

BOARD OF TRUSTEES MEETING AGENDA

May 21, 2026 - Wenatchee, WA

HYBRID MEETING: Live meeting held at NCW Libraries Administrative Offices, 16 N. Columbia St, Wenatchee, WA unless otherwise noted.

*Zoom meeting: <https://us02web.zoom.us/j/89636865612?pwd=kcCbq1C13OzRNJkNwegBF7VHZuVa7f.1> Please note this conference call line will be in "listen-only" mode for members of the public except for public comment periods.

1. **Call to order 1:00 PM**
2. **Introduction of visitors & public comment**
3. **Consent agenda – * motion required**
 - **Meeting agenda**
 - **Minutes of April 16, 2026, Board Meeting**
4. **Payroll & voucher**
 - **April payroll: \$721,226.65 and benefits: \$246,155.01**
 - **April accounts payable: \$398,167.47**
5. **Financial Report - Mike Githens**
6. **Public Services Division Report – Kim Neher**
 - **Monthly Board Education – Taxpayer Impact & Levy Term Review**
7. **Program & Services Report – Summer Hayes**
 - **Library Collection and Technical Services Manager - James Parrott**
8. **Community Libraries Report – Tim Dillman**
9. **Facilities/Reimagining Spaces Report – Amanda Lawson**
10. **HR Report – Sheila Callihan**
11. **IT Report – Aaron Floyd**
12. **Report from the Executive Director – Barbara Walters**
13. **Adjournment – 3:00 p.m.**

**NCW Libraries
Board of Trustees – April 16, 2026**

I. Call to Order

Chair Nancy Spurgeon called the meeting to order at 1:00 PM. The meeting was held in person at the NCW Libraries Distribution Center boardroom, with the option of attending virtually.

Attending trustees included Kathleen Allstot, Nancy Churchil, Sallie Stetson, Nancy Spurgeon, Melva Calloway and Jim Mitchell.

Attending NCW Libraries staff included: Executive Director Barbara Walters, Interim Financial Director Mike Githens, Director of HR Sheila Callihan, Director of IT Aaron Floyd, Associate Director of Finance Michele Kenny, Database Administrator and Network Professional Steven Berg, and Sr. HR Generalist Patty Garcia

II. Visitor and Public Comment

Guest Attendee: None

Public Comment: One, Barbara responded to the individual. Library does have a U.S. Flag and it's been moved to it be visible.

III. Consent Agenda Items

- a. April Meeting Agenda
- b. Minutes of March 19, 2026 Board meeting
- c. Payroll & Vouchers
 - i. March payroll: \$664,695.51 and benefits: \$243,016.61
 - ii. March ccounts payable: \$316,964.16

**Melva moved to approve the Consent Agenda as presented.
Jim seconded the motion. The motion passed unanimously.**

IV. Financial Report

Interim Finance Director Mike reported on the payroll and benefits were approved and balanced. The check report was included in the packet, and all expenses have been paid.

**Kathleen moved to approve the March payroll/benefits and accounts payable as presented.
Jim seconded the motion. The motion passed unanimously.**

Mike reported that March general fund remains uneven, with most property tax revenue expected in June. Reserves are being used to offset lower revenue periods, and the organization remains above budget. He noted that wages and benefits are tight but within budget, and a budget amendment may be brought forward in June.

He added that donation funds had minimal activity in March as programs are being prepared.

V. Monthly Board Education

Executive Director Barbara presented Board Education #2, beginning with a brief Washington State property tax basics, noting the constitutional limit of 1% on property taxes. She then discussed property tax concepts and reviewed single- and multi-year permanent levy lid lifts, including timelines, filing requirements (within 12 months of the election), and a summary of required submission materials, along with a sample timeline showing election dates and county auditor deadlines.

Mike provided an overview of property valuation and new construction, explaining how assessed values are calculated and applied to levy rates. He shared a calendar for new construction assessment timelines and reviewed a county revenue chart (Chelan, Douglas, Ferry, Grant, and Okanogan), including new construction, state-assessed utilities, and total levy amounts.

He also discussed contracting cities (Coulee City, Ephrata, Omak, Warden, and Wilson Creek) and noted that library service contracts are calculated similarly to levies but are not part of the levy itself. Finally, Mike explained banked capacity (unused levy authority) which NCW Libraries has approximately \$200,000 of and it was last used in 2020. The information was shared to support consistent public communication on these topics.

VI. HR Report

Sheila provided an update on recent vacancies and upcoming new hires, noting a selective approach to training approvals. She shared that the Washington State Library is offering training grants, including one awarded to Branch Librarian Clare Morrison to help cover conference and travel costs. Upcoming CPR/First Aid training was also noted, with additional sessions available in June. Additionally, she gave an update on Nash Consulting, with two staff members scheduled to participate.

VII. Reimagining Spaces Report

Barbara, speaking on Amanda's behalf, directed the board members to the board packet for individual branch updates and community outreach information. She also shared that the Republic Friends of the Library received a \$8.3 million grant and an additional \$1 million grant, which will support a city building that will house an early learning center, the library and public meeting space.

VIII. Executive Director Report

Barbara shared that she is actively engaging with the community by attending meetings, and meeting with a wide range of stakeholders, asking questions and seeking feedback. In addition, she noted that National Library Week is coming up next week, with social media posts featuring staff from across the library's branches.

IX. Community Libraries Report

Barbara continued and provided an update regarding a request to amend the "Unattended Child" policy. Senior Branch Leaders are actively engaged in researching and reviewing policies, not solely the Executive Leadership Team, to ensure appropriate approaches to addressing these issues

A request for approval was submitted.

**Melva moved to approve the Unattended Child policy as presented.
Kathleen seconded the motion. The motion passed unanimously with no oppositions.**

X. Adjournment

The meeting was adjourned at 2:27 PM

Nancy Spurgeon, Chair

Melva Calloway, Secretary



NCW Libraries, WA

Check Report

By Check Number

Date Range: 04/01/2026 - 04/30/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: KeyBank-KeyBank						
00025	CENGAGE LEARNING INC	04/03/2026	Regular	0.00	553.02	10352
999102350524	Invoice	04/03/2026	LIBRARY MATERIAL - LT	0.00	171.29	
999102350525	Invoice	04/03/2026	LIBRARY MATERIAL - LT	0.00	48.94	
999102418085	Invoice	04/03/2026	LIBRARY MATERIAL - LT	0.00	112.56	
999102418086	Invoice	04/03/2026	LIBRARY MATERIAL - LT	0.00	161.50	
999102418087	Invoice	04/03/2026	DIGITAL MATERIAL - LT	0.00	58.73	
00054	COLEMAN OIL COMPANY	04/03/2026	Regular	0.00	1,015.92	10353
CP-0377748	Invoice	04/03/2026	MARCH 26 BOOKMOBILE FUEL	0.00	1,015.92	
00094	GIBBS GRAPHICS LLC	04/03/2026	Regular	0.00	4,759.05	10354
6661	Invoice	04/03/2026	EXTERIOR SIGNAGE CASHMERE PL	0.00	4,759.05	
VEN01067	K&M CINEMEDIA	04/03/2026	Regular	0.00	10,756.50	10355
119809	Invoice	04/03/2026	GATEWAY/LIBERTY THEATER AD	0.00	10,756.50	
00159	ODP BUSINESS SOLUTIONS LLC	04/03/2026	Regular	0.00	56.13	10356
463298466001	Invoice	04/03/2026	OFFICE SUPPLIES	0.00	56.13	
00169	OVERDRIVE INC	04/03/2026	Regular	0.00	11,372.13	10357
01291CO260927...	Invoice	04/03/2026	DIGITAL MATERIAL	0.00	2,837.68	
01291CO260929...	Invoice	04/03/2026	DIGITAL MATERIAL	0.00	557.17	
01291CO260931...	Invoice	04/03/2026	DIGITAL MATERIAL	0.00	1,687.97	
01291CO260992...	Invoice	04/03/2026	DIGITAL MATERIAL	0.00	1,641.85	
01291CO261019...	Invoice	04/03/2026	DIGITAL MATERIAL	0.00	2,512.36	
01291CO261020...	Invoice	04/03/2026	DIGITAL MATERIAL	0.00	1,605.01	
01291CO261028...	Invoice	04/03/2026	DIGITAL MATERIAL	0.00	530.09	
00215	THE WENATCHEE WORLD	04/03/2026	Regular	0.00	10,297.58	10358
832229	Invoice	04/03/2026	MAIL ORDER CATALOG PRINTING	0.00	10,297.58	
00228	UPS	04/03/2026	Regular	0.00	52.48	10359
0000067V92096	Invoice	04/03/2026	BOOKS BY MAIL SHIPPING	0.00	25.00	
0000067V92106	Invoice	04/03/2026	BOOKS BY MAIL SHIPPING	0.00	25.00	
0000067V92126	Invoice	04/03/2026	BOOKS BY MAIL SHIPPING	0.00	2.48	
00229	UPS SUPPLY CHAIN SOLUTIONS INC	04/03/2026	Regular	0.00	2,842.89	10360
6075881347	Invoice	04/03/2026	BOOKS BY MAIL SHIPPING	0.00	1,890.00	
6075882591	Invoice	04/03/2026	BOOKS BY MAIL SHIPPING	0.00	952.89	
00230	US BANK CARD MEMBER SERVICES	04/03/2026	Regular	0.00	37,184.46	10361
44855945556438...	Invoice	04/03/2026	03/26 CC CHARGES	0.00	37,184.46	
00258	VOYAGER FLEET SYSTEMS INC	04/03/2026	Regular	0.00	3,616.57	10362
8694258272614	Invoice	04/03/2026	MARCH 26 FLEET FUEL	0.00	3,616.57	
00270	WORKSPACE DEVELOPMENT LLC	04/03/2026	Regular	0.00	71,188.85	10363
797033	Invoice	04/03/2026	CHELAN PUBLIC LIBRARY FURNITURE	0.00	71,188.85	
VEN01051	AGUIGUI, CHLOE	04/10/2026	Regular	0.00	112.97	10364
39030003399163	Invoice	04/10/2026	PATRON REFUND - LAURA DEAN KEEPS	0.00	17.99	
39030003749931	Invoice	04/10/2026	PATRON REFUND - BROOMS	0.00	24.99	
39030003943739	Invoice	04/10/2026	PATRON REFUND - LOVING, OHIO	0.00	19.99	
39030025053564	Invoice	04/10/2026	PATRON REFUND-PHOTOGRAPH	0.00	50.00	
00007	AT&T MOBILITY	04/10/2026	Regular	0.00	250.37	10365

Check Report

Date Range: 04/01/2026 - 04/30/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
287313602973X...	Invoice	04/10/2026	HOTSPOTS SERVICE 2/20-3/19/26	0.00	250.37	
00008	AUTOSPA OF CENTRAL WA	04/10/2026	04/10/2026 Regular	0.00	44.80	10366
324094	Invoice	04/10/2026	MARCH 26 FLEET WASHES	0.00	44.80	
00015	BRODART CO	04/10/2026	04/10/2026 Regular	0.00	678.34	10367
B7195306	Invoice	04/10/2026	LIBRARY MATERIAL - SPN PR	0.00	678.34	
00023	CASHMERE MUSEUM	04/10/2026	04/10/2026 Regular	0.00	500.00	10368
20260401	Invoice	04/10/2026	1 YEAR PASS ADMISSION	0.00	500.00	
00025	CENGAGE LEARNING INC	04/10/2026	04/10/2026 Regular	0.00	926.63	10369
999102418089	Invoice	04/10/2026	LIBRARY MATERIAL - LT	0.00	80.75	
999102418090	Invoice	04/10/2026	LIBRARY MATERIAL - LT	0.00	101.95	
999102490818	Invoice	04/10/2026	LIBRARY MATERIAL - LT	0.00	743.93	
00026	CHELAN COUNTY PUD	04/10/2026	04/10/2026 Regular	0.00	2,332.26	10370
962810617353	Invoice	04/10/2026	WPL/DC UTILITY	0.00	2,332.26	
VEN01048	CHEMEKETA COMMUNITY COLLEGE	04/10/2026	04/10/2026 Regular	0.00	10.00	10371
ILL# 231889086	Invoice	04/10/2026	ILL REFUND	0.00	10.00	
VEN01036	CHURCHILL, NANCY	04/10/2026	04/10/2026 Regular	0.00	307.25	10372
03.19.2026	Invoice	04/10/2026	TRAVEL REIMBURSEMENT	0.00	307.25	
00027	CI INFORMATION MANAGEMENT	04/10/2026	04/10/2026 Regular	0.00	187.89	10373
0196903	Invoice	04/10/2026	SHREDDING SERVICE	0.00	187.89	
00053	CITY OF WENATCHEE	04/10/2026	04/10/2026 Regular	0.00	782.35	10374
31715	Invoice	04/10/2026	WPL WATER/SEWER/STORM	0.00	439.43	
31918	Invoice	04/10/2026	DC WATER/SEWER/STORM	0.00	306.91	
33068	Invoice	04/10/2026	DC FIRELINE SERVICE	0.00	36.01	
VEN01047	COEUR D'ALENE PUBLIC LIBRARY	04/10/2026	04/10/2026 Regular	0.00	25.00	10375
ILL# 230573663	Invoice	04/10/2026	ILL REFUND	0.00	25.00	
00055	COLUMBIA BASIN MEDIA GROUP	04/10/2026	04/10/2026 Regular	0.00	288.49	10376
309399	Invoice	04/10/2026	WPL - 1 YEAR RENEWAL	0.00	288.49	
VEN01059	EDWARDS, VIVIAN	04/10/2026	04/10/2026 Regular	0.00	63.80	10377
03.20.2026	Invoice	04/10/2026	MILEAGE REIMBURSEMENT	0.00	63.80	
00076	ENTERPRISE FM TRUST	04/10/2026	04/10/2026 Regular	0.00	11,584.25	10378
632384-040326	Invoice	04/10/2026	APRIL 2026 FLEET LEASE	0.00	11,584.25	
00077	EVANS, CHELSEA	04/10/2026	04/10/2026 Regular	0.00	12.62	10379
03.25.2026	Invoice	04/10/2026	MILEAGE REIMBURSEMENT	0.00	12.62	
VEN01057	FRY, D'ANDRE	04/10/2026	04/10/2026 Regular	0.00	11.99	10380
39030036466870	Invoice	04/10/2026	PATRON REFUND- 1039 SMOOTHED OUT	0.00	11.99	
00093	GALAXY COMICS	04/10/2026	04/10/2026 Regular	0.00	399.64	10381
0258	Invoice	04/10/2026	MONTHLY COMICS	0.00	399.64	
VEN01053	GARCIA, SANDRA	04/10/2026	04/10/2026 Regular	0.00	16.99	10382
39030003942935	Invoice	04/10/2026	PATRON REFUND - THE MATH ADVENT	0.00	16.99	
VEN01054	HOLZERLAND, DEANNA	04/10/2026	04/10/2026 Regular	0.00	24.99	10383
39030003933452	Invoice	04/10/2026	PATRON REFUND - THE NEW GIRL	0.00	24.99	
00105	INGRAM LIBRARY SERVICES	04/10/2026	04/10/2026 Regular	0.00	24,184.08	10384
95158718	Invoice	04/10/2026	LIBRARY MATERIAL - ADT	0.00	112.85	
95291716	Invoice	04/10/2026	LIBRARY MATERIAL- JUV	0.00	402.48	
95315469	Invoice	04/10/2026	LIBRARY MATERIAL - ADT	0.00	190.25	
95321320	Invoice	04/10/2026	LIBRARY MATERIAL - JUV	0.00	233.15	
95321321	Invoice	04/10/2026	LIBRARY MATERIAL - JUV	0.00	548.39	

Check Report

Date Range: 04/01/2026 - 04/30/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
95321322	Invoice	04/10/2026	LIBRARY MATERIAL - JUV	0.00	439.18	
95321323	Invoice	04/10/2026	LIBRARY MATERIAL - JUV	0.00	210.76	
95321324	Invoice	04/10/2026	LIBRARY MATERIAL - YA	0.00	1,165.54	
95321325	Invoice	04/10/2026	LIBRARY MATERIAL - ADT	0.00	835.38	
95321326	Invoice	04/10/2026	LIBRARY MATERIAL - ADT	0.00	1,095.26	
95352600	Invoice	04/10/2026	LIBRARY MATERIAL - LT	0.00	56.91	
95352601	Invoice	04/10/2026	LIBRARY MATERIAL - JUV	0.00	62.95	
95352602	Invoice	04/10/2026	LIBRARY MATERIAL - LDP	0.00	124.68	
95358881	Invoice	04/10/2026	LIBRARY MATERIAL - SPN PR	0.00	105.13	
95394700	Invoice	04/10/2026	LIBRARY MATERIAL - SPN PR	0.00	176.48	
95394701	Invoice	04/10/2026	LIBRARY MATERIAL - JUV	0.00	17.26	
95394702	Invoice	04/10/2026	LIBRARY MATERIAL - JUV	0.00	919.18	
95394703	Invoice	04/10/2026	LIBRARY MATERIAL - JUV	0.00	76.96	
95394704	Invoice	04/10/2026	LIBRARY MATERIAL - JUV	0.00	243.28	
95394705	Invoice	04/10/2026	LIBRARY MATERIAL - JUV	0.00	690.42	
95394706	Invoice	04/10/2026	LIBRARY MATERIAL - JUV	0.00	47.73	
95394707	Invoice	04/10/2026	LIBRARY MATERIAL - YA	0.00	256.05	
95394708	Invoice	04/10/2026	LIBRARY MATERIAL - ADT	0.00	460.77	
95394709	Invoice	04/10/2026	LIBRARY MATERIAL - ADT	0.00	807.24	
95394710	Invoice	04/10/2026	LIBRARY MATERIAL - ADT	0.00	588.77	
95424243	Invoice	04/10/2026	LIBRARY MATERIAL - JUV	0.00	15.06	
95424244	Invoice	04/10/2026	LIBRARY MATERIAL - LT	0.00	290.30	
95424245	Invoice	04/10/2026	LIBRARY MATERIAL - SPN PR	0.00	171.16	
95424246	Invoice	04/10/2026	LIBRARY MATERIAL - JUV	0.00	62.03	
95430816	Invoice	04/10/2026	LIBRARY MATERIAL - UP	0.00	244.86	
95430817	Invoice	04/10/2026	LIBRARY MATERIAL - JUV	0.00	33.10	
95430818	Invoice	04/10/2026	LIBRARY MATERIAL - JUV	0.00	73.16	
95430819	Invoice	04/10/2026	LIBRARY MATERIAL - JUV	0.00	198.74	
95430820	Invoice	04/10/2026	LIBRARY MATERIAL - JUV	0.00	355.15	
95430821	Invoice	04/10/2026	LIBRARY MATERIAL - ADT	0.00	68.46	
95430822	Invoice	04/10/2026	LIBRARY MATERIAL - ADT	0.00	400.45	
95454415	Invoice	04/10/2026	LIBRARY MATERIAL - LT	0.00	34.53	
95457743	Credit Memo	04/10/2026	LIBRARY MATERIAL - LDP 95352602	0.00	-20.24	
95460740	Invoice	04/10/2026	LIBRARY MATERIAL - UP	0.00	175.71	
95460741	Invoice	04/10/2026	LIBRARY MATERIAL - JUV	0.00	360.57	
95460742	Invoice	04/10/2026	LIBRARY MATERIAL - YA	0.00	245.78	
95460743	Invoice	04/10/2026	LIBRARY MATERIAL - ADT	0.00	391.36	
95488262	Invoice	04/10/2026	LIBRARY MATERIAL - LT	0.00	348.73	
95488263	Invoice	04/10/2026	LIBRARY MATERIAL - JUV	0.00	459.04	
95488264	Invoice	04/10/2026	LIBRARY MATERIAL - JUV	0.00	216.69	
95488265	Invoice	04/10/2026	LIBRARY MATERIAL - JUV	0.00	345.14	
95488266	Invoice	04/10/2026	LIBRARY MATERIAL - JUV	0.00	383.09	
95488267	Invoice	04/10/2026	LIBRARY MATERIAL - YA	0.00	289.18	
95488268	Invoice	04/10/2026	LIBRARY MATERIAL - ADT/LDP	0.00	1,441.57	
95488269	Invoice	04/10/2026	LIBRARY MATERIAL - ADT	0.00	661.61	
95515633	Invoice	04/10/2026	LIBRARY MATERIAL - JUV	0.00	31.89	
95515634	Invoice	04/10/2026	LIBRARY MATERIAL - JUV	0.00	33.10	
95515635	Invoice	04/10/2026	LIBRARY MATERIAL - YA	0.00	40.42	
95515636	Invoice	04/10/2026	LIBRARY MATERIAL - ADT	0.00	740.67	
95550884	Invoice	04/10/2026	LIBRARY MATERIAL - ADT	0.00	290.93	
95558109	Invoice	04/10/2026	LIBRARY MATERIAL - LDP	0.00	488.94	
95558110	Invoice	04/10/2026	LIBRARY MATERIAL - LDP	0.00	20.24	
95612976	Invoice	04/10/2026	LIBRARY MATERIAL - JUV	0.00	272.33	
95612977	Invoice	04/10/2026	LIBRARY MATERIAL - JUV	0.00	35.23	
95612978	Invoice	04/10/2026	LIBRARY MATERIAL - JUV	0.00	572.23	
95612979	Invoice	04/10/2026	LIBRARY MATERIAL - JUV	0.00	261.06	
95612980	Invoice	04/10/2026	LIBRARY MATERIAL - JUV	0.00	33.14	
95612981	Invoice	04/10/2026	LIBRARY MATERIAL - JUV	0.00	242.99	
95612982	Invoice	04/10/2026	LIBRARY MATERIAL - YA	0.00	286.42	
95612983	Invoice	04/10/2026	LIBRARY MATERIAL - ADT	0.00	879.10	

Check Report

Date Range: 04/01/2026 - 04/30/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
95612984	Invoice	04/10/2026	LIBRARY MATERIAL - LT/ADT	0.00	1,105.20	
95643961	Invoice	04/10/2026	LIBRARY MATERIAL - LDP	0.00	1,402.20	
95670299	Invoice	04/10/2026	LIBRARY MATERIAL - JUV	0.00	206.19	
95670300	Invoice	04/10/2026	LIBRARY MATERIAL - ADT	0.00	129.52	
	Void	04/10/2026	Regular	0.00	0.00	10385
	Void	04/10/2026	Regular	0.00	0.00	10386
00108	INSIDE SOURCE WASHINGTON INC	04/10/2026	Regular	0.00	19,230.02	10387
79594	Invoice	04/10/2026	NEW FURNITURE	0.00	19,230.02	
VEN01062	JACKSON, ROBERTA	04/10/2026	Regular	0.00	62.00	10388
03.20.2026	Invoice	04/10/2026	TRAVEL REIMBURSEMENT	0.00	62.00	
00115	KANOPY INC	04/10/2026	Regular	0.00	1,181.00	10389
499737-PPU	Invoice	04/10/2026	MONTHLY SERVICE	0.00	1,181.00	
00117	KCDA PURCHASING COOPERATIVE	04/10/2026	Regular	0.00	241.69	10390
300896928	Invoice	04/10/2026	OFFICE SUPPLIES	0.00	241.69	
VEN01032	LEE, JENNY	04/10/2026	Regular	0.00	23.20	10391
02.26.2026	Invoice	04/10/2026	MILEAGE REIMBURSEMENT	0.00	11.60	
03.26.2026	Invoice	04/10/2026	MILEAGE REIMBURSEMENT	0.00	11.60	
VEN01050	LEWIS & CLARK COLLEGE	04/10/2026	Regular	0.00	35.00	10392
211	Invoice	04/10/2026	ILL #233521182 REFUND	0.00	35.00	
00127	LOCALTEL COMMUNICATIONS	04/10/2026	Regular	0.00	163.20	10393
C8064 3/26	Invoice	04/10/2026	QUARTERLY FIRE ALARM	0.00	163.20	
VEN01056	LUTTRELL, KATHERINE	04/10/2026	Regular	0.00	5.00	10394
39030030561676	Invoice	04/10/2026	PATRON REFUND - CANDY BONANZA	0.00	5.00	
00132	MARSON AND MARSON LUMBER	04/10/2026	Regular	0.00	4,017.20	10395
6002-3536372	Invoice	04/10/2026	CASHMERE LIBRARY DRYWALL SUPPLIES	0.00	4,017.20	
00136	METHOW VALLEY NEWS	04/10/2026	Regular	0.00	17.66	10396
2026-384	Invoice	04/10/2026	LEGAL AD- PUBLIC NOTICE	0.00	17.66	
00139	MIDWEST TAPE LLC	04/10/2026	Regular	0.00	26,665.89	10397
508659667	Invoice	04/10/2026	HOOPLA MONTHLY DIGITAL	0.00	26,665.89	
00142	NAPA AUTO PARTS	04/10/2026	Regular	0.00	12.37	10398
287709	Invoice	04/10/2026	SYNTHETIC GREASE	0.00	12.37	
00145	NATIVE NETWORK INC	04/10/2026	Regular	0.00	169.90	10399
29333	Invoice	04/10/2026	DC/WPL INTERNET	0.00	169.90	
00156	NOYD & NOYD INS AGENCY	04/10/2026	Regular	0.00	250.00	10400
505	Invoice	04/10/2026	ACCIDENTAL - SUPP MED POLICY	0.00	250.00	
00159	ODP BUSINESS SOLUTIONS LLC	04/10/2026	Regular	0.00	1,790.41	10401
464487144001	Invoice	04/10/2026	OFFICE SUPPLIES	0.00	1,790.41	
00161	OHME GARDENS COUNTY PARK	04/10/2026	Regular	0.00	3,200.00	10402
21303	Invoice	04/10/2026	MEMBERSHIP-FAMILY PASSES	0.00	3,200.00	
00137	OKANOGAN COUNTY ELECTRIC COOPERATIVE	04/10/2026	Regular	0.00	167.00	10403
125680001 04/26	Invoice	04/10/2026	WINTHROP PUBLIC LIBRARY INTERNET	0.00	167.00	
VEN01060	OLSON, EVYNN	04/10/2026	Regular	0.00	139.20	10404
03.20.2026	Invoice	04/10/2026	MILEAGE REIMBURSEMENT	0.00	139.20	
00169	OVERDRIVE INC	04/10/2026	Regular	0.00	8,042.97	10405
01291CO261139...	Invoice	04/10/2026	DIGITAL MATERIAL	0.00	2,314.57	
01291CO261160...	Invoice	04/10/2026	DIGITAL MATERIAL	0.00	3,330.49	
01291CO261160...	Invoice	04/10/2026	DIGITAL MATERIAL	0.00	279.49	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
01291CO261168...	Invoice	04/10/2026	DIGITAL MATERIAL	0.00	2,118.42	
VEN01055	REECE, HOLLYN	04/10/2026	04/10/2026 Regular	0.00	16.99	10406
39030031041793	Invoice	04/10/2026	PATRON REFUND - GLITCH	0.00	16.99	
00189	RIOS-GARIBAY, THALIA	04/10/2026	04/10/2026 Regular	0.00	25.38	10407
03.31.2026	Invoice	04/10/2026	MILEAGE REIMBURSEMENT	0.00	25.38	
VEN01025	SCHMIDT, ALEX	04/10/2026	04/10/2026 Regular	0.00	632.00	10408
04.06.2026.CB.L...	Invoice	04/10/2026	MARCH 26 CITIZENSHIP CLASSES	0.00	632.00	
VEN01049	SEASIDE PUBLIC LIBRARY	04/10/2026	04/10/2026 Regular	0.00	9.99	10409
ILL#231812866	Invoice	04/10/2026	ILL REFUND	0.00	9.99	
00204	STANDARD PAINT WENATCHEE	04/10/2026	04/10/2026 Regular	0.00	123.62	10410
389983	Invoice	04/10/2026	PAINT SUPPLIES CASHMERE	0.00	123.62	
00215	THE WENATCHEE WORLD	04/10/2026	04/10/2026 Regular	0.00	37.18	10411
CEZE2MWC-0006	Invoice	04/10/2026	BOARD MEETING NOTICE 4/7/2026	0.00	37.18	
VEN01061	TROYER, ANNIKA	04/10/2026	04/10/2026 Regular	0.00	176.00	10412
03.20.2026	Invoice	04/10/2026	MILEAGE REIMBURSEMENT	0.00	176.00	
00260	WA STATE PATROL	04/10/2026	04/10/2026 Regular	0.00	165.00	10413
I2603817	Invoice	04/10/2026	BACKGROUND CHECK 1/26	0.00	11.00	
I2605070	Invoice	04/10/2026	BACKGROUND CHECK 3/26	0.00	154.00	
00265	WASTE MANAGEMENT CORP SVCS	04/10/2026	04/10/2026 Regular	0.00	1,287.69	10414
2097255-2674-0	Invoice	04/10/2026	DC MARCH 2026 GARBAGE SERVICE	0.00	575.85	
2097797-2674-1	Invoice	04/10/2026	WPL MARCH 2026 GARBAGE SERVICE	0.00	459.27	
2097863-2674-1	Invoice	04/10/2026	DC MARCH 2026 RECYCLE SERVICE	0.00	252.57	
VEN01064	ALL DOORS & HARDWARE CO., INC	04/24/2026	04/24/2026 Regular	0.00	2,622.08	10415
21514	Invoice	04/24/2026	CASHMERE LIBRARY FRAMES & HINGES	0.00	2,622.08	
VEN01068	ARSENEAULT AUTOMATION	04/24/2026	04/24/2026 Regular	0.00	216.40	10416
2785	Invoice	04/24/2026	QUINCY LIBRARY WALLPLATE	0.00	216.40	
00007	AT&T MOBILITY	04/24/2026	04/24/2026 Regular	0.00	109.99	10417
287311098728X...	Invoice	04/24/2026	BOOKMOBILE INTERNET 3/20-4/19/26	0.00	109.99	
00015	BRODART CO	04/24/2026	04/24/2026 Regular	0.00	940.82	10418
674249	Invoice	04/24/2026	SUPPLIES & FURNISHINGS	0.00	215.51	
B7183569	Invoice	04/24/2026	LIBRARY MATERIAL - SPN PR	0.00	725.31	
00021	CANON FINANCIAL SERVICES INC	04/24/2026	04/24/2026 Regular	0.00	3,580.26	10419
42994744	Invoice	04/24/2026	GRAPHICS PRINTER LEASE - APRIL 26	0.00	546.76	
42994745	Invoice	04/24/2026	Canon Monthly Copier Lease Charges	0.00	3,033.50	
00022	CASCADE NATURAL GAS CORP	04/24/2026	04/24/2026 Regular	0.00	68.60	10420
067 002 0000 6 4...	Invoice	04/24/2026	WPL GAS SERVICE 3/19-4/17/26	0.00	68.60	
00025	CENGAGE LEARNING INC	04/24/2026	04/24/2026 Regular	0.00	1,435.65	10421
999102490819	Invoice	04/24/2026	LIBRARY MATERIAL - LT	0.00	832.03	
999102490820	Invoice	04/24/2026	LIBRARY MATERIAL - LT	0.00	383.39	
999102505332	Invoice	04/24/2026	LIBRARY MATERIAL - LT	0.00	171.29	
999102505333	Invoice	04/24/2026	LIBRARY MATERIAL - LT	0.00	48.94	
00055	COLUMBIA BASIN MEDIA GROUP	04/24/2026	04/24/2026 Regular	0.00	221.51	10422
4887	Invoice	04/24/2026	EPHRATA 1 YEAR RENEWAL	0.00	221.51	
00069	DISCOUNT SCHOOL SUPPLY	04/24/2026	04/24/2026 Regular	0.00	217.71	10423
W97594320101	Invoice	04/24/2026	TEEN SERVICES SUPPLIES	0.00	217.71	
VEN01084	DYNAMIC WAVE SOLUTIONS LLC	04/24/2026	04/24/2026 Regular	0.00	19,364.05	10424

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
1314	Invoice	04/24/2026	CASHMERE LIB RENOVATION ELECTRICAL	0.00	19,364.05	
VEN01008	EDNETICS INC	04/24/2026	Regular	0.00	1,974.52	10425
INV-141373	Invoice	04/24/2026	Ednetics Monthly Phone Charges	0.00	1,974.52	
00080	FERRY COUNTY VIEW	04/24/2026	Regular	0.00	41.26	10426
38323	Invoice	04/24/2026	LEGAL AD- MEETING NOTICE 3/18/26	0.00	20.63	
38341	Invoice	04/24/2026	LEGAL AD- MEETING NOTICE 4/08/26	0.00	20.63	
VEN01069	GREEN BUSINESS CERTIFICATION INC.	04/24/2026	Regular	0.00	1,700.00	10427
91960369	Invoice	04/24/2026	OMAK LIBRARY LEED PROJECT REGIS	0.00	1,700.00	
00105	INGRAM LIBRARY SERVICES	04/24/2026	Regular	0.00	28,279.62	10428
94955237	Credit Memo	04/24/2026	LIBRARY MATERIAL - JUV-95126081	0.00	-2.13	
95488261	Invoice	04/24/2026	LIBRARY MATERIAL -UP/UMC	0.00	183.43	
95579610	Invoice	04/24/2026	LIBRARY MATERIAL - JUV	0.00	120.83	
95610446	Credit Memo	04/24/2026	LIBRARY MATERIAL LT - 95488262	0.00	-21.49	
95703804	Invoice	04/24/2026	LIBRARY MATERIAL - SPN PR - UP	0.00	81.55	
95710283	Invoice	04/24/2026	LIBRARY MATERIAL - LT	0.00	50.98	
95710284	Invoice	04/24/2026	LIBRARY MATERIALS - JUV	0.00	304.18	
95710285	Invoice	04/24/2026	LIBRARY MATERIAL - JUV	0.00	464.60	
95710286	Invoice	04/24/2026	LIBRARY MATERIAL - YA	0.00	34.60	
95710287	Invoice	04/24/2026	LIBRARY MATERIAL - ADT	0.00	312.37	
95740377	Invoice	04/24/2026	LIBRARY MATERIAL - SLP	0.00	3,943.89	
95740378	Invoice	04/24/2026	LIBRARY MATERIAL - YA	0.00	210.13	
95740379	Invoice	04/24/2026	LIBRARY MATERIAL - ADT	0.00	935.25	
95764450	Invoice	04/24/2026	LIBRARY MATERIAL - ADT	0.00	311.94	
95770420	Invoice	04/24/2026	LIBRARY MATERIAL - SLP	0.00	3,204.59	
95770421	Invoice	04/24/2026	LIBRARY MATERIAL - LT	0.00	301.90	
95770422	Invoice	04/24/2026	LIBRARY MATERIAL - SPN PR	0.00	506.45	
95770423	Invoice	04/24/2026	LIBRARY MATERIAL - JUV	0.00	460.38	
95770424	Invoice	04/24/2026	LIBRARY MATERIAL - JUV	0.00	704.85	
95770425	Invoice	04/24/2026	LIBRARY MATERIAL - JUV	0.00	230.66	
95770426	Invoice	04/24/2026	LIBRARY MATERIAL - ADT/LT	0.00	638.41	
95770427	Invoice	04/24/2026	LIBRARY MATERIAL - ADT	0.00	533.23	
95790777	Invoice	04/24/2026	LIBRARY MATERIAL - SLP	0.00	1,471.23	
95790778	Invoice	04/24/2026	LIBRARY MATERIAL - SLP	0.00	738.89	
95797347	Invoice	04/24/2026	LIBRARY MATERIAL - YA	0.00	36.80	
95797348	Invoice	04/24/2026	LIBRARY MATERIAL - LDP	0.00	1,291.77	
95797349	Invoice	04/24/2026	LIBRARY MATERIAL - ADT	0.00	614.06	
95824175	Invoice	04/24/2026	LIBRARY MATERIAL - JUV	0.00	156.81	
95824176	Invoice	04/24/2026	LIBRARY MATERIAL - JUV	0.00	396.37	
95824177	Invoice	04/24/2026	LIBRARY MATERIAL - JUV	0.00	33.14	
95824178	Invoice	04/24/2026	LIBRARY MATERIAL - JUV	0.00	428.84	
95824179	Invoice	04/24/2026	LIBRARY MATERIAL - YA	0.00	219.44	
95824180	Invoice	04/24/2026	LIBRARY MATERIAL - ADT	0.00	1,055.42	
95863209	Invoice	04/24/2026	LIBRARY MATERIAL - JUV	0.00	526.15	
95863210	Invoice	04/24/2026	LIBRARY MATERIAL - JUV	0.00	212.66	
95863211	Invoice	04/24/2026	LIBRARY MATERIAL - YA	0.00	267.44	
95863212	Invoice	04/24/2026	LIBRARY MATERIAL - ADT	0.00	887.19	
95895048	Invoice	04/24/2026	LIBRARY MATERIAL - JUV	0.00	519.03	
95895049	Invoice	04/24/2026	LIBRARY MATERIAL - JUV	0.00	198.10	
95895050	Invoice	04/24/2026	LIBRARY MATERIAL - ADT	0.00	829.20	
95920768	Invoice	04/24/2026	LIBRARY MATERIAL - YA	0.00	204.18	
95920769	Invoice	04/24/2026	LIBRARY MATERIAL - ADT	0.00	188.27	
95920770	Invoice	04/24/2026	LIBRARY MATERIAL - ADT	0.00	60.74	
95924330	Invoice	04/24/2026	LIBRARY MATERIAL - SLP/UP	0.00	465.17	
95924331	Invoice	04/24/2026	LIBRARY MATERIAL - SPN PR	0.00	218.10	
95924332	Invoice	04/24/2026	LIBRARY MATERIAL - JUV	0.00	345.86	
95924333	Invoice	04/24/2026	LIBRARY MATERIAL - JUV	0.00	281.28	
95924334	Invoice	04/24/2026	LIBRARY MATERIAL - YA	0.00	328.87	

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95924335	Invoice	04/24/2026	LIBRARY MATERIAL - ADT	0.00	464.05	
95924336	Invoice	04/24/2026	LIBRARY MATERIAL - ADT	0.00	290.67	
95952781	Invoice	04/24/2026	LIBRARY MATERIAL - SPN PR	0.00	28.33	
95952782	Invoice	04/24/2026	LIBRARY MATERIAL - JUV	0.00	574.91	
95952783	Invoice	04/24/2026	LIBRARY MATERIAL - JUV	0.00	402.13	
95952784	Invoice	04/24/2026	LIBRARY MATERIAL - YA	0.00	33.82	
95952785	Invoice	04/24/2026	LIBRARY MATERIAL - YA	0.00	194.01	
95952786	Invoice	04/24/2026	LIBRARY MATERIAL - ADT	0.00	390.76	
95952787	Invoice	04/24/2026	LIBRARY MATERIAL - ADT	0.00	369.89	
95970230	Credit Memo	04/24/2026	LIBRARY MATERIAL - ADT - 95895050	0.00	-3.54	
96022297	Invoice	04/24/2026	LIBRARY MATERIAL - YA	0.00	48.98	
	Void		04/24/2026 Regular	0.00	0.00	10429
00118	KEYHOLE SECURITY INC		04/24/2026 Regular	0.00	5.17	10430
383817	Invoice	04/24/2026	KEY DUPLICATION	0.00	5.17	
00083	KURLIS, LINA ANDROMEDA		04/24/2026 Regular	0.00	98.01	10431
1536	Invoice	04/24/2026	MONTHLY MAINTENANCE WPL FISH TANK	0.00	98.01	
00127	LOCALTEL COMMUNICATIONS		04/24/2026 Regular	0.00	1,778.16	10432
N12955 3/30/26	Invoice	04/24/2026	Localtel Monthly Charges	0.00	1,778.16	
00139	MIDWEST TAPE LLC		04/24/2026 Regular	0.00	14,405.81	10433
508334238	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	364.28	
508580491	Invoice	04/24/2026	LIBRARY MATERIAL - SPN NPR	0.00	41.99	
508580492	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	107.97	
508580494	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	51.99	
508580495	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	267.54	
508580496	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	356.75	
508580497	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	188.12	
508580498	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	89.96	
508580499	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	76.24	
508618591	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	276.04	
508618592	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	111.88	
508618593	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	467.40	
508618594	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	180.36	
508618595	Invoice	04/24/2026	LIBRARY MATERIAL - MUS	0.00	35.88	
508618596	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	329.44	
508618597	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	179.95	
508618598	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	26.09	
508618599	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	235.03	
508618710	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	248.32	
508618711	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	18.38	
508618712	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	50.56	
508629660	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	60.90	
508634305	Invoice	04/24/2026	LIBRARY MATERIAL - SPN NP	0.00	59.70	
508634306	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	224.68	
508634307	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	16.95	
508634308	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	605.54	
508634309	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	564.75	
508635240	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	415.01	
508635241	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	728.09	
508635242	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	369.42	
508635243	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	533.04	
508635244	Invoice	04/24/2026	LIBRARY MATERIAL - MUS	0.00	34.25	
508635246	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	418.72	
508635247	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	161.12	
508635248	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	311.29	
508635249	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	268.60	
508635250	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	99.34	
508657771	Invoice	04/24/2026	MARC PROCESSING SERVICE	0.00	297.03	

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508667457	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	698.70	
508667458	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	229.40	
508667459	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	357.19	
508667525	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	295.58	
508672940	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	52.04	
508672941	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	420.98	
508672942	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	149.34	
508672943	Invoice	04/24/2026	LIBRARY MATERIAL - MUS	0.00	99.58	
508672944	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	52.04	
508672945	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	494.18	
508672946	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	281.99	
508672947	Invoice	04/24/2026	LIBRARY MATERIAL - DVD	0.00	338.31	
508732051	Invoice	04/24/2026	DIGITAL MATERIAL - HOOPLA	0.00	2,063.88	
	Void	04/24/2026	Regular	0.00	0.00	10434
00160	OGDEN MURPHY WALLACE PLLC	04/24/2026	Regular	0.00	1,373.50	10435
926765	Invoice	04/24/2026	PROFESSIONAL SERVICES	0.00	1,373.50	
00169	OVERDRIVE INC	04/24/2026	Regular	0.00	14,495.43	10436
01291CO260364...	Invoice	04/24/2026	DIGITAL MATERIAL	0.00	2,555.17	
01291CO261206...	Invoice	04/24/2026	DIGITAL MATERIAL	0.00	1,416.01	
01291CO261235...	Invoice	04/24/2026	DIGITAL MATERIAL	0.00	411.08	
01291CO261238...	Invoice	04/24/2026	DIGITAL MATERIAL	0.00	3,143.29	
01291CO261242...	Invoice	04/24/2026	DIGITAL MATERIAL	0.00	1,795.02	
01291CO261281...	Invoice	04/24/2026	DIGITAL MATERIAL	0.00	787.28	
01291CO261309...	Invoice	04/24/2026	DIGITAL MATERIAL	0.00	618.77	
01291CO261311...	Invoice	04/24/2026	DIGITAL MATERIAL	0.00	3,768.81	
00171	PACIFIC SECURITY	04/24/2026	Regular	0.00	2,114.32	10437
59197	Invoice	04/24/2026	WPL SECURITY SERVICES	0.00	1,112.80	
59198	Invoice	04/24/2026	ML SECURITY SERVICE MARCH 2026	0.00	1,001.52	
VEN01070	PEAK MEDIA PROPERTIES LLC	04/24/2026	Regular	0.00	7,000.00	10438
51078600001045...	Invoice	04/24/2026	RENEWAL NCW LIBRARIES -CREATIVEB	0.00	7,000.00	
00176	PINNACLE INVESTIGATIONS CORP	04/24/2026	Regular	0.00	52.26	10439
105992	Invoice	04/24/2026	BACKGROUND CHECK	0.00	52.26	
00179	POMPS TIRE SERVICE INC	04/24/2026	Regular	0.00	27.97	10440
1940014324	Invoice	04/24/2026	TIRE ROTATION VEHICLE 629.17	0.00	27.97	
VEN01073	PURE FILTRATION PRODUCTS, INC.	04/24/2026	Regular	0.00	3,061.76	10441
104384	Invoice	04/24/2026	SPECIALTY FILTERS	0.00	1,084.17	
104774	Invoice	04/24/2026	SPECIALTY FILTERS	0.00	1,977.59	
00204	STANDARD PAINT WENATCHEE	04/24/2026	Regular	0.00	974.05	10442
392294	Invoice	04/24/2026	PAINT MATERIAL - CASHMERE	0.00	124.70	
392387	Invoice	04/24/2026	PAINT SUPPLIES - CASHMERE	0.00	68.44	
392871	Invoice	04/24/2026	PAINT MATERIAL - CASHMERE	0.00	731.19	
393176	Invoice	04/24/2026	PAINT MATERIAL - CASHMERE	0.00	49.72	
VEN01045	STAR RENTALS INC	04/24/2026	Regular	0.00	751.78	10443
849989A-14	Invoice	04/24/2026	HEAVY EQUIPMENT RENTAL - CASHMERE	0.00	751.78	
00228	UPS	04/24/2026	Regular	0.00	27.48	10444
0000067V92136	Invoice	04/24/2026	BOOKS BY MAIL SHIPPING	0.00	2.48	
0000067V92166	Invoice	04/24/2026	BOOKS BY MAIL SHIPPING	0.00	25.00	
00229	UPS SUPPLY CHAIN SOLUTIONS INC	04/24/2026	Regular	0.00	8,193.29	10445
6075882988	Invoice	04/24/2026	BOOKS BY MAIL SHIPPING	0.00	2,028.11	
6075884930	Invoice	04/24/2026	BOOKS BY MAIL SHIPPING	0.00	701.27	
6075886207	Invoice	04/24/2026	BOOKS BY MAIL SHIPPING	0.00	2,453.32	
6075887462	Invoice	04/24/2026	BOOKS BY MAIL SHIPPING	0.00	747.91	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
6075888832	Invoice	04/24/2026	BOOKS BY MAIL SHIPPING	0.00	1,509.97	
6075889521	Invoice	04/24/2026	BOOKS BY MAIL SHIPPING	0.00	752.71	
00255	VERIZON WIRELESS	04/24/2026	Regular	0.00	1,894.17	10446
6138543577	Invoice	04/24/2026	HOT SPOT SERVICE 2/15-3/14/26	0.00	96.58	
6139609334	Invoice	04/24/2026	FEBRUARY 27-MARCH 26, 2026	0.00	1,797.59	
00266	WENATCHEE VALLEY FIRE DEPARTMENT	04/24/2026	Regular	0.00	16,789.99	10447
2026	Invoice	04/24/2026	2026 FIRE PROTECTION	0.00	16,789.99	
00272	ZIPLY FIBER	04/24/2026	Regular	0.00	24.00	10448
206-188-0710-08...	Invoice	04/24/2026	CURLEW/REPUBLIC INTERNET	0.00	24.00	

Bank Code KeyBank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	321	93	0.00	398,167.47
Manual Checks	0	0	0.00	0.00
Voided Checks	0	4	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	321	97	0.00	398,167.47

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	321	93	0.00	398,167.47
Manual Checks	0	0	0.00	0.00
Voided Checks	0	4	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	321	97	0.00	398,167.47

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash - Operating	4/2026	398,167.47
			398,167.47


**NCW Libraries
May 21, 2026**

We, the undersigned of the NCW Library District do hereby certify that the labor and services hereinafter specified have been received and that April Payroll in the amount of \$721,226.65 and April Fees in the amount of \$246,155.01 are approved for payment.

April Payroll \$721,226.65

CLAIMANT	PURPOSE	AMOUNT
Social Security & Medicare	Employers Contribution	\$54,322.62
Dept. of Labor & Industries	Industrial Insurance	\$4,807.16
Dept. of Retirement Systems	Employers Contribution	\$37,409.54
Benefit Solutions, Inc.	Employers Contribution	\$1,104.00
Employment Security Dept	Employers Contribution	\$2,328.46
UNUM Life Insurance	Employers Contribution	\$923.94
WCIF	Employers Contribution	\$142,453.12
Payroll Fees	Payroll Fees	\$2,806.17

April Fees \$246,155.01

APPROVED BY:	
 <hr/> Mike Githens, Finance Director NCW Libraries	Kristy Kanning <hr/> Kristy Kanning, Payroll & Benefits Manager NCW Libraries
Approved April 30, 2026	

APPROVED BY:	
<hr/> Trustee	<hr/> Trustee
<hr/> Trustee	<hr/> Trustee
<hr/> Trustee	<hr/> Trustee
<hr/> Trustee	
Approved May 21, 2026	

**Edit Listing
Accounts Payable Approval
APRIL 2026**

We, the undersigned Board of Trustees of the North Central Regional Library District; NCW Libraries, do hereby certify that the merchandise or services specified have been received and that vouchers are approved for payment in the amount of **\$398,167.47**.

Check Numbers Issued: 10352-10448

Check Numbers Voided: -0-

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is just, due and unpaid obligation against the Library District; NCW Libraries and that I am authorized to authenticate and certify to said claim.



Michael Githens, Interim Finance Director

05/17/26

Date

Signed on this 21st day of May 2026

Trustee

Trustee

Trustee

Trustee

Trustee

Trustee

Trustee

BARS	Description	2026 Budget-					Jan-Jun: 6	Year-to-	Year-to-
		Adopted	Jan-26	Feb-26	Mar-26	Apr-26	month	Date	Date
		Dec. 2025					totals	Totals	Percent
Revenue:									
361.11	Investment Interest	850	1,119	1,004	1,110	-	3,232	3,232	380%
367.11	Gifts, Pledges, Grants from Private Sources	44,500	-	-	47,500	-	47,500	47,500	107%
369.90	Other Miscellaneous Revenue	-					-	-	
	Revenue Subtotal	45,350	1,119	1,004	48,610	-	50,732	50,732	112%
EXPENSES:									
	Transfer Out to Fund 647-Reimagining								
597.00	Spaces	44,959	-	-	-	-	-	-	0%
572.31	WPL Supplies (WPL Friends Donations)	26,650	-	184	636	580	1,400	1,400	5%
572.31	Collection-VOX Books Blough Fund	8,000	-	-	-	-	-	-	0%
572.31	Other Donation Expenditures	50,000	-	-	-	13,976	13,976	13,976	28%
572.31	Ephrata Restricted Donation	5,351	-	-	-	-	-	-	0%
	Expenditures Subtotal	134,960	-	184	636	14,556	15,376	15,376	11%
	Dec. 31, 2025 Projected Ending Fund Balance	348,994							
	2026 Projected Revenue	45,350							
	2026 Projected Expenses	134,960							
	2026 Projected ending fund balance	259,384							
	Dec. 31, 2025 Actual Ending Fund Balance	350,705							
	2026 Actual Revenue	50,732							
	2026 Actual Expenses	15,376							
	Dec. 31, 2026 Final Ending Fund Balance	386,061							

NCW Libraries
April 2026 Expenditure Financial Statement

General Fund 644

BARS	Description	2026 Budget - Adopted Dec. 18, 2025	February 2025 Expenditures	March 2026 Expenditures	Quarter 1 Total Expenditures	April 2025 Expenditures	Quarter 2 Total Expenditures	Expenditures Total To Date	Percentage of Budget Spent To Date	
Personnel										
572.10	Salaries and Wages	8,396,008	674,110	647,660	2,008,999	700,453	700,453	2,709,452	32.27%	33.33%
572.20	Benefits-Medical	1,622,544	131,852	134,421	413,384	130,563	130,563	543,947	33.52%	
572.20	Benefits-FICA	639,776	50,721	48,697	151,142	52,768	52,768	203,910	31.87%	
572.20	Benefits-PERS	476,041	35,355	34,153	105,011	36,283	36,283	141,294	29.68%	
572.20	Benefits-WA PFML	22,200	2,089	2,008	6,225	2,161	2,161	8,386	37.78%	
572.20	Benefits-Dental	93,480	7,796	7,528	22,621	7,330	7,330	29,951	32.04%	
572.20	Benefits-Vision	11,424	998	934	2,837	909	909	3,746	32.79%	
572.20	Benefits-L&I (Workers' Comp)	66,000	4,483	4,250	12,590	4,706	4,706	17,296	26.21%	
572.20	Benefits-LTC, Life	16,500	589	1,285	3,133	1,238	1,238	4,372	26.49%	
572.25	Unemployment	90,000	1,522	-	1,522	-	-	1,522	1.69%	
	Personnel Subtotal	11,433,973	909,515	880,936	2,727,464	936,411	936,411	3,663,875	32.04%	
Administration										
572.30	Supplies	5,000	824	419	2,075	-	-	2,075	41.5%	
572.40	Services	165,000	11,223	2,524	14,387	2,328	2,328	16,715	10.1%	
	Administration Subtotal	170,000	12,047	2,943	16,462	2,328	2,328	18,789	11.1%	
Public Service										
572.30	Supplies	257,325	7,551	22,014	32,253	14,902	14,902	47,155	18.3%	
572.30	Library Materials Information Technology-	1,690,300	251,359	107,745	378,823	129,339	129,339	508,162	30.06%	
572.35	Software/Support	315,640	15,687	60,704	79,668	4,071	4,071	83,739	26.5%	
572.35	Information Technology-Hardware	145,310	2,067	1,598	3,665	686	686	4,351	3.0%	
572.40	Professional Services	199,501	10,697	3,295	14,599	4,802	4,802	19,401	9.7%	
572.42	Phone & Internet	94,066	11,898	8,599	20,497	5,913	5,913	26,410	28.1%	
572.42	Postage	229,000	25,443	21,639	47,082	11,116	11,116	58,198	25.4%	
572.43	Mileage & Applicant Travel	8,000	37	335	440	584	584	1,024	12.8%	
572.44	Advertising	90,000	783	7,182	7,966	14,876	14,876	22,842	25.4%	
572.45	Rentals & Leases	92,560	7,543	7,281	14,825	3,580	3,580	18,405	19.9%	
572.46	Insurance - Liability	283,768	-	-	-	17,040	17,040	17,040	6.0%	
572.49	Miscellaneous	6,000	40	-	40	-	-	40	0.7%	
	Public Services Subtotal	3,411,470	333,103	240,393	599,856	206,910	206,910	806,766	23.6%	
Organization of Materials										

April 2026 Expenditure Financial Statement

BARS	Description	2026 Budget - Adopted Dec. 18, 2025	February 2025 Expenditures	March 2026 Expenditures	Quarter 1 Total Expenditures	April 2025 Expenditures	Quarter 2 Total Expenditures	Expenditures Total To Date	Percentage of Budget Spent To Date
572.30	Supplies	145,000	21,043	8,104	29,148	10,289	10,289	39,437	27.2%
572.40	Services	95,000	-	-	-	-	-	-	0.0%
	Organization of Materials Subtotal	240,000	21,043	8,104	29,148	10,289	10,289	39,437	16.4%
	Training								
572.30	Supplies	2,400	-	-	-	-	-	-	0.0%
572.40	Services	46,000	1,771	-	1,771	6,118	6,118	7,889	17.1%
	Training Subtotal	48,400	1,771	-	1,771	6,118	6,118	7,889	16.3%
	Facilities								
572.30	Supplies & Fuel	82,165	6,809	4,989	18,024	6,709	6,709	24,733	30.1%
572.35	Small Equipment	10,500	-	-	-	340	340	340	3.2%
572.40	Professional Services	163,000	13,025	13,413	36,881	163	163	37,044	22.73%
572.47	Utilities	63,150	5,236	4,917	14,957	4,471	4,471	19,428	30.76%
572.45	Rentals & Leases	1,200	-	-	-	-	-	-	0.0%
572.48	Repairs & Maintenance	143,500	4,794	11,748	19,907	1,174	1,174	21,081	14.7%
572.48	Contributions to Cities/Building Owners	375,500	-	-	-	-	-	-	0.0%
	Facilities Subtotal	839,015	29,864	35,068	89,769	12,857	12,857	102,625	12.2%
	Transfer out to Capital Replacement Fund	200,000	-	-	-	-	-	-	0.0%
	Transfer out to Election Reserve Fund	85,000	-	-	-	-	-	-	0.0%
	Grand Total Expenditures	16,427,858	1,307,344	1,167,443	3,464,470	1,174,912	1,174,912	4,639,382	28.2%

BARS	Description	2026 Budget - Adopted Dec. 18, 2025	January 2026 Revenues	February 2026 Revenues	March 2026 Revenues	Quarter 1 2026 Revenues	April 2026 Revenues	Quarter 2 2025 Revenues	Revenue Total To Date	Percent of Revenue to Date
Property Taxes and Other Taxes										
311.10	Property Taxes	15,203,128	148,402	34,781	498,384	681,567	2,818,500	2,818,500	3,500,066	23.02%
	Taxes subtotal	15,203,128	148,402	34,781	498,384	681,567	2,818,500	2,818,500	3,500,066	23.02%
Intergovernmental Revenues										
332.15	PILT Fish & Wildlife Service	10,000	-	-	-	-	3,994	3,994	3,994	39.94%
335.00.91	PUD Privilege Tax	-	-	-	-	-	507	507	507	-
335.02	Forest Excise Tax	12,000	9,758	-	-	9,758	4,982	4,982	14,740	122.83%
336.02	DNR PILT	21,000	2,036	-	-	2,036	-	-	2,036	9.70%
337.07	Leasehold Excise Tax	119,000	9,875	5,681	17,085	32,641	2,369	2,369	35,010	29.42%
338.10	Intergovernmental-PUD Rebate	-	-	-	16,964	16,964	-	-	16,964	-
	Intergovernmental Subtotal	162,000	21,669	5,681	34,049	61,399	11,852	11,852	73,251	45.22%
Charges for Services										
341.81	Print/Duplication Services	14,000	1,248	615	3,160	5,023	1,929	1,929	6,952	49.66%
347.20	Library Use Fees-General	450	60	30	10	100	10	10	110	24.44%
347.20	Town of Coulee City-Contract	11,046	-	-	3,241	3,241	3,231	3,231	6,472	58.59%
347.20	City of Ephrata-Contract	188,901	-	-	-	-	54,340	54,340	54,340	28.77%
347.20	City of Omak-Contract	102,890	-	-	-	-	29,665	29,665	29,665	28.83%
347.20	City of Warden-Contract	97,890	-	-	25,659	25,659	-	-	25,659	26.21%
347.20	Town of Wilson Creek-Contract	3,236	-	-	-	-	1,008	1,008	1,008	31.14%
	Charges for Services Subtotal	418,413	1,308	645	32,069	34,023	90,182	90,182	124,205	29.68%
Fines										
359.70	Lost/Damaged Materials	18,000	765	389	4,059	5,213	962	962	6,175	34.31%
	Fines Subtotal	18,000	765	389	4,059	5,213	962	962	6,175	34.31%
Miscellaneous Revenue										
361.11	Investment Interest	30,000	21,476	16,664	14,549	52,689	-	-	52,689	175.63%
367.11	Gifts, Pledges, Grants from Private Sources	8,000	-	-	-	-	7	7	7	0.09%
367.11	E-Rate	20,000	-	-	-	-	-	-	-	0.00%
369.10	Sale of Scrap/Junk	34,000	-	-	4,443	4,443	779	779	5,223	15.36%
369.90	Other Miscellaneous Revenue	20,000	76	16	1,946	2,038	1,462	1,462	3,500	17.50%
	Miscellaneous Revenue Subtotal	112,000	21,552	16,680	20,938	59,171	2,248	2,248	61,419	54.84%
Subtotal New Revenue		15,913,541	193,696	58,176	589,500	841,372	2,923,745	2,923,745	3,765,117	23.66%

BARS	Description	2026 Budget - Adopted Dec. 18, 2025	January 2026 Revenues	February 2026 Revenues	March 2026 Revenues	Quarter 1 2026 Revenues	April 2026 Revenues	Quarter 2 2025 Revenues	Revenue Total To Date	Percent of Revenue to Date
	Grand Total 2025 Revenue	15,913,541	193,696	58,176	589,500	841,372	2,923,745	2,923,745	3,765,117	23.66%

2025: Dec. 31, 2025 Ending Balance:	\$	7,236,781.09
2026 Carry Forward Expenditures:	\$	-
2026 Revenue to date:	\$	3,765,117
2026 Expenditures to date:	\$	4,639,382
Month's Ending Cash Balance:	\$	6,362,516.50
Assigned Operating Reserve:	\$	4,750,000.00
Assigned Contingency Reserve:	\$	750,000.00
Final Ending Unassigned Cash Balance:	\$	862,516.50

		2026					
		Adopted				Percent	
		Budget -				of	
BARS	Description	Dec. 2025	Qtr. 1	Apr. 2026	Qtr. 2	Total	Budget
Revenue:							
361.11	Investment Interest	12,000	30,452	-	-	30,452	254%
397.00	Transfers In (from General Fund 644)	200,000	-	-	-	-	0%
	Revenue Subtotal	212,000	30,452	-	-	30,452	14%
EXPENSES:							
591.72.72	Capital Leases-Vehicles	191,496	46,445	11,584	11,584	58,029	30.3%
594.00.60	Capital Outlay-HVAC Replacement	49,264	49,264	-	-	49,264	100.0%
	Expenditures Subtotal	240,760	95,709	11,584	11,584	107,293	45%
	2025 Projected ending fund balance	3,379,791					
	2026 Projected Revenue - {budget}	212,000					
	2026 Projected Expenses - {budget}	240,760					
	2026 Projected ending fund balance	3,351,031					
	2025 Actual Dec. 31, 2025 fund balance:	3,351,066					
	2026 Actual Revenue:	30,452					
	2026 Actual Expenditures:	107,293					
	Monthly ending fund balance:	3,274,225					

BARS	Description	2026 Adopted Budget -				2026 Totals	Percent of Budget
		Dec. 2025	Qtr. 1 2026	Apr. 2026	Qtr. 2 2026		
Revenue:							
361.11	Investment Interest	315,000	99,776	-	-	99,776	32%
367.11	Gifts, Pledges, Grants from Private Sourc	250,000	-	-	-	-	-
397.00	Transfers In (from internal Fund 643)	44,959	-	-	-	-	0%
	Revenue Subtotal	609,959	99,776	-	-	99,776	16%
EXPENSES:							
General Project							
572.10	Salaries and Wages	233,686	54,055	20,774	20,774	74,828	32%
572.20	Benefits-Medical, Dental, Vision, Life	41,148	13,321	4,440	4,440	17,761	43%
572.20	Benefits-FICA	17,807	4,029	1,554	1,554	5,582	31%
572.20	Benefits-PERS	13,051	3,016	1,126	1,126	4,142	32%
572.20	Benefits-WA PFML	1,452	435	168	168	603	42%
572.20	Benefits-L&I (Workers' Comp)	1,308	233	101	101	334	26%
572.25	Unemployment	12,000	-	-	-	-	0%
572.31	Supplies	-	180	50	50	230	-
572.31	Supplies-General Capital	5,000	323	-	-	323	6%
572.35	Small Equipment	10,000	31	19,377	19,377	19,408	194%
572.41	Professional Services-Grant Writer	10,000	-	-	-	-	0%
572.41	Professional Services-Exterior Signage	30,000	-	4,759	4,759	4,759	16%
572.41	Professional Services-Architect	70,000	1,500	-	-	1,500	2%
572.43	Travel-General	25,000	-	9,371	9,371	9,371	37%
572.45	Rental-General	500	-	-	-	-	0%
	General Project Subtotal	470,952	77,123	61,720	61,720	138,842	29%
Bridgeport Project							
594.50.31	Supplies	2,000	-	-	-	-	0%
594.50.35	Small Equipment-FF&E	-	-	-	-	-	-
594.50.41	Professional Services-Architect	1,000	237	-	-	237	24%
594.50.41.001	Professional Services-Contractor	10,000	-	-	-	-	0%
594.50.45	Rentals	1,000	-	-	-	-	0%
594.50.47	Garbage	1,000	-	-	-	-	0%

BARS	Description	2026 Adopted Budget -				2026 Totals	Percent of Budget
		Dec. 2025	Qtr. 1 2026	Apr. 2026	Qtr. 2 2026		
	Bridgeport Project Subtotal	15,000	237	-	-	237	2%
	Cashmere Project						
594.50.31	Supplies	5,000	3,245	6,288	6,288	9,533	191%
594.50.35	Small Equipment-FF&E	253,000	9,795	2,795	2,795	12,591	5%
594.50.41.000	Professional Services -Architect	30,000	5,070	-	-	5,070	17%
594.50.41.001	Professional Services-Contractor	133,954	1,063	19,364	19,364	20,427	15%
594.50.45	Rentals	3,000	860	752	752	1,612	54%
594.50.47	Garbage	2,500	-	-	-	-	0%
594.50.49	Miscellaneous (Permit with City)	-	4,774	-	-	4,774	-
	Cashmere Project Subtotal	427,454	39,592	29,199	29,199	68,791	16%
	Chelan Project						
594.50.31	Supplies	6,000	-	-	-	-	0%
594.50.35	Small Equipment-FF&E	310,000	3,771	71,189	71,189	74,960	24%
594.50.41.000	Professional Services-Architect	8,000	3,850	-	-	3,850	48%
594.50.41.001	Professional Services-Contractor	190,384	-	-	-	-	0%
594.50.45	Rentals	800	-	-	-	-	0%
594.50.47	Garbage	1,500	-	-	-	-	0%
	Chelan Project Subtotal	516,684	7,621	71,189	71,189	78,810	15%
	Entiat Project						
594.50.31	Supplies	1,000	-	-	-	-	0%
594.50.41.000	Professional Services -Architect	17,000	-	-	-	-	-
	Curlew Project Subtotal	18,000	-	-	-	-	0%
	Ephrata Project						
594.50.31	Supplies	8,000	-	-	-	-	-
594.50.35	Small Equipment-Other	300,000	293	-	-	293	0%
594.50.41.000	Professional Services -Architect	17,000	-	-	-	-	0%
594.50.41.001	Professional Services-Contractor	219,940	-	-	-	-	0%
594.50.45	Rentals	3,000	-	-	-	-	0%
594.50.47	Garbage	1,000	-	-	-	-	0%
	Ephrata Project Subtotal	548,940	293	-	-	293	0%

BARS	Description	2026 Adopted Budget -				2026 Totals	Percent of Budget
		Dec. 2025	Qtr. 1 2026	Apr. 2026	Qtr. 2 2026		
Grand Coulee Project							
594.50.41.000	Professional Services -Architect	15,000	-	-	-	-	0%
	Grand Coulee Project Subtotal	15,000	-	-	-	-	0%
Manson Project							
594.50.31	Supplies	-	6	-	-	6	-
	Manson Project Subtotal	-	6	-	-	6	-
Mattawa Project							
594.50.41.000	Professional Services -Architect	10,000	-	-	-	-	0%
	Mattawa Project Subtotal	10,000	-	-	-	-	0%
Omak Project							
572.31	Supplies	5,000	-	-	-	-	-
594.50.41.000	Professional Services -Architect	100,000	-	1,700	1,700	1,700	2%
	Omak Project Subtotal	105,000	-	1,700	1,700	1,700	2%
Oroville Project							
594.50.41.000	Professional Services -Architect	20,000	-	-	-	-	0%
	Oroville Project Subtotal	20,000	-	-	-	-	0%
Pateros Project							
572.41	Professional Services -Architect	5,000	-	-	-	-	0%
	Pateros Project Subtotal	5,000	-	-	-	-	0%
Quincy Project							
572.35	Small Equipment-Other	-	545	-	-	545	-
	Quincy Project Subtotal	-	545	-	-	545	-
Royal City Project							
594.50.31	Supplies	-	-	105	105	105	-
594.50.35	Small Equipment-FF&E	-	4,091	582	582	4,673	-
	Royal City Project Subtotal	-	4,091	687	687	4,778	-
Twisp Project							
594.50.31	Supplies	3,000	-	-	-	-	0%
594.50.41.001	Professional Services-Contractor	12,000	-	-	-	-	0%
	Twisp Project Subtotal	15,000	-	-	-	-	0%

BARS	Description	2026 Adopted Budget -				2026 Totals	Percent of Budget
		Dec. 2025	Qtr. 1 2026	Apr. 2026	Qtr. 2 2026		
Waterville Project							
	572.31 Supplies	-	29		-	29	-
	Waterville Project Subtotal	-	29	-	-	29	-
	Expenditures Subtotal	2,167,030	129,537	164,494	164,494	294,031	14%

Month:	Actual Dec. 31, 2025 Ending Fund Balance	11,011,193
	Actual 2026 Total Revenue	99,776
	Actual 2026 Total Expenses	294,031
	Actual 2026 Monthly Ending Fund Balance	10,816,938

Year:	2026 Projected ending fund balance	11,007,364
	2026 Projected Revenue-[budget]	609,959
	2026 Projected Expenses-[budget]	2,167,030
	2026 Projected ending fund balance	9,450,293



BOARD STAFF REPORT

To: Board of Trustees
From: Kim Neher, Deputy Director
Date: May 21, 2026
Proceeding Type: Board of Trustees Meeting
Subject: Public Services Division Monthly Board Report

Staff Report Summary: Informational only Board action required

Public Opinion Survey: The survey has been completed and topline results were made available to staff. EMC will present full results and analysis at the Board retreat on June 18.

LLL Timeline Update: Community Engagement Team continues to meet with stakeholders. Public Services Planning Team is continuing to meet twice per month to develop Plan A and Plan B scenarios. General Public Relations work is ongoing via our MarCom Team.

Monthly Board Education:

- Taxpayer Impact
- Review: Answering Your Questions

Other:

- Staff Day 2026 Planning
- Develop/launch new Meals & Light Refreshments Expense procedure & form
- Personnel support

Discussion/Analysis:

Public Opinion Survey: The questionnaire design was completed and approved by NCW Libraries in mid-April, and it launched publicly on Tuesday, April 21. EMC closely monitored responses to ensure adequate geographic and demographic representation, with 400 complete responses gathered (per contract). Topline results were shared with NCW Libraries staff on Friday, May 8. EMC will prepare a full presentation of results to share with the Board at the retreat on June 18.

LLL Timeline Update:

- Community Engagement Team:
This team continues to meet monthly to share information gathered and report on progress. To date, the team has met with 78 community members.
- Public Relations / MarCom Highlights:
 - **ADA Website Compliance:** The Federal Dept. of Justice announced a new standard for website ADA accessibility compliance. Outside of this government requirement, accessibility

of resources is a core value for NCW Libraries. Over the past several months, our Marketing & Design Manager has put in significant time to improve our average WAVE (Web Accessibility Evaluation) tool score, which is now 9.5/10 – a 40% improvement.

- **Link The Library Passport Campaign:** In partnership with Link Transit, the team developed a “passport” booklet and campaign to encourage children and their parents to take the bus to 9 different library locations within Link Transit’s area of operation. The campaign runs from June 1st through August 31st, with prizes given out to those who visit all 9 locations.
- **National Library Week:** we published a [special patron email](#) that had a 27.6% open rate (which is good!), published a [letter to the editor](#) from Barbara that was featured in several regional publications including the [Columbia Basin Herald](#) & [Methow Valley News](#), and published a full schedule of [blog posts](#), [social media posts](#), [photo albums](#), and [videos](#), with great engagement numbers.
- **2025 Annual Report:** we finished compiling data and impact stories, and the text has been fully drafted. The team will begin design to publish the report both online (as in years past) and in a physical format for our community engagement team to use during surfacing meetings.
- **In the Press:** we wrote 5 Press Releases about the [Friends of the Republic Library Grant Award](#), [Chelan Library Project Updates](#), [Humanities Washington Programming](#), and the [Cyber Safety Programs](#). All of the PR’s were picked up by multiple outlets. The Leavenworth Echo also featured an article about the [Cashmere Library’s twice monthly housing support programs](#).
- **Online:** we published 8 blog posts, four [New Book Tuesday posts](#) to Facebook in partnership with Collections, and our April [patron newsletter](#), which featured National Poetry Month, Spring Break Activities, Gardening Inspo, Earth Day celebrations, and more. We also took a video of the [WA State Apple Blossom Festival Jr. Queen Elena](#) reading her winning essay about the Wenatchee Library and shared on socials. Our Facebook Engagement in April was up 35% from the previous month.

Staff Recommendation: N/A

Financial Implications: N/A

Attachments: Yes No

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

Requested Board Action: N/A

Legislative Information (if applicable): N/A

History:

Requested Board Action:

Legal Review: Yes No



BOARD STAFF REPORT

To: Board of Trustees

From: Summer Hayes, Associate Director of Programs and Resources

Date: May 21, 2026

Proceeding Type: Board of Trustees Meeting

Subject: May 2026 Board Report – Programs and Resources

Staff Report Summary: Informational only Board action required

New Partnership with Washington State Library's Institutional Library Services

NCW Libraries is now partnering with Washington State Library to ensure incarcerated individuals have immediate, barrier-free access to their local libraries upon release. Staff at the Washington State Library's [Institutional Library Services](#) work with incarcerated individuals as they near their release date. ILS staff apply for an NCW Libraries card on behalf of patrons using online registration and work directly with our Contact Center staff to ensure the accounts are active and in good standing, waiving old fines or fees that might prevent checkouts. We have provided the ILS office with physical cards and promotional materials so that individuals leave incarceration with an active library card in hand so they can begin utilizing our resources immediately.

STRATEGIC DIRECTIONS: MEET CRITICAL COMMUNITY NEEDS, ENHANCE CUSTOMER EXPERIENCE

Automatic Account Renewals

In an effort to improve patron experience, we have begun automatically renewing Full Access (standard) library accounts. Previously, these accounts expired every two years and the renewal process created unnecessary inconvenience and access barriers for our patrons. Automatically renewing active Full Access accounts provides a seamless user experience for patrons, especially those who live far from a branch, experience mobility or transportation challenges, or have limited access to technology. The change will also reduce staff time spent re-verifying information for active cardholders. Accounts will continue to be purged after three years of no activity.

STRATEGIC DIRECTIONS: ENHANCE CUSTOMER EXPERIENCE

Staff Training

The Programs and Services teams continue to support district staff through ongoing training. On May 6, the entire Collections and Technical Services department delivered a refresher training to staff on best practices around weeding, distribution, interlibrary loan, and collection maintenance. Claudia Bovee, our Latino Services Manager, has rolled out a monthly *Latino Services Minute*, an entertaining series of videos aimed at keeping staff up to date on changes to citizenship, immigration, and related topics so that we can better support patrons across the district. Ash Kunz, Digital Literacy and Learning Services Manager, is launching a three-part asynchronous series aimed at helping staff feel informed and empowered to help patrons with a range of tech support needs.

STRATEGIC DIRECTIONS: ENHANCE CUSTOMER EXPERIENCE, STRENGTHEN ORGANIZATIONAL HEALTH

Programming Highlights

We offered two virtual series in winter and early spring of 2026. The first, *Refresh and Reboot with Mindfulness*, focused on different methods for improving self-awareness and mental focus. The second was a selection of Humanities Washington programs, which are always popular with patrons. This year we focused on Black History Month (*The Vanguard Generation: African American Artists 1880-1918*), Women’s History Month (*How Women Won the Marathon and Changes Our View of Gender*), and National Poetry Month (*Green Expectations: A Poetry Workshop with Poet Laureate Claudia Castro Luna*). We saw nearly 150 people across the district attend these virtual programs and have a new series for America 250 lined up for the summer season.

Our Latino Services department has been instrumental in supporting classes at several branches. Highlights include co-teaching an ESL series in Peshastin and organizing a citizenship class in Quincy. Claudia was able to substitute when the citizenship instructor was absent for two weeks, ensuring students didn’t experience a gap in learning. Ash Kunz teamed up with the City of Wenatchee to offer four in-person and two virtual *Cyber Safety for Kids and Families* programs.

This was our eighth year partnering with Write On The River to offer a system-wide teen writing contest. The Teen Short Fiction Competition provides a unique opportunity for students to share their creative writing with the broader NCW Libraries community. We received 34 original fiction compositions from high school students around the district. A panel of teen and adult judges are reviewing the entries, and a winner will be announced soon. More information can be found at [NCW Libraries Creative Writing Competition](#).

STRATEGIC DIRECTIONS: ENHANCE CUSTOMER EXPERIENCE, MEET CRITICAL COMMUNITY NEEDS, MAXIMIZE THE COMMUNITY’S INVESTMENT

Discussion/Analysis: N/A

Staff Recommendation: N/A

Financial Implications: N/A

Attachments: Yes No

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

Requested Board Action: N/A

Legislative Information (if applicable): N/A

History:

Requested Board Action:

Legal Review: Yes No

COLLECTION REFRESH WORKFLOW FOR REIMAGINING SPACES

Many NCW Libraries branches have undergone branch remodels as a part of Reimagining Spaces projects. These include Brewster, Peshastin, Curlew, Soap Lake, and Manson with other branches in progress or in planning stages.

A part of these projects includes refreshing the collections. The process begins by working with the Reimagining Spaces team to create a new layout for the collection, based on public input and the constraints of the space. This ensures that the collection will meet the needs of library patrons and fit into the library branch as designed. The process is often iterative, requiring a little bit of collaborative problem-solving and updating to reach the final design.

The next step often happens months later: weeding. This refers to the process of de-selecting materials primarily based on condition and lack of use. The branch collection is weeded for materials in poor condition, especially water damage and excessive wear and tear, and materials that haven't circulated in the last few years. How much weeding is required varies by branch.

When the collection is packed and moved to the Distribution Center (DC), it is often slightly smaller than it was some months earlier, making it easier to move and providing space to add newer materials to the shelves. An experienced packing team can generally pack around 7,000 – 9,000 items in a day, depending on driving distance to the branch and size of the team. More than one workday is generally required to pack more than 9,000 items.

The collection is unpacked at the DC at a slower, more methodical pace onto compact shelving units, allowing more time to review the condition of the collection and goodness of fit. The shelves are typically laid out to the specifications of the branch as designed after the project is completed. This allows staff to proceed with confidence regarding how well the materials will fit in the branch, ensuring that there will not be too much or too little for the space.

Once shelved, staff continue to evaluate the condition, age, relevance, and appeal of the collection. Materials to replenish the collection are sourced from returns to Mail Order (MOL) and Interlibrary Loan (ILL) as well as from duplicates/multiples and other returns to the DC. These add fresh titles to the collection that are newer and in better condition than those removed from the collection. Using tools like CollectionHQ, this is also an opportunity to increase genres and subject areas that are popular or thin those that are diminishing in use. For some projects, as it has become more difficult to source books for this purpose within the collection, micro-opening day collections of a few hundred books have also been purchased. The overall result is a collection that is more current, appealing, and curated for the community.

At the end of the project, the collection is carefully packed and delivered to the reimagined branch where the materials are reshelfed. Thanks to careful labeling and numbering, materials move quickly from box to shelf. In most cases, the fit is good or needs only minor day-of adjustments. Generally, a little space is left to accommodate returns and new books and to display books facing out for merchandising purposes.

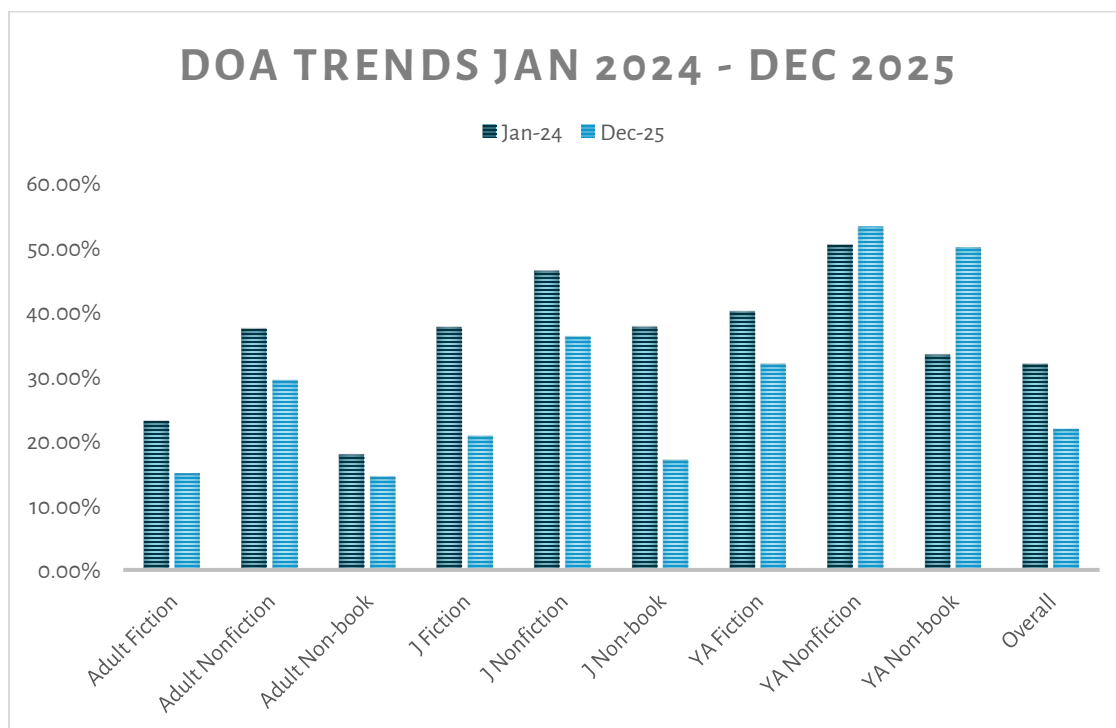
This workflow requires all the staff of Collections and Technical Services working together. Many travel to branches for packing, unpacking, and setup. Many pack or unpack boxes at the DC. Others source items or order materials. Still others plan logistics or contribute in other ways. These processes represent a coordinated team effort as well as extensive collaboration with valued colleagues in other departments.

COLLECTIONS TRENDS

Dead-on-Arrival (DOA) Items

Dead-on-Arrival (DOA) refers to new items in the collection that are between 6 – 18 months old and have circulated 1 time or less. In the past, NCW Libraries had a relatively high number of DOA items, peaking at 35% in May 2024. In 2025, the overall DOA rate decreased from 27.56% in January to 21.88% in December, representing continuing improvement throughout the year.

The collection area with the lowest DOA rate is Adult Non-Book, ending 2025 at 14.48%. This collection is primarily composed of DVDs and other forms of media. The highest DOA is found in Young Adult (YA) Non-book at 50.00%. This collection is primarily audiobooks and curated by patron purchase suggestion, as physical audiobooks (CDs) have become less popular among teens, even in rural spaces. Over time, the most improvement has been seen in Juvenile Non-book, decreasing from 37.68% in January 2024 to 17.06% more recently. This is an improvement of about 21% in about two years.



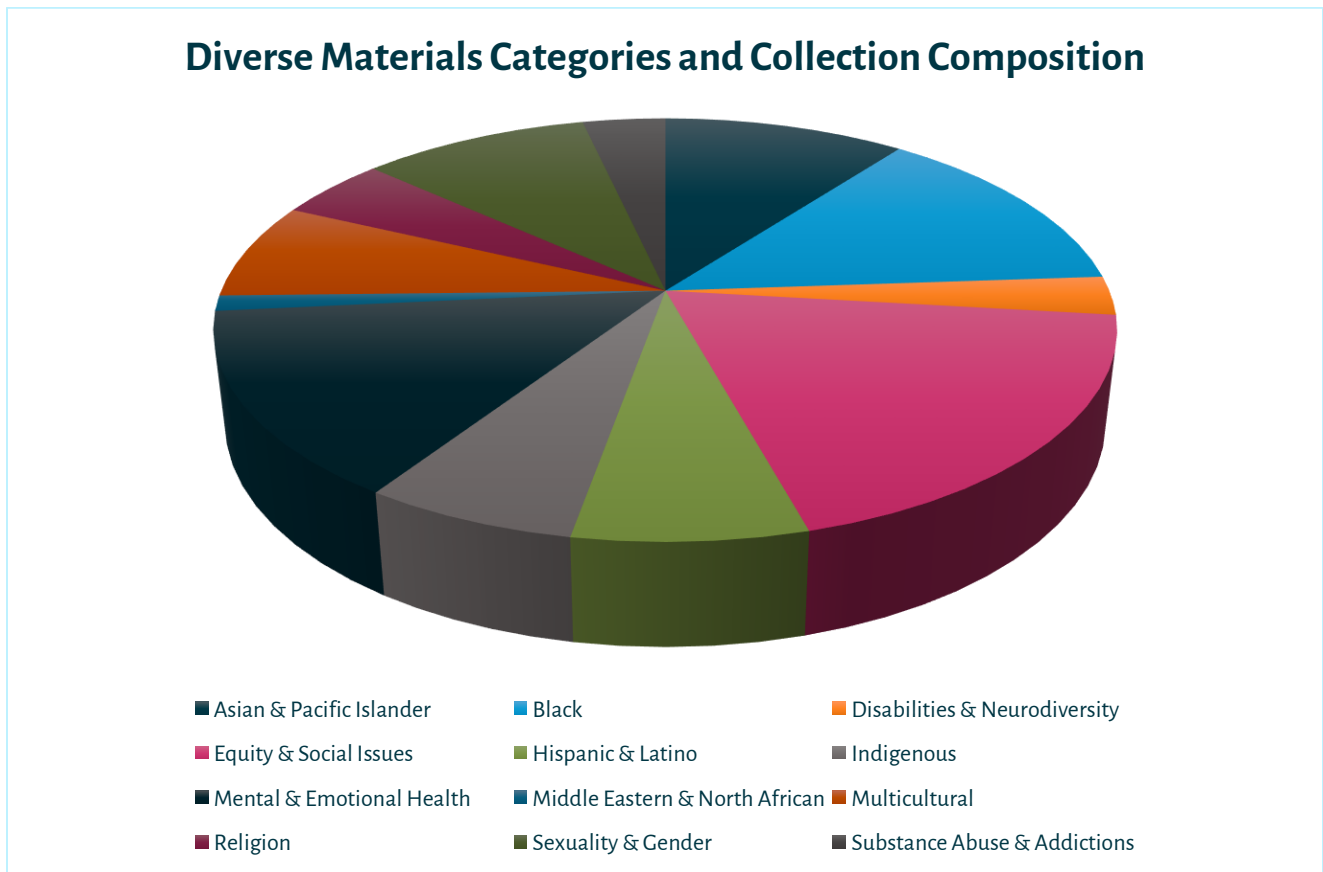
These numbers are a good indication that new materials are enjoying better utilization now than they were one to two years ago. Some of the reasons behind this include: improvements in selection and branch assignment; better display and merchandising practices; strategic weeding of worn/damaged materials to increase visibility of newer, fresher items; and additional tools for readers advisory.

Diverse Materials

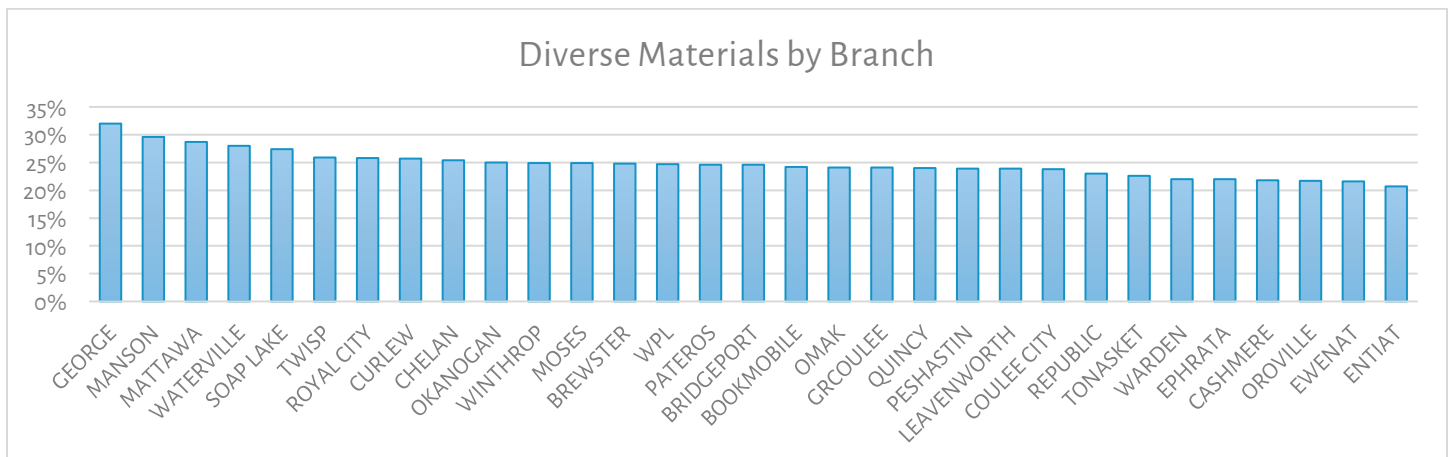
Diverse materials in libraries provide patrons with the opportunity to understand others and themselves as well as to have experiences very different than their own through reading or viewing media. For younger readers especially, this is fundamental to building empathy and to becoming fully literate.

In 2025, the amount of diverse material in the collection increased by about 2.2% system-wide, as measured by CollectionHQ (CHQ). The two largest areas of materials, using CHQ's categorization, are *Equity & Social Issues* (6.4%) and *Mental & Emotional Health* (4.8%). These areas contain books on topics like the Civil Rights Movement, poverty, and feminism and trauma, anxiety, and depression, respectively, which may not be the first things people think of when they hear the word *diversity*. Many books

found here represent marginalization, intersectional experiences, and challenging experiences outside of what many might consider the norm. Other categories are more straightforward.



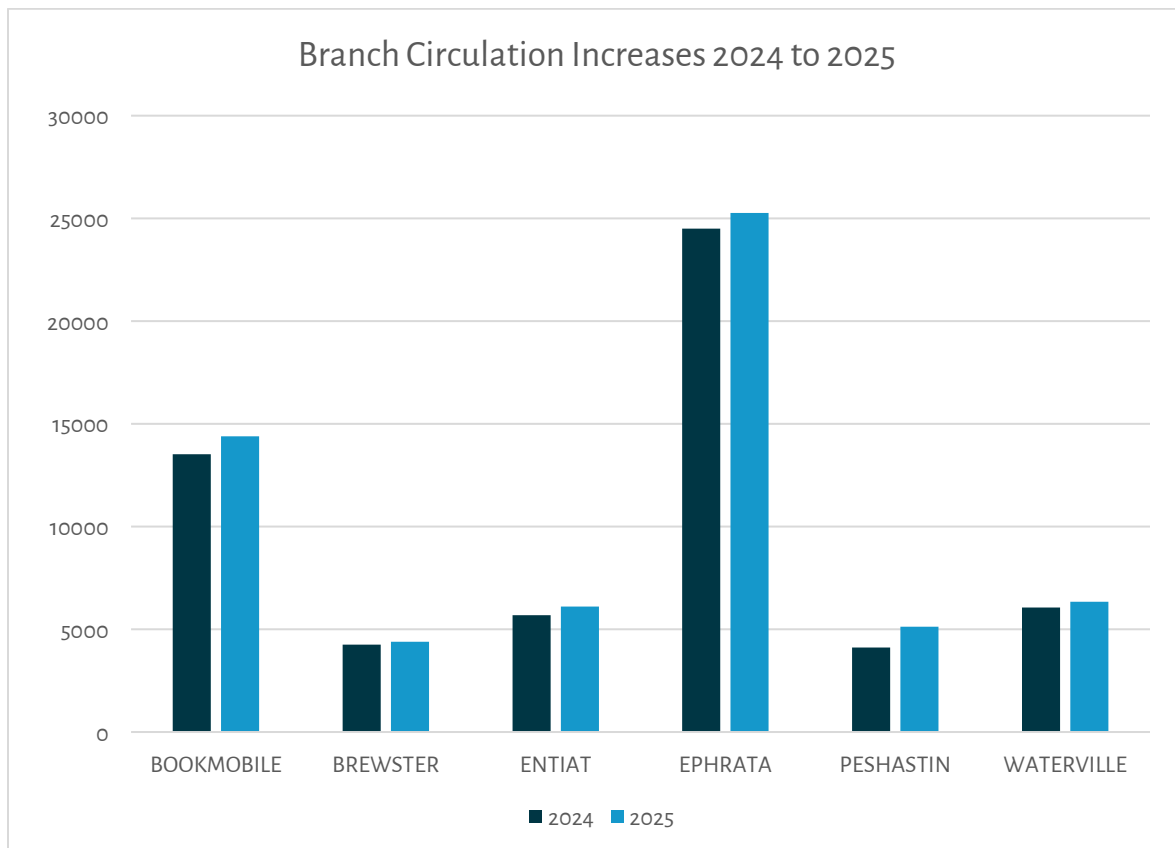
Occasionally, people want to know which library collections are most or least diverse. That changes over time due to floating collections, weeding, and collection rotations. At present, George has the most diverse collection (32%), which makes sense, given their diverse community and because they serve so many young people. For least, it is Entiat (21%) for the moment. Entiat is participating in collection rotations, which can have unpredictable impacts on collection composition as we attempt to refresh the shelves, but that's usually temporary. And someone is always in first or last place – it is the nature of ranking ordering.



Physical Circulation

In a time when print and media circulation are giving way to digital circulation, it can be helpful to examine places where physical circulation is not following that trend. This includes a number of NCW Library branches where 2025 physical circulation outpaced 2024 circulation: Bookmobile, Brewster, Entiat, Ephrata, Peshastin, and Waterville.

Bookmobile saw growth in the use of YA materials and media. Brewster's circulation is continuing to grow in the wake of its 2023 Reimagining Spaces project. Entiat is seeing improved adult print utilization in both fiction and nonfiction, as well as juvenile nonfiction. Ephrata has seen continuous growth in children's circulation for some time now. Peshastin is continuing to increase circulation after their Reimagining Spaces project with growth in children's and teen materials leading the way. Waterville has also seen increased circulation, especially in adult fiction and nonfiction materials.

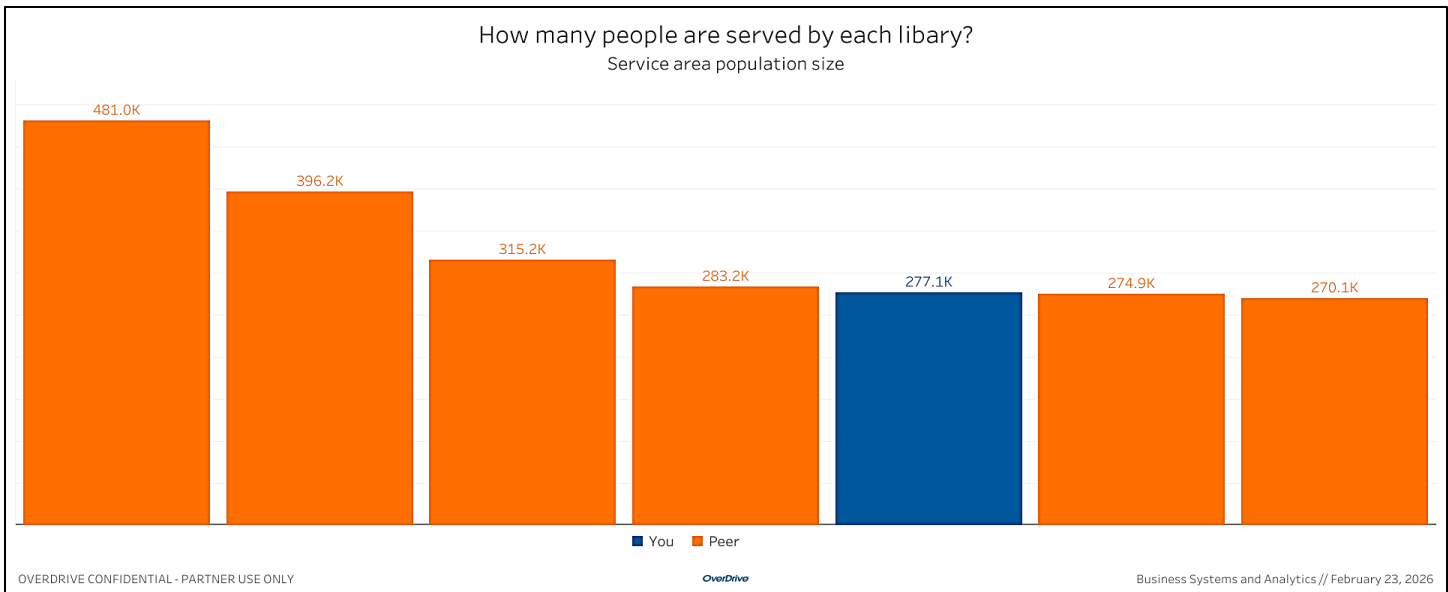


While increases are not all the same proportion, it is heartening to see that physical materials are enjoying increased use at these locations, especially those that have been refreshed through Reimagining Spaces projects. As these and other projects, such as Collection Rotation continue, it is hoped that physical circulation at more locations will also increase.

DIGITAL MATERIALS

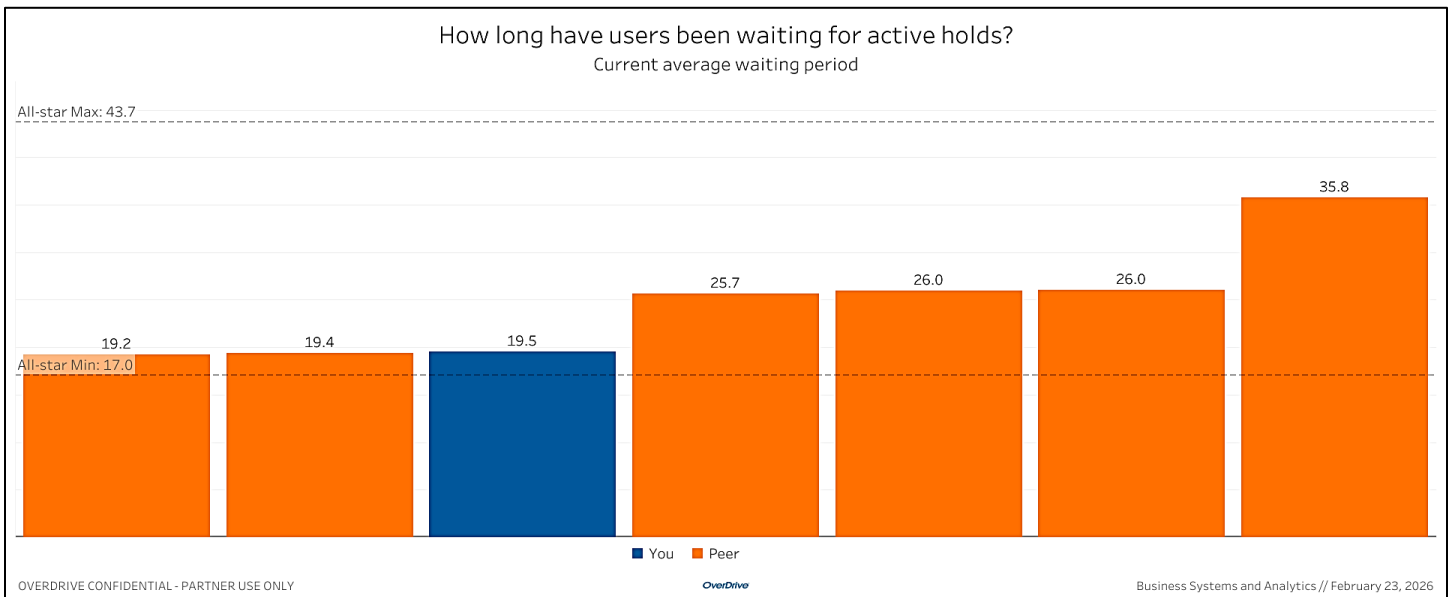
In February 2026, Overdrive provided NCW Libraries with data regarding digital collection trends and peer comparisons.

The peers Overdrive selected for their report included systems larger and smaller than NCW Libraries. They were received unlabeled from Overdrive for business privacy reasons.

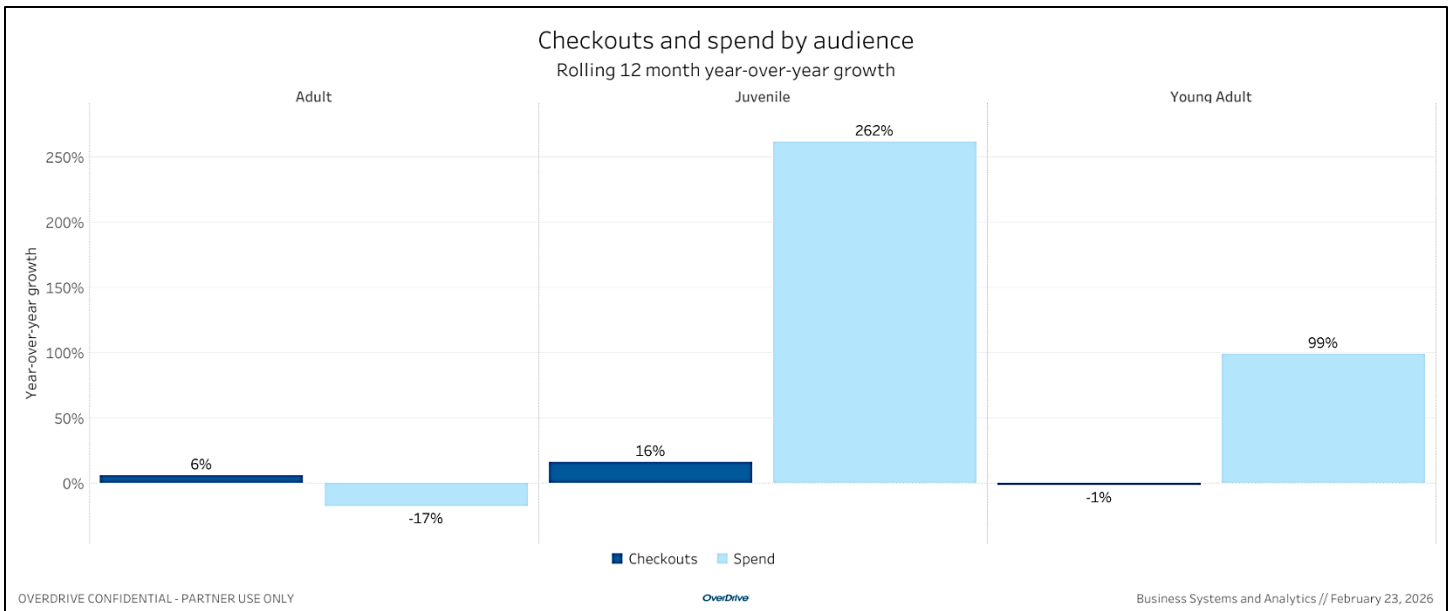


One aspect of eBook/eAudio use that has remained a persistent concern is how long patrons wait for items on hold. This is especially notable as patrons become increasingly accustomed to instant services rather than holds-based ones. The good news is that wait times have decreased on Overdrive to an average wait of 19.5 days.

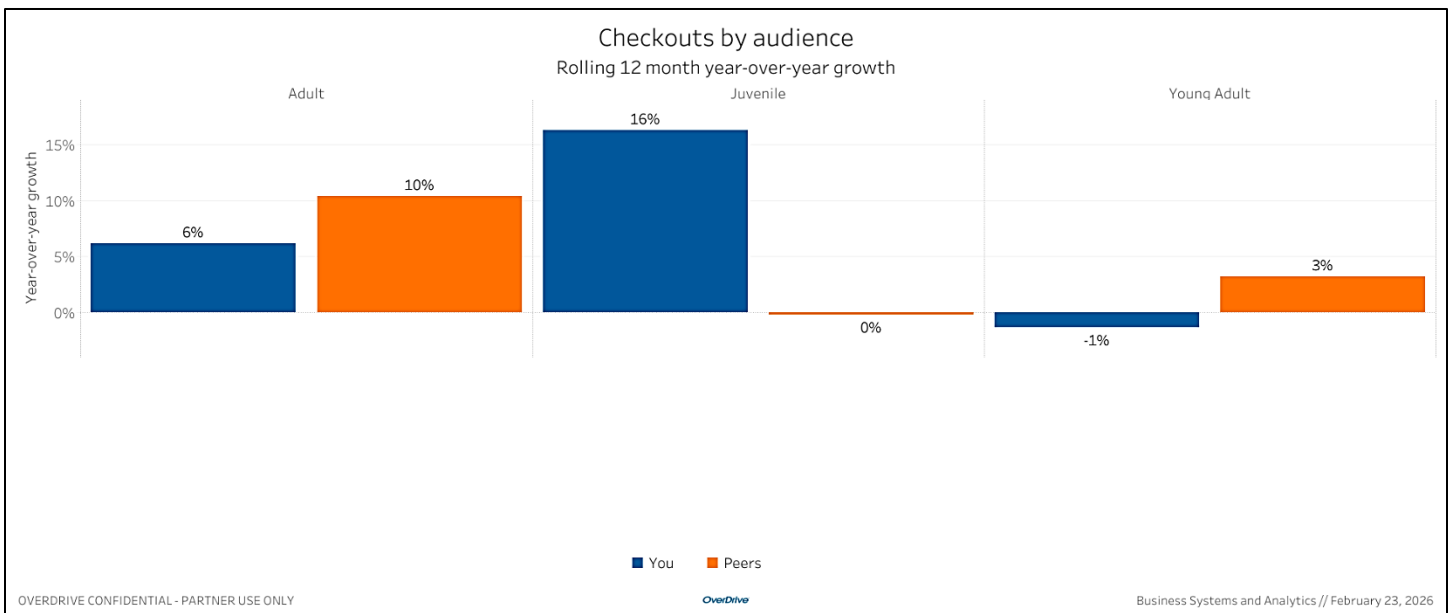
Among peer libraries, NCW Libraries compares relatively well with wait times less than a day longer than our fastest peer.



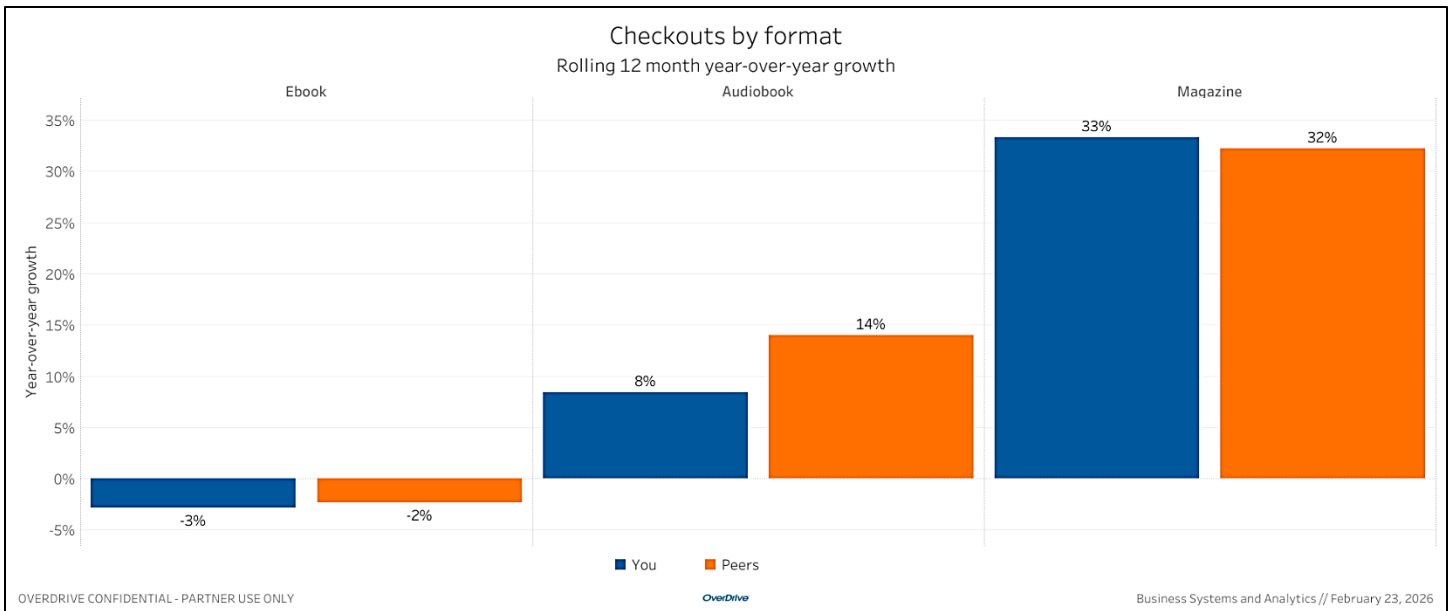
Taking a look at collection content spending and circulation, in the 12 months represented by this data, circulation grew for adult and children's materials but decreased slightly for young adult. Spending decreased for adult materials and increased for both youth categories. Outreach to schools increased a lot in 2025, so the Overdrive collection grew to support this. The efforts paid off more so for the younger age group (juvenile) than for teenagers (young adult).



Looking at the peer group:



They experienced higher growth in adult circulation on Overdrive; however, for juvenile materials, the average was zero compared to 16% growth. For young adult, the peer group saw 3% growth, compared to 1% loss. Probable explanations for the loss in young adult digital circulation include: rural focus on high school sports, early entry into the workforce, lack of digital devices/connectivity, preference for print, preference for graphic novels/manga, and low usage in other formats (print).



This chart shows comparison by format, including digital magazines, which demonstrated a lot of growth during this period. Overdrive carries a large selection of always-available magazines that are proving to be increasingly popular, accounting for around 13–14% of Overdrive circulation each month.

Overall, digital circulation on Overdrive continues to increase, although some formats and collections perform better than others. NCW Libraries compares well with peer libraries, especially with regard to speed of fulfilling holds. Future areas to address include maximizing cost/benefit for youth collections and exploring improving circulation for digital materials for young adults.



BOARD STAFF REPORT

To: Board of Trustees

From: Tim Dillman, AD of Community Libraries

Date: May 21, 2026

Proceeding Type: Board of Trustees Meeting

Subject: Community Libraries Board Report

Staff Report Summary: Informational only Board action required

Team meeting topics over the past month have included:

Staff Support:

- Children and Dependent Individuals Policy-Optional Q&A
- National Library Workers Day- Branch Snack Baskets and Cards
- Full Access Card changes

Frontline Staff Training:

- Weeding and Collection Management
- Annual Fire Drills

Information Sharing & Feedback Gathering:

- Tech Help Guidelines
- SLP planning/Summer Book giveaways
- Link to the Library Passport-pilot program in Chelan/Douglas

Collaborative Work:

- Operations Procedure Manual creation-ongoing
- Library Card Signup Month planning
- Updating Unattended Child Policy

2nd Reimagining Spaces Staff Field Trip

April 14th-20th a group of 14 staff had an opportunity to travel to Santa Cruz for the 2nd cohort Reimagining Spaces staff field trip. These trips are a valuable part of the overall professional development component of our Reimagining Spaces project. During the four day trip, staff had toured 7 branches of the Santa Cruz Library system, and had the chance to talk with Santa Cruz leadership, connect with our principal designer from Library Forward, and engage in meaningful connection and idea sharing with one another.

For this iteration of the trip, we were joined by 3 Branch Librarians from upcoming Reimagining projects, 3 Librarians from branches that have been remodeled and are now activating those spaces, 2 Area Managers, 2 Service Managers, and 4 members of our leadership.

Santa Cruz Libraries continues to be a welcoming host, and we continue to learn from the structure of their system, the lessons of their remodels, and the challenges common to all libraries. We look forward to another trip in a few years for our final cohort of Branch Librarians.



Staff Recommendation: N/A

Financial Implications: N/A

Attachments: Yes No

Requested Board Action:

Legislative Information (if applicable): N/A

History:

Requested Board Action:

Legal Review: Yes No

Senior Branch Leaders were asked to share information related to how work in their areas are aligning with NCW Libraries' Four Strategic Directions:

Michael McNiel, North Region- Meet Critical Community Needs

Republic Librarian Buffy does a program twice monthly to connect with seniors in assisted living in Republic. Participants do art programs, explore the use of Ozobots, engage in STEM activities, and other projects that help people connect and stimulate their minds. We usually have around 7 people attend. The time they spend together is a wonderful time to talk and laugh and just connect with other people. Buffy does a great job of interacting with them and letting them know that they are important. It is all a part of the overall mission within Republic of making sure that everyone is welcome and sought after.

Austin Foglesong, Moses Lake Public Library-Maximize the Community's Investment

The Moses Lake team is currently examining our circulation and foot traffic data for the past five years (2022-2026) to identify trends and potential connections, particularly the significant decrease in 2025 compared to previous years. We will continue thinking outside of the box while recognizing that some factors are simply outside of our control. After speaking with Barb, Connie and Austin will reach out to Amanda Brack to discuss a press release addressing rumors of the Moses Lake branch's closure, due to ongoing financial struggles within the City of Moses Lake, etc. We also hope to connect with the two newest members of the Moses Lake City Council, Jeremy Davis and Joel Graves, and invite them to tour the library, etc.

Kyle Huizenga, Wenatchee Public Library-Meet Critical Community Needs

The team at WPL has tabled at a number of great community events in the valley, including the YMCA's Healthy Kids Day, the Museum's Nick's Bricks Lego program, and the record-breaking Wenatchee Valley Loteria hosted by Pinnacles Prep / Parque Padrino. While the library's impact on the community at these events was minimal, our presence at these events means a lot to the community and to our partners. More organizations are starting to reach out to us with different events we haven't attended in the past, meaning we're becoming more visible to the community.

Melissa Little, Northwest Region- Enhance Customer Experience

This year we coordinated so that during spring break for our schools all the libraries in our region did a spring break program for families. In addition to the marketing for each individual library, Mary Springer created a Spring Staycation graphic showcasing all events for the week. We heard from several families that they were able to attend several of the events in the week and it was great to have family-friendly events to do that were free and close by.

Danielle Durr, South Region-Strengthen Organizational Health

In April, with half of my team going on the Santa Cruz trips, we've been discussing new ways to activate our library spaces, new partnerships to pursue, and different ways to reach our patrons. For the past two years, Mattawa has not had a Librarian to host impactful programs and outreach. In April, Genesis started a Bilingual Storytime on Saturdays for parents, has worked with the local school on several outreach events, hosted the Latino Civic Alliance, and tabled at the Annual Children's Day event.

Nat Heck, Central Region-Meet Critical Community Needs

Chelan/Manson Supervising Librarian Vivian has been working with the Manson School District to provide programming to the district's ECEAP preschool throughout the late winter and spring, providing extra enrichment to low-income youth. As the Chelan Valley continues to be staffed up, Vivian will have more capacity to provide high impact programming of this nature. It's important to note that, despite the appearance of uniform prosperity, there are significant populations in the Chelan Valley that are disadvantaged and underserved.



BOARD STAFF REPORT

To: Board of Trustees

From: Reimagining Spaces Project Team

Date: May 21, 2026

Proceeding Type: Board of Trustees Meeting

Subject: Reimagining Spaces Update

Staff Report Summary:



Informational only



Board action required

The team has been focused primarily on critical path items for Cashmere while also preparing to reopen Twisp after the MVCC energy efficiency project. In addition, we are preparing to begin work in Ephrata, and focused on moving design forward in Omak.

It has been a busy spring for the team, but we are very pleased with the way things are coming together. We cannot wait to invite the community and stakeholders to visit the Cashmere library very soon!

Discussion/Analysis:

Branch Updates:

At the bottom of this section is a table indicating the phase of progress that each branch scheduled to begin this year is in.

1. Chelan: The City of Chelan is working on issuing an RFP for the building repairs in the near future. It is the goal of all parties that the repair work is completed this year and NCW Libraries refresh can resume toward the end of the year.
2. Ephrata: A presentation of refresh plans to the City of Ephrata is scheduled for Friday, 5/29. If they have any feedback, that will be incorporated. We anticipate submitting for a building permit in June and are working towards starting the work in mid-July.
3. Cashmere: We are very close to the finish line! Carpet went in this week, and shelving is scheduled for next week. The branch will be closed for a month beginning on 6/1 so that Lisa and team can focus on moving the library. We anticipate a soft opening at the end of June! We also plan to be totally out of the existing library by the end of June as well.
4. Bridgeport: Construction documents are in process.
5. Oroville: The project is in its design phase.



6. Entiat: We received a fully executed project MOU from the City of Entiat at the end of April. We will officially be taking over the meeting room adjacent to the library. Design work has been revived and we will come to the Board with an updated project budget at the July meeting.
7. Omak: The design development phase is nearly complete! There has been wonderful coordination with the design team, including MEP (mechanical, electrical, and plumbing) engineers. We are driving towards an RFP in August of this year. There's a lot of work remaining, but the team is highly engaged!
8. Twisp: A recent team focus – the MVCC is nearly done with their energy retrofit project. Shelving has been fully set, library materials have been brought back into the space, and we're gearing up for IT setup. The branch is planned to reopen to the public on June 9th.
9. Republic: Amanda and Barbara attended an in-person meeting with the Friends Building Committee co-chairs on May 12th as well as a project update and fundraiser. The project team is planning to use the progressive design build project delivery method. They will know on 5/28 whether that's approved. If it is, they will be issuing their first RFQ for a design-builder in June of this year with the goal of breaking ground a year from now.

Count	Branch	Community Engagement	Design	Bidding	Construction	Completion
1	Chelan				X	
2	Ephrata			X		
3	Cashmere				X	
4	Bridgeport		X			
5	Oroville		X			
6	Entiat		X			
7	Omak		X			
8	Republic	(pre-design)				
Fully Completed:						
1	Winthrop					X
2	Brewster					X
3	Wenatchee					X
4	Peshastin					X
5	Curlew					X
6	Soap Lake					X
7	Royal City					X
8	Manson					X



Staff Recommendation:

N/A

Financial Implications:

N/A

Attachments:

Yes

No

1. I promise photos and plan updates in the next meeting!

Requested Board Action:

N/A

Legislative Information (if applicable):

History:

Requested Board Action:

Legal Review:

Yes

No



BOARD STAFF REPORT

To: Board of Trustees

From: Sheila Callihan, HR Director

Date: May 21, 2026

Proceeding Type: Board of Trustees Meeting

Subject: Board Report

Staff Report Summary: Informational only Board action required

Staff Movement:

New Hires:

Internal Transfers/Promotions:

Anna Moroz - FTE .80 Library Specialist at the Chelan branch, effective May 5, 2026.

Rebekah George - FTE 1.0 Temporary Library Specialist at the Tonasket branch, effective May 18, 2026.

Resignations:

Ezequiel Joya - Latino Community Outreach Specialist, submitted a voluntary resignation effective May 4, 2026.

Retirements Announcements:

Open Positions:

Future Start Dates:

Posted Positions:

Discussion/Analysis:

Staff Engagement and Growth:

Ana Trejo - Supervising Librarian for Pateros and Brewster branches, completed her Master of Library and Information Science (MLIS) degree on May 12, 2026.

Kristy Kanning and Sheila Callihan attended the WCIF Benefit Summit held May 13-14, 2026.

Financial Implications:

Other:

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)



Strategic Directions:

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

BOARD STAFF REPORT

To: Board of Trustees

From: Executive Director

Date: May 2026

Board of Trustees Meeting

Subject: Executive Director Board report

Report Summary: Informational only Board action required.

Financial Implications:

Attachments: Yes No

Legal Review: Yes No

Strategic Direction: Meet Critical Community Needs

Strategic Direction: Strengthen Organizational Health:

Board Retreat Planning

Executive Goal: Board Development & Governance

Planning is underway for the June Board Retreat. The day is being structured as a full-day working session for trustees and leadership staff.

Location: Wenatchee Public Library Sagebrush Meeting Room

Date/Time: June 18, 2026 | 8:30 a.m. – 4:00 p.m.

**Regular Board Meeting will begin at 3:30 p.m. and will include financial and consent agenda items only*

Trustee attendance throughout the full day is strongly encouraged, as several discussions later in the retreat will rely on Board input and direction to help inform future planning and organizational priorities.

Additional information and retreat materials will be shared with trustees in advance of the retreat.

Strategic Direction: Maximizing Community Investment

Board Minutes Process Updates

Executive Goal: Operational Effectiveness

We are updating the Board meeting minutes format and process to align with common governance practices and improve long-term sustainability. After consulting with legal counsel, NCW Libraries will move toward an “action minutes” format that focuses on official actions, motions, votes, and high-level summaries of discussion rather than detailed narrative minutes. Legal counsel confirmed that this format is consistent with standard governance practices and appropriate for use moving forward.

The updated format will improve efficiency and reduce administrative workload associated with meeting preparation and minute development. Historically, Board meetings were not routinely recorded and recordings were only implemented in recent years as an internal tool to support detailed notetaking for minute preparation. With the transition to the updated minutes format, routine recordings for note-taking purposes will no longer be necessary.

All meeting minutes will continue to be documented in accordance with public meeting requirements & standards.

Library Director Activity Report:

April 17 – Meeting with Rob Karlinsey, Moses Lake City Manager

April 17 – Meeting with Kyle Cox, Mid-Columbia Library Executive Director

April 29 - Meeting with PCLD, Sno-isle, KCLS, KRL

April 29 – Moses Lake Library Foundation Meeting

April 30 – Surfacing meeting with Dorry Foster, YMCA Executive Director

May 1 – Surfacing meeting with Rachel Evey, Wenatchee Rotary President

May 5 – Meeting with Lisa Karstetter, Microsoft

May 6 – Meeting with Dollie Boyd, Moses Lake Museum Executive Director

May 8 – Meeting of the Public Library Directors of Washington

May 12 – Friends of the Republic Library Garden Party Celebration

May 13 – Meeting with Ray Towry, Ephrata City Administrator

May 13 – Branch Visit, Ephrata

May 18 – Meeting with Amanda Six, Stevens County Rural Library

May 18 – WVC Foundation Board Meeting

May 20 – Moses Lake Friends of the Library, Moses Lake



Strategic Directions:

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

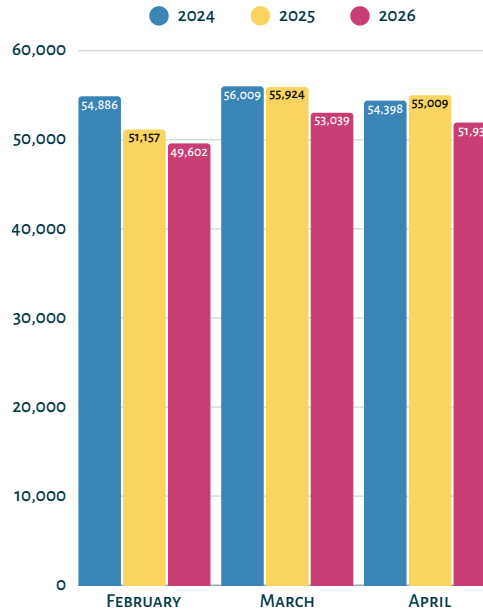
APRIL 2026 LIBRARY DATA REPORT



MAY 21, 2026

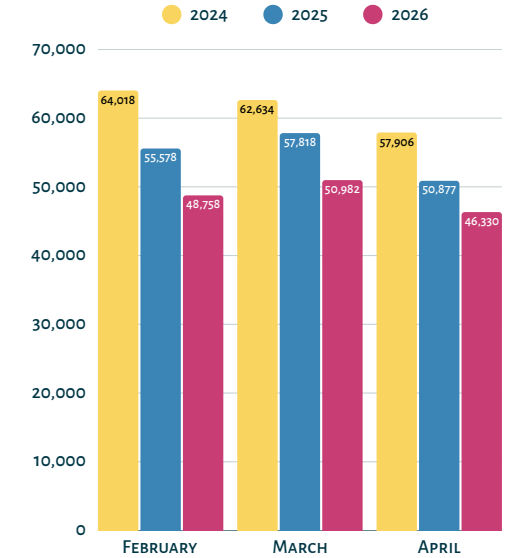
FOOT TRAFFIC

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.



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.

