

North Central Washington Libraries  
Board Minutes

October 17, 2019

**I. Call to Order:**

Gail Huntley called to order the September meeting of the North Central Washington Libraries Board of Trustees at 1:02 pm October 17, 2019 at the Distribution Center, Wenatchee, WA.

**II. Attendees:**

The following persons were present: Board Members Gail Huntley, Deborah Moore, Kathleen Allstot, Jim Brucker, Jim Mitchell, and Denise Sorom. Barbara Walters, Executive Director, Angela Morris, Director of Public Services, Michael Macy, Director, Finance and Administration, Chad Roseburg, Associate Director of IT, Brianna More, Director of Human Resources and Tim Dillman, Executive Assistant

**III. Visitors:**

Deanna Walters, Chelan County Assessor and Stacy Wuolle, Levy Administrator, left meeting at 1:35 pm.

Amanda Brack, Adult Services Program Manager, Abby Osborn, Children's Services Manager, Jessica Lynch, Teen Services Manager, attended meeting at 1:40pm and left meeting at 2:05 pm.

**IV. Chelan County Assessor**

Michael introduced Deanna and Stacy from the Chelan County Assessor's office. Deanna opened the meeting to questions. Michael pointed the board's attention to a handout on the levy rates. Deanna mentioned that the Forest Excise revenue passes through the Treasurer's office directly from the state.

Deanna explained that no taxing district can exceed the previous year's levy amount by more than 1% without a vote of the public.

The banked capacity represents the delta or gap between what a taxing district collected last year against your highest lawful levy since 1985.

The question was asked whether the district could access those funds. Deanna stated that the funds can be accessed but it is an option only in the year that a district has banked capacity. Kathleen asked for clarification as to whether this is actual money. Deanna said it is. Barbara asked if other junior taxing districts would be affected if the library district takes the banked capacity. Deanna stated that because the library is low in the pecking order of junior taxing districts only very small junior districts that are below the library would be impacted, i.e. a cemetery junior taxing district. There is the potential that the Assessor's office could choose to prorate but this has never been done in Deanna's tenure. Prorating, typically, would only happen when the total taxable value assessed declines rapidly AND there are taxing districts levying at their state maximums.

Deborah asked if banked capacity rolls over each year or is instead recalculated annually. She also asked why we might not want to take it.

Deanna answered that the banked capacity is recalculated annually and the only risk in drawing on the banked capacity is if property values don't go up.

Denise asked where the money comes from if the district didn't collect the full 1% allowed. Deanna clarified that the banked capacity is like a placeholder that allows a taxing district to exceed their 1% levy lid. Last year the library's banked capacity was approximately \$800,000.

Deanna commented that the only county in the library's service area that has property values trending down is Okanogan County.

Deborah asked for an explanation of how the Assessor's office handles properties that are contesting their valuations. Deanna explained that if the difference between what the owner values the land at and what the county values the land at exceeds  $\frac{1}{4}$  of 1% then the assessor leaves their valuation out of calculations.

Michael asked if the library should be looking at taking the total potential banked capacity. Deanna stressed that the assessor cannot advise but they can help run numbers under various scenarios. She mentioned that the question to ask is whether taking a certain amount keeps the district right around the \$0.35 levy rate or puts the library over that amount.

Barbara commented that the Chelan County Assessor's office has been a great help by double checking the district's budget work. Deanna said her office has committed to walking the library administration through the process this year. The library district will be one of the last rates to be calculated and will probably be calculated as late in December as possible.

Deanna strongly advised members of the group to attend the basic levy class put on by the state and said there would benefit in attending every year.

Deanna and Stacy left the meeting at 1:35 pm.

#### **V. Consent Agenda:**

Gail Huntley asked if there were questions for items in the Consent Agenda which included the:

- a. October Meeting Agenda
- b. Minutes of the September 19, 2019 regular board meeting
- c. Payroll & Vouchers
  - i. September Payroll for \$491,855.87 and Benefits for \$198,301.60
  - ii. August Accounts Payable for \$484,726.88
  - iii. Staff Reports

**Kathleen Allstot moved to approve the Consent Agenda as presented.**

**Jim Brucker seconded the motion which passed unanimously.**

#### **VI. Summer Library Program Update**

Abby Osborn started the presentation to report on the success of the 2019 Summer Library Program. The name for the program changed this year from the Summer Reading Program to the Summer Library Program and the program manager's developed challenge packs specific to each age demographic. The changes lined up with the mission statement. Leadership of the program made a move away from a heavy emphasis on quantitative data in favor of more qualitative data. To elicit feedback from the public and branch staff the managers administered a patron survey as well as staff evaluations and participation numbers at the various branches.

Jessica Lynch described several of the programs that were available for teen participants. She mentioned that the program surveys tied to Strategic Initiative Objective 3.1. The goals of the program were to encourage pleasure reading, engage all patrons in fun and enrichment activities, build relationships, and foster community. 68 % of branches partnered with someone in the community to offer programs.

Amanda Brack stated that the managers are using the data to plan for next year's Summer Library Program. They are already planning changes to the reading log and challenge packs. They will continue to plan programming for all ages and work to create more diverse teen programs.

Denise asked whether the surveys give insight into whether new patrons were brought in because of the program. The managers said that this was not specifically asked on the survey but could be a good question for next year's program. There is some anecdotal evidence that for new families in a community or individuals new to an area, the library is often a first stop to get connected to the community. Some adult patrons did express that the Summer Library Program helped them feel more connected in a new community if they were a new resident.

## **VII. Executive Director's Report:**

Barbara read a brief paragraph from Courtney Tiffany, project manager on the Wenatchee Public Library Project. Two firms were interviewed for the Construction Administration bid. DOH was selected to perform Construction Administration services. MH Construction began work on the project last week. At this point the project is on track for finishing the first week of April. Barbara added that the construction firm did find some remaining asbestos in the floor. Michael elaborated that no abatement had been done on the floor and MH Construction found it when they were cutting the floor for pipes that had to be installed.

Barbara went through the details of her Executive Director's report which included her visit to the Mattawa City council, the newly developed NCW Libraries core competencies, her attendance at the State Library Broadband Symposium, and various stakeholder meetings throughout the month of September and October.

### Library facilities (Angela):

Angela gave some brief updates on facilities. The Brewster branch has found a local citizen who is eager to start a Brewster Friends of the Library group. The first project upon forming would likely be a beautification project for the front of the building. Friends of the Cashmere Library has submitted a grant to install new sliding doors on the front of the building. Moses Lake Library Foundation has been raising funds for several years. They have decided to use these funds to purchase updated shelving. One setback in the project has been that the HVAC design in the children's area prevents the shelving from sitting flush with the wall. The city has said they would be willing to pay for asbestos testing if a HVAC replacement is being considered.

Angela had the opportunity in early October to visit the Grand Coulee and Moses Lake branches with Raquel Crowley who staffs Senator Patty Murray's office in Yakima. The visits were a good opportunity to answer questions about our programs and services and speak specifically to changes that would allow the district to further its reach in the communities served.

Angela highlighted the recent partnership opportunities developed between NCRL and WorkSource, SkillSource, Wenatchee Valley College and Opportunities Industrialization Center of Washington. This partnership is in alignment with Objective 4.1 of the Strategic Initiative and the new mission statement. In early September the first partnered event was hosted at the Chelan Library. Over 20 community members stopped in to receive job skills and high school diploma support services. Similar events are planned each month throughout the fall. In October the Chelan-Douglas Community Action Council will also attend to provide help with housing assistance programs. Oroville Library hosted a similar event in early October and will continue to host WorkSource Wednesdays on the first Wednesday of each month. Tuesday, October 15, the Republic Branch hosted an event as well. Amanda Brack has been leading this partnership and is continuing to try to find opportunities to offer similar events in Grant and Douglas Counties.

### **VIII. Financial Reports:**

Michael Macy reported on the following financial data:

The second influx of tax revenue will show up in October and November Revenue. The 2019 expenses still appear to be on track to be close to \$500,000 under the budgeted amount.

For the 2020 budget the board will hold a public hearing on the proposed budget. Michael pointed out that the 2020 budget will have a \$120,000 in savings due to a decrease in medical insurance costs. Michael also explained that 168 staff will see salary increases due to the \$13.50 minimum wage set to take affect January 1,2020. At the request of the finance committee the base wage for all Library Assistants will be set at \$13.75.

Deborah More asked whether job descriptions will be updated once information is received from the salary study. Brianna explained that the job descriptions were updated about 18 months ago and would likely be further updated as part of the strategic initiative once the core competencies have been fully integrated.

Gail asked about where the district is at on the bilingual differential. Brianna said that research on this is ongoing. In general, this skill is a benefit to patrons and should be

appropriately compensated, but not all positions require bilingual skills so any pay incentive needs to take into account the position requirements.

Jim B. asked what the difference between Technician 1,2 and 3 is and Brianna said it is currently just based on longevity.

Denise asked what happens to people who may not have the qualifications or skills needed for their position once the salary study is finished. Brianna stated that the general thought is these staff would be grandfathered in as long as they are meeting performance expectations.

**IX. Resolution 19-18-A Resolution to close and transfer funds to facilitate funding for Wenatchee Public Library improvements**

**Jim Brucker moved to approve Resolution 19-18 as presented.**

**Denise Sorom seconded the motion which passed unanimously.**

Denise and Kathleen left the meeting at 2:40 pm.

Gail asked if there were any additional announcements. Deborah said she had visited with city officials in East Wenatchee and had a fruitful discussion on the prioritization of a new East Wenatchee library.

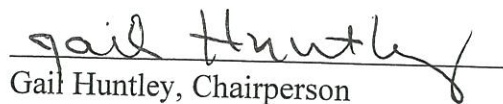
Angela stated that we are still waiting to hear from the Our Valley, Our Future regarding whether the East Wenatchee Library Project will be on their 2020 Game Changer list.

Barbara recognized the executive team for their support during her vacation time.

Deborah expressed appreciation for the finance committee which helps keep the board meetings efficient and provides a venue for asking good questions regarding the finances.

The next regular meeting of the Board of Trustees is scheduled on November 21 at Distribution Center, located at 16 N. Columbia, Wenatchee, WA 98801. There being no further business, the meeting was adjourned at 2:46 pm.

Respectfully Submitted,

  
Gail Huntley, Chairperson

  
Katherine Meade, Secretary

