

**BOARD OF TRUSTEES MEETING AGENDA**

May 16, 2024 - Wenatchee, WA

HYBRID MEETING: Live meeting held at NCW Libraries Administrative Offices, 16 N. Columbia St, Wenatchee, WA  
\*Zoom Call-in Meeting: Call in Number-1 253 215 8782 | Meeting ID- Meeting ID: 857 7160 3287, Passcode: 270787  
\*Please note this conference call line will be in "listen-only" mode for members of the public except for public comment.

1. Call to order 1:00 PM
2. Introduction of visitors & public comment
3. Consent agenda – *\*motion required*
  - Meeting agenda
  - Minutes of April 18, 2024, Board meeting
  - Payroll & vouchers
    - i. April payroll for \$623,168.57 and Benefits for \$230,298.34
    - ii. April Accounts Payable \$594,942.97
    - iii. Staff Reports
4. Human Resource Information System Evaluation – Sheila
5. HR Report – Sheila *\*motion recommended*
6. Resolution 24-05 Amending Jury Duty Policy – Sheila *\*motion recommended*
7. Resolution 24-06 Approving a Respectful Workplace Policy – Sheila *\*motion recommended*
8. April Financials-Mike
9. Executive Director Report-Barbara
10. Reimagining Spaces Report-Kim
11. Community Libraries Report – Alicia
12. Programs and Resources Report– Summer
  - STEM Services Report
13. IT Report- Aaron
14. Board Discussion
15. Adjournment – 3:00 p.m.

**North Central Washington Libraries****April 18, 2024****I. Call to Order**

Kathleen Allstot called to order the April 2024 meeting of the NCW Libraries Board of Trustees at 1:00 p.m. on April 18, 2024. The meeting was held in person at the NCW Libraries Board Room with an option to attend virtually.

**II. Attendees**

Attending Board members included Jill Sheley, Kathleen Allstot, Melva Calloway, and Nancy Spurgeon. Also in attendance were Barbara Walters, Executive Director; Kim Neher, Deputy Director; Sheila Callihan, HR Director; Mike Githens, Interim Director of Finance (attending virtually); Alicia Gomori, Associate Director of Community Libraries; Aaron Floyd, Director of IT; and Tim Dillman, Executive Assistant.

Guests in attendance were Aaron Payne, Marketing and Design Manager, and Amanda Brack, Communications and Engagement Manager.

**Public Comment**

No public comment provided.

**III. Consent Agenda Items**

- a. April Meeting Agenda
- b. Minutes of the March 21, 2024 Board meeting
- c. Payroll & vouchers
  - i. March payroll for \$620,824.09 and Benefits for \$224,897.91
  - ii. March Accounts Payable for \$590,493.12

Kathleen suggested an agenda addition to discuss the Reimbursement Rate for Cities, to be added to the April Agenda as item #5.

**Melva moved to approve the Consent Agenda with the recommended April Agenda Addition.**

**Jill seconded the motion. The motion passed unanimously.**

**IV. Financial Report**

Mike reported that the 2021/2022 audit is in its final states and the district will be receiving a clean audit. Mike will be working on writing final statements that are required by the auditor's office. Mike anticipates that there will be a handful of management recommendations and maybe policy adjustments that will come from the audit. An exit conference has been scheduled for Barbara, Mike, and members of the finance committee for May 13<sup>th</sup>.

Mike reviewed the financial statements for the month of March. Little revenue was received, which is typical for the month of March. A few of the contracting cities made payments for a portion of their contract. Overall, just over \$741,000 in revenue was received for the month.

Under expenses, Mike reminded the board that if all expenses were evenly split for the year, March expenses year-to-date would account for 25% of budget. There were no unusual expenses to point out for the month.

Mike reviewed Fund 646, the WPL Phase 2 project. This fund will get closed out when the project is complete at the end of the year. Kathleen asked for clarification on whether the account can be closed out

given that the Department of Commerce Library Improvement Grant was part of the funding. Mike confirmed that the DOC funds will all be spent by the end of the year, and any remaining funds can be transferred to the general fund via budget amendment.

#### **V. Resolution 24-04-Amending the 24-04 Budget**

Mike let the board know that the administration is requesting an amendment to the budget in order to formally allocate money that was approved at the July 2023 meeting via motion for the self-check equipment project. Additionally, the auditors have recommended that money spent on facility improvement projects be captured as capital investment (category 594 in BARS vs. category 572), so this amendment will allow for both of those corrections.

Jill asked for clarification on why this request was made by the auditors. Mike responded that category 572 is meant for Library Service. When engaged in the purchase of equipment of a capital nature it should be category 594. Jill asked what the nature of the costs in question are. Mike said that this is in relation to investments in the building itself.

**Melva moved to adopt Resolution 24-04.**

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

#### **VI. Reimbursement Rates for Cities**

Barbara notified the board that in Building Use and Maintenance Agreements discussions with the City of Ephrata she had been asked to bring to the board the question of whether NCW Libraries would agree to a higher rate for reimbursement. After discussion the board advised Barbara to maintain the current rate of reimbursement adopted for other cities that had signed the 2024-2029 Building Use and Maintenance Agreements.

#### **VII. Executive Director Report**

Barbara shared with the board that she has also been in continuing talks with the City of Cashmere related to the signing of the Building Use and Maintenance Agreement and whether the library will be moved to the Riverside Center or not.

#### **VIII. Reimagining Spaces Report**

Kim gave a brief update on the progress of several of the Reimagining Spaces projects. The Peshastin Branch closed on Monday, April 15 to begin its remodel. The branch is set to tentatively be back open to the public in mid-July. The Moses Lake shelving project will commence in May. The Curlew project will be going out for permits and public bidding soon. The WPL phase 2 construction is well underway and should be completed in June. Kim announced that the June board meeting will be held at WPL in one of the new meeting rooms.

#### **IX. MarCom Department Presentation- Amanda Brack and Aaron Payne**

Kim introduced Amanda and Aaron. Amanda and Aaron reviewed a presentation with the board that recapped the creation of the MarCom (Marketing and Communications) team and outlined the focus of the district's marketing and communications efforts over the last 3 years. Amanda and Aaron reminded the board that early efforts of their departments focused on broad saturation targeted at brand identification. More recent efforts in late 2023 and early 2024 have been targeted toward specific user groups. The department has been using Choozle, Patron Point, and Koios to better understand user groups and analyze data on conversation rates and click throughs.

Jill asked if NCW Libraries partners with school districts in the service area to partner on their communications to homes. Amanda said that when it comes to big library district-wide blasts the MarCom department will connect with school districts, but otherwise they encourage local staff to connect individually with their local districts.

**X. HR Report- Sheila**

Sheila shared that the district just went through a reorganization of the staffing structure for the Brewster, Bridgeport, and Pateros branches. Pateros Branch Librarian Ana Trejo was promoted to Supervising Librarian I and will oversee operations at Brewster and Pateros. Michelle Orozco will remain as Branch Librarian at the Bridgeport Branch, and 2.5 FTE Customer Service Technicians will be posted.

Due to challenges in recruiting a permanent hire of the Area Manager position in the North Region, current Area Manager Micheal McNiel has volunteered to supervise the northern branches over the next six months. Michael will travel to the region 3 out of 4 weeks each month and stay overnight.

**XI. Community Libraries Report- Alicia**

Alicia encouraged the board to take a look at all of the items in her written report. She highlighted the work Laura Spragg has been doing in Royal City, as well as the work of Clare Morrison in Peshastin.

**XII. Board Discussion**

Kathleen asked whether progress is being made on setting up board emails within the district's Microsoft Exchange. Aaron said that the IT department has been working on this and the emails will likely be ready by next month.

Jill asked trustees and staff members to go around the table and share what they had been reading.

**XIII. Adjournment**

The meeting was adjourned at 2:16 PM.

---

Kathleen Allstot, Chair

---

Jill Sheley, Secretary

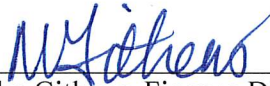
**NCW Libraries**  
**May 16, 2024**

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 \$623,168.57 and April Fees in the amount of \$230,298.34 are approved for payment.

**April Payroll \$623,168.57**

<b>CLAIMANT</b>	<b>PURPOSE</b>	<b>AMOUNT</b>
Social Security & Medicare	Employers Contribution	\$46,782.80
Dept. of Labor & Industries	Industrial Insurance	\$6,690.35
Dept. of Retirement Systems	Employers Contribution	\$53,867.69
Benefit Solutions, Inc.	Employers Contribution	\$188.80
Employment Security Dept	Employers Contribution	\$1,317.14
UNUM Life Insurance	Employers Contribution	\$840.48
WCIF	Employers Contribution	\$114,461.06
Payroll Fees	Payroll Fees	\$6,150.02

**April Fees \$230,298.34**

<b>APPROVED BY:</b>	
 _____ Mike Githens, Finance Director NCW Libraries	Kristy Kanning _____ Kristy Kanning, Payroll & Benefits Manager NCW Libraries
<b>Approved April 30, 2024</b>	

<b>APPROVED BY:</b>	
_____	_____
Trustee	Trustee
_____	_____
Trustee	Trustee
_____	_____
Trustee	Trustee
_____	_____
Trustee	
<b>Approved May 16, 2024</b>	

**Edit Listing  
Accounts Payable Approval  
APRIL 2024**

We, the undersigned Board of Trustees of the North Central Regional Library do hereby certify that the merchandise or services specified have been received and that vouchers are approved for payment in the amount of **594,942.97**.

.  
.

Michael Githens  
Michael Githens, Finance Director

05-11-2024  
Date:

Signed on this 16th day of May 2024

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

NCW Libraries  
Check Listing for April 2024

Check Date	Check Number	OK To Post	Vendor Name	Amount
4/5/2024	940114	P	AT&T MOBILITY	\$436.02
4/12/2024	940365	P	AUTOSPA OF CENTRAL WA	\$53.72
4/5/2024	940118	P	BRODART CO	\$1,860.01
4/19/2024	940752	P	BRODART CO	\$759.00
4/12/2024	940370	P	BRODART CO	\$230.21
4/26/2024	941379		BRUCKNERS TRUCK & EQUIPMENT	\$430.85
4/19/2024	940755	N	BUILDINGWORK LLC	\$4,139.60
4/5/2024	940119	P	BUSTOS MEDIA LLC	\$945.00
4/12/2024	940373	P	CASCADE CENTRAL CONSTRUCTION	\$311,700.36
4/26/2024	941385		CED	\$1,360.00
4/12/2024	940379	P	CENGAGE LEARNING INC / GALE	\$57.92
4/12/2024	940386	P	CHURCHILL, NANCY	\$280.10
4/5/2024	940124	P	CITY OF EAST WENATCHEE	\$300.00
4/5/2024	940125	P	CITY OF MOSES LAKE	\$90.00
4/12/2024	940388	P	CITY OF WENATCHEE	\$640.52
4/12/2024	940389	P	COLEMAN OIL COMPANY	\$756.96
4/5/2024	940128	P	COLUMBIA BASIN MEDIA GROUP	\$201.37
4/19/2024	940795		COMIT	\$79.00
4/12/2024	940395	P	COPIERS NORTHWEST	\$158.74
4/19/2024	940799		COPIERS NORTHWEST	\$2,357.65
4/19/2024	940807		D AND E CONSULTING SOLUTIONS	\$5,092.50
4/19/2024	940835		ENTERPRISE FM TRUST	\$3,580.35
4/19/2024	940842	P	FAIRVEGA RUSSIAN LIBRARY SVCS	\$616.90
4/12/2024	940407	P	FISH FINATICS	\$119.67
4/26/2024	941411		FOGLESONG, AUSTIN J	\$320.64
4/26/2024	941413		FORTE ARCHITECTS INC	\$736.60
4/12/2024	940409		GALAXY COMICS	\$399.93
4/26/2024	941415		GAVINS PERSONALIZED ATTIRE INC	\$129.47
4/12/2024	940410	P	GRAYBEAL SIGNS INC	\$212.92
4/19/2024	940854	N	GREG'S PLUMBING INC	\$2,246.72
4/26/2024	941423		HUSTED, NICK	\$371.50
4/5/2024	940137	P	INGRAM LIBRARY SERVICES	\$9,738.04
4/19/2024	940868	P	INGRAM LIBRARY SERVICES	\$8,928.87
4/12/2024	940419	P	INGRAM LIBRARY SERVICES	\$9,540.05
4/26/2024	941427		INGRAM LIBRARY SERVICES	\$14,819.15
4/12/2024	940421	P	IPRO BUILDING SERVICES	\$9,862.00
4/19/2024	940874		JACKSON, ROBERTA	\$76.51
4/12/2024	940427	P	KANOPY INC	\$1,193.00
4/5/2024	940140	P	KCDA PURCHASING COOPERATIVE	\$102.76
4/12/2024	940428	P	KCDA PURCHASING COOPERATIVE	\$598.37
4/5/2024	940145	P	KWIK LUBE & TUNE	\$81.55
4/12/2024	940436	P	KWIK LUBE & TUNE	\$152.19
4/26/2024	941436		KWIK LUBE & TUNE	\$134.81
4/5/2024	940148	P	LES SCHWAB TIRE CENTER	\$108.36
4/19/2024	940905	P	LES SCHWAB TIRE CENTER	\$99.78
4/5/2024	940149	P	LIBRARY IDEAS	\$104.26
4/5/2024	940150	P	LIFELINE AMBULANCE INC	\$1,638.00
4/19/2024	940909	N	LOCALTEL COMMUNICATIONS	\$2,242.69
4/12/2024	940443	P	LOCALTEL COMMUNICATIONS	\$114.25
4/19/2024	940929		MAUCH, JEFFREY	\$89.78
4/26/2024	941449		MEESCAN	\$5,027.00

NCW Libraries  
Check Listing for April 2024

4/19/2024	940933		METHOWNET.COM	\$167.00
4/26/2024	941451		MICROAGE	\$16,912.09
4/5/2024	940156	P	MIDWEST TAPE	\$3,671.11
4/19/2024	940934		MIDWEST TAPE	\$1,915.94
4/12/2024	940450	P	MIDWEST TAPE	\$33,862.41
4/26/2024	941452		MIDWEST TAPE	\$2,332.95
4/5/2024	940157	P	MILLENIUUM GLASS	\$92.42
4/19/2024	940942	N	NATIVE NETWORK INC	\$254.85
4/5/2024	940159	P	NCI DATA.COM INC	\$869.00
4/19/2024	940943	P	NCI DATA.COM INC	\$105.00
4/26/2024	941457		NCR LIBRARY REVOLVING FUND	\$608.77
4/5/2024	940160	P	NEWSBANK	\$3,625.00
4/19/2024	940948		NEXTIVA INC	\$3,602.90
4/12/2024	940458	P	NORTHWEST OFFSET PRINTING	\$11,772.16
4/12/2024	940459	P	NOYD & NOYD INS AGENCY INC	\$250.00
4/5/2024	940161	P	ODP BUSINESS SOLUTIONS LLC	\$325.11
4/12/2024	940461	P	ODP BUSINESS SOLUTIONS LLC	\$199.31
4/19/2024	940954		OGDEN MURPHY WALLACE PLLC	\$2,047.50
4/5/2024	940164	P	OVERDRIVE INC	\$6,246.93
4/12/2024	940464	P	OVERDRIVE INC	\$10,511.79
4/19/2024	940959		OVERDRIVE INC	\$8,386.69
4/26/2024	941466		OVERDRIVE INC	\$10,165.68
4/12/2024	940465	P	OXARC INC	\$43.17
4/12/2024	940467	P	PACIFIC SECURITY	\$2,971.10
4/5/2024	940166	P	PINNACLE INVESTIGATIONS CORP	\$50.99
4/12/2024	940470	P	PINNACLE INVESTIGATIONS CORP	\$151.97
4/5/2024	940169	P	POMPS TIRE SERVICE INC	\$920.93
4/19/2024	940970	P	PUD # 1 OF CHELAN COUNTY	\$2,177.55
4/5/2024	940171	P	QUINCY VALLEY POST REGISTER	\$39.00
4/19/2024	940988	P	RESOURCE SOLUTIONS LLC	\$950.00
4/12/2024	940485		SEBENS, CHRISTINA	\$157.58
4/12/2024	940489		SKILLSOURCE CORP	\$60.00
4/12/2024	940490	P	SMITH, MERY NOEL	\$1,150.00
4/12/2024	940492	P	SPRINGSHARE LLC	\$4,199.00
4/5/2024	940177	P	STAPLES	\$188.55
4/19/2024	941009	N	STAPLES	\$853.31
4/26/2024	941487		STATE AUDITORS OFFICE	\$5,981.30
4/5/2024	940178	P	TELEVISION ASSOC OF REPUBLIC	\$50.00
4/5/2024	940179	P	TEMPLET, JASMINE	\$29.08
4/26/2024	941493		TEMPLET, JASMINE	\$274.86
4/26/2024	941497		THE PRINT GUYS INC	\$1,733.08
4/19/2024	941023		TUMBLEWEED PRESS INC	\$5,900.00
4/5/2024	940182	P	ULINE	\$1,404.39
4/12/2024	940501	P	ULINE	\$868.22
4/5/2024	940183	P	UPS	\$32.61
4/12/2024	940503	P	UPS	\$32.61
4/19/2024	941026	P	UPS	\$32.61
4/26/2024	941502		UPS	\$32.61
4/5/2024	940184	P	UPS SUPPLY CHAIN SOLUTIONS INC	\$1,163.51
4/12/2024	940504	P	UPS SUPPLY CHAIN SOLUTIONS INC	\$4,357.98
4/19/2024	941027	N	UPS SUPPLY CHAIN SOLUTIONS INC	\$4,122.47
4/26/2024	941503		UPS SUPPLY CHAIN SOLUTIONS INC	\$5,820.11



NCW Libraries  
 Check Listing for April 2024

4/5/2024	940186	P	US BANK	\$18,377.35
4/5/2024	940187	P	VALVOLINE	\$119.33
4/19/2024	941031		VERIZON WIRELESS	\$2,862.02
4/26/2024	941508		VERIZON WIRELESS	\$106.70
4/12/2024	940509	P	VOYAGER FLEET SYSTEMS INC	\$2,889.05
4/12/2024	940512	N	WA ST PATROL	\$176.00
4/12/2024	940514	P	WARD MEDIA LLC	\$129.00
4/19/2024	941053		WARD MEDIA LLC	\$90.00
4/12/2024	940515	P	WASTE MANAGEMENT CORP SVCS	\$1,054.67
4/19/2024	941069		WINTHROP CHAMBER OF COMMERCE	\$150.00
113			<b>TOTAL</b>	<b>\$594,942.97</b>

BARS	Description	2024 Budget - Adopted Dec. 2023	Quarter 1 2024 Revenues	April 2024 Revenues	Revenue Total To Date	Percent of Revenue to Date
<b>Property Taxes and Other Taxes</b>						
311.10	Property Taxes	15,615,192	715,995	2,639,369	3,355,364	21.49%
	<b>Taxes subtotal</b>	<b>15,615,192</b>	<b>715,995</b>	<b>2,639,369</b>	<b>3,355,364</b>	<b>21.49%</b>
<b>Intergovernmental Revenues</b>						
332.15	PILT Fish & Wildlife Service	10,000	-	3,321	3,321	33.21%
333.00	Federal Indirect Grant-STAR Net	10,000	-	-	-	-
335.02	Forest Excise Tax	12,000	8,064	3,127	11,191	93.26%
336.02	DNR PILT	21,000	2,731	-	2,731	13.01%
337.07	Leasehold Excise Tax	167,000	39,718	902	40,620	24.32%
	<b>Intergovernmental Subtotal</b>	<b>220,000</b>	<b>50,514</b>	<b>7,350</b>	<b>57,864</b>	<b>26.30%</b>
<b>Charges for Services</b>						
			-			
341.81	Print/Duplication Services	14,000	3,811	1,921	5,732	40.94%
347.20	Library Use Fees-General	450	180	-	180	40.00%
347.20	Town of Coulee City-Contract	12,046	-	3,299	3,299	27.39%
347.20	City of Ephrata-Contract	184,901	49,114	-	49,114	26.56%
347.20	City of Omak-Contract	108,920	-	28,521	28,521	26.19%
347.20	City of Warden-Contract	86,640	30,150	-	30,150	34.80%
347.20	Town of Wilson Creek-Contract	3,636	-	882	882	24.26%
	<b>Charges for Services Subtotal</b>	<b>410,593</b>	<b>83,256</b>	<b>34,623</b>	<b>117,879</b>	<b>28.71%</b>
<b>Fines</b>						
359.70	Lost/Damaged Materials	18,000	4,390	2,895	7,285	40.47%
	<b>Fines Subtotal</b>	<b>18,000</b>	<b>4,390</b>	<b>2,895</b>	<b>7,285</b>	<b>40.47%</b>
<b>Miscellaneous Revenue</b>						
361.11	Investment Interest	30,000	46,197	9,677	55,874	186.25%
367.11	Gifts, Pledges, Grants from Private Sources	8,000	900	11,470	12,370	154.63%
367.11	Gift-Moses Lake Library Shelving Project	100,000	51,271	-	51,271	51.27%
367.11	E-Rate	20,000	-	-	-	0.00%
369.10	Sale of Scrap/Junk	34,000	20,133	4,500	24,633	72.45%
369.90	Other Miscellaneous Revenue	64,000	3,788	5,145	8,933	13.96%
	<b>Miscellaneous Revenue Subtotal</b>	<b>256,000</b>	<b>122,289</b>	<b>30,792</b>	<b>153,081</b>	<b>59.80%</b>
-						
<b>Subtotal New Revenue</b>		<b>16,519,785</b>	<b>976,444</b>	<b>2,715,029</b>	<b>3,691,473</b>	<b>22.35%</b>
Prior Year Ending Balance Carried Forward		<b>50,000</b>	-	<b>50,000</b>	<b>50,000</b>	100.00%
<b>Grand Total 2023 Revenue</b>		<b>16,569,785</b>	<b>976,444</b>	<b>2,765,029</b>	<b>3,741,473</b>	<b>22.58%</b>

<b>2023 Dec. 31, 2023 Ending Balance:</b>	\$ 5,833,522.76
<b>2024 Carry Forward Expenditures:</b>	\$ 70,500
<b>2024 Revenue to date:</b>	\$ 3,741,473
<b>2024 Expenditures to date:</b>	\$ 4,668,534
<b>Month's Unassigned Ending Cash Balance:</b>	\$ 4,835,961.82
<b>Assigned Operating Reserve:</b>	\$ 4,750,000.00
<b>Assigned Contingency Reserve:</b>	\$ 750,000.00

NCW Libraries  
 April 2024 Expenditure Financial Statement

BARS Description	2024 Budget - Adopted Dec. 2023	Quarter 1 Total Expenditures	April 2024 Expenditures	Expenditures Total To Date	Percentage of Budget Spent To Date
<b>Personnel</b>					
572.10 Salaries and Wages	8,009,134	1,854,075	612,004	2,466,079	30.79%
572.20 Benefits-Medical	1,410,033	327,078	103,888	430,966	30.6%
572.20 Benefits-FICA	612,928	139,478	45,957	185,435	30.3%
572.20 Benefits-PERS	801,602	160,855	52,804	213,659	26.7%
572.20 Benefits-WA PFML	17,886	3,856	1,258	5,114	28.6%
572.20 Benefits-Dental	105,778	21,229	7,136	28,365	26.8%
572.20 Benefits-Vision	13,623	2,554	866	3,420	25.1%
572.20 Benefits-L&I (Workers' Comp)	55,522	17,845	6,612	24,457	44.0%
572.20 Benefits-LTC, Life, EAP	27,812	3,544	1,187	4,731	17.0%
572.25 Unemployment	90,000	8,932	-	8,932	9.9%
<b>Personnel Subtotal</b>	<b>11,144,318</b>	<b>2,539,446</b>	<b>831,712</b>	<b>3,371,158</b>	<b>30.3%</b>
<b>Administration</b>					
572.30 Supplies	12,500	-	-	-	0.0%
572.40 Services	125,000	32,323	19,341	51,664	41.3%
<b>Administration Subtotal</b>	<b>137,500</b>	<b>32,323</b>	<b>19,341</b>	<b>51,664</b>	<b>37.6%</b>
<b>Public Service</b>					
572.30 Supplies	274,645	41,896	22,893	64,789	23.6%
572.30 Supplies-Carry forward LatinX	9,000	-	-	-	0.0%
572.30 Library Materials	1,643,776	486,847	135,061	621,908	37.8%
572.35 Information Technology-Software/Support	254,750	31,200	24,397	55,597	21.8%
572.35 Information Technology-Hardware	164,680	7,487	558	8,045	4.9%
572.40 Professional Services	234,250	25,589	10,933	36,522	15.6%
572.40 Prof Services-Carry forward Youth	5,000	-	-	-	0.0%
572.40 Prof Services-Carry forward LatinX	11,500	-	-	-	-
572.40 Prof Services-Carry forward Wage Study	30,000	-	-	-	-
572.42 Phone & Internet	127,885	34,165	9,655	43,820	34.3%
572.42 Postage	202,000	65,308	15,780	81,088	40.1%
572.43 Mileage	9,000	637	234	871	9.7%
572.44 Advertising	75,000	22,873	129	23,002	30.7%

NCW Libraries

General Fund 644

April 2024 Expenditure Financial Statement

572.45 Rentals & Leases	85,100	28,723	6,091	34,814	40.9%
572.46 Insurance - Liability	242,400	19,101	250	19,351	8.0%
572.49 Miscellaneous	8,820	1,473	205	1,678	19.0%
<b>Public Services Subtotal</b>	<b>3,377,806</b>	<b>765,299</b>	<b>226,186</b>	<b>991,485</b>	<b>29.4%</b>
<b>Organization of Materials</b>					
572.30 Supplies	148,000	41,790	7,691	49,481	33.4%
572.40 Services	62,200	-	-	-	0.0%
<b>Organization of Materials Subtotal</b>	<b>210,200</b>	<b>41,790</b>	<b>7,691</b>	<b>49,481</b>	<b>23.5%</b>
<b>Training</b>					
572.30 Supplies	6,800	-	-	-	0.0%
572.40 Services	93,720	34,662	2,599	37,261	39.8%
<b>Training Subtotal</b>	<b>100,520</b>	<b>34,662</b>	<b>2,599</b>	<b>37,261</b>	<b>37.1%</b>
<b>Facilities</b>					
572.30 Supplies & Fuel	89,165	18,134	4,268	22,402	25.1%
572.35 Small Equipment	68,043	-	290	290	0.4%
572.35 Small Equipment-Moses Lake Donation	93,600	44,031	-	44,031	47.0%
572.35 Sm. Eqpmt.-Carry Fwd Telehealth Booth	15,000	-	-	-	0.0%
572.40 Professional Services	215,280	41,832	12,343	54,175	25.16%
572.47 Utilities	62,900	13,092	3,887	16,979	26.99%
572.45 Rentals & Leases	12,000	382	-	382	3.2%
572.48 Repairs & Maintenance	181,400	28,355	871	29,226	16.1%
572.48 Contributions to Cities/Building Owners	413,050	-	-	-	0.0%
<b>Facilities Subtotal</b>	<b>1,150,438</b>	<b>145,826</b>	<b>21,659</b>	<b>167,485</b>	<b>14.6%</b>
Transfer out to Capital Replacement Fund	284,503				
Transfer out to Election Reserve Fund	235,000				
Transfer out to Wenatchee Capital Bldg. Fund	-		10,379		
<b>Grand Total Expenditures</b>	<b>16,405,285</b>	<b>3,559,346</b>	<b>1,119,567</b>	<b>4,668,534</b>	<b>28.5%</b>

BARS	Description	2024				Total To Date	
		Adopted Budget	Jan. 2024	Feb. 2024	Mar. 2024		Apr. 2024
<b>Revenue:</b>							
361.11	Investment Interest	200	1216	744	391	0	2352
367.11	Gifts, Pledges, Grants from Private Sources	10,000	-	-	10,000	-	10,000
397.00	Transfers In (from internal Fund 643)	25,292	-	-	-	-	-
397.00	Transfers In (from internal Fund 644)	-	-	-	-	10,379	10,379
334.04.20	State Grant from Dept. of Commerce	774,060	-	-	331,883	123,311	455,194
	<b>Revenue Subtotal</b>	<b>809,552</b>	<b>1,216</b>	<b>744</b>	<b>342,274</b>	<b>133,690</b>	<b>477,924</b>
<b>EXPENSES:</b>							
594.50.35	Furniture, Fixtures, Equipment	70,100	-	-	783	-	783
594.50.41	Professional Services-Architect	77,592			12,067	4,140	16,206
594.50.41	Professional Services-Other	17,000					-
594.50.41	Professional Services-General Contractor	855,063		192,142	222,487	311,700	726,330
	<b>Expenditures Subtotal</b>	<b>1,019,755</b>	<b>-</b>	<b>192,142</b>	<b>235,338</b>	<b>315,840</b>	<b>743,320</b>
	2023 Projected ending fund balance	243,922					
	2024 Projected Revenue	809,552					
	2024 Projected Expenses	1,019,755					
	2024 Projected ending fund balance	33,719					
	2023 Actual ending fund balance	265,395					
	2024 Actual Revenue To Date	477,924					
	2024 Actual Expenses To Date	743,320					
	2024 Apr. Fund Balance	-					

BARS	Description	Amended Budget Apr. 2024	Qtr. 1 2024	Apr. 2024	2024 Totals	Percent of Budget
<b>Revenue:</b>						
361.11	Investment Interest	150,000	116,805	38,383	155,187	103%
397.00	Transfers In (from internal Fund 643)	44,959	-	-	-	0%
	<b>Revenue Subtotal</b>	<b>194,959</b>	<b>116,805</b>	<b>38,383</b>	<b>193,389</b>	<b>99%</b>
<b>EXPENSES:</b>						
General Project						
572.10	Salaries and Wages	148,797	19,850	11,164	31,014	21%
572.20	Benefits-Medical	26,411	3,593	2,419	6,012	23%
572.20	Benefits-FICA	11,383	1,404	825	2,229	20%
572.20	Benefits-PERS	14,180	2,014	1,064	3,078	22%
572.20	Benefits-WA PFML	312	105	59	164	53%
572.20	Benefits-L&I (Workers' Comp)	1,092	568	78	646	59%
572.25	Unemployment	12,000	-	-	-	0%
572.31	Supplies-Materials Handling	37,300	-	-	-	0%
572.31	Supplies-General	8,466	1,546	328	1,874	22%
572.35	Small Equipment-Wide Format Printer	5,800	-	-	-	0%
572.35	Small Equipment-Materials Handling	48,800	-	16,912	16,912	35%
572.35	Software-Materials Handling	12,000	-	5,027	5,027	42%
572.41	Professional Services-Grant Writer	20,000	-	950	950	5%
572.41	Professional Services-Exterior Signage	75,000	2,537	-	2,537	3%
572.41	Professional Services-Architect	99,834	29,264	-	29,264	29%
572.41	Professional Services-General	1,693	150	-	150	9%
572.43	Travel-General	45,150	248	90	338	1%
572.45	Rental-General	1,129	-	-	-	0%
	<b>General Project Subtotal</b>	<b>569,347</b>	<b>61,278</b>	<b>38,917</b>	<b>100,195</b>	<b>18%</b>
Brewster Project						
594.31	Supplies	-	15	-	15	1500%
572.35	Small Equipment-FF&E	3,000	3,787	-	3,787	126%
572.50.41	Professional Services-Contractor	1,000	12,980	-	12,980	1298%
	<b>Brewster Project Subtotal</b>	<b>4,000</b>	<b>16,782</b>	<b>-</b>	<b>16,782</b>	<b>420%</b>
Bridgeport Project						

NCW Libraries Financial Statement	North Central Washington Libraries April 2024				Reimagining Spaces-Fund 647
572.35 Small Equipment-FF&E	24,016	-	-	-	0%
572.41 Professional Services-Architect	72,048	-	-	-	0%
<b>Bridgeport Project Subtotal</b>	<b>96,064</b>	-	-	-	0%
Cashmere Project					
572.31 Supplies	19,903	-	-	-	0%
572.35 Small Equipment-FF&E	345,600	-	-	-	0%
572.41 Professional Services -Architect	69,930	7,867	-	7,867	11%
572.50.41 Professional Services-Contractor	51,934	-	-	-	0%
<b>Cashmere Project Subtotal</b>	<b>487,367</b>	<b>7,867</b>	-	<b>7,867</b>	<b>2%</b>
Chelan Project					
572.35 Small Equipment-FF&E	221,854	-	-	-	0%
572.41 Professional Services -Architect	110,927	-	-	-	0%
572.50.41 Professional Services-Contractor	110,927	-	-	-	0%
<b>Chelan Project Subtotal</b>	<b>443,708</b>	-	-	-	0%
Curlew Project					
572.31 Supplies	14,000	-	-	-	0%
572.35 Small Equipment-FF&E	57,640	-	-	-	0%
572.35 Small Equipment-Other	9,940	-	-	-	0%
572.41 Professional Services -Architect	15,000	4,290	409	4,699	31%
572.41 Professional Services-Other	39,180	-	-	-	0%
<b>Curlew Project Subtotal</b>	<b>135,760</b>	<b>4,290</b>	<b>409</b>	<b>4,699</b>	<b>3%</b>
Ephrata Project					
572.31 Supplies	15,966	-	-	-	0%
572.35 Small Equipment-Other	332,736	-	-	-	0%
572.41 Professional Services -Architect	100,642	22,644	-	22,644	23%
572.50.41 Professional Services-Contractor	182,414	-	-	-	0%
<b>Ephrata Project Subtotal</b>	<b>631,758</b>	<b>22,644</b>	-	<b>22,644</b>	<b>4%</b>
Grand Coulee Project					
572.31 Supplies	-	52	-	52	-
572.35 Small Equipment-Other	-	10,496	-	10,496	-
572.41 Professional Services -Architect	68,298	-	-	-	0%
572.31 Supplies-Lighting	13,500	-	-	-	0%
572.41 Professional Services-Lighting	13,500	-	14,335	14,335	106%
<b>Grand Coulee Project Subtotal</b>	<b>95,298</b>	<b>10,548</b>	<b>14,335</b>	<b>24,883</b>	<b>26%</b>

NCW Libraries  
Financial Statement

North Central Washington Libraries  
April 2024

Reimagining Spaces-Fund 647

Manson Project

572.35 Small Equipment-FF&E	69,133	-	-	-	0%
572.41 Professional Services -Architect	34,567	-	-	-	0%
572.50.41 Professional Services-Contractor	34,567	-	-	-	0%
<b>Manson Project Subtotal</b>	<b>138,266</b>	-	-	-	0%

Mattawa Project

572.41 Professional Services -Architect	52,418	-	-	-	0%
<b>Mattawa Project Subtotal</b>	<b>52,418</b>	-	-	-	0%

Omak Project

572.35 Small Equipment-FF&E	81,206	-	-	-	0%
572.41 Professional Services -Architect	243,618	-	-	-	0%
<b>Omak Project Subtotal</b>	<b>324,824</b>	-	-	-	0%

Oroville Project

572.35 Small Equipment-FF&E	42,860	-	-	-	0%
572.41 Professional Services -Architect	128,580	-	-	-	0%
<b>Oroville Project Subtotal</b>	<b>171,440</b>	-	-	-	0%

Peshastin Project

572.31 Supplies	15,000	112	-	112	1%
572.35 Small Equipment-FF&E	76,800	-	20,250	20,250	26%
572.41 Professional Services -Architect	5,158	7,296	-	7,296	141%
572.50.41 Professional Services-Other Facilities	104,239	-	-	-	0%
<b>Peshastin Project Subtotal</b>	<b>201,197</b>	<b>7,408</b>	<b>20,250</b>	<b>27,658</b>	<b>14%</b>

Royal City Project

572.35 Small Equipment-FF&E	201,235	-	-	-	0%
572.41 Professional Services -Architect	67,078	-	-	-	0%
572.50.41 Professional Services-Other	67,078	-	-	-	0%
<b>Royal City Project Subtotal</b>	<b>335,392</b>	-	-	-	0%

Soap Lake Project

572.31 Supplies	14,043	-	-	-	0%
572.35 Small Equipment-Other	122,726	-	-	-	0%
572.41 Professional Services -Architect	35,425	7,971	2,657	10,627	30%
572.50.41 Professional Services-Contractor	63,618	-	-	-	0%
<b>Soap Lake Project Subtotal</b>	<b>235,812</b>	<b>7,971</b>	<b>2,657</b>	<b>10,627</b>	<b>5%</b>

Warden Project



NCW Libraries  
Financial Statement

North Central Washington Libraries  
April 2024

Reimagining Spaces-Fund 647

572.31 Supplies	-	98	-	98	-
<b>Warden Project Subtotal</b>	-	98	-	98	#DIV/0!
Waterville Project				-	
572.41 Professional Services -Architect	48,151	-	-	-	0
<b>Waterville Project Subtotal</b>	<b>48,151</b>	-	-	-	0
<b>Expenditures Subtotal</b>	<b>3,970,802</b>	138,886	76,568	215,453	5%

Month:	Actual Dec. 31, 2023 Ending Fund Balance	12,092,177
	Actual 2024 Total Revenue	193,389
	Actual 2024 Total Expenses	215,453
	Actual 2024 Monthly Ending Fund Balance	12,070,113

Year:	2023 Projected ending fund balance	12,200,000
	2024 Projected Revenue-[budget]	194,959
	2024 Projected Expenses-[budget]	3,970,802
	2024 Projected ending fund balance	8,424,157



**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 2024

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

---

**BM&U Updates:**

As we tie up the renewal process with the signing of the last of the BM&U agreements, it’s an opportunity to reflect on the challenges and opportunities that inherently come with these agreements – particularly that these agreements are founded on partnerships between the library and our city partners.

Challenges:

1. Misunderstanding of the original intent: There continues to be misconceptions regarding the initial purpose of these agreements, specifically concerning the relationship between the library and cities, as well as the intended use of reimbursements.
2. Budgeting Process Misconceptions: Understanding the intricacies of the Library’s budgeting process, especially concerning the differentiation between levying contracted vs annexed cities.
3. Roles and Responsibilities Ambiguity: The newly revised contracts clearly delineated roles and responsibilities, yet some city partners expressed concern over janitorial costs and expectations.
4. Intercounty Rural Library District Dynamics: Many of our city partners struggle to comprehend the operational complexities of intercounty rural library districts.

Opportunities:

1. Communication & Engagement: Proactively engaging with city stakeholders and friend's partners will be essential in the coming years, particularly in preparation for a potential Levy Lid Lift.
2. Library Advocacy: By continually amplifying the library's impact on the community and aligning goals with theirs, we can build advocates for our library services. A great example of this occurred during Branch Librarian Aaron Loffelbein's presentation to the Ephrata City Council. He outlined all the ways the library works within the community to provide essential services.

**FYI:**

Coulee City Groundbreaking Ceremony: The Port of Coulee City (Grant County Port District No. 4)



together with the Town of Coulee City celebrated the groundbreaking of their new Medical Center and Library Project on May 10th. The ceremony marked the beginning of a crucial infrastructure development designed to enhance local healthcare and educational services.

Meeting with Representative Mike Steele in Chelan on May 14<sup>th</sup> I had a productive meeting with Representative Mike Steele in Chelan on May 14th. This meeting aligns with my goals for 2024, which include enhancing communication strategies. By initiating discussions with local representatives, such as Representative Steele, I aim to establish regular communication channels and use this as an opportunity to highlight how the library is effectively meeting the needs of our communities using our current resources wisely.

**Outreach:**

- Cashmere City Council meeting
- Ephrata City Council meeting
- Rural Libraries of Stevens County Executive Director and I met in Kettle Falls
- Coulee City groundbreaking ceremony
- Meeting with Representative Mike Steele in Chelan
- Library Visits this month: Republic, Coulee City, and Leavenworth.
- April/May Finance review with Mike Githens
- Audit exit conference



## BOARD STAFF REPORT

---

**To:** Board of Trustees

**From:** Facilities Department

**Date:** May 17, 2024

**Proceeding Type:** Board of Trustees Meeting

**Subject:** Reimagining Spaces Update

**Staff Report Summary:**



Informational only



Board action required

The Facilities team is juggling several projects at this time, and this month saw developments on several other projects that had been on hold or were not previously on the team's radar. Good communication, collaboration, and flexibility continues to be the name of the game!

**Discussion/Analysis:**

**General Reimagining Spaces Status:**

Below is a table that indicates the phase of progress that each branch scheduled to begin this year is in. In addition to progress with these branches, our team has a few other exciting updates:

1. George: George Town Council is leading a relocation of the George Public Library from the Catholic Charities Saint Martha apartment complex into an 1,800 sf portable on the grounds of the George Elementary school. In order to take advantage of a WiFi expansion grant being administered by NCW Tech Alliance, the relocation is scheduled to happen no later than June 30<sup>th</sup> of this year. While this is a rapid relocation, the opportunity to significantly improve the services and offerings in this growing community makes it well worth the effort.
2. Cashmere: At their April 22 meeting, the Cashmere City Council voted unanimously to move the library to the Riverside Center, signing a 6-year Building Use and Maintenance Agreement on the new location and signing their project MOU. Our next step is to schedule community engagement with the city. This will likely begin in late Summer.
3. Ephrata: The Ephrata City Council took action on the city's Building Use and Maintenance Agreement and their Project MOU, passing both items at the May 1<sup>st</sup> meeting. A new library building appraisal was also conducted in late April and the building's assessed value was raised by about \$46,000. Due to the Ephrata flood zone requirements, this new value will allow NCW Libraries to expend more of our allocated budget for building improvements. This new amount will allow NCW Libraries to get closer to fully expanding the amount budgeted at this branch.



4. Wenatchee Public Library: Wenatchee’s construction is on schedule with contractor completion scheduled for May 2024. The NCW Libraries team is targeting a soft-opening on June 7<sup>th</sup>. Planning for opening celebrations are underway. The June 2024 Board meeting will be held in the new space.
5. Moses Lake Shelving Project: Two wings of the building are scheduled to be packed up for a partial closure as soon as the first week of June. The City of Moses Lake will begin demolition on or around June 10<sup>th</sup>. The new shelving, which is being donated by an anonymous donor, is expected to be installed in early July.
6. Peshastin: Asbestos abatement on the ceiling is complete and the exterior of the building has been painted. Work is underway on the entryway improvements. In preparing the building for new flooring, evidence of water damage and subfloor degradation was found. Forte Architects has assisted in developing a plan for repair of the subfloor and we have been in regular contact with the Friends of the Peshastin Library to determine how they would like to resolve the issue. We are working to mitigate schedule impacts as a result of this discovery.
7. Royal City: Several team members had the opportunity to visit the new library site and see the progress. The concrete pad is poured, and exterior walls are in place. The Friends of the Royal City Public Library expect the building to be completed in late Fall 2024. NCW Libraries is working with Library Forward to finalize the interior layout, shelving and furniture packages, and recommendations for paint and flooring.
8. Curlew: The team has continued to work on bidding out the project. The shelving and furniture vendors have been engaged and have provided pricing. The plans have been sent to Ferry County to determine whether a building permit is necessary for the upgrades we’re planning. We anticipate having bids back by early June, which will allow us to either move forward with the project or embark on a value engineering process.

Branch	Planned to Start in 2024	Community Engagement	Design	Bidding	Construction	Completion
Brewster						X
Curlew				X		



Peshastin					X	
Ephrata			X			
Soap Lake			X			
Cashmere		X				
Royal City			X			
Chelan			X			
Manson			X			
Oroville	X					
Omak	X					
Bridgeport	X					

**Staff Recommendation:**

N/A

**Financial Implications:**

N/A

**Attachments:**

Yes

No

**Requested Board Action:**

---

**Legislative Information (if applicable):**

History:

Requested Board Action:

---

**Legal Review:**

Yes

No



## BOARD STAFF REPORT

---

To: Board of Trustees

From: Sheila Callihan, HR Director

Date: May 10, 2024

Proceeding Type: Board of Trustees Meeting

Subject: Board Report

Staff Report Summary:       Informational only       Board action required

**Filled Positions:**

**New Hires:**

**Internal Transfers/Promotions:**

**Resignations:**

**Retirements:**

**Open Positions:**

**Future Start Dates:**

Delivery Driver- Juan Ponce starts 05.21.2024

**Posted Positions:**

Area Manager- North Region - Open until filled

Branch Librarian, Tonasket - Open until filled; Interviewing

Branch Librarian, George- Open until filled

Branch Librarian, Wenatchee Area- Open until filled

Branch Librarian, Mattawa- Open until filled

Customer Service Technician, Brewster/Pateros- Open until filled; Offer pending

Customer Service Technician, Brewster/Bridgeport- Open until filled; Final Interviews

**Discussion/Analysis:**

N/A

**Staff Engagement and Growth:**

Public Library Association (PLA) Conference: Three members of the Leaders Group, namely Nick Husted, Austin Fogelsong, and Jaz Templet, represented us at the PLA Conference in Columbus, Ohio, from April 3rd to 5th. They will be requested to share their insights and learnings from the conference in an upcoming Leader's Meeting.

Leader's Meeting 05.02.2024: To spotlight and celebrate staff achievements, various leaders were invited to showcase their teams' work within the district to their peers. This initiative provided an excellent platform for sharing, enabling leaders to gain insights into the activities across the organization. The positive responses received from the leaders are encouraging, indicating that allocating time for sharing during meetings can contribute to our Strategic Direction of Strengthening the Organization.

Performance Management: In April, the Leaders Group successfully completed their 2024 Performance Goals, marking the initial phase of the Performance Management System rollout for the organization. An emphasis was placed on ensuring alignment between individual goals and the organization's strategic directions, aiming to enhance focus, and understanding of how each individual's efforts contribute to the organization's overall success.

**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)*



# PROPOSAL TO CHANGE HRIS VENDORS | May 2024

## Background:

NCW Libraries rolled out a UKG Human Resources Information System (HRIS) and Payroll platform in April 2022. However, since its launch, significant expenses and challenges have emerged with the UKG System.

The response time from UKG when issues arise has been notably sluggish and ineffective. As many problems surface during payroll processing, we engaged with D&E Consulting Solutions to address programming errors within the UKG system, aiming to uphold payroll accuracy. Despite D&E's support, we're still encountering inaccuracies in our payroll, often linked to frequent system updates by UKG. Consequently, both Payroll and HR departments have been investing substantial time meticulously reviewing all facets of paychecks during each payroll cycle to guarantee precision.

Because of the continued issues, we started to investigate other HRIS systems that offer the same capabilities in HR and Payroll processing. Below is a comparison chart of UKG and the other systems we considered:

Platform Solutions	UKG (Current Modules)	Bamboo HR		ADP	Paycom
		Core	Pro		
HR Data & Reporting	X	X	X	X	
Hiring and Onboarding	X	X	X	X	
Time Off and Benefit Tracking	X	X	X	X	
Integration into Marketplace APIs	X	Built In	Built In	X	
Performance Management			X		
Employee Experience & Rewards			X		
Employee Community			X		
Contract Length	12 months with 90- day Cancellation	Month-to-Month Basis	Month-to-Month Basis	Month-to-Month Basis	Month-to-Month Basis
Implementation Timeline	N/A	8 Weeks	8 Weeks	8 Weeks	Unknown
<b>Costs</b>					
Implementation	\$0	\$3,675 + \$323 <b>= \$3,998</b>	\$4,175 + \$367 <b>= \$4,542</b>	\$9,800 + \$862.40 <b>= \$10,662.40</b>	
Annual Cost (including 8.8% Sales Tax)	<b>\$94,180</b> (5% Annual increase each Aug 1 renewal)	\$34,665 + \$3,050 <b>= \$37,716</b>	\$44,474 + \$3,914 <b>= \$48,388</b>	\$42,062.15 + \$3,701.469 <b>= \$45,763.62</b> (4 months free) -\$15,254.54 <b>= \$30,509.08</b>	
Contractor Costs	\$36,000	\$0	\$0	\$0	
1 <sup>ST</sup> Year Costs	\$130,180	\$41,714	\$52,930	\$56,386.02 discounted to \$41,131.48	Very Informal Estimate including tax \$52,224
2 <sup>nd</sup> Year Costs	\$134,889	\$33,532 (includes 1% increase)	\$48,872 (includes 1% increase)	\$50,289 (includes 1% increase)	

## Review Process:

We established an HRIS Review Team, which included: Sheila Callihan (HR), Patty Garcia (HR), Kristy Kanning (Payroll), Alicia Gomori (ELT/majority of end users), Aaron Floyd (IT), and Matt Neumann (IT) to participate in vendor demos and compare offerings.

Varying members of this team participated in a thorough evaluation process which included meetings with BambooHR and ADP, as well as hands-on exploration of their demo environments. We did not engage in depth with demos from Paycom, because of reviews and cost.

Below are some of the comparisons reviewed by the selection team:

<b>Feature</b>	<b>UKG</b>	<b>BambooHR</b>	<b>ADP</b>
<b>User Friendly Interface</b>	Poor	Very User Friendly	Somewhat User Friendly
<b>Payroll Processing</b>	Issues encountered	Smooth	Smooth
<b>HR Management</b>	Comprehensive	Comprehensive	Comprehensive
<b>Employee Self Service</b>	Limited	Robust	Robust
<b>Reporting Tools (customization)</b>	Difficult	Easy	Easy
<b>Customer Support Response Time</b>	Slow and ineffective	Under a minute	Within 2 hours if urgent
<b>Cost</b>	High	Moderate	Moderate

We have determined that BambooHR and ADP both offer more robust solutions with intuitive interfaces, comprehensive HR management features, strong reporting tools, robust employee self-service options, extensive integration capabilities, and responsive customer support. Additionally, both BambooHR and ADP provide smoother payroll processing experiences compared to the issues encountered with UKG.

The review team believes that user interface and customer support response time are crucial factors for the organization. Consequently, BambooHR emerged as the preferred choice due to its intuitive user interface and responsive customer support based on demos.

Leveraging Gartner's Peer Insights, known for its impartial and pertinent reviews, NCW Libraries compared UKG, BambooHR, ADP, and Paycom. BambooHR emerged as the top-rated choice across all categories (fig. 1). This validation from industry peers underscores their confidence in BambooHR's performance and customer satisfaction, and further solidifies the team's decision to select BambooHR as the preferred HRIS solution for NCW Libraries.

**Proposal For Approval:**

Cancel UKG on the renewal date (07.31.2024).

Implement BambooHR Pro.....	\$ 4,452
Bundle with the Pro Package for 1 month.....	\$ 4,176
Move to Core Package after 1 month.....	<u>\$31,410</u>
Total	\$39,761

The proposal suggests implementing BambooHR Pro initially and then transitioning to the Core Package. This approach is based on the anticipation of future value from the Pro solutions aligning with the organization's strategic direction of Strengthening the Organization. As a new customer, NCW Libraries stands to benefit from implementation discounts that may not be available when adding Pro Solutions later. With BambooHR's month-to-month commitment, the flexibility exists to switch between Core and Pro as needed. The additional cost of having Pro Solutions readily available is estimated at \$1,871, covering implementation and one month's worth of cost differences. This strategy ensures that the organization can leverage advanced features when the time is right, while also managing costs effectively.

**Savings:**

**Year 1**

UKG.....	\$130,180
BambooHR.....	<u>\$ 39,761</u>

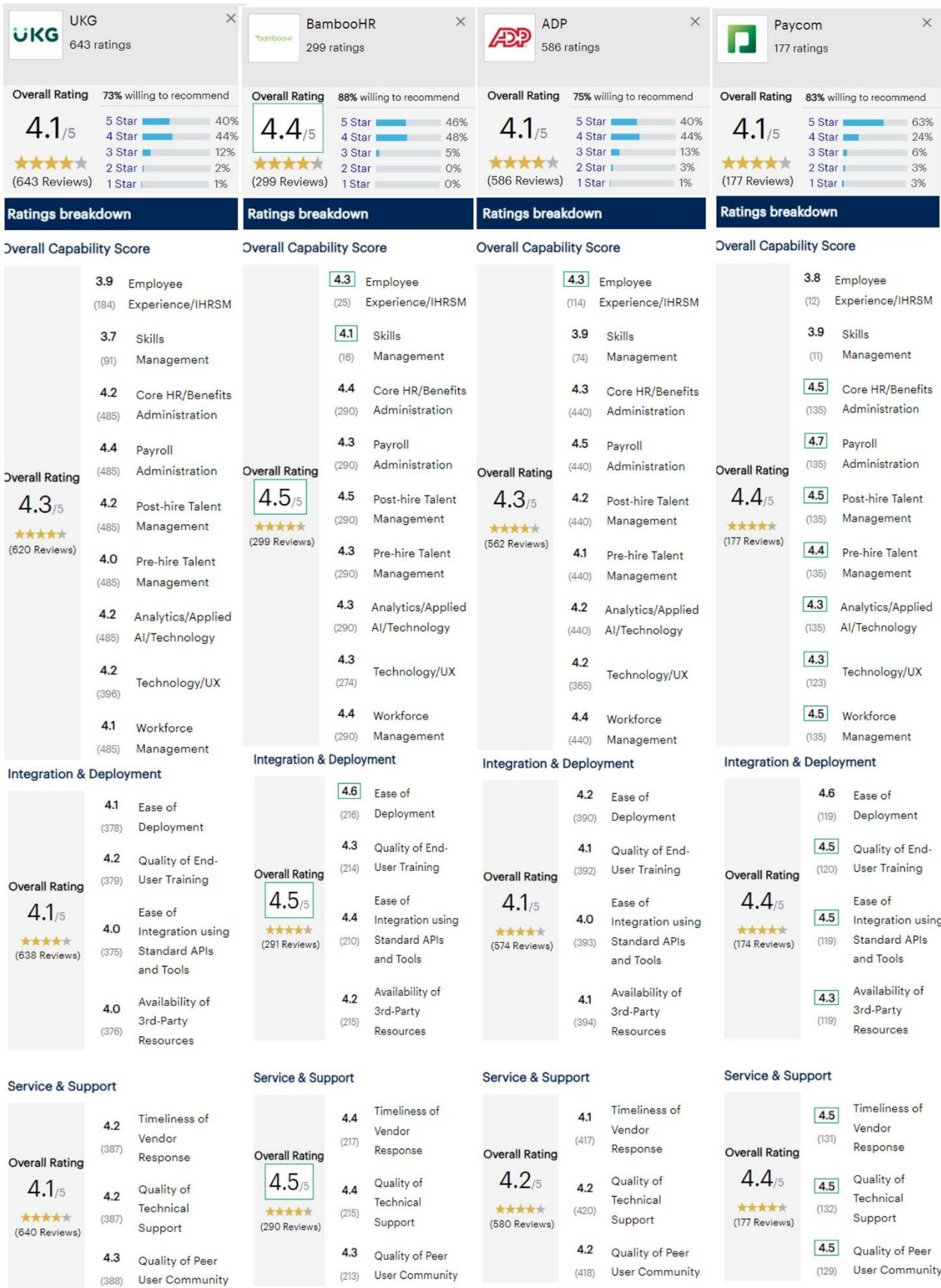
**Total Savings.....\$90,419**

**Year 2**

UKG.....	\$130,180
BambooHR.....	<u>\$ 33,532</u>

**Total Savings.....\$96,648**

**Fig 1. Gartner Ratings**



## **JURY DUTY POLICY**

### **I. OBJECTIVE:**

It is the policy of NCW Libraries to provide staff with a sufficient leave of absence from employment to serve as a juror when that employee is summoned pursuant to chapter 2.36 RCW. NCW Libraries will grant leave, without reduction in pay, to staff who received a jury summons and are required to report to the court.

The intent of this policy is to recognize and value the importance of serving as a juror when called upon. To prevent a financial impact that could arise from serving on a jury, NCW Libraries will continue to pay an employee's salary while in service of the court.

### **II. SCOPE**

This policy applies to all full-time and part-time regular employees and only pertains to Jury Duty that is served during regularly scheduled days and hours.

### **III. STATEMENT OF THE POLICY:**

1. Upon receipt of notification from the courts of an obligation to serve on a jury or to act as a court witness, the employee should notify their supervisor and Human Resources.
2. If the employee is required to report to the court, it is their responsibility to notify their supervisor and assist with any coverage needs.
3. Employees must follow instructions on the Jury Duty Summons and communicate with the courts regarding any personal service restrictions. NCW Libraries supports Jury Duty service but reserves the right to submit a letter to the court when it becomes a hardship for the organization (i.e. absence causes branch closure, multiple employees from the same branch summoned in same time frame, etc.).
4. The employee must report to Jury Duty as instructed by the courts.
5. If the employee is required to report to the court, they are required to submit a Jury Request Form to Human Resources and attach copies of the subpoena or jury summons and proof of attendance. This documentation will serve as backup information for approval of Jury Duty pay, which the employee must enter the Jury Duty pay code into the Payroll System.

6. NCW Libraries will compensate employees at their normal rate of pay for Jury Duty hours that correspond with the employee's normal schedule. Employees will not receive compensation from NCW Libraries for Jury Duty on days and times that the employee is not scheduled to work.
7. Absence from work due to Jury Duty will have no impact on the employee's benefits, leave accruals, or seniority.
8. Per WAC 357-31-315, employees may keep the compensation received for serving as a member of a jury.
9. On any day that an employee is released from Jury Duty they must immediately return to work, unless less than two hours remain of their scheduled shift.
10. NCW Libraries may grant leave to employees subpoenaed as a witness in court or other legal proceedings provided that the employee does not have a direct or indirect interest in the proceedings.
11. Employees appearing in their own case as a plaintiff or defendant or in a non-subpoenaed court appearance will not receive Jury Duty Pay for any time off. Vacation accrual should be used for such instances. Leave without pay for such time off requires the approval of the Executive Director, or designee.



Origination 10/2020  
 Last Approved 10/2020  
 Revision Date 05/2024  
 Board Approval

## JURY DUTY REQUEST FORM

<b>Employee Name</b>	<b>Branch</b>
----------------------	---------------

Date	Time		Total Hours
	From	To	

I attest that I was required to be present in the courtroom due to a summons or subpoena, in a case that I do not have direct or indirect interest in, and that the dates and times of attendance are factual.

I have attached a copy of my original summons and proof of attendance from the Court and have updated my Timesheet to be consistent with the dates and times on this Jury Duty Request Form.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date

**Return completed form along with proof of attendance  
 to the Human Resources Office at the Distribution Center  
 16 N. Columbia St, Wenatchee, WA 98801 or email to [hr@ncwlibraries.org](mailto:hr@ncwlibraries.org).**

**HR-please send copy to Payroll**

**NORTH CENTRAL WASHINGTON LIBRARIES  
RESOLUTION 24-05**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF NORTH CENTRAL WASHINGTON LIBRARIES  
AMENDING THE JURY DUTY POLICY**

**WHEREAS**, on October 15, 2020 at an open public meeting the Board of Trustees (“Board”) of North Central Washington Libraries (the “Library”) approved Resolution 20-19 establishing a Jury Duty Policy (the “Policy”) for the purposes of supporting employees summoned for jury duty and establishing guidelines for leaves of absence by employees serving on juries; and

**WHEREAS**, the board finds a compelling need to amend the Policy;

**NOW THEREFORE**, THE BOARD OF TRUSTEES OF NORTH CENTRAL WASHINGTON LIBRARIES RESOLVES AS FOLLOWS:

**Section 1.** The Board adopts the amendments to the Jury Duty Policy set forth in the attached Exhibit A, which is incorporated as if set forth in full.

**Section 2.** This Resolution shall be effective immediately upon passage by the Board.

*[The remainder of this page left blank intentionally]*



**RESOLVED AT WENATCHEE, WASHINGTON this 17th day of May, 2024.**

BOARD OF TRUSTEES  
NORTH CENTRAL WASHINGTON LIBRARIES

\_\_\_\_\_  
TRUSTEE

\_\_\_\_\_  
TRUSTEE

\_\_\_\_\_  
TRUSTEE

\_\_\_\_\_  
TRUSTEE

\_\_\_\_\_  
TRUSTEE

\_\_\_\_\_  
TRUSTEE

\_\_\_\_\_  
TRUSTEE

**NORTH CENTRAL WASHINGTON LIBRARIES**  
**RESOLUTION 24-06**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF NORTH CENTRAL WASHINGTON  
LIBRARIES ADOPTING A RESPECTFUL WORKPLACE POLICY**

**WHEREAS,** The Board and administration of NCW Libraries have a responsibility to cultivate a workplace free from disrespectful behavior, discrimination, or harassment; and

**WHEREAS,** Respectful Workplace Guidelines were previously incorporated in the Personnel Guidelines, updated in February 2021; and

**WHEREAS,** the board intends to establish the Respectful Workplace Guidelines as a standalone policy; now therefore,

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

Section 1. The Board of Trustees of the North Central Washington Libraries hereby adopts the Respectful Workplace Policy attached to this Resolution as Exhibit “A” and incorporated herein by this reference as if set forth in full.

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

***[The remainder of this page left blank intentionally]***

**DATED AT WENATCHEE WASHINGTON this 17<sup>th</sup> of May, 2023.**

BOARD OF TRUSTEES  
NORTH CENTRAL WASHINTON LIBRARIES

\_\_\_\_\_  
TRUSTEE

\_\_\_\_\_  
TRUSTEE

\_\_\_\_\_  
TRUSTEE

\_\_\_\_\_  
TRUSTEE

\_\_\_\_\_  
TRUSTEE

\_\_\_\_\_  
TRUSTEE

\_\_\_\_\_  
TRUSTEE

## **EXHIBIT A RESPECTFUL WORKPLACE POLICY**

### **I. OBJECTIVE**

NCW Libraries' greatest resource is its people. It is essential to our organization that staff are provided with and contribute towards a respectful workplace where the values of trust, fairness, integrity, consideration, and dignity guide our interactions with one another.

NCW Libraries is committed to maintaining a work environment that encourages mutual respect, promotes civil and congenial relationships among staff, and is free from all forms of discrimination and harassment. The library will endeavor to ensure all employees can contribute fully and that each employee's unique contribution is respected.

The focus of this policy is to ensure a respectful workplace, prevent disrespectful behavior, and outline guidelines to address unacceptable workplace behavior should it occur.

### **II. SCOPE**

This policy applies to all staff, management, volunteers, and the Board of Trustees of NCW Libraries. It applies to the workplace itself, work-related events, and may include disrespectful behavior by any applicable party, including but not limited to, patrons, professional contacts, and the public, toward library employees that happens away from the workplace or after regular working hours where those behaviors have a negative impact on the workplace.

All employees have the responsibility to set a positive example and behave in a manner which will not offend, embarrass, or humiliate others, whether deliberate or unintentional.

### **III. ROLES AND RESPONSIBILITIES**

#### **MANAGERS AND SUPERVISORS**

Managers and Supervisors are responsible for taking prompt, appropriate, and preventative actions to stop unacceptable workplace behavior of which they are aware, and for reporting incidents of unacceptable workplace behavior to Human Resources.

## **EMPLOYEES**

Each employee's actions contribute to creating a respectful workplace. The responsibilities of all employees include but are not limited to:

- Taking personal responsibility for modeling acceptable behaviors, maintaining respectful relationships, and constructively resolving conflicts.
- Addressing or reporting behaviors defined as unacceptable.
- Cooperating with preventative measures introduced by management.
- Recognizing that a finding of unacceptable behaviors at work will be dealt with confidentially through appropriate disciplinary actions.

## **HUMAN RESOURCES**

Human Resources promotes and supports all staff in fostering a workplace free from unacceptable workplace behavior, trains and supports supervisors/managers in carrying out their duties in relation to this policy, communicates this policy to employees, and makes or facilitates decisions related to the complaint process, which may include discipline, up to and including termination.

## **IV. DEFINITIONS**

**Acceptable workplace behaviors promote** civility, respect, and professionalism. Examples may include, but are not limited to:

- Including people with different backgrounds, strengths, and opinions.
- Demonstrating openness to new ideas, respecting the views and opinions of others.
- Respecting and valuing the contributions of all members of our organization, regardless of their position.
- Displaying cooperation, consideration, and appreciation.
- Treating others with respect and resolving disagreements in a prompt, proactive, and professional manner.
- Demonstrating discretion, tact, and confidentiality.
- Actively listening and engaging with others for input; seeking clarification to deepen understanding.
- Showing up at work in a professional manner and having respectful conversations with coworkers and patrons.
- Demonstrating commitment to continuous growth and the development of a fair and inclusive community.

**Unacceptable workplace behaviors** are negative or aggressive acts that compromise the professionalism and effectiveness of the work environment. Examples include, but are not limited to:

- Using threatening or abusive language, profanity, or language that is intended to be, or is reasonably perceived to be, demeaning, berating, rude, threatening, intimidating, or offensive.
- Directing profanity or threatening language at others.
- Publicly ridiculing or humiliating.
- Issuing abuse or threats.
- Using racial or ethnic, gendered, or religious slurs; demonstrating racial, gender, sexual orientation, religious, or cultural bias.
- Using insulting, derogatory, or degrading comments, jokes, or gestures.
- Using epithets, slurs, or stereotyping.
- Unjustifiably interfering with another's work.
- Threatening or making unwanted and inappropriate physical contact.
- Harassment or discrimination of any kind.
- Throwing tools, office equipment, or any other objects as an expression of anger or, criticism to make a threat, or in any other disrespectful or abusive manner.
- Making comments or engaging in behavior that is untruthful or directed as a personal attack on the professional conduct of others.
- Gossiping and Triangulation
- Bullying: refers to repeated, unreasonable actions of individuals (or a group) directed towards an employee (or a group of employees), which are intended to intimidate, degrade, humiliate, or undermine; or which create a risk to the health or safety of the employee(s).
- Sabotage: intentionally interfering with a process of work or otherwise undermining a person's work.

## V. COMPLAINT RESOLUTION PROCEDURES

### **Informal Resolution**

Any employee of NCW Libraries who believes that they have been subjected to actions in violation of this policy should promptly and directly inform the offender that the conduct is offensive and that it must stop.

NCW Libraries recognizes that not all individuals will be able to self-manage in every instance nor will every person be comfortable to advocate on their own behalf. Those situations may require greater support. In a situation like this, the employee may desire the support of a third party to assist in the communication with the offender and/or informally mediating to a resolution.

The goal of the informal support process is to come up with a resolution and to move forward, not to prove something happened. Informal approaches work best for less serious offences, when the respondent has admitted to the behavior in question, and/or when non-disciplinary outcomes are the most appropriate. NCW Libraries strives to provide a wide range of options to resolve complaints informally. Informal resolutions may include but are not limited to behavior guidance or agreements, apologies, or other measures acceptable to both the complainant and respondent.

## **Formal Resolution**

### ***Filing a Complaint***

If a complaint cannot be resolved informally, a formal complaint may be made in writing to Human Resources. If the complaint is about Human Resources, it should be made in writing to the Executive Director.

All formal complaints should be made with care. Complaints should be confined to and consist of details of each incident of unacceptable behavior. Complaints should include dates, times, locations, and the names of any possible witnesses.

NOTE: As all staff have a responsibility to create a respectful workplace, occurrences of unacceptable behavior may be reported by a third party such as a colleague or manager.

### ***Investigations***

Once a formal complaint has been received an investigation may commence and be resolved in a timely manner. Human Resources may act as the investigator, subject to the discretion of management.

All investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis.

### ***Resolution***

The objective of all investigations is to ascertain the validity of each complaint and to recommend appropriate action. Possible resolutions may include but are not limited to remedial training, and disciplinary actions, up to and including termination. Complaining employees may not be informed of the details of the resolution to protect the confidentiality and privacy of employees, however, the Employer will endeavor to follow up with the complainant regarding the investigation. If the concerning behavior continues, Employees should promptly notify Human Resources so that appropriate action may be taken.

Repeated instances of unacceptable behavior may be considered as one of the factors in determining the appropriate level of disciplinary action. Unacceptable behavior does not need to be intentional, although intention may be relevant in assessing the severity of the behavior.

## **VI. CONFIDENTIALITY**

Information collected and retained during an investigation will be kept as confidential as possible. NCW Libraries cannot guarantee absolute confidentiality. During the investigation, Human Resources will limit disclosure of investigation-related information to that which is necessary to resolve the complaint.

Files related to investigations under this policy may be maintained separately from employee personnel files. Files will be retained in accordance with the file retention schedule mandated by law.

NOTE: Information collected and retained by Human Resources may be required to be released by law, including, but not limited to, releases required for public records requests, court proceedings, arbitration, union requests, or other legal actions.

The Respectful Workplace Policy is not intended to and does not create contractual rights or any type of promise or guarantee of specific treatment in specific instances upon which any employee may rely.

## **VII. DISCIPLINE**

After investigation, employees found in violation of the Respectful Workplace Policy may receive discipline, up to and including termination, based on the severity of the violation.

For Investigations and Disciplinary Actions NCW Libraries commits to compliance with Article 18 of the Collective Bargaining Agreement between NCW Libraries and Local 846-L.

## **VIII. FALSE OR MALICIOUS COMPLAINTS**

If a complaint is found to be false or was brought for malicious purposes NCW Libraries may take disciplinary measures against the complainant, up to and including termination. Consideration will be given to whether the complaint was filed based on a mistake and/or unsubstantiated information.



## **IX. RETALIATION**

Any form of retaliation against an employee because that person initiated a complaint, acted as a witness to a complaint, or participated in a complaint resolution will be considered a violation of this policy. Retaliation may result in disciplinary action, up to and including termination.

If an employee believes that they have been subjected to retaliation, they may submit a formal, written complaint to Human Resources.

## BOARD STAFF REPORT

---

To: Board of Trustees

From: Summer Hayes, Associate Director of Programs and Resources

Date: 5/10/2024

Proceeding Type: Board of Trustees Meeting

Subject: Public Services, Programs and Resources

Staff Report Summary:       Informational only       Board action required  
(*narrative*)

Discussion/Analysis:

Staff Recommendation:

Financial Implications:

Attachments:       Yes       No  
*If yes, name(s) of attachment(s):*

STEM Services Board Report May 2024

Requested Board Action:

---

Legislative Information (if applicable):

History:  
Requested Board Action:

---

Legal Review:       Yes       No  
*If yes, name(s) of attachment(s)*



# STEM SERVICES DEPARTMENT

## 2024 ACTIVITIES & GOALS

Ash Kunz, STEM Services Manager



### MISSION

To provide opportunities for STEM teaching and learning that goes beyond the mere transfer of knowledge. To engage, enable and equip students and community members with critical thinking, problem solving, creative and collaborative skills, and digital literacy skills, and career connected learning opportunities that will establish lifelong connections between education and learning, the workplace, the community, and the global economy.

### VISION

NCW Libraries STEM Department aspires to contribute to the intellectual vitality, economic development, and overall well-being of our rural communities. We believe that by fostering a love for STEM, we are nurturing the thinkers, innovators, and problem-solvers of tomorrow.

The STEM Department envisions a vibrant and empowered rural community where every individual, regardless of background or circumstance, is inspired and equipped to thrive in the dynamic world of science, technology, engineering, and mathematics (STEM). Our vision is to cultivate a culture of curiosity, innovation, and lifelong learning, positioning our community as a hub of knowledge and opportunity.

### DEPARTMENT PRIORITIES

- Staff support and professional development.
- Infrastructure development
- Sustainable programming and resource use
- Data collection

### STEM BY THE NUMBERS



TOTAL STEM PROGRAMS YTD

119

TOTAL ATTENDANCE YTD

1,537

## STAR NET STEAM EQUITY GRANT



Our Quincy branch qualified for this grant in 2020, and the last 4 years have been an amazing practice of learning and growing in service to our Latino community members. Through dedicated partnership planning and community dialogues we assess community needs in access and education opportunities for Latinx youth – particularly tween female identifying youth, and work to provide those opportunities with partnership and program development.

This is a summary of the department's accomplishments and progress over the past four years under the grant funding, **which is set to conclude this July**. Throughout this period, our primary focus has been on reaching systemically marginalized participants in STEAM programming, fostering community dialogues, strengthening relationships, expanding resources, and enhancing community buy-in. Here are the key highlights of our achievements:

Year 2021:

- Distributed 1,275 take-home kits to participants.
- Hosted a community dialogue session.
  - ♦ Community Dialogues goals are providing information to project team members about the number and types of community resources and activities that might support art, design, technology, or science learning and provide library staff an opportunity to co-create with collaborators/community partners on project activities.
  - ♦ Invited community members included representatives from Microsoft, the NCESD, NCW Tech Alliance, the Migrant Parent Advisory Council, state Rep Alex Ybarra, the high school and middle school CTE teachers and library staff, 4H extension staff, and the parent partnerships coordinator for the school district. This is the working group that has continued to meet for the duration of the project.
- Showcased a traveling exhibition.
- Adapted to pandemic-related restrictions by substituting three STEAM programs with take-home kits.

Year 2022:

- Distributed 645 take-home kits.
- Hosted a community dialogue session.
- Organized a Summer Science Show with 210 participants.
- Delivered a total of five other STEM programs with 204 participants.
- Developed three new outreach kits: Ozobots, Snowshoes, and Nature Backpacks.

Year 2023:

- Hosted another successful community dialogue.
- Organized "Tech and Tiara" event with 117 participants.
- Conducted nine additional STEM programs with a total of 553 participants.
- Expanded our outreach with the development of two new kits: 3Doodler pens and Sphero Bolt robotics.

Moreover, we have enhanced our STEM Exploration Space by:

- Introducing a dedicated 3D printer in Quincy.
- Developing comprehensive written curriculum and guides.
- Maintaining an engaging STEM book display.
- Offering a diverse array of STEM-based activities to the public.

We have effectively utilized the grant funding to achieve our objectives of inclusivity, community engagement, and program expansion. We have successfully completed all the required deliverables and reporting as outlined in the Library Partner Timeline which are the deliverables required by the grant contract.

## Library Partner Timeline

Host Libraries will participate in a number of activities over the course of the agreement. Specific activities can be determined by the Library, using the Library Partner Timeline as a Guide. The Host Library will be able to determine the method of achieving project goals as described in the Timeline.

Project Activity	2021	2022	2023	2024
<b>Team Communications</b>	Participate in 4-6 check-in/networking conversations	Participate in 4-6 check-in/networking conversations	Participate in 4-6 check-in/networking conversations	Participate in 4-6 check-in/networking conversations
<b>Professional Development</b>	Participate in exhibit workshop (online) Participate in project workshop. (date/location/format TBD)  Participate in quarterly virtual training (online or by phone)	Participate in a regional SciGirls CONNECT workshop (date/location TBD)  Participate in quarterly virtual training (online or by phone)	Participate in quarterly virtual training (online or by phone)	Participate in quarterly virtual training (online or by phone)
<b>Community Collaboration</b>	Host a Community Dialogue (online or in person)	Host a Community Dialogue (online or in person)	Host a Community Dialogue (online or in person)	Host a Community Dialogue (online or in person)
<b>Exhibitions</b>	Host a traveling exhibition (-2-3 mos., dates TBD)	Host a traveling exhibition (-2-3 mos., dates TBD)	Host a traveling exhibition (-2-3 mos., dates TBD)	Host a traveling exhibition (-2-3 mos., dates TBD)
<b>Exploration Spaces</b>	Develop and sustain a STEAM exploration space with content drawn from library collections and local community expertise (9 mos.)	Develop and sustain a STEAM exploration space with content drawn from library collections and local community expertise (9 mos.)	Develop and sustain a STEAM exploration space with content drawn from library collections and local community expertise (9 mos.)	Develop and sustain a STEAM exploration space with content drawn from library collections and local community expertise (9 mos.)
<b>Programming</b>	Communicate about and facilitate 3 STEAM programs	Communicate about and facilitate 3 STEAM programs	Communicate about and facilitate 3 STEAM programs	Communicate about and facilitate 3 STEAM programs
<b>Kits</b>		Create 3 STEAM Outreach Kits in collaboration with Latino-serving organizations and groups.  Maintain/lend 3 STEAM Outreach Kits	Maintain/lend 3 STEAM Outreach Kits	Maintain/lend 3 STEAM Outreach Kits
<b>Building on Lessons Learned</b>	Share examples and discuss lessons learned with the STEAM Equity cohort, library professionals, and collaborators by posting to the online community, presenting during STAR Net virtual training events, and/or authoring blogs, articles, etc.	Share examples and discuss lessons learned with the STEAM Equity cohort, library professionals, and collaborators by posting to the online community, presenting during STAR Net virtual training events, and/or authoring blogs, articles, etc.  Optional: Present at Annual STEAM Equity Workshops at the ALA national conference AND/OR state/local meetings	Share examples and discuss lessons learned with the STEAM Equity cohort, library professionals, and collaborators by posting to the online community, presenting during STAR Net virtual training events, and/or authoring blogs, articles, etc.  Optional: Present at Annual STEAM Equity Workshops at the ALA national conference AND/OR state/local meetings	Share examples and discuss lessons learned with the STEAM Equity cohort, library professionals, and collaborators by posting to the online community, presenting during STAR Net virtual training events, and/or authoring blogs, articles, etc.  Optional: Present at Annual STEAM Equity Workshops at the ALA national conference AND/OR state/local meetings
<b>Reporting</b>	Participate in project research and evaluation (as requested)  Submit ALA Annual Report Form  Submit Community Dialogue questionnaire	Participate in project research and evaluation (as requested)  Submit ALA Annual Report Form  Submit Community Dialogue questionnaire	Participate in project research and evaluation (as requested)  Submit ALA Annual Report Form  Submit Community Dialogue questionnaire	Participate in project research and evaluation (as requested)  Submit ALA Annual Report Form  Submit Community Dialogue questionnaire

## TECH & TIARAS




Working in partnership, the Apple STEM Network and the North Central Educational Service District (NCESD), with Microsoft, NCW Tech Alliance, NCW Libraries and Career Connect Washington developed “**Tech & Tiaras**” for 8th grade students who identify as female or non-binary, to explore technology and computer science.

In 2019, SHB 5088 was passed and requires all comprehensive high schools to offer elective computer science courses for high school students by 2022-2023 school year. This means that for the first time across the region, middle school students have the opportunity to take computer science and technology courses beginning in high school.

Despite this expanded access to computer science young womxn are significantly underrepresented in these classes. In 2022, approximately 792 students across north central Washington took a high school computer science course, only 26% of those enrollments were students who identify as female or non-binary.

This gender gap translates to the regional workforce and womxn are significantly underrepresented in technology roles as well. Labor market data shows that in 2022 there was an average of 21,414 open computing positions across the state each month. These positions posted an average salary of \$112,623 yearly. Hispanic womxn comprise 26% of the population in North Central

Last year, we helped provide 5 events that served ~ 600 students. To be able to sustainably offer this opportunity to students in the region, we developed a playbook with curriculum guides, activity suggestions, and training so that schools could offer this program on their own with support from the founding organizations. This was completed in early February of 2024. And there have already been 2 school districts that have successfully run their own Tech and Tiara’s programs for students.



### TECH & TIARAS

#### TECH EXPLORATION FOR TEENS

A DAY OF CODING, COMPUTERS, STEM AND MORE

---

#### Purpose

This event was designed to encourage more young people to consider taking courses and exploring future career paths in technology. These regional events were designed to inspire middle school students, through fun and engaging, hands-on activities with technology alongside women in the technology industry as they begin their High School & Beyond Planning and course scheduling.


---


#### Activities

Students will explore four, 30-minute stations, with hands-on activities. Students will get to explore computer science, robotics, circuitry and build their own LED light-up tiara. Students will also get one-on-one time with female professionals in tech and learn about different career opportunities.

**DIY YOUR OWN TIARA**  
Learn how to circuit and build your own LED light-up tiara to show off your tech skills

**CONNECT & ASK QUESTIONS**  
Hang out with professional women working in tech and learn about their careers

**EXPLORE COMPUTER SCIENCE AND ROBOTICS**  
Experience hands-on activities that include computer science and robots.



### TECH & TIARAS

---

#### Registration

NCW Libraries, NCESD and Apple STEM have come together to create a playbook of resources to host a Tech and Tiaras event. In order to receive the playbook, please register your event [HERE](https://bit.ly/T-TPLAY2024):

<https://bit.ly/T-TPLAY2024>



---

#### Resources




**Contact Us:**

**NCESD/Apple STEM:**  
Tami McBride | tamim@ncesd.org  
Cari Horning | carih@ncesd.org  
Linda Dezellem | lindad@ncesd.org  
Holly Bringman | hollyb@ncesd.org

**NCW Libraries:**  
Ash Kunz akunz@ncwlibraries.org

*Zoom Workshops and additional support will be scheduled upon registration*

---



## **INTERNAL INFRASTRUCTURE DEVELOPMENT**

### **DEVELOP REGIONAL STEM TRAININGS**

The intended impact of these trainings is that equipped with enhanced skills and knowledge, staff members can design and implement higher-quality STEM initiatives, providing participants with dynamic and engaging learning experiences. The diversity of STEM programs is broadened, catering to varied interests and learning styles. Trained staff foster increased participant engagement, confidence in teaching STEM subjects, and alignment with educational trends, contributing to a positive learning environment without feeling like they must be an expert in the field.

Deliverables:

- Develop a series of hands-on STEM training workshops in each region covering topics such as basic robotics, coding, science experiments, and engineering challenges with equipment and resources the STEM Department provides.
- Customize training content to address the specific needs and interests of library staff, considering their varying levels of experience and expertise in STEM education.
- Incorporate sessions on promoting diversity, equity, and inclusion in STEM programming, emphasizing strategies for reaching underserved communities.

### **RESOURCE DEVELOPMENT AND MANAGEMENT**

The intended impact of developing and maintaining STEM program resources is to enhance staffs' ability to plan, organize and deliver effective and engaging programs. Staff will diversify types of programs, maintain high quality programming, and explore new skills and professional development that cater to the needs and interests of the community.

- Ensures equitable access to resources across the district.
- Use tracked to provide accurate data.
- Data and use statistics drive purchasing or resources to ensure fiscal responsibility and stewardship of public funds.
- Maintains high quality programming by providing standards aligned curriculum.

### **IMPLEMENT A STEM SERVICES COMMITTEE**

Service committees play a vital role in shaping a positive workplace culture and fostering employee engagement. It provides diverse voices for the needs of the communities served. Staff also have opportunities for professional development and can find a sense of purpose beyond their daily tasks, ultimately contributing to a more vibrant and socially responsible organizational environment.

- Provides professional development opportunities for staff.
- Taps into staff as a resource of knowledge and expertise.
- Diverse perspectives of participating staff better inform the needs of communities we serve leading to more inclusive and equitable programming opportunities.

## DIRECT PROGRAMMING

Coding Club – January 11, 2023

Science Literacy: It's Not Just for Kids WEB junction Webinar – January 24, 2023

Pinnacles Prep Mentorship Program - March 16, 2023

Tech and Tiaras 2023

- March 23 | 8:30 AM – NOON | CB Tech Skills Center | Moses Lake, WA
- March 28 | 9:00 AM – 12:30 PM | Omak Middle School | Omak, WA
- March 30 | 9:00 AM – 12:30 PM | WV Tech Skills Center | Wenatchee, WA
- April 18 | Quincy High School | Quincy, WA
- April 25 | 8:30 AM – NOON | Manson High School | Manson, WA

Pride – June 3, 2023

STEM Summit – Presentation on Place Based- Science Education – August 15-17

Beer and Bots: Adult STEM Night at WRI – August 17, 2023

NCW Tech and STEM Show Case – August 24-27

Salmon Fest – September 21-23, 2023

Beer and Bots: Adult STEM Night at WVB – October 18, 2023

Wenatchee School District Robotics – December 2, 2023

Hour of Code – December 5, 2023

Hour of Code – December 16, 2023

Nick's Bricks - April 6, 2024

WSD Field Experience – May 8, 2024





## BOARD STAFF REPORT

---

To: Board of Trustees  
From: Aaron Floyd  
Date: 5/10/2024  
Proceeding Type: Board of Trustees Meeting  
Subject: IT Department Board Report

Staff Report Summary:       Informational only       Board action required

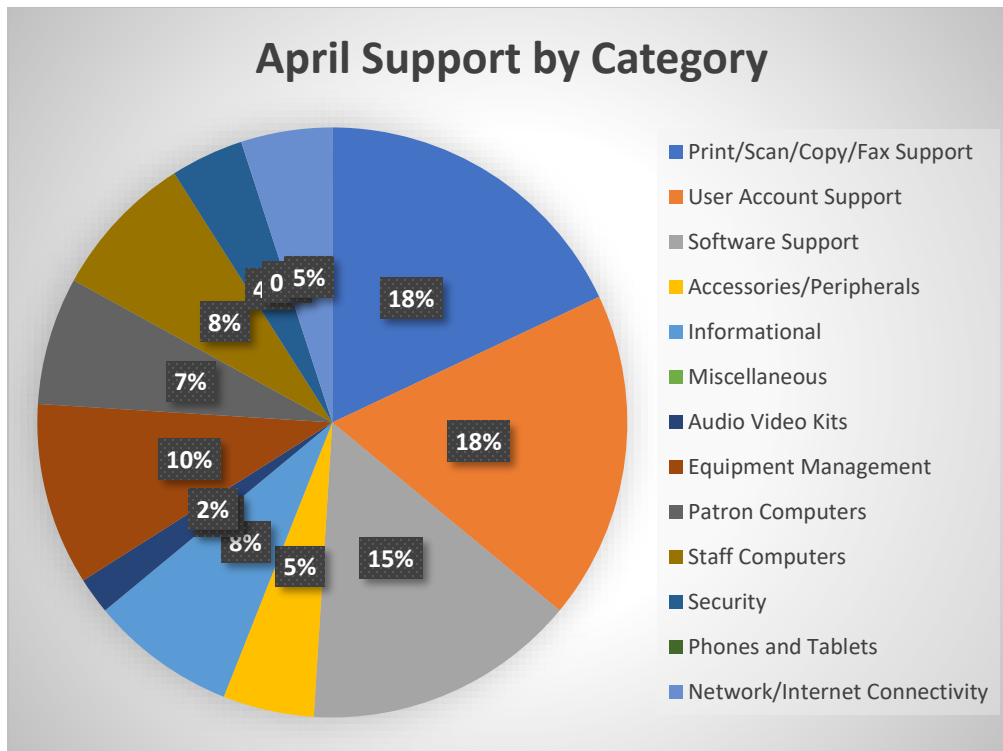
Like last month, there isn't much new to report as my team continues to work on major projects. We worked with the Executive Team and the MarCom Department to overhaul the email distribution lists for the entire organization. This will improve internal and external communication. We also set up @ncwlibraries.org email accounts for our board members.

My team is primarily focused on the following:

- 1) SharePoint Phase 3 – Implementation of SharePoint Sites. We've been working with the MarCom team to get things set up on the back end so they may begin building out our SharePoint pages.
- 2) The new Microsoft Windows environment for our Public Computers. The current estimate is that this project will take us a minimum of 1200 hours. This is to both build out the new solution, test, pilot, and implement across all branches.
- 3) Self-check – we are working on ordering hardware and hope to start setting up Meescan demo units soon. Staff communication has been going well thanks to Tim's efforts.
- 4) Security Camera Installations and Upgrades – we still have several branches without video security or with aging security camera equipment.
- 5) Cyber Security Awareness Training – we are preparing the backend system and will eventually roll it out to staff.

Here are the support statistics for January-April:

Support Requests per Month			
Month	2024	2023	% ±
January	141	106	33%
February	166	112	48%
March	136	144	-6%
April	107	149	-28%



Discussion/Analysis:

Staff Recommendation:

Financial Implications:

Attachments:  Yes  No

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

Requested Board Action:

---

Legislative Information (if applicable):

History:

Requested Board Action:

---

Legal Review:  Yes  No

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

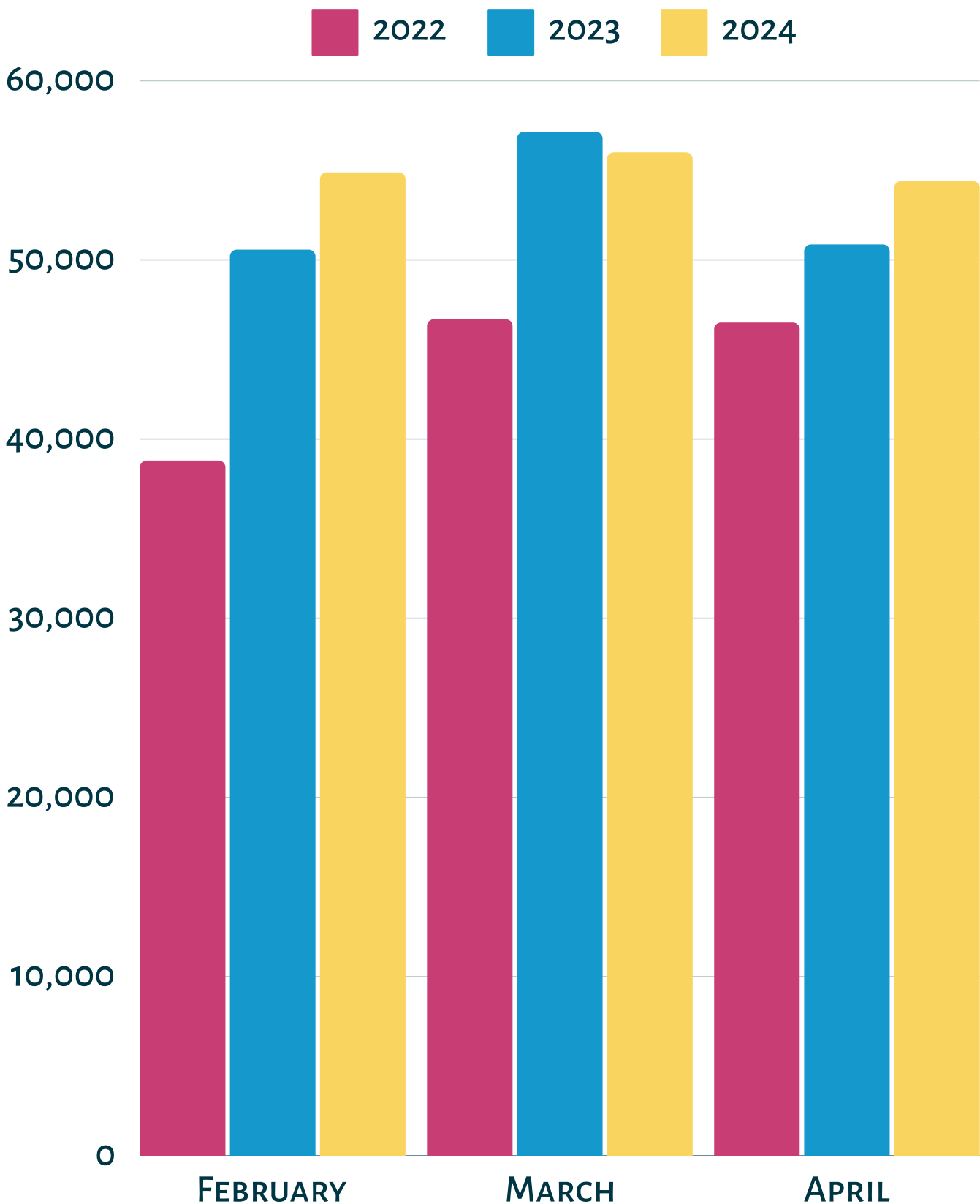
# APRIL 2024 LIBRARY DATA REPORT



MAY 16, 2024

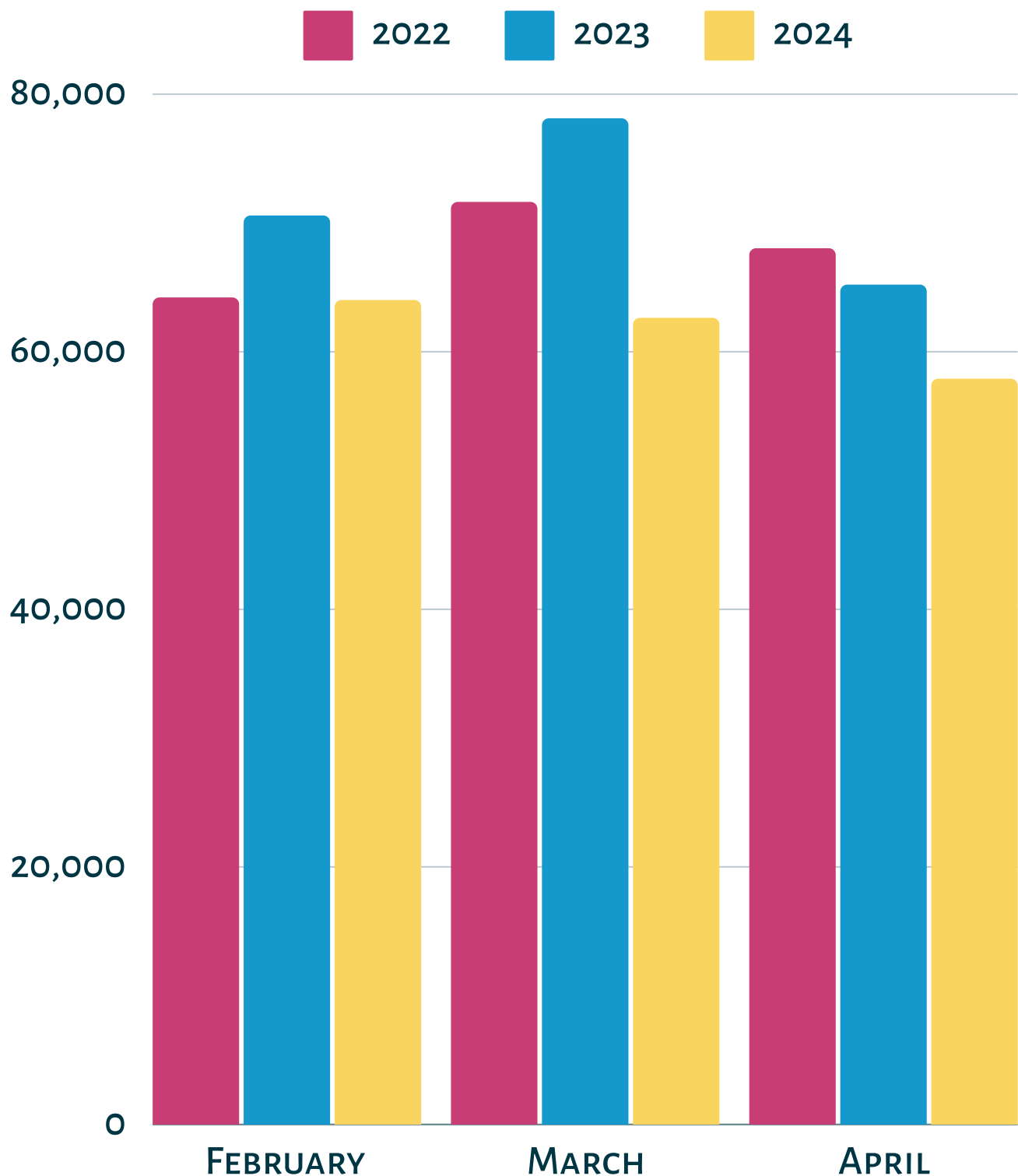
# FOOT TRAFFIC

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



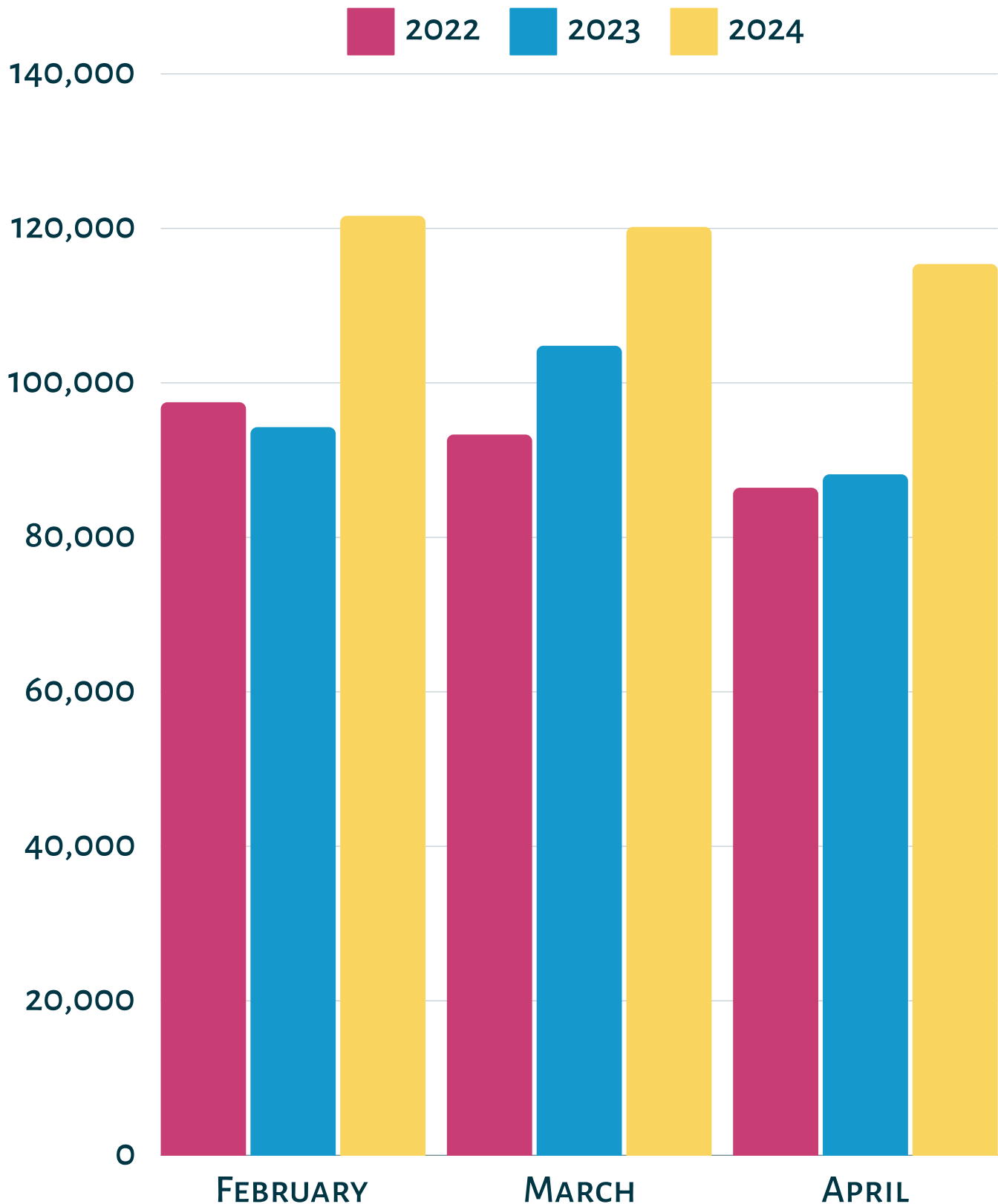
# CIRCULATION OF PHYSICAL MATERIALS

The number of physical materials borrowed by the public. Physical materials include traditional items like books and DVDs as well as non-traditional items like snowshoes and blood pressure monitor kits.



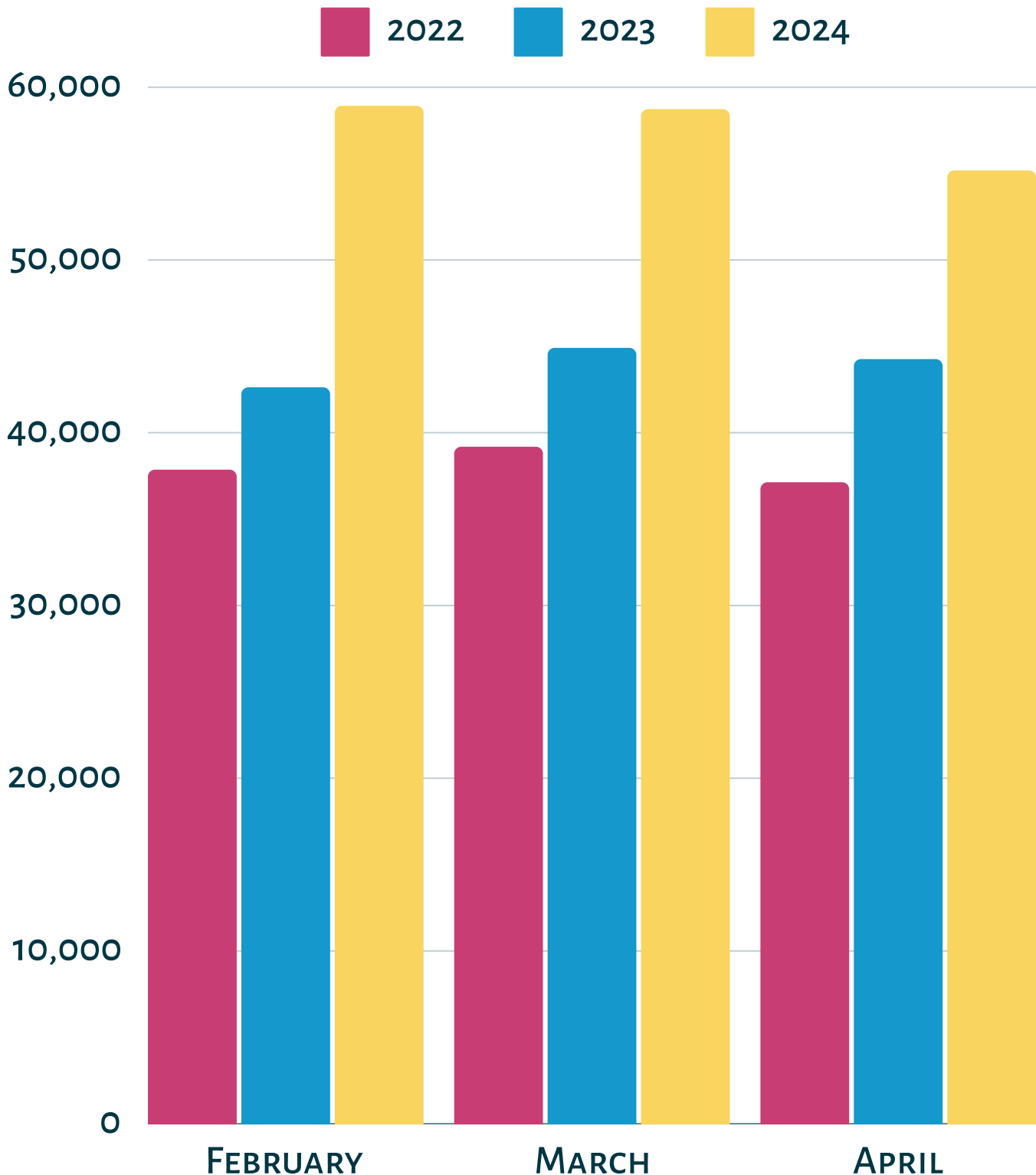
# ONLINE CATALOG VIEWS

The new online public access catalog (OPAC) soft-launched to the public on October 18, 2021.



# CIRCULATION OF DIGITAL MATERIALS

The number of digital materials borrowed by the public via Hoopla, Kanopy, and OverDrive. Digital materials include eBooks, eAudiobooks, and online music and video streaming.



# NEW LIBRARY CARDS

The number of library cards issued to newly registered members of the public using Koha library software. Card types include: Computer, eCard, Educator, Fee, NCW Libraries (standard), Outreach, Owns Property, and Reciprocal.

