



☎ 509-663-1117
● ncwlibraries.org
16 N Columbia St
Wenatchee, WA 98801

November, 2024

Board of Trustees
Citizens of NCW Libraries
NCW Libraries Employees

On behalf of the Board of Trustees, I express deep appreciation for your support of NCW Libraries' mission to connect the people of NCW to vital resources and opportunities that foster growth and strengthen communities. The 2025 budget has been developed in alignment with our Strategic Directions, including *Maximizing the Community's Investment*, reflecting our commitment to delivering impactful services while being mindful stewards of taxpayer investments.

The 2025 General Fund reflects an increase of \$552,217 over last year, primarily attributed to rising maintenance costs, personnel expenses, insurance premiums, increase in cybersecurity threats, and the ongoing impact of inflation on operational costs.

In 2024, NCW Libraries received a “clean” audit for fiscal years 2021 and 2022. The Washington State Auditors Office spent several weeks earlier this year carefully examining all financial activities including expenditures related to personnel and other activities as well as the financial reporting that is prepared annually for each fiscal year, and concluded that there were no financial issues across all of the funds.

Looking ahead to 2025, NCW Libraries will focus on sustainability initiatives, the Reimagining Spaces Project, and enhancing programs and services to ensure we continue to meet the evolving needs of the diverse communities we serve. As dynamic public spaces, NCW Libraries remain committed to delivering excellent services and nurturing inclusive spaces while responsibly managing resources.

On behalf of the Board of Trustees, thank you for your interest in NCW Libraries' finances and for your continued support.

Sincerely,

Barbara Walters, Executive Director

2024 – 2026 STRATEGIC DIRECTION

MISSION

To connect the people of North Central Washington with vital resources and opportunities that foster individual growth and strengthen communities.

Strategic Directions:

1. Meet critical community needs.
 - Cultivate local and regional partnerships and connections.
 - Provide relevant services, programs, and resources.
 - Increase awareness and use of library services.
 - Priority audiences are populations and communities facing critical needs and experiencing ongoing opportunity gaps.
2. Enhance customer experience.
 - Foster an environment where everyone feels welcome.
 - Reimagine and strategically update our spaces.
 - See *Reimagining Spaces Fund Budget later in budget document*
 - Consistently meet and exceed customer needs and expectations.
 - Operate from a shared organizational values of curiosity, kindness, hospitality, and empathy.
3. Strengthen organizational health.
 - Build a strong and positive organizational culture.
 - Celebrate and invest in the success of our employees.
 - Collectively commit to a growth mindset.
4. Maximize community investment.
 - Regularly evaluate our community impact.
 - Measure and track the success of our operations, staff performance, and overall community impact.
 - Pursue opportunities for innovation and improvement.
 - Make data driven financial decisions.

About NCW Libraries:

Established in 1960 under Washington State Law Chapter 27.12 RCW, NCW Libraries operates as an independent junior taxing district governed by a seven-member volunteer Board of Trustees appointed by County Commissioners. The board sets an annual property tax levy and approves the operating budget.



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As the largest geographical library system in Washington State, NCW Libraries serve over 275,000 people across 14,497 square miles, covering unincorporated areas of Chelan, Douglas, Ferry, Grant, and Okanogan Counties as well as 30 incorporated towns that have chosen to annex or contract with NCW Libraries.

Over 118 skilled and knowledgeable employees, provide community-driven services to support NCW Libraries mission to Connect the people of North Central Washington to vital resources and opportunities that foster individual growth and strengthen communities.

2025 Budget – General Fund

The General Fund is an accounting fund used by NCW Libraries to receive revenues and pay for ongoing services and operations to provide public library services to the residents of North Central Washington and the counties and communities we serve. The annual appropriated budget is adopted by the Board of Trustees in a public meeting and covers the fiscal year from January 1 through December 31, 2025.

Revenue Budget:

- **Property tax** is the primary source of revenue for the General Fund, accounting for 95% of the Library District's total revenue. State law limits NCW Libraries to a 1% annual increase plus an amount for new construction. The Board of Trustees adopts an annual budget and property tax levy to operate during the fiscal year. It is essential for the Library District to project revenues and expenditures in advance to plan for sustaining services for the future.

By law, NCW Libraries may collect up to .50 cents per \$1,000 of assessed property value; also known as the levy rate. In 2024, the Library District's levy rate is .26 cents per \$1,000 of assessed property value. This means that NCW Libraries is only collecting about half of the amount of property tax that it legally can.

- **Intergovernmental revenue** represents approximately 1% of the revenue budget and comes from various state appropriations including timber revenues and payment in lieu of taxes for federal and state-owned lands, it also includes grants and contracts. This source of revenue is very small and not consistent.
- **Charges for services** represents the amount of revenue the Library District receives when it charges library patrons for copies, lost or damaged library materials and non-resident customers to use the library. NCW Libraries has contracts with 5 cities and towns to provide library service and the revenue from these contract cities is recorded in this category as well.
- **Miscellaneous revenue** is the category used to capture revenue from investment interest, gifts and donations, sale of scrap and E-Rate. The Library District benefits from the E-Rate program, a federal initiative offering eligible schools and public libraries rebates on telecommunications and internet services.

BARS	Description	2024 Budget- Amended Jul. 2024	2025 Projected Budget	Increase (Decrease)	Percent of Revenue Increase/ (Decrease)		
Property Taxes and Other Taxes							
311.10	Property Taxes	15,615,192	15,961,550	346,358	2.22%	156,151.92	1% Levy Increase
	Taxes subtotal	15,615,192	15,961,550	346,358	2.22%	190,206.08	New const & State U AV
Intergovernmental Revenues							
332.15	PILT Fish & Wildlife Service	10,000	10,000	-	0.00%		
334.30	Dept. of Commerce Grant	118,216	-	(118,216)	-		
335.02	Forest Excise Tax	12,000	12,000	-	0.00%		
336.02	DNR PILT	21,000	21,000	-	0.00%		
337.07	Leasehold Excise Tax	167,000	167,000	-	0.00%		
	Intergovernmental Subtotal	328,216	210,000	(118,216)	-36.02%		
Charges for Services							
341.81	Print/Duplication Services	14,000	14,000	-	0.00%		
347.20	Library Use Fees-General	450	450	-	0.00%		
347.20	Town of Coulee City-Contract	13,196	13,196	-	0.00%		
347.20	City of Ephrata-Contract	196,456	196,456	-	0.00%		
347.20	City of Omak-Contract	114,084	114,084	-	0.00%		
347.20	City of Warden-Contract	116,850	116,850	-	0.00%		
347.20	Town of Wilson Creek-Contract	3,529	3,529	-	0.00%		
	Charges for Services Subtotal	458,565	458,565	-	0.00%		
Fines							
359.70	Lost/Damaged Materials	18,000	18,000	-	0.00%		
	Fines Subtotal	18,000	18,000	-	0.00%		
Miscellaneous Revenue							
361.11	Investment Interest	30,000	30,000	-	0%		
367.11	Gifts, Pledges, Grants from Private Sources	8,000	8,000	-	0.00%		
367.11	Gift-Moses Lake Library Shelving Project	100,000	-	(100,000)	-		
367.11	E-Rate	20,000	20,000	-	0.00%		
369.10	Sale of Scrap/Junk	34,000	34,000	-	0.00%		
369.90	Other Miscellaneous Revenue	64,000	54,000	(10,000)	-15.63%		
	Miscellaneous Revenue Subtotal	256,000	146,000	(110,000)	-42.97%		

BARS	Description	2024 Budget- Amended Jul. 2024	2025 Projected Budget	Increase (Decrease)	Percent of Revenue Increase/ (Decrease)
	Subtotal New Revenue	16,675,973	16,794,115	118,142	0.71%
	Prior Year Ending Balance Carried Forward	70,500	-	-	-
	Grand Total 2024 Projected Revenue	16,746,473	16,794,115	47,642	0.28%

Expenditure Budget:

Personnel is the largest component of our budget, accounting for 68.1% of total expenditures in the General Fund. Our staff are the heartbeat of NCW Libraries, committed to providing excellent library services, building connections, and fostering community. All employee wages and benefits are budgeted in this one category.

Personnel Expenses Breakdown:

- Salaries & Wages: Representing 49.29% of the total budget.
- Benefits: Budgeted at 18.8% of the total budget, includes:
 - Employee-paid health care: medical, dental, vision, and life insurance.
 - Long-term care insurance
 - FICA contributions, employer paid contributions to Social Security and Medicare.
 - Unemployment

The Library District is budgeted for 118.24 FTE (full-time equivalent) positions in 2025. Additionally, NCW Libraries employs Library Assistants – temporary staff who cover for regular branch employees during absences, training sessions, or meetings. The Library District also employs library assistants. These important temporary employees substitute for regular library branch staff who might be absent, participating in training or attending meetings. This allows NCW Libraries to keep our public libraries staffed during open hours, supporting consistent service to the public.

Administration is the category used to account for providing oversight and management of the Library District. No employee costs are budgeted in this category. A major expense in this category is for professional services the District uses to pay for attorney costs, audit costs and other professional engagements. There is also a budget for travel and training for the Board of Trustees, memberships to professional organizations for the District and a small amount for legally required advertising of board meetings and public hearings. This budget category represents just under 1% of the entire General Fund budget.

Public Services is a large category of the General Fund budget representing approximately 21% of the entire expenditure budget. In this category we are budgeting for much of the cost to provide library services to our public in the 30 branches across the five counties where we provide library services.

Supplies is a budget category that accounts for various supplies used by different departments, including general supplies which are everyday sorts of supplies used in the branches and includes supply items from copier paper and pens to book display easels, to

batteries and the printed physical library cards provided to members of the public for use in checking out library books and materials.

Program Supplies - There are eight budget lines for program supplies to support system-wide programs, activities and initiatives. These supply lines are managed by the STEM, Children's, Teen, Adult, and Latino Program Managers and are used to purchase materials for program and activity kits, Storytime kits, all elements of Summer Library Program, and activities conducted during outreach events and community partnerships. In addition to this, each Library Branch receives an annual allocation for program supplies.

Marketing software supplies is a category used to account for software that helps our team internally with things like productivity, but also external software that helps us to better promote the libraries offerings to our patrons. An example of this is Patron Point, an email newsletter software made exclusively for libraries that connects to our catalog and uses data from that to better target different audiences.

Marketing Specialty Paper & Supplies is a category used to account mainly for paper, specifically used for our promotional materials, which falls under a certain number of prints that we create in-house and send to all our branches. "Supplies" have to do with the purchasing of things that help us to better do our jobs, fonts, exacto knives, and cutting mats are some examples.

Marketing Production Commercial Printing is a supply budget used to purchase larger quantities of promotional materials and or when we need printed materials that cannot be created in-house. Folded brochures are a good example of this, in this case, we typically need quantities that become cheaper per print coming from a professional printing company as opposed to in-house and we also do not have the specialized equipment to fold brochures.

Marketing Promotional Materials is a supply budget line that allows us to advertise by purchasing and giving away branded promotional items. An example of the items that we typically purchase are branded stickers, pens, and magnets. These items help to give our branding more exposure, they can also aid staff in creating meaningful connections on an individual level with patrons, this positive experience can help lead to patrons becoming our supporters and advocates.

Library Books and Materials - The budget lines allocated under this category reflect all the materials that are purchased or licensed for patron use and check-out either at a library branch or virtually through our website. Physical items include books, CDs, DVDs, all items circulated through our Library of Things collection, book club kits, periodicals, etc. This budget also includes all licensing for digital materials, such as online resources (subscription databases such as Consumer Reports), streaming services (Kanopy), and

eBooks (OverDrive and hoopla). This category of the budget accounts for 10.06% of the overall General Fund Budget.

Information Technology Software is the category used to account for software, licensing, maintenance, support, and cloud services. It covers software solutions like Microsoft Business Productivity applications for staff and public computer use in our library district. Major expenses in this category include our Integrated Library System (ILS/KOHA), annual business productivity software licensing, annual vendor support contracts, and administrative solutions such as our HRIS and Finance systems.

Information Technology Hardware is the category used to account for asset tracked hardware (typically valued at more than \$300 per item). It covers hardware such as servers, computers, routers, switches, wireless access points, etc. for both staff and public use in our library district. Major expenses in this category include staff and public computers, servers, networking equipment, and audio/video conferencing equipment.

Professional Services

Four budget lines (Latino, Youth, Adult, and STEM) are used for hiring performers, presenters, and instructors for systemwide programs and initiatives designed and delivered by the Service Manager team. Typical professional services include instructors for ESL and Citizenship classes, Humanities Washington lectures, Summer Library Program presenters, and author fees.

There are also professional services budget lines that are allocated for public services memberships, information technology services and security services at Wenatchee and Moses Lake Libraries.

Marketing - Web/Social Media Professional Services is used for professional services related to our marketing efforts including Comit Developers for our website and freelance help. These professional services are essential for NCW Libraries, enhancing our ability to connect with the community in relevant, dynamic, and engaging ways through our digital channels. These services help us reach a broad audience across digital platforms. Professional guidance helps us maintain a consistent and effective online presence, helping attract new users and promoting literacy and lifelong learning.

Marketing - Translation Professional Services is used for professional services related to translating our marketing and communications materials including posters, press releases, ads, etc. Currently, we use Straker Translations for our translation needs to supplement internal translations done by our bilingual staff. Translation professional services help us make our resources accessible to our diverse communities. By providing materials in multiple languages, we can more effectively reach non-English speakers and individuals with varying language proficiencies promoting inclusivity and equity in access to

information. Effective translation helps build trust and engagement within the community, enhancing our role as a vital resource.

Phone & Internet is being budgeted at a 6.8% reduction in 2025. This includes funding for cell phone, telephone and internet service across all of our 30 locations plus the Distribution Center.

Postage primarily supports our mail order library. This service delivers library materials straight to library patrons who have a library card and who live or own property in our service area. The 2025 budget increases 26% or \$52,470 primarily due to increases in postage prices.

Mileage is a small budget line used to pay for employee travel to and from branch locations when NCW Libraries holds meetings or needs to assign employees to close by branches for coverage to maintain open hours.

General Advertising encompasses job postings and related advertising for open positions. It also includes the following Marketing related advertising:

Marketing Promotional Advertising-This budget line is used for traditional marketing efforts including billboards, radio, and newspapers. Traditional marketing channels are critical as we seek to reach our rural service area, connecting our communities with library resources. Advertising is vital for NCW Libraries as it helps raise awareness of our services, resources, and programs. Robust communications attract new patrons and encourage existing patrons to engage with all of our resources.

Marketing Online Advertising-This budget line is used for digital marketing channels including social media ads, google search boosting, online advertising, digital newspaper ads, and native ads. In an increasingly digital world, online advertising ensures that NCW Libraries is known as a relevant and valuable resource for everyone. By promoting programs, services, and resources through digital channels, NCW Libraries can reach a broader audience, including those who may not be able to visit us in person. Online ads help attract new patrons, inform the public about events, and highlight our unique digital offerings.

In 2025, the advertising budget is increasing \$25,000 so that NCW Libraries can strive to better communicate its important messaging around all of the library services offered to our citizens.

Rentals & Leases accounts for the leases of the multi-function copier and printer leases and post office box leases in our various cities and towns. This budget increases 12.5% or \$10,650 in 2025.

Liability Insurance is a category of the budget that has been increasing at a high rate over the last 3 years. This insurance covers the Library District's owned buildings, contents throughout all buildings and the fleet. The 2025 budget represents an increase of 24.7% or \$59,868 over the 2024 budget.

Miscellaneous expenses are budgeted at a decrease of 15% for 2025. This is a small category that accounts for miscellaneous costs such as computer hardware recycling.

Organization of Materials is a separate budget category from the library books and materials budget, but it pays some of the related costs for our collection of library materials such as processing (spine labels, barcodes, and covers). Also included in this category is collection maintenance software (CollectionHQ) that allows us to make data-informed decisions about purchasing and redistributing materials, and necessary technical services provided by OCLC (Online Computer Library Center) such as our Interlibrary Loan platform and catalog records for items in our collection. The Organization of Materials budget category increases \$13,275 over the 2024 budget.

Travel and training is the area of the budget used to support the ongoing training of our staff. A part of this budget is for travel, conference attendance and other professional development and training opportunities. It also includes a budget to reimburse staff for tuition related to obtaining a library degree. This budget category represents about 1% of the total budget and reflects no change from the 2024 budget.

Facilities is the budget category that accounts for the cost to operate the NCW Libraries' owned facilities, provide facilities related supplies and equipment to all of our locations, and to operate our fleet. The Library District owns two of its physical locations; the Distribution Center located in Wenatchee and the Wenatchee Public Library. The Facilities Budget supports the operations of our owned buildings, allocating budget dollars for utilities, repairs and maintenance and professional services that includes janitorial services at both buildings. NCW Libraries operates a fleet of vehicles that allows us to deliver library books and materials and more cost effectively transport our staff across our five county service area.

NCW Libraries only owns one of the physical locations, Wenatchee Public Library, where a branch library is located. Across all 29 other locations we have agreements in place to reimburse the building owners; cities, towns and Friends of the Library Groups, who own the physical structures. NCW Libraries pays these building owners twice a year to reimburse them for costs related to our use of the building. This budget category represents approximately 2% of the General Fund budget. In 2025 we are budgeting \$380,064 for payments to building owners.



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Overall the 2025 General Fund increases \$552,217 or 3.4% over the 2024 budget. NCW Libraries is carefully budgeting to keep ongoing expenditures within the General Fund just under the ongoing revenue it receives annually. NCW Library strives to be excellent stewards of the tax dollars our public invests in us to provide library services. NCW Libraries has a reserve policy to plan for emergency needs and has no debt.

NCW Libraries
2025 Projected Expense Budget

BARS	Description	2024 Budget Amended July 2024	2025 Projected Expense Budget	Increase (Decrease)	Percentage Increase/ Decrease		
Personnel							
							of total 2025 budget
572.10	Salaries and Wages	8,009,134	8,215,203	206,069	2.57%	49.04%	
572.20	Benefits-Medical	1,410,033	1,452,334	42,301	3.0%	8.67%	"
572.20	Benefits-FICA	556,635	566,438	9,803	1.8%	3.38%	"
572.20	Benefits-PERS	801,602	781,602	(20,000)	-2.5%	4.65%	"
572.20	Benefits-WA PFML	17,886	27,634	9,748	54.5%	0.16%	"
572.20	Benefits-Dental	105,778	107,894	2,116	2.0%	0.64%	"
572.20	Benefits-Vision	13,623	13,623	-	0.0%	0.08%	"
572.20	Benefits-L&I (Workers' Comp)	55,522	72,179	16,657	30.0%	0.43%	"
572.20	Benefits-LTC, Life, EAP	27,812	27,812	-	0.0%	0.17%	"
572.25	Unemployment Reserve-does not carry fwc	90,000	90,000	-	0.0%	0.54%	"
	Personnel Subtotal	11,088,026	11,354,719	266,693	2.4%	68%	"
Administration							
572.30	Supplies	12,500	12,500	-	0.0%		
572.40	Services	125,000	125,000	-	0.0%		
	Administration Subtotal	137,500	137,500	-	0.0%	0.008207324	
Public Service							
572.30	Supplies	274,645	264,589	(10,056)	-3.7%		
572.30	Supplies-Carry forward LatinX	9,000	-	(9,000)	-100.0%		
572.30	Grant-George Library, Supplies	547	-	(547)	-100.0%		
572.30	Library Materials	1,643,776	1,690,300	46,524	2.8%	10.06%	of total 2025 budget
572.35	Information Technology-Software/ Support	254,750	313,842	59,092	23.2%		
572.35	Information Technology-Hardware	164,680	114,930	(49,750)	-30.2%		
572.35	Grant-George Library, IT Equipment	33,473	-	(33,473)	-100.0%		
572.40	Professional Services	234,250	313,901	79,651	34.0%		
572.40	Professional Services-Carry forward Youth	5,000	-	(5,000)	-		
572.40	Professional Services-Carry forward LatinX	11,500	-	(11,500)	-		
572.40	Professional Services-Wage Study	30,000	-	(30,000)	-		

NCW Libraries
2025 Projected Expense Budget

BARS	Description	2024 Budget Amended July 2024	2025 Projected Expense Budget	Increase (Decrease)	Percentage Increase/ Decrease
572.40	Grant-George Library, Professional Services	14,413	-	(14,413)	-
572.42	Phone & Internet	127,885	119,125	(8,760)	-6.8%
572.42	Postage	202,000	254,470	52,470	26.0%
572.43	Mileage	9,000	12,000	3,000	33.3%
572.44	Advertising	75,000	100,000	25,000	33.3%
572.45	Rentals & Leases	85,100	95,750	10,650	12.5%
572.45	Grant-George Library, Rentals & Leases	272	-	(272)	-100.0%
572.46	Insurance - Liability	242,400	302,268	59,868	24.7%
572.49	Miscellaneous	8,820	7,500	(1,320)	-15.0%
	Public Services Subtotal	3,426,511	3,588,675	162,164	4.7%
	Organization of Materials				
572.30	Supplies	134,725	148,000	13,275	9.9%
572.40	Services	93,883	93,883	-	0.0%
	Organization of Materials Subtotal	228,608	241,883	13,275	5.8%
	Training				
572.30	Supplies	6,800	6,800	-	0.0%
572.40	Services	93,720	93,720	-	0.0%
	Training Subtotal	100,520	100,520	-	0.0%
	Facilities				
572.30	Supplies & Fuel	89,165	82,165	(7,000)	-7.9%
572.35	Small Equipment-Branches, DC	68,043	32,000	(36,043)	-53.0%
572.35	Small Equipment-Moses Lake Donation	93,600	-	(93,600)	-
572.35	Small Equipment-Telehealth Booth from '2:	15,000	-	(15,000)	-
572.35	Grant-George Library, Furniture	62,244	-	(62,244)	-
572.40	Professional Services	215,280	243,000	27,720	12.9%
572.40	Grant-George Library, Prof. Svcs. Facilities	7,265	-	(7,265)	-100.0%
572.47	Utilities	62,900	62,900	-	0.00%
572.45	Rentals & Leases	12,000	5,000	(7,000)	-58.3%
572.48	Repairs & Maintenance	181,400	155,400	(26,000)	-14.3%

NCW Libraries
2025 Projected Expense Budget

BARS	Description	2024 Budget Amended July 2024	2025 Projected Expense Budget	Increase (Decrease)	Percentage Increase/ Decrease
572.48	Contributions to Cities/Building Owners	413,050	380,064	(32,986)	-8.0%
	Facilities Subtotal	1,219,947	960,529	(259,418)	-21.3%
	Transfer out to Capital Replacement Fund	284,503	284,503		
	Transfer out to Election Reserve Fund	235,000	85,000		
	Grand Total Expenditures	16,201,112	16,753,329	552,217	3.4%

2025 Revenue: 16,794,115
 2025 Expenses: 16,753,329
 Difference: 40,786
 Expenses Exceed Revenue ()

2025 Budget – Capital Fund

In 2020, the Library Board of Trustees updated the Fund Balance Reserve Policy which includes the Capital Fund. The District maintains a Capital Fund for equipment replacement, and major maintenance of District owned facilities. A separate equipment replacement schedule is kept that outlines the replacement of major equipment such as all vehicles, servers and building components of owned assets such as roof and HVAC replacement. The Board of Trustees will authorize as part of the annual budget process a transfer-in from the General Fund to keep the Capital Fund at a level that meets the annual requirements of the replacement schedule.

The Capital Fund allows NCW Libraries to plan for and save for major capital expenses over time so that when a major expense needs to be allocated, the General Fund doesn't have to support the capital expense all at once which could cause cuts to public library services.

In 2025, the Capital Fund budget includes allocations for continued vehicle replacements through Enterprise Fleet Management and a comprehensive HVAC replacement to address failing equipment at the Distribution Center.

The HVAC project is relying on the Capital Fund with a budget of \$1.1 million. The project has been carefully planned to invest in the needed infrastructure wisely and cost effectively. On July 29, 2024, NCW Libraries signed an Inter-Agency Agreement with the Washington State Department of Enterprise Services (DES) Energy Program. Under this agreement, DES serves as NCW Libraries' advocate throughout the design, construction, and post-construction phases, working alongside a selected Energy Services Company (ESCO). After identifying project goals, objectives, criteria, and recommended facility improvements, an Investment Grade Audit (IGA) is conducted. During the IGA, the ESCO outlines the project scope, establishes baselines, and guarantees maximum pricing along with energy savings. Once DES has reviewed and approved the IGA, the project proceeds to the construction and implementation phases, followed by measurement and verification to ensure performance.

NCW Libraries has identified the need to replace thirteen rooftop HVAC units and install a new Building Automated System (BAS) to integrate with the upgraded HVAC system. This project is supported by a capital budget of \$1.1 million, allocated to ensure effective and long-lasting improvements to the Distribution Center's HVAC infrastructure.

BARS	Description	2024 Projected Budget	2025 Projected Budget
Revenue:			
361.11	Investment Interest	-	12,000
397.00	Transfers In (from General Fund 644)	284,503	284,503
	Revenue Subtotal	284,503	296,503
EXPENSES:			
591.72.72	Capital Leases-Vehicles	347,600	135,000
594.00.60	Capital Outlay-HVAC Replacement	-	1,100,000
	Expenditures Subtotal	347,600	1,235,000
	2024 Projected ending fund balance		3,236,084
	2025 Projected Revenue		296,503
	2025 Projected Expenses		1,235,000
	2025 Projected ending fund balance		2,297,587

2025 Budget – Reimagining Spaces Fund

NCW Libraries is investing more than \$11 million in a multi-year project to redesign 29 of our community libraries. The Reimagining Spaces Project is the Library District’s way of ensuring that all of our libraries are safe, accessible, welcoming spaces that are positioned to serve the diverse communities of North Central Washington for years to come.

Our libraries already provide spaces to learn, connect and access the vital resources and experiences we provide. We are eager to bring a fresh update to each space so that we can better serve every member of our communities.

Recognizing the need, the NCW Libraries Board of Trustees acted in 2021 to allocate \$10.3 million dollars for interior improvements to the physical spaces that the library system operates. These funds and guidelines surrounding them are intended to help NCW Libraries reach four important goals:

- Make a visible and impactful investment in library service in our communities.
- Follow an engaging, community-centric concept design process that will build and strengthen community partnerships and increase usership of local libraries.
- Ensure that library staff have access to high-functioning spaces equipped to make their work more efficient and their working conditions more acceptable and equitable.
- Designate and spend taxpayer resources equitably and sustainably and within an appropriate time frame.

Improvements to the spaces may include Furniture, Fixtures, and Shelving; Technology Upgrades & Related Wiring; Wall Coverings and Flooring; Lighting and Related Wiring; Security Upgrades; Staff Area Upgrades; Exterior Signage and Wayfinding.

NCW Libraries expects the reimagined spaces to bring a cleaner, brighter, more accessible feel that is welcoming and accommodates a variety of community needs. The goal of each project is to create a space that reflects the needs and personality of the community and sparks creativity and joy.

BARS	Description	2024 Amended Budget Apr. 2024	2025 Proposed Budget - Nov. 21, 2024	Increase (Decrease)	Percentage Increase/ Decrease
Revenue:					
361.11	Investment Interest	150,000	150,000	-	0
367.11	Gifts, Pledges, Grants from Private Sources	-	-	-	-
397.00	Transfers In (from internal Fund 643)	88,918	2,000	(86,918)	-98%
	Revenue Subtotal	238,918	152,000	(86,918)	-36%
EXPENSES:					
General Project					
572.10	Salaries and Wages	148,797	301,259	152,462	102%
572.20	Benefits-Medical	24,196	63,862	39,666	164%
572.20	Benefits-FICA	11,383	18,377	6,994	61%
572.20	Benefits-PERS	14,180	26,712	12,532	88%
572.20	Benefits-WA PFML	312	1,600	1,288	413%
572.20	Benefits-L&I (Workers' Comp)	1,092	2,164	1,072	98%
572.25	Unemployment	12,000	12,000	-	0%
572.31	Supplies-General	8,466	10,000	1,534	18%
572.31	Supplies-Materials Handling	37,300	10,000	(27,300)	-73%
572.35	Small Equipment-Wide Format Printer	5,800	-	(5,800)	-100%
572.35	Small Equipment-Materials Handling	48,800	12,000	(36,800)	-75%
572.35	Software-Materials Handling	12,000	-	(12,000)	-100%
572.41	Professional Services-Grant Writer	20,000	10,000	(10,000)	-50%
572.41	Professional Services-Exterior Signage	75,000	40,000	(35,000)	-47%
572.41	Professional Services-Architect	99,834	18,000	(81,834)	-82%
572.41	Professional Services-General	1,693	500	(1,193)	-70%
572.43	Travel-General	45,150	20,000	(25,150)	-56%
572.45	Rental-General	1,129	300	(829)	-73%
	General Project Subtotal	569,347	546,774	(22,573)	-4%

BARS	Description	2024 Amended Budget Apr. 2024	2025 Proposed Budget - Nov. 21, 2024	Increase (Decrease)	Percentage Increase/ Decrease
Brewster Project					
594.50.35	Small Equipment-FF&E	3,000	-	(3,000)	
594.50.41	Professional Services-Contractor	1,000	-	(1,000)	
	Brewster Project Subtotal	4,000	-	(4,000)	
Bridgeport Project					
594.50.35	Small Equipment-FF&E	24,016	-	(24,016)	
594.50.41	Professional Services-Architect	72,048	18,440	(53,608)	
	Bridgeport Project Subtotal	96,064	18,440	(77,624)	
Cashmere Project					
594.50.31	Supplies	19,903	-	(19,903)	
594.50.35	Small Equipment-FF&E	345,600	-	(345,600)	
594.50.41.000	Professional Services -Architect	69,930	57,930	(12,000)	
594.50.41.001	Professional Services-Contractor	51,934	-	(51,934)	
	Cashmere Project Subtotal	487,367	57,930	(429,437)	
Chelan Project					
594.50.31	Supplies	-	5,000	5,000	
594.50.35	Small Equipment-FF&E	221,854	221,854	-	
594.50.41.000	Professional Services -Architect	110,927	98,927	(12,000)	
594.50.41.001	Professional Services-Contractor	110,927	15,000	(95,927)	
	Chelan Project Subtotal	443,708	340,781	(102,927)	
Curlew Project					
594.50.31	Supplies	14,000	3,000	(11,000)	
594.50.35	Small Equipment-FF&E	57,640	-	(57,640)	
594.50.35	Small Equipment-Other	9,940	-	(9,940)	
594.50.41.000	Professional Services -Architect	15,000	-	(15,000)	
594.50.41.001	Professional Services-Other	39,180	-	(39,180)	
	Curlew Project Subtotal	135,760	3,000	(132,760)	

BARS	Description	2024 Amended Budget Apr. 2024	2025 Proposed Budget - Nov. 21, 2024	Increase (Decrease)	Percentage Increase/ Decrease
Ephrata Project					
594.50.31	Supplies	15,966	-	(15,966)	
594.50.35	Small Equipment-Other	332,736	166,368	(166,368)	
594.50.41.000	Professional Services -Architect	100,642	60,642	(40,000)	
594.50.41.001	Professional Services-Contractor	182,414	15,000	(167,414)	
	Ephrata Project Subtotal	631,758	242,010	(389,748)	
Grand Coulee Project					
572.31	Supplies	-	-	-	
572.35	Small Equipment-Other	-	-	-	
594.50.41.000	Professional Services -Architect	68,298	20,000	(48,298)	
594.50.31	Supplies-Lighting	13,500	-	(13,500)	
594.51.41.001	Professional Services-Lighting	13,500	-	(13,500)	
	Grand Coulee Project Subtotal	95,298	20,000	(75,298)	
Manson Project					
594.50.31	Supplies	-	46,088	46,088	
594.50.35	Small Equipment-FF&E	69,133	69,133	-	
594.50.41.000	Professional Services -Architect	34,567	30,567	(4,000)	
594.50.41.001	Professional Services-Contractor	34,567	34,567	-	
	Manson Project Subtotal	138,266	180,354	42,088	
Mattawa Project					
594.50.41.000	Professional Services -Architect	52,418	10,000	(42,418)	
572.41	Professional Services-Contractor	-	-	-	
	Mattawa Project Subtotal	52,418	10,000	(42,418)	
Okanogan Project					
594.50.31	Supplies	-	-	-	
594.50.35	Small Equipment-FF&E	-	-	-	
594.50.41.000	Professional Services -Architect	-	20,000	20,000	
594.50.41.001	Professional Services-Contractor	-	-	-	

BARS	Description	2024 Amended Budget Apr. 2024	2025 Proposed Budget - Nov. 21, 2024	Increase (Decrease)	Percentage Increase/ Decrease
	Okanogan Project Subtotal	-	20,000	20,000	
	Omak Project			-	
594.50.35	Small Equipment-FF&E	81,206	-	(81,206)	
594.50.41.000	Professional Services -Architect	243,618	100,000	(143,618)	
	Omak Project Subtotal	324,824	100,000	(224,824)	
	Oroville Project				
594.50.35	Small Equipment-FF&E	42,860	21,430	(21,430)	
594.50.41.000	Professional Services -Architect	128,580	35,000	(93,580)	
	Oroville Project Subtotal	171,440	56,430	(115,010)	
	Peshastin Project				
594.50.31	Supplies	15,000	3,000	(12,000)	
594.35	Small Equipment-FF&E	76,800	-	(76,800)	
594.50.41.000	Professional Services -Architect	5,158	-	(5,158)	
594.50.41.001	Professional Services-Other Facilities	104,239	-	(104,239)	
	Peshastin Project Subtotal	201,197	3,000	(198,197)	
	Royal City Project				
594.50.31	Supplies	-	15,628	15,628	
594.50.35	Small Equipment-FF&E	201,235	247,000	45,765	
594.50.41.000	Professional Services -Architect	67,078	33,000	(34,078)	
594.50.41.001	Professional Services-Other	67,078	-	(67,078)	
	Royal City Project Subtotal	335,392	295,628	(39,764)	
	Soap Lake Project				
594.50.31	Supplies	14,043	14,043	-	
594.50.35	Small Equipment-Other	122,726	122,726	-	
594.50.41.000	Professional Services -Architect	35,425	16,657	(18,768)	
594.50.41.001	Professional Services-Contractor	63,618	63,618	-	
	Soap Lake Project Subtotal	235,812	217,044	(18,768)	

BARS	Description	2024 Amended Budget Apr. 2024	2025 Proposed Budget - Nov. 21, 2024	Increase (Decrease)	Percentage Increase/ Decrease
Tonasket Project					
594.50.31	Supplies	-	-	-	
594.50.35	Small Equipment-FF&E	-	-	-	
594.50.35	Small Equipment-Other	-	-	-	
594.50.41.000	Professional Services -Architect	-	10,000	10,000	
594.50.41.001	Professional Services-Contractor	-	-	-	
	Tonasket Project Subtotal	-	10,000	10,000	
Waterville Project					
594.50.41.000	Professional Services -Architect	48,151	10,000	(38,151)	
	Waterville Project Subtotal	48,151	10,000	(38,151)	
	Expenditures Subtotal	3,970,802	2,131,391	(1,839,411)	
	2024 Projected Ending Fund Balance	11,720,536			
	2025 Projected Revenue	152,000			
	2025 Projected Expenses	2,131,391			
	2025 Projected ending fund balance	9,741,145			



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2025 Budget – Contributions & Donations Fund

This fund exists to hold contributions and donations designated for specific purposes as well as unrestricted donations to the Library District. The annual budget from this fund is appropriated to spend donations and contributions at a level to support library services and programs where the General Fund budget is not always able to pay for items

BARS	Description	2024 Adopted Budget	2025 Proposed Budget
Revenue:			
361.11	Investment Interest	600	600
367.11	Gifts, Pledges, Grants from Private Sources	8,000	8000
369.90	Other Miscellaneous Revenue	-	
	Revenue Subtotal	8,600	8,600
EXPENSES:			
	Transfer Out to Fund 646-Wenatchee		
597.00	Public Library Facility Improvement	25,292	0
	Transfer Out to Fund 647-Reimagining		
597.00	Spaces	89,918	2000
572.31	WPL Supplies (WPL Friends Donations)	4,500	5000
572.31	Collection-VOX Books Blough Fund	8,000	8000
572.31	Other Donation Expenditures	8,000	15000
572.31	STCU Donation Expenditures	-	3320
572.31	Summer Learning Prizes across District	1,500	1500
	Expenditures Subtotal	137,210	34,820
	2024 Projected ending fund balance		358,791
	2025 Projected Revenue		8,600
	2025 Projected Expenses		34,820
	2025 Projected ending fund balance		332,571