

Subject: **Reimagining Spaces Proposal**

Staff Report Summary: Informational only Board action required

BACKGROUND:

At the retreat held in July 2021, NCW Libraries' Board of Trustees approved a plan to use our \$10.3 million Strategic Plan Initiatives fund (Fund 647) to make improvements to our branch libraries. The original allocations included:

- \$2 million for materials handling improvements
- \$7.5 million for facility investments (including interior improvements and exterior signage)
- \$837,751 for scope contingency

PROPOSAL SUMMARY:

Over the past two years, this early concept has been shaped into an actionable plan with a dedicated team of staff who are ready to implement it. Unfortunately, construction costs have changed dramatically over this same period of time, and the budget as originally adopted cannot meet the project's identified goals.

As currently set, we do not have adequate funds to move forward with implementation in Brewster (our prototype project) or any other location.

This proposal includes justification for reallocating funds within Fund 647 to better meet our original goals and allow progress to continue:

1. Reduce the Materials Handling budget from \$2 million to \$250,000.
2. Allocate \$220,000 from the materials handling budget to complete exterior signage at all locations as a stand-alone project separate from interior improvements.
3. Allocate \$1,530,000 from the materials handling budget to interior improvements

This updated plan ensures completion of at least a minimum base scope and high priority needs for each location. At the end of the presentation, we'll be asking you to vote to approve this reallocation.

Discussion/Analysis:

Please see attached report.

Staff Recommendation:

Staff recommend restructuring the Reimagining Spaces project budget, as presented in the attached proposal.

Financial Implications:

This proposal includes a reallocation of funds within Fund 647. There is no request for additional funds to be allocated to any element of the project.

Attachments: Yes No

If yes, name(s) of attachment(s): Reimagining Spaces Proposal

Requested Board Action:

"I move to approve the reallocation of funds within Fund 647 as follows:

1. Reduce the Materials Handling budget from \$2 million to \$250,000.
2. Allocate \$220,000 from the materials handling budget to complete exterior signage at all locations as a stand-alone project separate from interior improvements.
3. Allocate \$1,530,000 from the materials handling budget to interior improvements"

Legislative Information (if applicable): N/A

History:

Requested Board Action:

Legal Review: Yes No

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

Reimagining Spaces Proposal | July 2023

BACKGROUND:

At the retreat held in July 2021, NCW Libraries' Board of Trustees approved a plan to use our \$10.3 million Strategic Plan Initiatives fund (Fund 647) to make improvements to our branch libraries. The original allocations included:

- \$2 million for materials handling improvements
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This updated plan ensures completion of at least a minimum base scope and high priority needs for each location. At the end of the presentation, we'll be asking you to vote to approve this reallocation.

SECTION 1 | Materials Handling

GOAL: Ensure that all NCW Libraries patrons have rapid, reliable, and equitable access to physical resources.

PRIMARY OBJECTIVES:

- Improve efficiency in workflows and reduce backlogs at all points in the material handling process, including ordering, receiving, transferring, distributing, and weeding.
- Develop efficient branch delivery schedule based on current use data.
- Provide self-service checkout to improve patron privacy and customer experience while reducing staff time required for transactional tasks and wait times at busy locations.
- Gather circulation insights for individual branches, collections, and item types to improve purchasing decisions and better reallocate existing resources within the district.
- Provide a high-quality customer experience with increased material discovery in the online catalog.

PROPOSED SOLUTIONS:

- Self-Check Stations
 - Meets one of the primary objectives at a fraction of the price of other self-check systems.
 - Total First Year Cost, \$60,800
 - Includes one-time cost for 39 Meescan Kiosks and 39 9th Generation iPads (\$49,700).
 - Includes first year's annual license and branded app (\$11,100).
 - Future annual license and branded app fees to be paid from operating budget.
- Updated Materials Handling Totes and Dollies
 - Improves materials handling efficiency, reduces damage to and loss of items.
 - Total One-Time Cost, \$37,300
 - Includes 1,500 totes and 70 dollies.
- Workspace Reconfiguration to Support Workflow Optimization
 - Opportunity to significantly improve workflow within departments by considering who handles which types of materials and collocating workstations appropriately.
 - Total One-Time Cost, \$151,900
 - Includes removal of high-density shelving, repair/replacement of flooring, secondhand cubicle systems to rearrange configuration, and electrical rewiring.
- Continued evaluation and implementation of distribution, delivery, and other workflow efficiencies.
 - Ongoing process, no associated costs.

BUDGET PROPOSAL:

The original allocation for materials handling improvements was \$2 million. The funds required to implement all proposed solutions are \$250,000.

We propose reallocating \$1,750,000 from materials handling to other Reimagining Spaces expenses.

OTHER MATERIALS HANDLING SOLUTIONS:

Implemented:

- Collection Discovery System: added to improve online catalog customer experience – June 2021
- Collection Performance Software: added to gain circulation insights – March 2022
- Branch Delivery Schedule:
 - Moved second Delivery Driver to full time – January 2023
 - Completed overhaul of the delivery schedule – August 2023
- Department and Task Specific Workflow Optimization:
 - Reduced time and costs associated with handling discarded material – July 2023
 - Created centralized procedure and storage for Library of Things – August 2023

Rejected:

- RFID: Doesn't solve any primary objectives. Startup cost is extremely high and ongoing costs are not feasible within the operating budget. We do not have the staff capacity to implement or provide required maintenance.
- Automated Materials Handling Units: Startup cost is very high. Ongoing costs are not feasible within the operating budget and are not a responsible investment for current circulation levels. Does not realize personnel savings, because a staff member needs to operate the machinery. Does not necessarily speed up distribution if the delivery schedule remains the same.

For Future Consideration:

- Open Access Hours: may be possible within the operating budget and planned investments
 - Would allow use of public library spaces with no or very limited staffing on site.
 - Key fob entry access as branches are updated (in project budget).
 - Self-check implementation (in materials handling budget).
 - Security camera installation (in operating budget as a planned IT project).
- Second Distribution Site: may be possible if we pursue and pass a Levy Lid Lift
 - Would allow more efficient circulation with the potential for more weekly deliveries, fewer delivery staff hours, and/or fewer miles driven.
 - Startup cost is very high, and ongoing costs are not feasible within the operating budget.
- Material Lockers: may be possible if we pursue and pass a Levy Lid Lift
 - Would allow new convenience sites to be added and/or materials access during closed hours if locations aren't a fit for Open Access Hours.
 - Startup cost is very high, and the cost of regular maintenance, repair, and replacement is not feasible within the operating budget.
 - Would require an impact analysis to ensure it is not a duplication of services with Mail Order.

SECTION 2 | Exterior Signage

GOAL: Add high-quality branded exterior signage to all public library spaces operated by NCW Libraries.

PRIMARY OBJECTIVES:

- Provide a clear visual link between the local library and the NCW Libraries organization (particularly critical for potential future Levy Lid Lift campaign).
- Ensure that the public library is easy to find for all potential audiences, including longstanding residents, new community members, and area visitors.
- Provide a clear visual link between the local library and nearby library locations that community members may choose to use.
- Set a visual standard for the expected quality of the local library and NCW Libraries.
- Establish brand consistency and supplement brand saturation efforts.

POSITIVE IMPACT IF STAND-ALONE PROJECT:

- Timeline: The timing of exterior sign installation does not need to align with interior improvements unless there are cost efficiencies in doing so.
- Budget: Exterior signage is currently planned as part of each library's \$83/square foot budget. These budgets are subject to a negotiated "% of budget design fee" with our interior designers. Since signage is designed in-house, we can isolate it from markup if it is a stand-alone project.
- Internal Efficiencies: Our MarCom team has taken the lead on exterior signage to ensure brand consistency and quality. Our Facilities team does not need to track or be involved in this scope of work.

BUDGET EQUITY IMPROVEMENT:

- All locations will receive a high-quality sign that fits the site location and meets local code, as planned.
- Branches with fewer square feet have smaller project budgets. If funds come from those budgets, small locations would have a disproportionately large percentage of their Reimagining Spaces budget used for exterior signage.
 - Omak is 4825 square feet; the sign is estimated at \$5,000; this is 1.25% of the project budget.
 - Manson is 1368 square feet; the sign is estimated at \$8,000; this is 7% of the project budget.

BUDGET PROPOSAL:

We propose allocating \$220,000 of remaining materials handling funds for exterior signage, effectively separating this work from the per square foot budgets for interior improvement. These funds would cover:

1. Estimated creation and installation of exterior signage at remaining locations, related lighting and electrical work, and a small cushion for escalation and contingency.
2. Reimbursement of \$7,941.32 to FOWL for Winthrop's exterior sign by requesting an invoice for allowable interior improvement expenses in that amount.

SECTION 3 | Interior Improvements

GOAL: Ensure successful completion of interior improvements given significant budget constraints.

PRIMARY OBJECTIVES:

- Identify creative approaches to realize significant cost savings.
- Reduce the overall scope of the interior improvements project to fit the available budget.
- Bring all branches up to a minimum base scope and then maximize the number of high and medium priority needs that can be met district wide.

BUDGET CONSTRAINTS

- Inflation: The non-residential Construction Cost Index rose 20.7% from 2020-2021 in Seattle (17.4% nationally). While cost increases have slowed in the past year, they are not going down. The CCI has risen a full 25% from 2020-2023 in Seattle (23% nationally).
- Labor Shortages: Labor availability continues to be a problem. We have observed very limited competition when putting bids out for Brewster.
 - Few vendors are willing to bid on the work. We directly solicited bids from 13 different contractors and received bids from only 3.
 - Those that bid include base labor costs well above what is expected. They also include high travel and lodging costs as no vendors local to the Brewster/Omak area were able to bid.

CREATIVE APPROACHES TO REALIZE SAVINGS

- Design Directions / Concept Design: This work is resulting in significant future savings.
 - Furniture: we are pre-selecting the most durable pieces at the lowest cost.
 - Shelving: we are planning for adaptive reuse of existing steel shelving in good condition and identified a lower-cost vendor. More savings are possible if our team installs the shelving.
- Community Engagement In-House: We are training project staff to run the majority of community engagement and using Library Forward only for the highest-impact opportunities.
- Design Fee as % of Budget: We will be working to negotiate lower design fee in some locations due to completion of pre-design work along with changes in project scope and community engagement.
- Personnel Changes: We will hire the second budgeted position as an Operations Technician to allow much of the work to be done in-house (painting, installing flooring, framing walls, etc.). This will help us realize significant cost savings by removing vendor/contractor expenses related to overhead, profit, out-of-area travel, markup on materials, and other fees.
- Alternative Funding Sources: We continue to focus on alternative sources of funding for ADA improvements, restrooms, and other scope that is outside of our budget.
 - Received \$10,000 each for Peshastin and Brewster ADA improvements.

PROPOSED SCOPE REDUCTIONS

- We originally planned to bring all branches up to a new service standard by making improvements to the paint, flooring, furniture, shelving, lighting, staff spaces, and more at all library locations.
- There is no potential for a budget that could support all of these improvements in all locations.
- The scope will no longer include:
 - Major layout changes.
 - Updates to restrooms.
 - Any work requiring specialty engineering (structural, mechanical, electrical, or plumbing).

NEW PROJECT SCOPE

- The minimum base scope for every library will include:
 - Door fob and related wiring
 - Interior signage
 - Demolition and moving costs
 - Paint
 - Furniture
 - One top priority element (either shelving, flooring, staff area, or lighting).
 - Design fee
 - Escalation based on project's anticipated timing
- Each location now has an itemized list of high- and medium- priority needs based on current conditions. These may include shelving, flooring, staff area, lighting, or meeting room addition.

SCOPE AND BUDGET INEQUITIES

- The two greatest indicators that a branch will be over budget on the minimum base scope are the size of the building and having shelving as the top priority. In other words, branches that are over budget are in that position primarily due to their size or a lack of investment in shelving by NCW Libraries.
 - Size Example: Oroville (2466 sf) and Ephrata (5128 sf) both have shelving as the top priority, but Oroville is \$9,402 over budget and Ephrata is only \$116 over budget. If a library is small, the budget cannot cover minimum base scope.
 - Top Priority Example: Oroville (2466 sf) and Okanogan (2676 sf) are roughly the same size, but Oroville has shelving as the top priority and is \$9,402 over budget while Okanogan has flooring as the top priority and is \$24,340 under budget.

BUDGET PROPOSAL:

Allocate the remaining \$1,530,000 from materials handling to supplement branch interior improvement budgets. Use these funds to meet the base scope and at least high priority needs in each location.

- Each branch will receive the existing commitment of at least \$83 per square foot.
- Additional funds will bring each branch to the minimum base scope and meet high priority needs.
- If the budget allows, each branch may have at least one medium priority need met.

NORTH CENTRAL WASHINGTON LIBRARIES

RESOLUTION 24-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE NORTH CENTRAL WASHINGTON LIBRARY DISTRICT ADDING FUNDS FOR EXPENDITURE AUTHORITY WITHIN THE REIMAGINING SPACES FUND #647 AND AMENDING THE 2024 ANNUAL BUDGET.

WHEREAS, the Board of Trustees of the North Central Washington Library District (“District”) previously adopted Resolution 23-11 establishing the District’s annual budget, including funds and balances, for 2024; and

WHEREAS, the District has recognized a need to increase budget expenditure authority for Fund #647; and

WHEREAS, the District needs to correct BARS numbering on the original Fund 647 budget to accurately categorize the expenditures on certain lines as capital 594; and

WHEREAS, due to the proposed adding of funds for expenditure authority, the District desires to amend the 2024 annual budget for Fund 647 to reflect the change in allocations; and

WHEREAS, the District Board now desires to adopt this Resolution to reflect amendments to the 2024 Reimagining Spaces Fund 647 as further set forth herein; now therefore

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

Section 1. The Recitals set forth above are incorporated herein as if set forth in full.

Section 2. The District hereby directs that the below funds within the Reimagining Spaces Fund #647 be reallocated as follows:

Description	Estimated Beginning Line Item Balance	Operating Transfer In/(Out)	Estimated Ending Line Item Balance
<u>General Project Expenses</u>			
572.35 Sm. Equipment.-Materials Handling	0	48,800	48,800
572.35 Software-Materials Handling	0	12,000	12,000
<u>Total Expenditures</u>			
2024 Total Expenditures	3,910,002	60,800	3,970,802

Section 3. This Resolution shall be effective immediately upon passage by the District Board.

DATED AT WENATCHEE, WASHINGTON this 18th day of April, 2024.

BOARD OF TRUSTEES NORTH CENTRAL WASHINGTON LIBRARY

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BOARD STAFF REPORT

To: Board of Trustees

From: Facilities Department

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

Discussion/Analysis:

General Reimagining Spaces Status:

Below is a table that indicates 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 branch temporarily closed to the public on Monday, 4/15. We anticipate work to take about 3 months. Attached is a rendering from the furniture vendor of the space.
2. Moses Lake Shelving Project: The team is continuing to refine a partial closure plan and will share more detailed once it is finalized.
3. Curlew: Behind the scenes progress has been made! The team has sorted out the long-lead items such as furniture and shelving. The final plan set has been received and will go out for permit. While the plans are in permit, bid requests for local trades will be sent out and budget finalized.
4. Wenatchee Public Library: Wenatchee's construction is on schedule with contractor completion scheduled for May 2024. The NCW Libraries team is planning for a soft-opening by Mid-June. Planning for opening celebrations are underway. The July 2024 Board meeting will be held in the new space.
5. Self – Check: At the July 2023 meeting, self-check was included in the Reimagining Spaces budgeting as an improvement to materials handling, customer experience, patron privacy, and more! We have now landed on a vendor, Meescan, and we're in the process of piloting the system at four of our branch libraries! The systems will launch in May/June of 2024 at Leavenworth, Peshastin, Entiat, and Chelan. A timeline for district-wide implementation of self-check will be developed based on information learned during the pilot rollout.



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					

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

PESHASTIN LIBRARY – Birdseye View





BOARD STAFF REPORT

To: Board of Trustees

From: Sheila Callihan, HR Director

Date: April 12, 2024

Proceeding Type: Board of Trustees Meeting

Subject: Board Report

Staff Report Summary: Informational only Board action required

Filled Positions:

New Hires:

Internal Transfers/Promotions:

Ana Trejo- Pateros Branch Librarian to Supervising Librarian I (Brewster/Pateros) effective 05/01/2024

Resignations:

Branch Librarian, East Wenatchee- Hannah Roseen, effective 03/29/2024

Delivery Driver-Jacob Adkins, effective 04/03/2024

Branch Librarian, Mattawa- Tiffany Coulson, effective 04/30/2024

Retirements:

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, Wenatchee Area- Open until filled

Branch Librarian, Mattawa- Open until filled

Customer Service Technician, Brewster/Pateros/Bridgeport- Open until filled

Delivery Driver- Open Until filled (Interviewing)

Discussion/Analysis:

N/A

Staff Engagement and Growth:

HR Branch Visits: Entiat, Chelan, Manson, Soap Lake, Royal City, Quincy

Washington Library Association (WLA) Conference: We had 10 staff members attend WLA in Spokane on March 1-3, 2024. Leaders that attended the conference shared learning with the Leaders Group during the April Leaders Meeting.

Two presentations were done at the conference by NCW Libraries staff:

- 1) Professional Boundaries was presented by Melissa Little, Alyssa Cruz-Urbe and Chandra Salmond focusing on setting boundaries with patrons.
- 2) Using Adult Programming to Build Communities was presented by Alicia O'Dell focusing on including curiosity, creativity, conversation into adult programs, and to bring diverse groups together for shared experiences.

Both presentations were well received and received high ratings.

Public Library Association (PLA) Conference: We had 3 staff members from the Leaders Group attend PLA Conference in Columbus, Ohio on April 3-5. They will be asked to present on their learnings during the May Leaders Meeting.

Financial Implications:

Other:

Brewster/Pateros/Bridgeport

Effective 5/1/2024 we will implement a minor reorganization in our staffing model in the Brewster/Bridgeport/Pateros area that we believe benefits our current staff while also helping us provide great service to the people in these communities. Due to two vacancies (Branch Librarian/Brewster and CST/Brewster & Bridgeport), we had a unique opportunity to look closely at how these three libraries have been staffed, and to consider whether there were any other staffing models worth considering.

Ana Trejo, Pateros Librarian will be promoted to Supervising Librarian I over Brewster and Pateros, and we are hopeful that we will fill the 3 CST positions (1 full-time and 2 part-time) internally. It is important to note that this minor reorganization allows us to enhance the service at these three libraries and elevates current staff in a budget-neutral way.



Reorganization Effective 5/1/2024	Prior Staffing Structure 4.0 FTE			5/1/2024 Staffing Structure 4.0 FTE		
	Brewster	Bridgeport	Pateros	Brewster	Bridgeport	Pateros
Supervising Librarian I (MLIS/Bilingual)				0.5 Ana Trejo		0.5 Ana Trejo
Branch Librarian (Bilingual)	1.0 Vacant	1.0 Michelle Orosco	1.0 Ana Trejo		1.0 Michelle Orosco	
CST (Bilingual)	0.5 Vacant	0.5 Vacant		0.75 Posted	0.5 Posted	0.75 Posted

North Region Area Manager

While we continue to advertise for an Area Manager in the North Region, Michael McNiel (current Area Manager) has volunteered to serve as the Area Manager in the North Region for a 6 -month term, beginning May 15. We feel that this will give the north region branches in-person managerial support as we continue to actively recruit for the full-time position. The Area Manager Team worked together to shift coverage, so that branches were all supported in this change. Thanks goes out to all the Area Manager’s for the efforts in making sure that the entire district has the support that is needed to ensure that we are meeting the critical needs of the communities that we serve.

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: 4/12/2024

Proceeding Type: Board of Trustees Meeting

Subject: Board report – Community Libraries

Staff Report Summary: Informational only Board action required

NCW frontline staff, Area Managers, and 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 patrons, communities, and partners.

Enhance Innovation and Curiosity:

Laura Spragg, Branch Librarian at Royal City, hosted a program with Grant County Health District at the library and Marisol Celia presented information on what people need to know about food permits for cottage businesses.

Our Quincy Library staff provided innovative, hands-on STEAM activities to students and families at the recent Mountain View Elementary Family STEAM night. Families were treated to demonstrations and learning experiences with catapults, Ozobots, and Rigamajigs.

April Harward, our Coulee City Branch Librarian, has been doing a Ranger Storytime once a month for quite some time now. The kids love it and the regular exposure to forestry and science is a great educational opportunity to share with our school age patrons. She is planning to do an adult event with the Ranger this summer and help adults become excited about the natural wonder of the place where they live.

Enhance User Experience:

Laura, our Branch Librarian at our Royal City Location has been such an asset. Laura has been crucial in conveying to patrons that their community library is a benefit to them and that we have relevant materials, services, and programming for everybody. Here are three examples of the work that is happening there.

- A person came in and wanted to donate some books. Laura asked her if she had a library card, and if not, would she like to get one. She responded that there is nothing for me here, I only speak Spanish. Laura told her that we have a large collection of Spanish books and showed her where

they are. She saw a book on baking bread and immediately wanted to borrow it. So, she got a library card!

- Laura had one person show up for conversational English hours on Monday. He wants to learn more English. She asked him where he heard about conversational hour, and he said he saw it on the Royal City Facebook page. She was so happy that her social media work brought a new person into the library! He had never been to a library before. He got a library card and Laura showed him Rosetta Stone and gave him the flier on how to access it on his phone. They then concentrated on the English-speaking skills that he wanted to work on.
- A group of siblings came in for the read-a-thon. The three sisters had all gotten library cards a couple of months ago. They had their 15-year-old brother with them this day. It was apparent that he did not want to be here. Laura asked him if he wanted to get a library card. He said that he did not. He went with his sisters and sat there while they read. About 30 minutes later, he came to the desk and asked Laura if we had any Five Nights at Freddy's books here, and we did. So, he picked one and started to look through it. About another 30 minutes later, he came to the desk and asked if he could get a library card, so of course Laura signed him up.

Actively listen and Respond:

Our Entiat Librarian, Magi Clark, continually searches for ways to meet community needs and interest. Recently, to garner additional community feedback for programming ideas, Magi created a Facebook poll. We learned that one of the communities' desires was a seed exchange. Magi wasted no time in organizing a local seed swap that was well appreciated. Expansion of this program is likely, as we are collaborating with the community to add additional seed exchanges and a possible community garden for access to fresh fruits and vegetables.

Ana Trejos, Branch Librarian in Pateros, has been participating in the city's Downtown Market Study project. The city is examining how the Pateros Mall's current structure can be improved upon to better serve the community.

Cultivate Community Partnerships:

Kyle Huizenga, Supervising Librarian at WPL and EW, attended an East Wenatchee City Council meeting where Mayor Crawford read a proclamation for National Library Week.

Sara McVay, Branch Librarian at our Okanogan location, attended the March Okanogan City Council meeting. We wanted to praise Shawn Davisson, the Director of Public Works, on the council. He and his team are always quick to resolve repair issues and have worked closely with Sara to make the building feel safer for our staff when they are working alone.

Our Peshastin Branch Librarian, Clare Morrison, recently organized an impactful partnership with the Community for the Advancement of Family Education (Café). They will host a program in our library that is a seven-week course as part of a statewide effort to build smoke-readiness and climate change resiliency in Latino, Spanish-speaking, migrant, and low-income communities.

Austin Foglesong, Supervising Branch Librarian at our Moses Lake location has been collaborating with Brandee Miller, a private citizen with a passion for serving in a volunteer capacity, who had her first free



Beginning Level ESOL Class at the Moses Lake Public Library on Thursday, April 11th. The classes will continue for 11 weeks and have a capacity of 15-20 students. Brandee had three students for her first class, excited to begin their English-language learning journey!

Strengthen Organizational Health:

Alyssa Cruz-Uribe, Branch Librarian, and Chandra Salmond, CST, from the Omak Library along with Area Manager, Melissa Little, presented at the Washington Library Association Conference in Spokane. They spoke on the topic of Maintaining Professional Boundaries with Patrons.

Austin Foglesong from Moses Lake also attended the PLA 2024 Conference in Columbus, Ohio, with Jas and Nick, two other staff members. It was a great learning opportunity. Austin came back with incredible ideas and resources around safety and security, along with some fun swag he shared with Moses Lake staff. He looks forward to unpacking the ideas and collaborating with the Senior Branch Leadership team.

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: N/A

Requested Board Action: N/A

Legal Review: Yes No

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



BOARD STAFF REPORT

To: Board of Trustees
From: Aaron Floyd
Date: 4/12/2024
Proceeding Type: Board of Trustees Meeting
Subject: IT Department Board Report

Staff Report Summary: Informational only Board action required

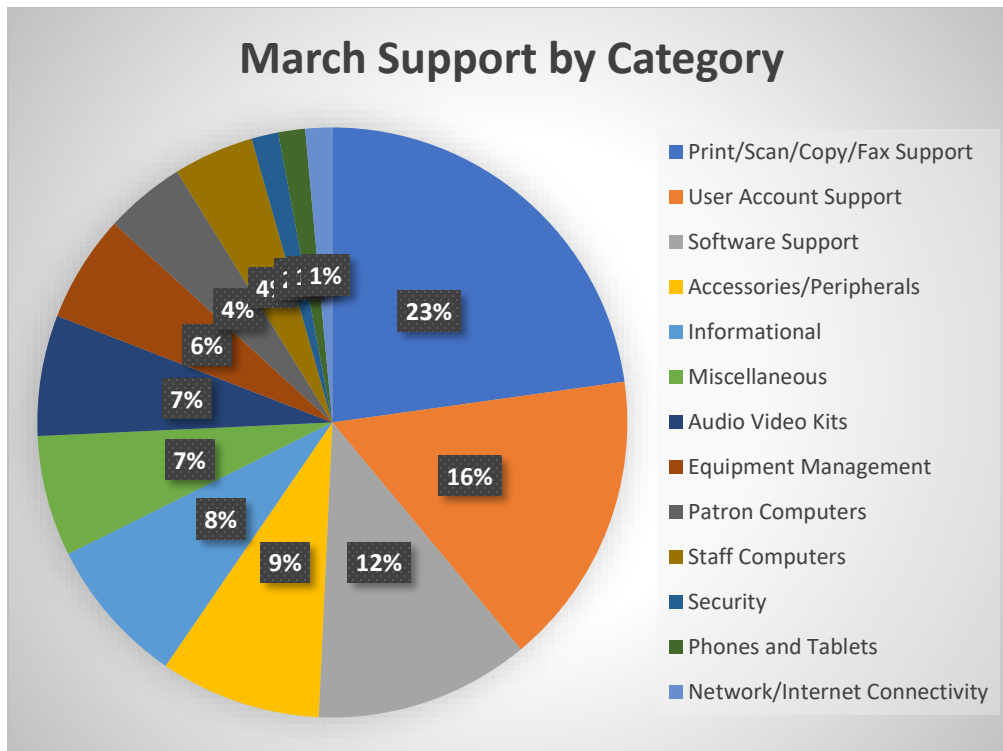
There isn't much new to report as my team continues to work on major projects.

My team is primarily focused on the following:

- 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. The current estimate is that this project will take us a minimum of 1200 hours. This is to both build out the new solution, test, pilot, and implement across all branches.
- 3) Self-check – we are working on ordering hardware and hope to start setting up Meescan demo units soon. Staff communication has been going well thanks to Tim's efforts.

Here are the support statistics for January-March:

Support Requests per Month			
Month	2024	2023	% ±
January	141	106	33%
February	166	112	48%
March	136	144	-6%



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)

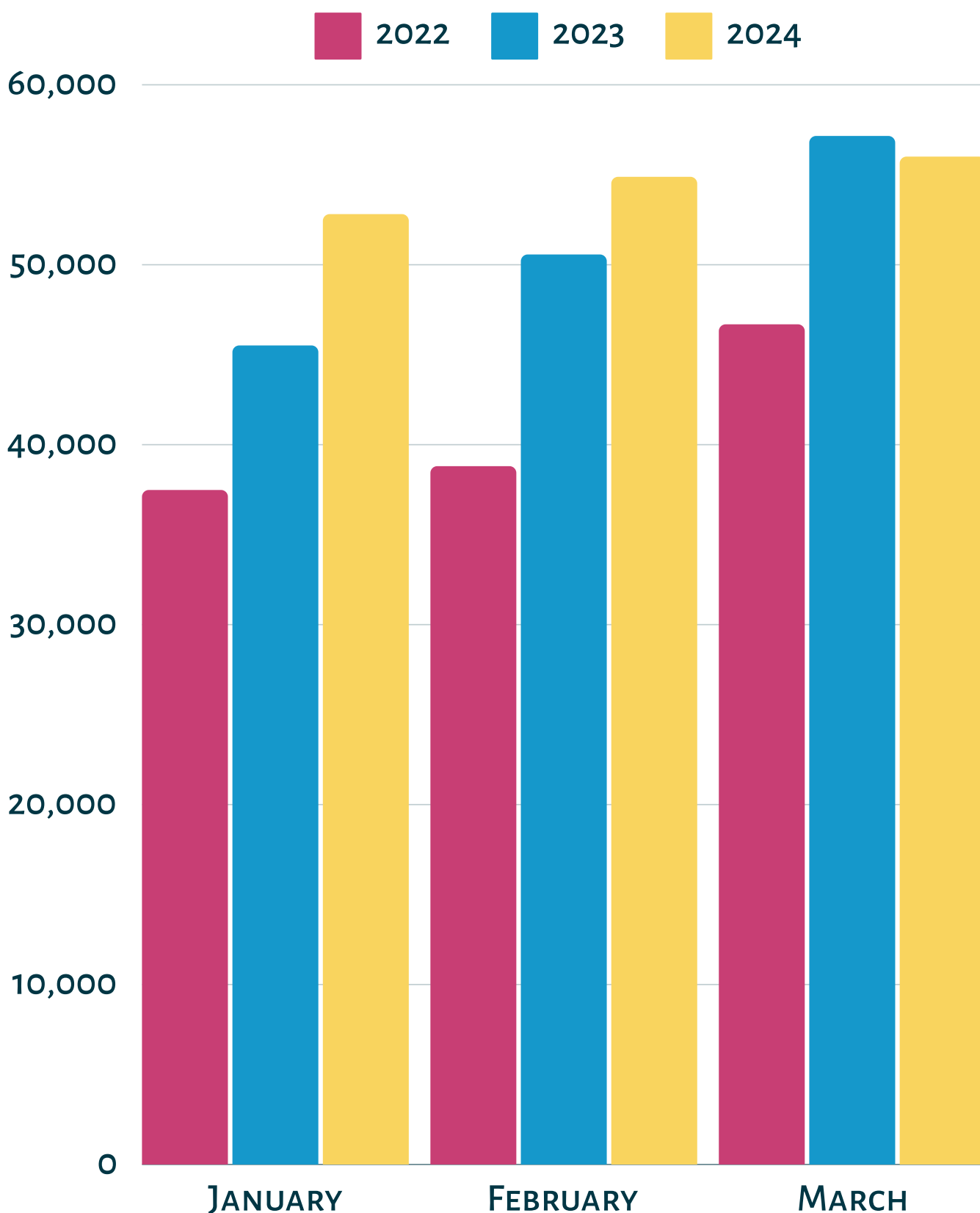
MARCH 2024 LIBRARY DATA REPORT



APRIL 18, 2024

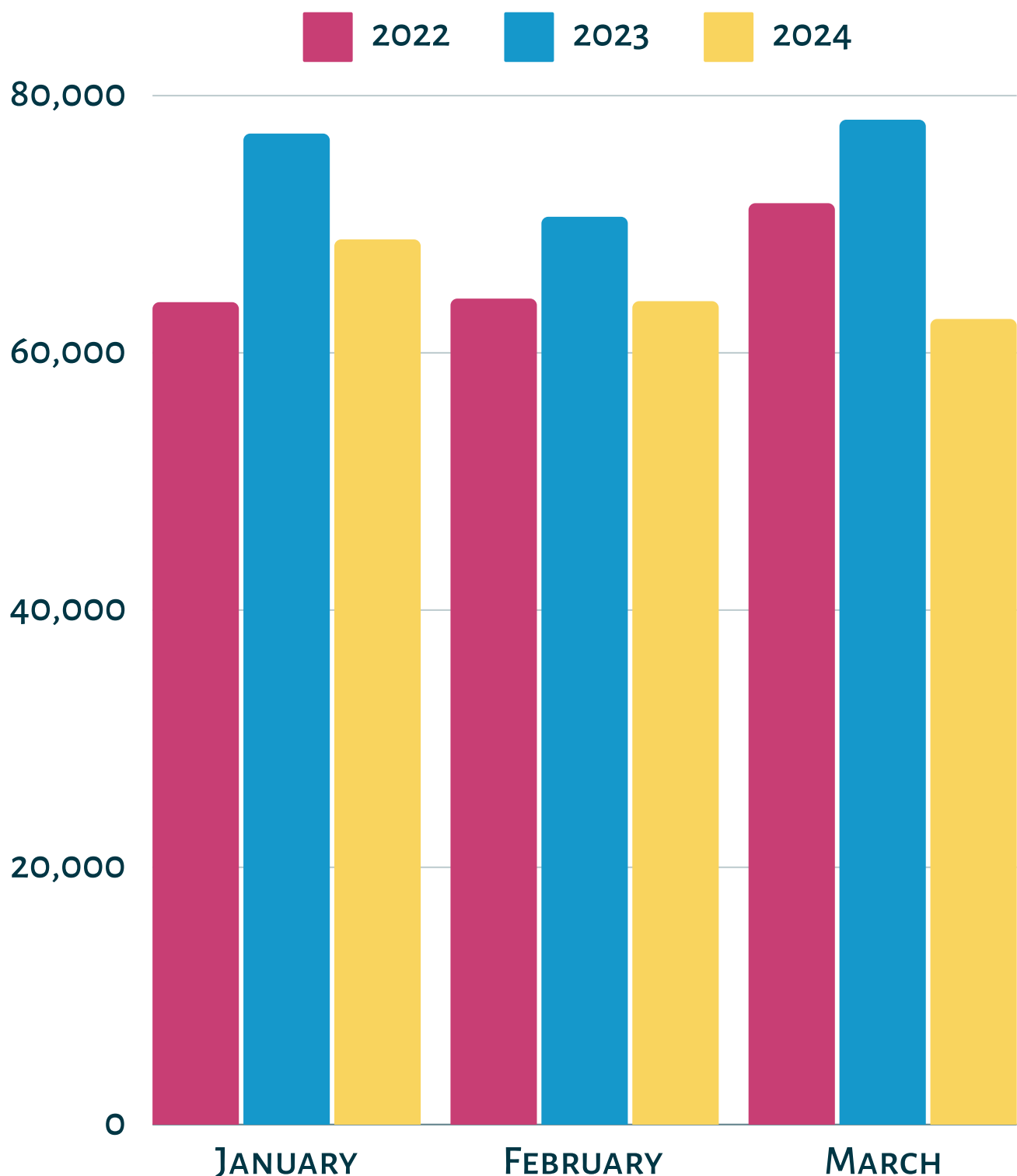
FOOT TRAFFIC

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



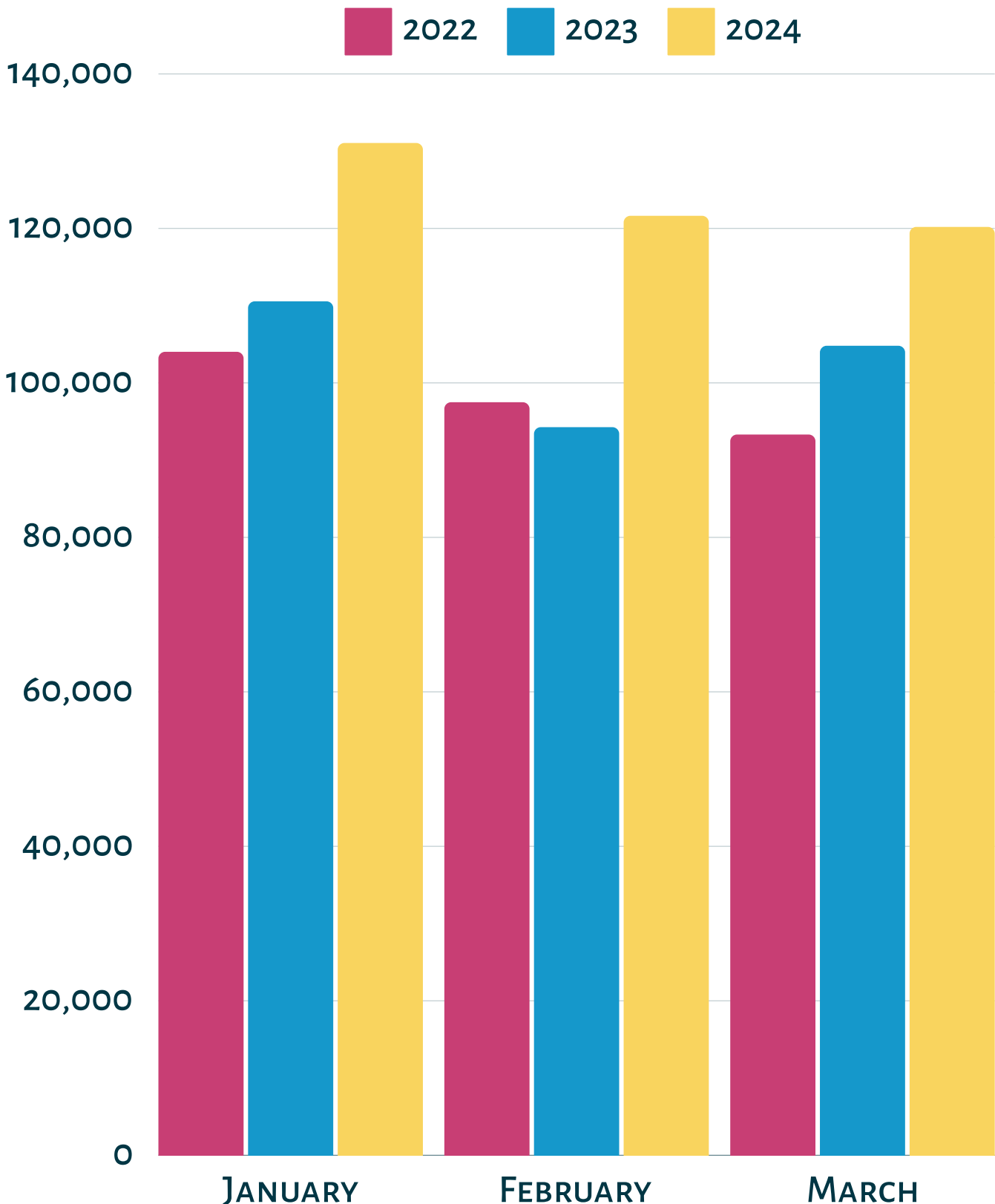
CIRCULATION OF PHYSICAL MATERIALS

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.



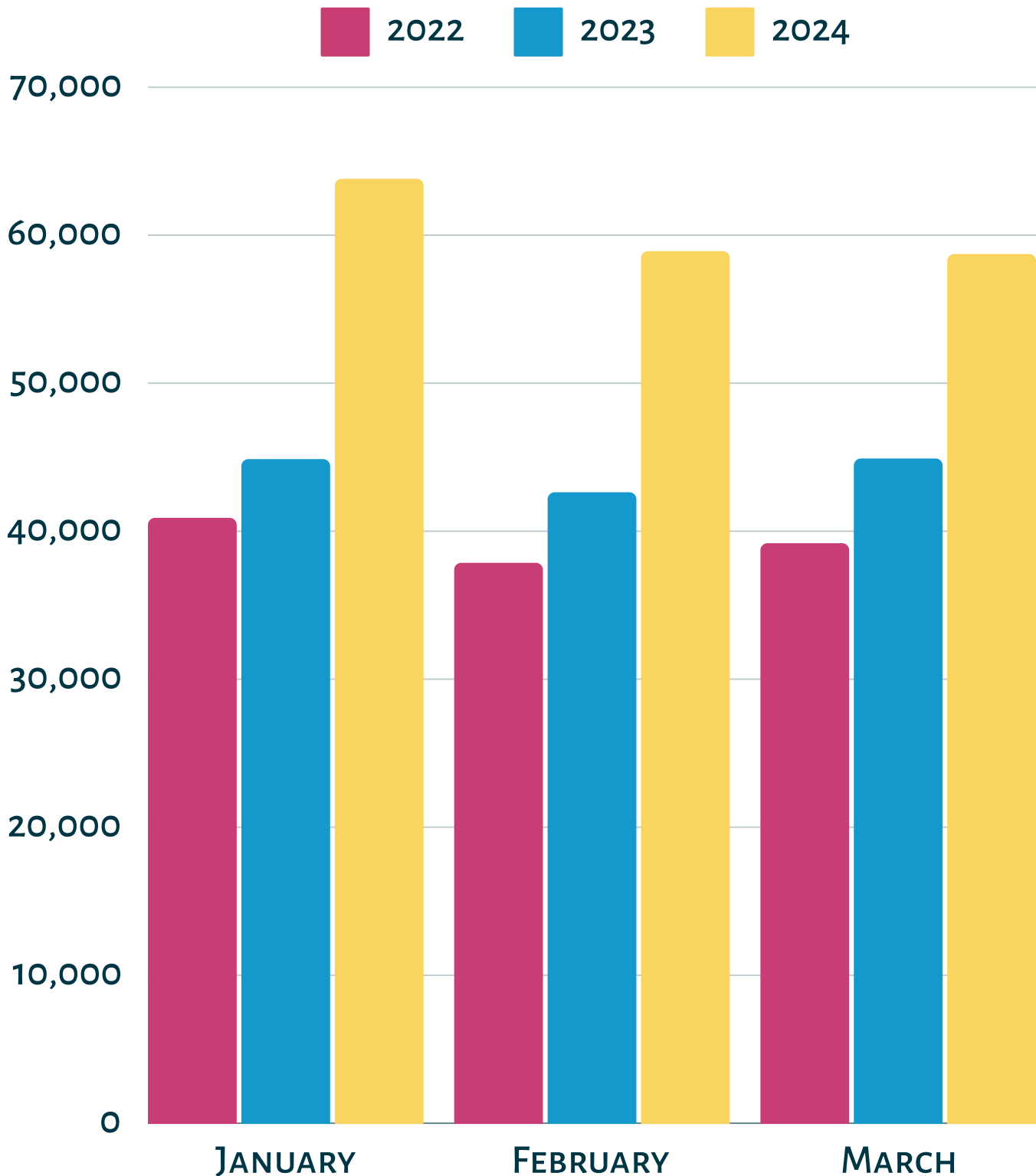
ONLINE CATALOG VIEWS

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.

