



Passionately Curious

North Central Washington Libraries

December 15, 2022

I. Call to Order

Kathleen Allstot, acting chairperson in Nancy Spurgeon's absence, called to order the December meeting of the NCW Libraries Board of Trustees at 1:00 p.m. December 15, 2022. The meeting was held in person at the NCW Libraries Board Room with an option to attend virtually.

II. Attendees

Attending virtually was Board member Jill Sheley, and those Board members attending in person included Kathleen Allstot, Denise Sorom and Nancy Churcill. Nancy Spurgeon, Jim Mitchell and Lisa Karstetter were absent. Also in attendance were Barbara Walters, Kim Neher, Alicia Gomori, Summer Hayes, Sheila Callihan, Mike Githens (virtual), and Sharon Mauch. Aaron Floyd was absent.

III. Consent Agenda Items

- a. December 15, 2022 Meeting Agenda
- b. Minutes of the November 17, 2022, board meeting
- c. Payroll & vouchers
 - i. November payroll for \$603,204.45 and Benefits for \$209,939.93
 - ii. November Accounts Payable for \$623,262.82
 - iii. Staff Reports

Denise moved to approve the amended Consent Agenda to include a closed session at the end of the meeting.

Nancy C seconded the motion. The motion passed unanimously.

IV. TIF Clarification

Deanna Walter, Chelan County Assessor, joined the meeting to provide some clarity around the TIF and how it will affect the library district. Diann Locke from the Washington State Department of Revenue was also on the phone during the meeting. She is versed on annexation and boundary change rules, and provided answers to questions from Deanna and the board concerning the TIF. The board agreed on the importance of contacting the state legislators and county commissioners in an effort to exempt the library district from the TIF due to the long term financial impact.

V. 2023 Budget Hearing #2 – Mike

No members of the public were present for the public hearing.

Mike gave an overview of the 2023 budget highlights.

Revenue:

It is assumed there will be the usual 1% levy increase, but due to new construction the increase will be closer to 1.18%.

The one-year ARPA Grant no longer applies for 2023, and there is a slight decrease in the 2023 E-Rate as well. No change to the contracts with Cities and Towns. The overall increase in revenue for 2023 over 2022 is 1.58%, just over \$248,000.

Expenses:

Expenses will exceed revenues in 2023. Personnel costs (wages and benefits) are set at a budgeted increase of 9.6% compared to the revenue increase of 1.58%. Costs and cuts were carefully evaluated in other areas of the budget to maintain staffing levels in 2023.

Staffing levels will remain the same. There are unfilled FTE's with results in underspending in the personnel budget. Salaries/wages and benefits are 67.3% of the 2023 total budget. Step increases for eligible employees plus COLA are also budgeted. This also includes a significant monthly budget amount for Library Assistants (substitute) for coverage in branches as well as some programming and lunch hours in single person branches.

There is a slight decrease in administration supplies to better utilize budget, and a decrease in professional services due to temporary increase for 2022 training.

Public services reflect budget decreases in Library books and materials, Information Technology, professional services and postage. Advertising budget remains the same.

The training budget maintains the continuing education funds and should leave less money unspent due to more conferences to be held in 2023.

The facilities budget shows increases in supplies and fuel reflecting anticipated rising fuel costs in 2023. There is a new budget line for rentals and leases to accurately reflect rentals/leases related to facilities/vehicles. The decrease in capital expenditures were a one-time increase in 2022 to better utilize the budget. Maintenance and use agreements are budgeted at reimbursement rate of \$3.75 per square foot. Current agreements are in effect through December 2023.

VI. Resolution 22-06 – 2023 Budget

Nancy C moved to approve Resolution 22-06 approving and adopting the 2023 calendar year budget.

Denise seconded the motion. The motion passed unanimously.

VII. Resolution 22-07 – Tax Levy Increase

Nancy C inquired about the levy increase as it appears to be more than 1%. Mike explained that while we are authorized for a 1% levy increase on property taxes, other factors come into play such as new construction.

Denise moved to adopt Resolution 22-07 approving a 2022 property tax levy increase for 2022 collection.

Nancy C seconded the motion. The motion passed unanimously.

VIII. Financial Report – Mike

Mike presented a balanced financial statement for the month of November. Total revenues received at month end for November are at 90.62% of budget, and expected to be at 96-97% by year end which is in line with 2021 revenues. Expenditures from the General Fund are at 76% for November which is comparable to 2021 at this same time.

IX. Resolution 22-08 – 2023 Meeting Calendar

Denise moved to adopt Resolution 22-08 establishing regular meetings for the 2023 calendar year.

Nancy seconded the motion. The motion passed unanimously.

Nancy C asked again about combining the May board meeting with the board retreat which is currently scheduled for May 11. Barbara explained that this poses a problem concerning the April financial report as the does not have the figures that early in the month. Nancy asked if the retreat can be rescheduled to the following week in order to combine the two and have the financial report ready. Sharon will look into this to see if everyone's schedules are agreeable and the facility is available.

X. HR Report – Sheila

Sheila briefed the board on library positions:

- The IT Support Technician is being actively recruited.
- A new Delivery Driver has been hired and will start next week.
- Filling library positions in the north counties has proven to be challenging.
- The candidate chosen for Finance Director position declined the offer.

There is a candidate for the Librarian position in Republic currently going through the process. Nancy C asked if there is a possibility that the candidate could come to Republic for an interview. Sheila said she is unsure if that is possible as the candidate is from out of state.

XI. Reimagining Spaces Report and Service Order – Kim

Kim said that her team is ready to move forward with Service Order #001 with *Library Forward / Forte Architects* for Design Standards and Values Consulting. She asked that the board approve the service order, at a value not to exceed \$55,000.

Denise moved to approve the Service Order.

Nancy C seconded the motion. The motion passed unanimously.

Kim gave the following updates as well:

- The Town of Waterville's contractor has not yet finished their work at the new location. Our project team has been working closely with the Mayor to monitor progress and assist where they are able.
- The construction set for the Brewster Prototype Project went to bid in October. We have received only one bid so far, but hope for two more by the end of the year.
- The first cohort of libraries was planned to be Curlew, Peshastin, and Entiat. The project team met with the Friends of the Library groups in Curlew and Peshastin, as these are the building owners. Both are excited to partner and move the projects forward. In a series of conversations with the Entiat City Council, they have asked to be moved to a later cohort as they pursue options for increasing the library's square footage, which could include construction or acquisition of a new City Hall and/or Library building. Our project team is planning to move forward with just Curlew and Peshastin in the first cohort, which will give us bandwidth to continue work in Brewster, Waterville, and Phase 2 at Wenatchee Public Library.
- The Wenatchee Public Library Phase 2, funded through a Department of Commerce Grant, is moving forward. There will be some community engagement regarding use of new public meeting room and teen spaces.

XII. Community Libraries Report – Alicia

Alicia reported that frontline staff are working with community partners as evidenced at the Quincy branch where it has partnered with the WSU Extension 4-H program to provide a STEM kids for learning about the ocean. The Soap Lake and Moses Lake branches will benefit from the purchase of Russian language materials from a small company in Seattle. The Chelan branch has connected with teens through the schools to form a Manga/Anime Teen Club at the library.

Alicia will begin inviting Area Managers as well as other frontline staff to future board meetings to present things pertaining to programming and events so that the board can meet staff members and learn what is going on in the branches.

XIII. Programming & Resources Report – Summer

Summer was joined by Betsey Stahler, Collection Development Manager at the DC, who gave a presentation on our 2022 Collections. She spoke about Book Club Kits that have undergone a major refresh in the last 2 years, and the positive response received from patrons.

Betsey told the board about the newly purchased Collection HQ (CHQ), a collection management tool that will help maintain a regional collection that better serves patrons. This new tool will generate reports to help identify items with low circulation for movement to other locations. In 2023, this same tool will assist in implementing a “weeding” schedule to increase capacity and reduce backlog at the DC.

She also talked about the Lucky Day Collection, the goal of which is to increase access to newly released material for in-person patrons, ensuring we are responding to the reading interests of our patrons and providing equitable access to the collection.

Finally, Betsey talked about some of the 2023 collection projects, one being Social Justice Kits which will provide materials for adults and children to better understand current topics of interest. Another project in the works is to provide materials geared for marginalized and underserved patrons with literacy levels due to factors such as language barriers.

Nancy C said that there may be less need for some of these topics in Ferry County. Summer stated that there is a need everywhere to correct misinformation regarding difficult or controversial subject matter.

Summer mentioned also that there are people who are not getting library cards for various reasons (e.g. lack of permanent address), and that there is a need to create a small supply of uncatalogued materials to get them out to those who cannot obtain a library card or materials.

XIV. Executive Direct Report – Barbara

Barbara informed the board about a bequest to the Coulee City library from the Margaret Rowley estate. Tim Dillman confirmed that the donation was received and signed for by the mayor of Coulee City. The library has asked the city to provide information on the amount of the bequest, however the city has been unresponsive to this request.

Kim said that the library would like to make use of those funds at the Coulee City branch for the Reimagining Spaces project.

Barbara clarified that Coulee City rents the space that they provide for the library. Her next step would be to make a formal request for the information, and asked for guidance from the board who agreed that this is the proper way to pursue it at this point.

XV. IT Report

The IT report was provided in the board packet.

XVI. Adjournment

Meeting was adjourned at 2:44 p.m. and moved into closed session.

Kathleen Allstot
Kathleen Allstot (Jan 20, 2023 12:20 PST)

Kathleen Allstot, Acting Chairperson

Jim Mitchell
Jim Mitchell (Jan 20, 2023 11:43 PST)

Jim Mitchell, Secretary