



S P O K A N E C O U N T Y L I B R A R Y D I S T R I C T

Board of Trustees Regular Meeting

Tuesday, July 18, 2023 at 4:00 p.m. Fairfield Library

AGENDA

Remote Attendance: To attend the meeting remotely via the internet: <https://sclid-org.zoom.us/j/88388465377> or via conference call (toll free): 1-877-853-5247 or 1-888-788-0099, then enter ID: 883 8846 5377. Please note that remote attendance will be in listen-only mode.

Public Comment: The District accepts written comments that will be distributed to the Trustees and read aloud by staff during the Public Comment portion of the agenda. Written comments must be marked "Public Comment" and submitted by 12:00pm noon the day of this meeting by (1) USPS mail to: Spokane County Library District, 4322 N, Argonne Road, Spokane, WA 99212; (2) directly submitted to staff at the Administrative Offices at that same address, or; (3) via the following link: <https://www.sclid.org/connect/ask-board-of-trustees/>.

- I. **CALL TO ORDER**
- II. **AGENDA APPROVAL**
- III. **PUBLIC COMMENT**
- IV. **ACTION ITEMS**
 - A. Approval of June 20, 2023 [Regular Meeting Minutes](#)
 - B. Approval of June 17, 2023 [Special Meeting Minutes](#)
 - C. Approval of June 2023 [Payment Vouchers](#)
 - D. Unfinished Business
 - 1. New Spokane Valley: [Update](#)
 - 2. Community Engagement [Plan](#): Approval Recommendation
 - E. New Business
 - 1. City of Airway [Heights](#): Potential Interlocal Agreement Amendment: Discussion
 - 2. Intellectual Freedom Legal [Framework](#): Discussion
 - 3. Bean Stack: [Overview](#)
- V. **DISCUSSION ITEMS, POSSIBLE ACTION**
 - A. Future Board Meeting [Agenda Items](#)
- VI. **REPORTS**
 - A. Trustees
 - B. [Executive Director](#)
 - C. [Operations](#)
 - D. [Fiscal](#)
- VII. **ADJOURNMENT**

This meeting is barrier-free. If you require accommodation to participate in this meeting, please notify Spokane County Library District Administration at least two (2) business days in advance of the meeting by calling 509-893-8200.

July 18, 2023

BOARD OF TRUSTEES MEETING MINUTES: June 20, 2023

A regular meeting of the Board of Trustees of Spokane County Library District was held in the Diane E. Zahand Community Room at the Spokane Valley Library, and via Zoom online meeting platform on Tuesday, June 20, 2023 at 4:00pm.

Present: John Craig – Chair
Ellen Clark – Trustee
Jon Klapp – Trustee
Robert Paull – Trustee

Excused: None.

Also Present: Patrick Roewe (Executive Director), Vinnie Davi (Video Production Specialist), Andrea Sharps (Collection Services Director), Toni Carnell (Human Resources Director), Doug Stumbough (Operations Director), Aileen Luppert (Strategic Plan Manager), Danielle Milton (Library Manager), Rick Knorr (Finance Director), Katy Pike (Librarian), and Hannah Tilley (Human Resources Associate).

Guests via Zoom: Jessica Hanson (Vice Chair), Jane Baker (Communications Director), and two (2) members of the public.

Call to Order (Item I) Chair John Craig started the meeting at 4:00pm and welcomed everyone in attendance.

Agenda Approval (Item II) Trustee Jon Klapp moved and Trustee Ellen Clark seconded the approval of the meeting agenda.

The motion was unanimously approved, there was no further discussion.

Public Comment (Item III) There was no public comment.

Approval of May 2023 Regular Meeting Minutes (Item IV.A.) Chair Craig called for corrections to the May 16, 2023 Regular Meeting Minutes. There were no corrections, the minutes stand as written.

There was no further discussion.

Approval of May 2023 Payment Vouchers (Item IV.B.) Trustee Robert Paull moved and Trustee Clark seconded the approval of the May 2023 Payment Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
May – GF	60924 – 60991 and W001309 – W001324	\$690,930.66	\$690,930.66
	PR05102023 and PR05252023	\$473,509.06	\$473,509.06
		Total	\$1,164,439.72
CPF	9705 TV Monitors	\$10,330.25	\$10,330.25
	9706 Moving Servers	\$9,600.00	\$9,600.00

	9707 Electric Company Cables	\$2,803.57	\$2,803.57
	9708 Progress Review	\$775.00	\$775.00
	9709 Owners Rep. Services	\$4,148.47	\$4,148.47
	9710 Architect Fees	\$44,873.44	\$44,873.44
	9711 General Contractor	\$730,949.90	\$730,949.90
	9712 Energy Code Inspections	\$3,800.00	\$3,800.00
	9713 Commissioning Fees	\$6,300.00	\$6,300.00
	9714 Security Camera Installation	\$27,229.85	\$27,229.85
	9715 Architect Fees	\$3,647.90	\$3,647.90
	9716 Commissioning Fees	\$5,300.00	\$5,300.00
		Total	\$849,758.38

The motion was unanimously approved, there was no further discussion.

**Unfinished Business
New Spokane Valley Update
(Item IV. C.1.)**

Executive Director Patrick Roewe addressed the opening of the Spokane Valley Library. Discussion ensued about the Grand Opening and projected ending costs of the project. Discussion ensued about ongoing issues including landscaping.

There was no further discussion.

**New Business
2023 Budget Update:
Authorizing the Transfer of Funds from the General Fund to the Debt Service Fund
(Item IV.D.1.)**

Finance Director Rick Knorr presented to the Board of Trustees a resolution authorizing an interfund transfer from the General Fund to the Debt Service Fund as planned for in the 2023 budget. Discussion ensued about historical use of resolutions for interfund transfers and payment timelines. Trustee Klapp moved and Vice Chair Jessica Hanson seconded that Resolution 23-03, Authorizing the Transfer of Funds from the General Fund to the Debt Service Fund, be adopted.

**RESOLUTION
NO. 23-03**

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE DEBT SERVICE FUND IN THE 2023 BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

The motion was unanimously approved, there was no further discussion.

New Business Memberships in Organizations: Policy Review (Item IV.D.2.) Executive Director Roewe presented the minor revisions to the Memberships in Organizations Policy. Discussion ensued about costs of memberships. Vice Chair Hanson moved and Trustee Clark seconded the approval of the reviewed policy.

The motion was unanimously approved, there was no further discussion.

New Business Community Engagement Plan: Discussion (Item IV.D.3.) Strategic Plan Manager Aileen Luppert presented the draft for the District's Community Engagement Plan. Discussion ensued about what a Community Engagement Plan is, the goals of the plan, and the implementation plans. The adoption of this plan will be on the July Regular Meeting Agenda.

There was no further discussion.

Discussion Items Future Board Meeting Agenda Items (Item V.A.) Chair Craig called for questions or concerns for the upcoming meeting agenda items. There were no questions or concerns.

There was no further discussion.

Trustee Reports (Item VI.A.) Trustee Paull complimented staff on the Grand Opening of the Spokane Valley Library that took place on Saturday, June 17, 2023.

There were no other report or discussion.

Executive Director Report (Item VI.B.) In addition to the report provided prior to the meeting, Executive Director Roewe provided additional information regarding payments for security camera systems. Discussion ensued about total payments for the cameras, the length of time required by the District to keep footage, and circumstances in which such footage might be shared with law enforcement. Executive Director Roewe expressed gratitude to everyone involved in the opening of the new library.

There was no further discussion.

Operations Report (Item VI.C.) Operations Director Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for May 2023, with data for customer use measures, programming, and library activities. Operations Director Stumbough also expressed gratitude to everyone involved in the opening of the new library.

There was no further discussion.

Fiscal Report (Item VI.D.) In addition to the report provided prior to the meeting, Finance Director Knorr provided an update on the ongoing Audit. Discussion ensued about where in the Audit the District is and exit conferences.

There was no further discussion.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 4:43pm. The next Board Meeting is scheduled for Tuesday, July 18 at the Fairfield Library.

John Craig, Chair

Patrick Roewe, Secretary to the Board of Trustees

BOARD OF TRUSTEES SPECIAL MEETING MINUTES: June 17, 2023

A special meeting of the Board of Trustees of Spokane County Library District was held at the Spokane Valley Library on Saturday, June 17, 2023 at 9:30am.

Present: John Craig – Chair
Jessica Hanson – Vice Chair
Ellen Clark – Trustee
Jon Klapp – Trustee
Robert Paull – Trustee

Excused: None.

Guests: Senator Mike Padden, 4th Legislative District, Representative Suzanne Smith, 4th Legislative District, Representative Leonard Christian, 4th Legislative District, Spokane County Commissioner Mary Kunej, City of Spokane Valley Mayor Pam Haley, City of Spokane Valley Council Member Tim Hattenburg, City of Spokane Valley Council Member Laura Padden, Washington State Librarian Sarah Jones, Central Valley School District Superintendent Dr. John Parker, Library Foundation of Spokane County President Lori Bucher, Library Foundation of Spokane County Board Member and long-time District benefactor James Zahand, District staff, and approximately 400 community members.

**Call to Order
(Item I)**

The special meeting commenced at 9:30am.

**Grand Opening
Ceremony for the
Spokane Valley
Library
(Item II.)**

The Board of Trustees held a special meeting to conduct the grand opening of the new Spokane Valley Library. Chair John Craig, Spokane Valley Mayor Pam Haley, Library Foundation of Spokane County President Lori Bucher, Library Foundation of Spokane County Board Member and long-time District benefactor James Zahand and Executive Director Patrick Roewe each gave speeches. Following these presentations, a ribbon cutting ceremony was held and the library was opened to the public.

Adjournment

The special meeting adjourned at 10:00am.

John Craig, Chair

Patrick Roewe, Secretary to the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of June 30, 2023, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,521,772.49 for the general fund and \$556,921.63 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: July 1, 2023

SIGNED: 
 TITLE: Finance Director

SIGNED: 
 TITLE: Executive Director

GENERAL OPERATING FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
60992	ABSOLUTE BACKGROUND SEARCH	MONTHLY EMPLOYEE BACKGROUND CHECKS	227.50
60993	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	2,766.73
60994	AVISTA UTILITIES	MONTHLY UTILITIES	8,328.02
60995	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	140.48
60996	GINA BEHRENS	LIBRARY PROGRAMS, PRIMETIME SITE COORDINATOR	200.00
60997	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	151.60
60998	CAVENDISH SQUARE	LIBRARY MATERIALS	744.12
60999	CCMNT SPEAKERS	PROGRAMS: SUMMER READING SPEAKER	7,500.00
61000	CONSOLIDATED IRRIGATION DIST19	WATER - OT	72.96
61001	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	723.14
61002	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	692.81
61003	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	171.70
61004	COLUMBIA FIRE AND IRON	LIBRARY PROGRAMS	700.00
61005	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	52.66
61006	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	5,081.10
61007	DIVCO INCORPORATED	HVAC REPAIR, NS	348.80
61008	EDNETICS	MONTHLY MANAGED VOICE SERVICES	2,214.30
61009	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	834.14
61010	GRAYBAR	IT HARDWARE	264.05
61011	SUSAN HARRIS	REFUND OF FEE PAID FOR LOST ITEM	18.00
61012	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	29,692.27
61013	JANA LAYNE JOHNSON	REFUND OF FEE PAID FOR LOST ITEM	6.20
61014	KIANTHA DUNCAN	EQUITY, DIVERSITY, INCLUSION TRAINING PROGRAM	3,734.00
61015	LISA KISSINGER	TUITION REIMBURSEMENT, STAFF MEMBER	2,500.00
61016	LAWTON PRINTING	SIGN AND FLYER PRINTING	487.87
61017	KATHRYN LEBO	LIBRARY PROGRAMS	630.00
61018	SPOKANE COUNTY MASTER GARDENERS	LIBRARY PROGRAMS	375.00
61019	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	6,545.44
61020	ISAAC MILLER DESIGN	INSTALLATION OF ARTWORK IN NEW SV	513.72
61021	KAREN MOBLEY	ARTWORK CONSULTANT	280.50
61022	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	1,726.16
61023	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	25.58
61024	MR. B'S CLEAN SWEEP, INC.	PARKING LOT SWEEPING	1,899.89
61025	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	419.92
61026	OVERHEAD DOOR CORPORATION	REMOTE CONTROLS FOR NEW SV GARAGE DOORS, 2	375.71
61027	NEXUS TRANSLATION SERVICES LLC	INTERPRETER SERVICES	40.00
61028	JENNIFER O'SHEA	LIBRARY PROGRAMS, PRIMETIME ORGANIZER	250.00
61029	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	64,011.15
61030	PAYNE-WEST INSURANCE	SURETY BOND, FINANCE DIRECTOR	175.00
61031	MORGEN PETERSON	LIBRARY PROGRAMS, PRIMETIME ORGANIZER	250.00
61032	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	522.72
61033	PROQUEST LLC	ELECTRONIC LIBRARY SERVICES	7,269.39
61034	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,062.16
61035	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	26.10
61036	SPOKANE SCORE 0180	LIBRARY PROGRAMS	1,155.00
61037	THE SPOKESMAN-REVIEW	LIBRARY MATERIALS	474.81
61038	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: SV, NS, New SV	2,445.50

61039	STRIPE RITE	SIGN FOR LIBERTY LAKE COUNTY PARK LIBRARY	93.74
61040	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	931.30
61041	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	794.06
61042	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	2,257.08
61043	VIGOUROUX PUBLISHING LLC	ADVERTISING	840.00
61044	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	421.96
61045	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	14,092.72
61046	ALLIED FIRE & SECURITY BY VYANET	QUARTERLY ALARM MONITORING	3,080.02
61047	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	971.00
61048	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	500.17
61049	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	55.94
61050	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	66.88
61051	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	542.55
61052	COMIC BOOK SHOP	LIBRARY MATERIALS	420.05
61053	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	164.92
61054	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,712.53
61055	DIVCO INCORPORATED	HVAC REPAIR, NEW CONTROL PANEL, DP	1,124.88
61056	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	48.96
61057	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,389.22
61058	THE FIG TREE	LIBRARY MATERIALS	150.00
61059	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	173.12
61060	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	15,301.59
61061	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	13,444.04
61062	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	939.63
61063	JO-ANN STORES, LLC	CREATIVE BUG ANNUAL SUBSCRIPTION	6,625.00
61064	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	436.43
61065	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	1,931.35
61066	MORNINGSTAR, INC	ELECTRONIC LIBRARY SERVICE	3,857.00
61067	NATIONAL BARRICADE OF SPOKANE	PARKING LOT SIGNAGE, MP	161.72
61068	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	27,066.91
61069	DEPT OF RETIREMENT SYSTEMS	ANNUAL FEE FOR OASI PARTICIPATION	48.69
61070	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS	222.44
61071	PAM POPP	REFUND OF FEE PAID FOR LOST ITEM	28.00
61072	U.S. POSTAL SERVICE	POST OFFICE BOX RENEWAL/MED LAKE	146.00
61073	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	1,040.00
61074	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	315.58
61075	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	849.57
61076	STATE AUDITOR'S OFFICE	ANNUAL AUDIT FEES	12,746.25
61077	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	1,696.18
61078	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	3,037.42
61079	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,545.68
61080	WICK ENTERPRIZES, LLC	ADVERTISING	1,885.50
61081	WITHERSPOON BRAJICHC MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	352.62
61082	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	216.65
61083	BARTLETT INTERACTIVE, LLC	PROGRESS PAYMENT FOR NEW WEBSITE DESIGN	8,533.58
61084	MARILYN BENNETT	REFUND OF FEE PAID FOR LOST ITEM	16.00
61085	CAMP READ-A-RAMA	LIBRARY PROGRAMS, CAMP READ-A-RAMA TRAINING	2,520.00
61086	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	217.42
61087	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	579.18
61088	DEMCO SOFTWARE	SPACES ANNUAL SOFTWARE SUPPORT	1,632.25
61089	EDNETICS	INDOOR WIFI ACCESS POINTS FOR NEW SV, Qty 7	3,666.21
61090	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	161.64
61091	CANY BRAUBERGER	REFUND OF FEE PAID FOR LOST ITEM	10.00
61092	IDERA	ANNUAL SOFTWARE SUBSCRIPTION	99.95
61093	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	9,858.97
61094	INLAND PUBLICATIONS	LIBRARY PROGRAMS ADVERTISING	1,633.00
61095	JOURNAL OF BUSINESS	LIBRARY MATERIALS	325.00
61096	LATINOS EN SPOKANE	LIBRARY PROGRAMS, PRIMETIME ORGANIZER	500.00
61097	M & L SUPPLY CO., INC.	BUILDING REPAIR & MAINTENANCE	216.84
61098	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	3,623.62
61099	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	166.78
61100	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	63.00
61101	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	35,971.35
61102	PBC GURU	LIBRARY SPEAKERS CONSORTIUM ANNUAL MEMBERSHIP	6,500.00
61103	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS	51.93
61104	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	522.72

61105	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	562.03
61106	SOLARWINDS, INC.	ANNUAL SOFTWARE SUPPORT	409.46
61107	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	28,884.62
61108	HEATHER WOLLER	LIBRARY PROGRAMS	200.00
61109	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	292.04
61110	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	683.58
61111	ELK SENTINEL	LIBRARY MATERIALS	15.00
61112	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	998.60
61113	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	9,700.55
61114	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	935.57
61115	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	61,264.23
61116	PENWORTHY COMPANY	LIBRARY MATERIALS, KITS	2,399.20
61117	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS	455.60
61118	ABSOLUTE BACKGROUND SEARCH	MONTHLY EMPLOYEE BACKGROUND CHECKS	177.00
61119	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,204.27
61120	CONSOLIDATED IRRIGATION DIST19	WATER - OT	103.46
61121	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	1,358.33
61122	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	538.86
61123	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	866.45
61124	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	191.46
61125	CONTROL SOLUTIONS NW, INC	HVAC CONTROLS, FINAL PMT, OT, AH	2,823.54
61126	CITY OF SPOKANE VALLEY	DOWNPAYMENT, STAFF DAY 2024	2,594.00
61127	CRISIS PREVENTION INSTITUTE, INC	ANNUAL MEMBERSHIP	200.00
61128	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	10.35
61129	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	3,824.55
61130	ERIC HERMAN ENDRES	LIBRARY PROGRAMS, CONCERTS FOR SUMMER READING	3,150.00
61131	FLEET PAINTING, INC	VEHICLE REPAIR, LINC	3,035.65
61132	W.W. GRAINGER, INC.	MAINTENANCE SUPPLIES	12.83
61133	COREY JENKINS	LIBRARY PROGRAMS, CONCERTS FOR SUMMER READING	3,200.00
61134	SPOKANE COUNTY MASTER GARDENERS	LIBRARY PROGRAMS	375.00
61135	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	1,934.10
61136	MELISSA MURPHY	REFUND OF FEE PAID FOR LOST ITEM	5.00
61137	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	419.92
61138	NORTH CENTRAL REGIONAL LIBRARY - ILL	ILL LOST ITEM FEE	20.00
61139	NORTHWEST MUSEUM OF ARTS AND CULTURE	LIBRARY PROGRAMS - MUSEUM PASSES	5,000.00
61140	OCLC, INC.	ANNUAL CATALOGING & ILL SUBSCRIPTION	49,959.10
61141	ORBIS CASCADE ALLIANCE	ANNUAL ILL COURIER SERVICE	7,742.50
61142	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	444.73
61143	PLASTICARDS, INC. dba RAINBOW PRINTING	LIBRARY CARDS	550.00
61144	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	28.28
61145	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	633.08
61146	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	931.30
61147	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	1,840.09
61148	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	2,291.12
61149	UPS	SHIPPING	25.64
61150	ANDREA W. VAUGHN	LIBRARY PROGRAMS	500.00
61151	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	2,079.00
61152	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	7,073.50
61153	AVISTA UTILITIES	MONTHLY UTILITIES	6,856.81
61154	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	382.44
61155	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	3,799.17
61156	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	15,259.24
61157	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	4,976.57
61158	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	1,078.86
61159	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	31,576.94
61160	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS	179.98
61161	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	572.00
61162	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: SV, NS, New SV	3,169.10
61163	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	2,980.84
W000001325	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	106,640.60
W000001326	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	81,003.43
W000001327	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,036.44
W000001328	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,899.75
W000001329	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	57,102.32
W000001330	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	168.48
W000001331	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	136.38

W000001332	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	73,216.84
W000001333	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,899.75
W000001334	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,036.44
W000001335	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	53,741.28
W000001336	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	288.45
W000001337	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	100.00
W000001344	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	94.81
Total Non-Payroll General Operating Fund			\$ 1,028,861.50

PAYROLL VOUCHERS

06092023 PP11	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #11	\$ 257,264.36
06232023 PP12	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #12	<u>235,646.63</u>

Total Payroll General Operating Fund \$ 492,910.99

TOTAL GENERAL OPERATING FUND \$ 1,521,772.49

CAPITAL PROJECTS FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
9717	HAMMOND FACILITY CONSULTING SERVICES	OWNERS REP SERVICES: Monthly	4,271.72
9718	INTERMOUNTAIN MATERIALS TESTING	INSPECTION AND TESTING FEES	995.08
9719	KILGORE CONSTRUCTION INC	GENERAL CONTRACTOR, MONTHLY PROGRESS PMT	331,897.95
9720	HAMMOND FACILITY CONSULTING SERVICES	OWNERS REP SERVICES: Monthly	1,284.90
9721	ONERELO WORLDWIDE	MOVING COMPANY: FROM OLD SV TO NEW SV	16,380.12
9722	TESTCOMM, LLC.	LEED CONSULTANT AND COMMISSIONING SERVICES	3,600.00
9723	WORKPOINTE	MAIN COMPONENT OF FURNITURE DELIVERY	<u>198,491.86</u>
Total Capital Projects Fund			\$ 556,921.63

**May 2023/June 2023
Paid in June 2023
Voucher # 61107**

Card Category	Amount
General Purchases	\$ 14,706.80
Maintenance	\$ 2,092.13
Travel	\$ 1,692.72
Acquisitions	\$ 5,430.86
Information Technology	\$ 4,489.33
Mobile Services	\$ 472.78
General Fund Purchases	\$ 28,884.62

Top Individual Charges

Amazon	Total all material purchases from Amazon	4,714.36
Kingsley	Book drop carts for NewSV, Qty 4	5,909.00
BonFire	Staff T-Shirts for Grand Opening, Qty 75	1,342.88
Go Daddy	Website Domain name renewals	1,099.96
Mailchimp	Monthly Email Service	892.98

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE – JULY 2023

Grand Opening

The Spokane Valley Library opened to the public on Saturday June 17, 2023. Approximately 400 people were in attendance for the ribbon cutting ceremony.

Usage snapshot

For the first three weeks of operations (June 17 to July 8), door count was 10,750 and 28,895 items were checked-out. For comparison, usage in these first three weeks was 38% higher in door count and 27% higher in circulation when compared to the monthly average for summer 2022 (June-August) at Spokane Valley.

Move-in and opening preparations

District staff worked hard throughout the first half of June on opening preparations. The ~70,000 item collection was relocated to the new building, and staff fine-tuned shelving and collection locations, and completed other tasks necessary for relocating and subsequently opening the library. An informal “friends and family” open house on Wednesday June 14 provided the opportunity for staff to do an operational practice run prior to the public opening.

Items awaiting resolution

A small list of items awaiting resolution remains as of this writing, including, but not limited to: landscape punch-list completion, final building punch-list review, and delivery and installation of a few remaining furniture items.

Cost changes

Change Order #12 was signed July 11. This change order is for a total of \$26,194 and is comprised of 11 items. Including this most recent order, 3.1% of the original construction cost (\$11,091,076) has now been added due to changes, amounting to \$ 343,326. The anticipated range for cost changes as been 2.5 to 5%. One final change order (#13) is anticipated in late July or August.

Next steps

Pending completion of the items referenced above, the Notice of Completion will be submitted, and the project will be formally closed.

Recommended Action: This item is for discussion, with no action required.

COMMUNITY ENGAGEMENT PLAN (CEP) UPDATE

Background

A working draft 2023-2026 Community Engagement Plan was presented and discussed at the Board of Trustees Meeting on June 20, 2023. No changes were suggested at that time. One minor modification has been made to the final version of the plan, which is now offered for formal adoption.

The recommended change relates to one goal under the “Champion Equity and Access” section of the plan and pertains to Equity, Diversity, and Inclusion. The modification clarifies the District’s long-term commitment to Equity, Diversity, and Inclusion, rather than to a singular training program. The change is as follows:

Draft Revisions (with additions noted by underline and deletions noted by strikethrough):

- Launch and sustain an Equity, Diversity, and Inclusion ~~training program~~ initiative to educate and equip staff with skills to provide equitable library service.

Clean Copy (included in final copy below):

- Launch and sustain an Equity, Diversity, and Inclusion initiative to educate and equip staff with skills to provide equitable library service.

A final version of the 2023-2026 Community Engagement Plan follows.

Strategic Plan Manager Aileen Luppert will be available to answer any questions.

Recommended Action: Board motion to approve the 2023-2026 Community Engagement Plan.

Draft 2023-2026 Community Engagement Plan**Mission**

Providing resources, experiences, and places that empower people to learn, explore, and succeed.

Vision

An engaged community that learns, works, creates, and thrives together.

Guiding Principles

- Welcome the diverse members of our community and provide excellent customer service to all.
- Champion intellectual freedom, literacy, and the importance of reading.
- Provide open and equitable access to ideas and information in order to facilitate learning and the pursuit of knowledge.
- Respect the integrity and confidentiality of all library customers.
- Establish strong local partnerships in pursuit of shared community aspirations.
- Deliver programs, services, and resources that are responsive to community needs and interests.
- Promote civil discourse and interaction.
- Approach opportunities and challenges with collaboration, creativity, and adaptability.
- Be good stewards of public resources and public trust.

Strategic Priorities and Goals**Build Connections and Collaboration**

- People want opportunities and places to connect to each other in order to celebrate their local communities, know their neighbors, and work together and learn from one another.
- The District will engage with partners and create learning activities, resources, and places—in person and online—for people to connect to each other.

Goals

- Prioritize opportunities for people to develop meaningful connections within their community.
- Build and cultivate collaborations to expand library services and link customers to needed resources and information beyond the library walls.

Champion Equity and Access

- People want welcoming, inclusive, environments and equal opportunities for everyone to succeed. They want to overcome divisions and build community.

-
- The District will welcome everyone and provide equitable library services to our diverse communities.
 - The District will offer access to ideas and concepts that are responsive to the diverse information needs of the communities we serve in support of our commitment to the principles of intellectual freedom and the customers' right to choose materials for themselves free from interference.

Goals

- Offer access to library services, collections, and programs that are equitable and responsive to the diverse information needs of the communities we serve.
- Provide opportunities to read and explore new ideas in multiple formats.
- Launch and sustain an Equity, Diversity, and Inclusion initiative to educate and equip staff with skills to provide equitable library service.

Foster Curiosity and Learning

- People want their community to thrive by supporting learning and growing at all ages and stages of life.
- The District will create opportunities for community members to explore their interests, encounter ideas, and learn new skills.
- The District will focus resources in supporting early literacy, school readiness, technological literacy that bridges the digital divide, and self-improvement skills to help customers reach their full potential.

Goals

- Provide community members of all ages with opportunities to pursue lifelong learning, self-improvement, and build life skills.
- Support parents, educators, and caregivers with access to free opportunities, resources, and tools to help young people build the skills they need to flourish.

Pursue Excellence

- People want a library that responds to their changing and unique information needs.
- District staff want to strengthen collaboration as they work together to offer the best library experience possible.
- The District will focus on encouraging innovation, improving processes, and engaging employees in order to more effectively and efficiently pursue the District's mission.

Goals

- Continue to respond to community needs as they change.
- Evaluate and improve ways in which library services are delivered.
- Develop new ways for departments to share information and communicate with one another.
- Engage a workforce that is representative of the communities that the District serves.

CITY OF AIRWAY HEIGHTS: POTENTIAL INTERLOCAL AGREEMENT AMENDMENT: DISCUSSION

Background

The current 1996 interlocal agreement (ILA) between the District and the City of Airway Heights (City) governs a “ground lease” arrangement where the District owns the library building and the City owns the land on which it is built. The ILA also establishes the annual contract fee for library services, which is “the sum of money equal to the levy rate applied for library purposes, multiplied by the assessed valuation of property within the corporate limits of the City..” Using that formula, the contract fee for 2023 is \$366,000.

As previously reported, City Manager Albert Tripp and Executive Director Patrick Roewe have had preliminary discussions regarding a proposal that the District accept transfer of ownership of two City of Airway Heights-owned parcels to the District as payment for all or portion of the 2024 service contract fee for library services.

District staff have consulted with our legal counsel, and such a transfer could be accomplished via an amendment to the current ILA. The amendment would require approval from both the Board of Trustees and the City Council.

The purpose of this initial discussion is explore the idea further and solicit direction from the Board on potential next steps. Staff are generally supportive of the proposal but recognize that it merits further evaluation prior to any final action.

With the cancelation of the August meeting, the next opportunity for the Board to engage on the topic will be the September regular meeting, which will occur after the Airway Heights annexation election is certified.

Executive Director Roewe will lead the discussion and provide additional information regarding the proposal.

Recommended Action: Board direction to staff to return with a formal recommendation for potential action at the September regular Board of Trustees meeting.

INTELLECTUAL FREEDOM: DISCUSSION

Background

In the context of the public library, intellectual freedom is summarized as the rights of library users to read, seek information, and speak freely as guaranteed by the First Amendment. Given the book challenges and other censorship attempts being experienced by libraries nationwide, the protection of those rights remains a key concern for the District and its peer institutions.

Via its [Intellectual Freedom Policy](#), the District's has affirmed its commitment to the principles of intellectual freedom that are fundamental to the role and purpose of public libraries. Ingrained in that commitment is the recognition that it is the responsibility of the library customer to self-determine what library resources are most appropriate for them, and as applicable, their children.

The District's [Collection Development Policy](#) was revised in 2022 with an expansion of the children's use of library resources section that a.) further clarifies and affirms the rights and responsibilities of parents to guide and direct the library use of their own minor children, and b.) further emphasizes that District staff do not stand *in loco parentis* when exercising their professional duties.

Executive Director Roewe will lead the discussion and provide additional information regarding legal obligations and practical applications of District policy at the meeting.

Recommended Action: This item is for discussion with no action required.

BEANSTACK: OVERVIEW**Background**

Public Services Manager Gwendolyn Haley will provide an overview of Beanstack, the customer engagement tool the District uses to present and track reading challenges such as Summer Reading.

Recommended Action: This item is for your information, with no formal action required.

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: AUGUST 2023 – OCTOBER 2023

August 15, 2023: Canceled

September 19, 2023: Moran Prairie – (4:00pm)

- Code of Conduct: Policy Review
- Emergency Closure of Facilities: Policy Review
- Personnel: Policy Review
- Procurement: Policy Review
- Use of 3d Printing and Cutting: Policy Review
- Airway Heights: Overview
- Review the Performance of a Public Employee (RCW 42.30.110(1)(g))

October 17, 2023: Deer Park – (4:00pm)

- 2024 Budget
 - Public Hearing on Authorized Revenue Sources
 - 2024 Preliminary Budget Presentation
 - Board Direction to Staff

OPERATIONS REPORT JUNE 2023

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- Development Manager Jill-Lyn Nunemaker and I represented the District at the Greater Spokane Valley Chamber of Commerce Business Showcase event. We spoke with 65 attendees about library services and Spokane Valley Library's upcoming grand opening.
- This month's virtual SCORE workshop, *Tips for a Website that Sells*, had 13 in attendance.
- June's *Homebuyer Education Seminar* at North Spokane had 11 participants. One attendee mentioned the north side location made it easier for him to attend the program.
- Two people took part in this month's virtual Medicare workshop, *Medicare Related Cost Savings Programs*.

Early Learning (Mary Ellen Braks)

- This month we had 64 storytimes with an attendance of 1,551, which is slightly higher than last month. Our storytimes ranged in size from 0-48 attendees.
- For childcare visits, we provided 19 storytimes to 226 children at 10 centers.

Education and Enrichment (Gwendolyn Haley)

- Summer reading began on June 1. We had a fantastic virtual author visit with Sharon Draper. 1,205 elementary school children participated from schools throughout our service area. We had 605 children and their families attend our kick-off concerts with Jenks and Eric Herman at parks and libraries around the District.
- 907 individual readers have registered for our online summer reading challenge on Beanstack. To date they have completed 408 activities, earned 3,831 badges, submitted 219 book reviews, and logged 263,457 minutes (or about 6 months!).

Digital Projects and Resources (Carlie Hoffman)

- Web Team received the first draft of the website redesign site map. We discussed the document and met with the designer to discuss adjustments. I created a card sort exercise for a selection of staff members to get additional feedback on the site map.
- I took courses on Google Analytics 4 and Google Tag Manager. We use these tools to help track website statistics.

Information Technology (Patrick Hakes)

- The camera project is almost completed, just waiting for the final hardware to be received.
- Moving and installation of PCs and other equipment for new Spokane Valley opening was completed.

Mobile Services (Brianna Rukes)

- An outreach customer traveled to the Cheney library to express their satisfaction with the service provided during our visit to the facility, Cheney Care Center. According to the customer, two employees, Ian and Tara, were praised as superstars, displaying remarkable kindness and efficiency.
- LINC's newest stop, the Fairwood Farmers Market, has proven to be a success, drawing in a whopping 90+ eager customers to explore and check out our diverse range of materials.

-
- LINC continues to actively participate in community events such as and the "*Medical Lake Founders Day*", and more.

Library Reports

Airway Heights: Lesa Arrison

- An elderly customer newly eligible for an in-district card was able to access the digital libraries and expressed that the ability to have new materials without physically coming in as "life expanding", saying they will be in to learn how to access more once comfortable with Libby.
- West Plains ECEAP classes had two tours with Crystal Miller with 49 participants resulting in several card renewals and new library cards.

Argonne: Stacy Loberg

- Pasadena Elementary 1st and 2nd graders visited for tours and a story with Janet and Stacy. We had 137 participants. They all got signed up for library cards and got to check an item out.
- Six teens had fun at the *Teen Cupcake Decorating Basics* program.

Cheney: Jonathan Melcher

- The free legal clinic was a success and drew in a lot of people. They were able to help eight people resolve issues and referred others to different resources.
- *Jenks in Concert* attracted 72 attendees.
- *Painting Kindness Rocks* was attended by 42 customers.

Deer Park: Jacob O'Doherty

- The free legal clinic accommodated 10 families and was a great benefit to our community.
- Both our *Teen Cupcake Decorating Basics* and *Create an Eco Printed Scarf* programs saw nearly full attendance.
- Our snack program numbers have come in for the 2022/2023 school year and Deer Park served at least 2,800 snacks.

Medical Lake: Cecelia McMullen

- We were greeted by cheering crowds while marching in the Medical Lake Founder's Day Parade. Afterwards people visited LINC where we promoted summer reading activities.
- Librarian Christie Onzay demonstrated Beanstack throughout Medical Lake. At the local bank, a teller related how her family's reading has significantly increased since downloading the app. Another customer said "Since I joined this challenge, I am reading instead of dusting and vacuuming."

Moran Prairie and Fairfield: Caitlin Wheeler

- Customers have expressed appreciation for Moran Prairie's "can you name this famous person" displays, which are themed after federally recognized holidays and heritage months.
- Our *Jenks in Concert* program filled the meeting room with families who got to dance, sing, and play together.
- Teens at Fairfield enjoyed taking part in the *Teen Cupcake Decorating Basics* program while families danced together to the music from *Jenks in Concert*.

North Spokane: Brian Vander Veen

- For June, the North Spokane Library hosted two displays of local art: oil paintings by Chris Hill and a collection of sculptural and mixed-media art by Rosann Maier.
- North Spokane staff visited several local schools to promote Summer Reading, including Skyline, Meadow Ridge, and Creekside Elementary Schools; Mead Outdoor School; and Northwood Middle School.

Otis Orchards: Maggie Montreuil

- *Jenks in Concert* brought in 47 attendees. Our most well-attended in-library program this year, so far.
- Over 20 children at OT, so far, have chosen to add their name handprints to the wall after signing up for Summer Reading.

Spokane Valley: Danielle Milton

- We completed a successful move into the new building. Staff were incredibly helpful and made moving over 70,000 items a smooth process and I cannot thank them enough. Grand opening week was phenomenally busy with thousands of community members visiting our new library, many of whom obtained new library cards.
- The overall response from our community has been positive with customers complimenting staff on our new library and the available amenities.

District-wide Information

Security Incident Reports

For June 2023, there were 25 incidents filed. Ten less than last month, May 2023 (35) and 25 less than June 2022 (50). Argonne had the most incidents reported (5). The most often reported incidents related to Facility Misuse (6) and Potential Problems (9).

Public Use Measures

June 2023

Measure	This year	Last year	YTD	Last YTD
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	This Month	This Month	This year	Comparison
Cardholders	126,660	114,92		11%
Door count	57,903	65,894	390,748	-1%
Items Borrowed	198,917	201,141	1,120,161	4%
• Airway Heights	2387	2303	14152	12%
• Argonne	9177	7505	44903	4%
• Cheney	6657	7585	39667	-8%
• Deer Park	6678	7333	41124	-7%
• Fairfield	531	627	3315	9%
• Medical Lake	2377	2438	13824	15%
• Mobile Services	1923		10321	
• Moran Prairie	12337	14452	76509	-7%
• North Spokane	23156	25642	140026	1%
• Otis Orchards	3128	3328	17612	12%
• Spokane Valley	21224	23826	128491	14%
• Digital	82,054	70,533	488,636	14%
• Totals	171942	169000	1023430	6%
Programs				
• Number	157	115	1,142	226%
• Attendance	7,183	4,708	28,380	215%
Internet Station Use (%)	26.1%	19.7%	23.6%	
Meeting room bookings	385	316	2330	56%
Digital Resource Use	24,267	145,840	692,763	-26%

Public Use Measure Definitions

Cardholders: Total number of library cards that have had any type of activity within the last three years. *Data collection method: Actual computer system count.*

Door count: Number of times libraries are entered through inside doors; doesn't include entries through outside doors to lobby, restrooms, or meeting rooms. *Data collection method: Actual "machine" count.*

Items Borrowed: Number of items checked out and renewed. *Data collection method: Actual computer system count. Digital: Number of downloads from OverDrive and Hoopla. Included in circulation total.*

Programs: Experiential learning programs presented by the District. *Data collection method: Hand tally and database entry.*

Internet Station Use (%): Percentage of available time utilized. *Data collection method: Actual reservation management system count.*

Meeting room bookings: Number of times meeting rooms used by outside groups. *Data collection method: Actual reservation management system count.*

Digital Resource Use: Use of online learning resources licensed by the District. *Data collection method: reports from resource vendors.*

DIRECTOR'S REPORT JUNE 2023

Background

Finance – Rick Knorr

The report for the current month includes the following four pages:

1. General Fund: Revenue & Expenses Report
2. Capital Project Fund: Revenue & Expenses Report
3. Monthly Construction Expenditures report for the New Spokane Valley Library
4. Debt Service Fund: Revenues and Expense Report

General Fund

Total general fund operating expenses before or after transfers out are almost exactly 50% of the total budget. The result of a normal combination of the District salaries and benefits being 2+% under budget while many of the remaining lines being overbudget.

Regarding salaries and benefits, the following are total FTE's for the first six months versus budget.

Actual FTE's thru 6 months	131.3
Budget FTE's for 2023	138.8

For the expense categories that are over 50% at the 6 month mark, many due to the one-time needs of opening the new library, the following comments are offered:

- **Supplies:** With the opening of the new library, there were sufficient small supply items acquired to satisfy the building's initial operating needs. Expect this line to trend closer to target as the year progresses.
- **Utilities:** The new building utility expenses are modestly over budget. With the BookEnd closed for the balance of the year, total District utilities should continue to match budget, but the final cost for the year will likely remain over the budget.
- **Services:** Total services are always over budget at the midpoint of the year due to the large annual expenses, such as SirsiDynix annual software maintenance, paid early in the year. Total services cost should end the year on budget.
- **Insurance:** The single, District-wide, property, casualty, and liability insurance premium is paid in February. There should only be one remaining premium to be paid for this year which is the cost to cover the new library through the end of the year, which will be less than the reported budget balance remaining.
- **Library Materials and Electronic Library Materials:** Very similar to services in that more items are acquired early in the year. Both of these lines will trend toward target by year end.
- **Library Programs:** The District has received grants and donations, such as for Prime Time Family Reading, that have supplemented what can be spent on programs. The total spent so far is within the total budget, including the additional support received.

Capital Project Fund

The Spokane Valley Library project is nearing completion, better addressed in the following section.

Monthly Construction Expenditures Report

As shown, the new library is almost complete in terms of making final payments. Approximately \$887,000 remain, most of which is for the shelving and furniture.

Debt Service Fund

The District made the first full principal and interest payment on June 1 on the LOCAL program financing through the Washington State Treasurer office. The Debt Service Fund is the proper fund to account for these payments. This month is the first appearance of a financial report for this fund. There is limited activity in this fund and needs only be presented twice a year.

Biennial Audit from the Washington State Auditor Office.

The State Auditor Office (SAO) has been continuing their biennial financial and accountability audit of the District. The last communication received stated all audit fieldwork is complete and the file has been submitted for internal review. There may be an update provided during the meeting.

Facilities Report

I would like to acknowledge Matt Doneen, as the new Facilities Manager for the District. He has been catching up with all routine maintenance now that the new library has opened and the commitment necessary to facilitate that opening has subsided.

Human Resources – Toni Carnell

Training

- 1 session of Supervisor Academy was held
- New courses continue to be added to the learning management system and the training calendar.

Staff updates:

New hires:

- Public Services Technician

Promotions:

- Public Services Associate to Library Supervisor
- Mobile Services Associate to Mobile Services Operations Specialist

Transfers

- Public Services Associate

Voluntary Demotion

- Operations Staffing Specialist to Public Services Associate

Separations:

- Public Services Technician
- Public Services Specialist
- Mobile Services Operations Specialist

Communication & Development – Jane Baker**Communication**

The opening of Spokane Valley Library received media attention from the three local TV networks, Spokane Public Radio, and the Spokesman-Review. The grand opening also garnered a brief mention in The Inlander's "I Saw You" listings post event! Additional media coverage for Summer Reading, Spokane Is Reading, the Airway Heights annexation ballot issue, Parkside Books, summer free meals, and the Checkout WA Discover passes all received media publicity via several media outlets.

Through an agreement with Spokane Transit, most District libraries are now distribution points for the STA Rider's License which allows for free bus rides for youth ages 6-18. The passes allow for free, unlimited, year-round bus rides until the holder turns 19. The Rider's License is available at all libraries except for Fairfield, Deer Park, and Otis Orchards as these locations are outside of STA's service area.

Development

The Library Foundation's donor event held in conjunction with the Spokane Valley Friends & Family night created a few new relationships with potential donors in Spokane Valley. Attendees were impressed with the new library and the variety of services the Library District provides, especially for students.

Paver sponsorships continue to be pursued with a second round of engraving expected in late summer or early fall.

Operations - Doug Stumbough

For the month of June, a total of 57,903 customers visited our libraries in person, down from 62,009 (-7%) in May. The total number of 89,575 physical items borrowed by customers in the libraries, up from the 79,843 physical items borrowed in May (12%). Of note this month is that Spokane Valley Library was closed for two weeks for the move to the new building.

Public Services Manager Stacey Goddard attended the 2023 American Library Association (ALA) Conference in Chicago this month, as both a conference goer and presenter, and she has provided a summary of highlights and select key takeaways:

The highlight of the conference for me was successfully co-presenting a session on the work we do in support of our local small businesses during Small Business Saturday. I partnered with two librarians from Baltimore County Public Library (BCPL) who host pop-up shop events during Small Business Saturday. 80 librarians from all over the country attended our *Creating Opportunities to Shop Small: Two Approaches for Public Libraries* session and asked a number of questions at the end.

Other sessions of interest I attended *included Telehealth in Libraries: What You Need to Know; Inclusion of Justice-Involved Individuals in Library Services; Exploring Entrepreneurship: Engaging a New Generation in Small Business Development; and Addressing the Spread of Misinformation and Disinformation:*

The Library's Role. Needless to say, I returned from Chicago with lots of ideas to share with my colleagues!

Positive Interaction Reports

There are many instances where District staff, services, and programs impact our customers in sometimes small but encouraging ways. Here are a few examples from this month:

Customer Services Manager Kris Barnes was walking through the Argonne lobby and heard a little girl say to her mom, "This is a happy day". Kris mentioned to her mom that she liked her daughter's comment. Mom responded that her daughter was super excited that she just got her very own library card. She checked out three books and was excited to go home and read them! Her daughter "just loves the library".

A customer came to the desk at Deer Park and asked for a supervisor. She wanted Library Supervisor Jacob O'Doherty to know that Public Services Associate Valerie had made her week. She needed help with a resume and using computers, and according to her Valerie was an "amazing, bubbly, kind, and friendly" employee that "made my life so, so much better." She shared that she usually visits a different library district, but that Valerie had blown her away with service and would continue to return to Deer Park because of it.

A visitor was very appreciative of the June Pride display at Moran Prairie. He was happy that pictures of famous LGBTQIA+ people were included and really happy to see such a vast display of items that our library district has available for people to explore. He is a regular customer at Moran Prairie, remembering all staff names and always says hello. He seemed very encouraged by his "home" library.

At Argonne, a customer with "tons of old overdue fines" told staff that she "so grateful, and that her hope in humanity had been restored" after staff was able to work with her to on a payment plan. She wanted to let everyone know that she loves the library and is so happy to be able to bring her daughter to the library!

A customer came to Moran Prairie looking for help on finding a song he heard on the radio that morning. Public Services Associate Heidi helped him locate the radio station phone number and the customer later called back, very happy because he was able to call the station. He talked for a few minutes about how wonderful Moran Prairie is and how grateful he is to Heidi for finding that information for him.

A regular customer at North Spokane wanted to donate some cut flowers to brighten up the day for staff and thank them for their services. A few vases were set up and placed around the service desk for staff and customers to enjoy.



Collection Services – Andrea Sharps**Top Checkouts and Holds**

This month we are focusing on **OverDrive (digital)** titles for all ages with the most checkouts occurring during the month and titles with the most holds placed during the month. We also included the **adult (physical)** titles with the top checkouts and holds for the month:

- Popular **OverDrive** titles June:
 - **Audiobook checkouts:**
 - *Fourth Wing* by Rebecca Yarros (145)
 - *A Court of Thorns and Roses* by Sarah J. Maas (138)
 - *The Covenant of Water* by Abraham Verghese (81)
 - **Ebook checkouts:**
 - *It Ends with Us* by Colleen Hoover (77)
 - *It Starts with Us* by Colleen Hoover (77)
 - *Happy Place* by Emily Henry (71)
 -
 - **Audiobook holds** as of July 3:
 - *Lessons in Chemistry* by Bonnie Garmus (131)
 - *Happy Place* by Emily Henry (97)
 - *Demon Copperhead* by Barbara Kingsolver (73)
 - **Ebook holds** as of July 3:
 - *Lessons in Chemistry* by Bonnie Garmus (127)
 - *Happy Place* by Emily Henry (110)
 - *Fourth Wing* by Rebecca Yarros (102)
- Popular **Adult Physical Book** titles June:
 - Checkouts:
 - *Lesser Known Monsters of the 21st Century: Stories* by Kim Fu (56)
 - *The Last Thing He Told Me: A Novel* by Laura Dave (56)
 - *The Housemaid* by Freida McFadden (51)
 - Holds:
 - *Lessons in Chemistry* by Bonnie Garmus (16)
 - *The Five-Star Weekend* by Elin Hilderbrand (12)
 - *Lady Tan’s Circle of Women: A Novel* by Lisa See (8)

Spokane Is Reading Title Announced

Spokane Is Reading announced its author and title selection on May 30. Author Kim Fu will be in Spokane on October 26 to discuss her collection of short stories *Lesser Known Monsters of the 21st Century*. This book was a *TIME* Top 10 Fiction Book of 2022 and a Pacific Northwest Booksellers Association 2023 Book Award Winner. The two free author presentations on October 26 are at the Spokane Valley Library at 1:00pm and the Central Library at 7:00pm. Spokane Is Reading is a nonprofit organization comprised of representatives from Spokane County Library District, Spokane Public Library, and Auntie’s Bookstore and has presented one-book/one-community reading programs to the greater Spokane area for the last 22 years to encourage reading by adults.

Request for Review of Library Materials

The District received a *Request for Review of Library Materials* form on June 22 regarding a young adult graphic novel. After reviewing the book, it was determined that the title was more

appropriately housed in the adult area, so it was re-cataloged and reprocessed as an adult graphic novel. An initial written response was sent to the District resident within 15 business days of receiving the request in Administration as stated in the *Collection Development Policy*.

**COLLECTION MONTHLY REPORT
JUNE 2023**

	Select Transaction Count		
Physical Collection	YTD 2023	YTD 2022	CHANGE
Items Processed	23,805	27,236	0%
Interlibrary Loan Total	3,288	2,973	11%
Overdrive			
Total Checkouts	466,036	411,976	13%
Total Holds	147,546	125,319	18%
hoopla			
Total Checkouts	20,938	17,512	20%
	Total Items in Collection		
Material Type	YTD 2023	YTD 2022	CHANGE
Print	305,492	309,543	-1%
Nonprint	72,977	76,520	-5%
Overdrive	153,899	138,128	11%
Grand Total	532,368	524,191	2%

NOTES: PRINT = Books and Periodicals
 NONPRINT = DVDs, CDs, Books on CD, and other media
 OVERDRIVE = Downloadable eBooks and Audiobooks

Executive Director – Patrick Roewe

Most of my focus this month was on the new Spokane Valley Library project, along with other agenda items for this month’s meeting. Brief updates on several other items are as follows:

City of Airway Heights: Childcare Center Proposal Update

No new information on this topic.

City of Airway Heights: Annexation Election Update

The District has created an objective and fair presentation of the facts that staff can use for District customers who may have questions regarding the annexation proposition and has distributed that to staff. Ballots will be mailed July 12-14, 2023 with election day on August 4, 2023.

As previously reported, the City of Airway Heights City has created a factual public information campaign regarding their two ballot propositions: annexation and a bond for a new fire station. The

District is participating in that effort and is sharing the City's factual information via our communication platforms.

Electric Vehicle Charging Station Update

Progress continues on Avista's grant-funded electric vehicle chargers at the Moran Prairie and North Spokane Libraries. ACL2 chargers were turned on and have been available for public use at North Spokane starting in June. Moran Prairie has a small amount of work left before its ACL2 chargers are available. Both sites are still waiting for the DC fast chargers to be delivered after continued factory delays.

Liberty Lake Regional Park Seasonal Lending Library Pilot Project Update

Parkside Books launched May 6th at the Liberty Lake Regional Park. This unstaffed deposit collection will be available to park-goers during the summer season. The collection saw a modest amount of use in June, but we anticipate an uptick of visits after an article in the Spokesman Review highlighted the new service for park users.

Spokane Valley Arts Council

The District has received an inquiry from the Spokane Valley Arts Council regarding the potential placement of yet to be determined public art at the Spokane Valley Library. I am in the process of gathering more information and will provide additional comments at the meeting.



**Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Six Months Ended June 30, 2023**

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
			Target 50.0%	
REVENUES				
PROPERTY TAXES	\$ 9,536,970	\$ 17,050,000	55.94%	\$ 7,513,030
CONTRACT CITIES - AIRWAY HEIGHTS	182,773	366,000	49.94%	183,227
CONTRACT CITIES - SPOKANE	50,273	86,000	58.46%	35,727
FINES & FEES	36,907	20,000	184.53%	(16,907)
GRANTS & DONATIONS	51,583	10,000	515.83%	(41,583)
E-RATE REIMBURSEMENTS	115,147	231,000	49.85%	115,853
LEASEHOLD & TIMBER TAX, REBATES, OTH	31,574	31,500	100.24%	(74)
INTEREST REVENUES	81,627	240,000	34.01%	158,373
TOTAL REVENUES	\$ 10,086,854	\$ 18,034,500	55.93%	\$ 7,947,646
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 10,086,854	\$ 18,034,500	55.93%	\$ 7,947,646
EXPENSES				
SALARIES	\$ 3,780,608	\$ 8,001,900	47.25%	\$ 4,221,292
FRINGE BENEFITS	1,318,688	2,781,000	47.42%	1,462,312
SUPPLIES	99,671	164,500	60.59%	64,829
UTILITIES	288,938	534,600	54.05%	245,662
SERVICES	843,502	1,483,200	56.87%	639,698
INSURANCE	77,619	97,000	80.02%	19,381
CAPITAL EQUIPMENT	154,216	420,000	36.72%	265,784
LIBRARY MATERIALS	1,164,504	2,200,300	52.92%	1,035,796
ELECTRONIC LIBRARY MATERIALS	152,337	250,000	60.93%	97,663
LIBRARY PROGRAMS	114,071	95,000	120.07%	(19,071)
TOTAL EXPENSES	\$ 7,994,154	\$ 16,027,500	49.88%	\$ 8,033,346
TRANSFERS OUT	1,107,000	2,007,000	55.16%	900,000
TOTAL EXPENSES & TRANSFERS OUT	\$ 9,101,154	\$ 18,034,500	50.47%	\$ 8,933,346
Net Excess of Revenues Over/(Under) Expenses	\$ 985,700	\$ -		
BEGINNING CASH	8,134,444			
NET FROM ABOVE	985,700			
ENDING CASH	\$ 9,120,144			

Number of months cash on hand 6.8



Spokane County Library District
Capital Projects Fund
Statement of Revenues and Expenses
For the Six Months Ended June 30, 2023

	Y-T-D Actual	Annual Budget
REVENUES		
Proceeds from Washington State Department of Commerce Grant	\$ 1,950,000	\$ 1,950,000
Contribution from City of Spokane Valley	799,093	839,000
Proceeds from Capital Campaign Donations	204,973	200,000
Interest Earnings	56,094	167,400
TOTAL REVENUES	3,010,160	3,156,400
Transfers In	-	900,000
TOTAL REVENUES & TRANSFERS IN	3,010,160	4,056,400
EXPENSES		
Construction Costs, Including Sales Tax	\$ 4,471,025	\$ 4,953,510
Architect Fees	74,429	176,250
Furniture, Fixtures and Equipment	433,966	1,000,000
Owners Rep, Permits and All Other	60,719	94,228
TOTAL EXPENSES	5,040,139	6,223,988
NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	\$ (2,029,979)	\$ (2,167,588)
BEGINNING CASH	\$ 6,443,931	
NET FROM ABOVE	<u>(2,029,979)</u>	
ENDING CASH	<u>\$ 4,413,952</u>	

Spokane County Library District
Capital Projects Fund

Monthly Construction Expenditures for New Spokane Valley Library

	General				
	Contractor	Architect	Other	FFE	Total
<i>All of Year 2021</i>		567,220	69,410	-	636,630
<i>JANUARY 2022</i>		53,368	7,194	-	60,562
<i>FEBRUARY</i>		80,917	17,477	-	98,394
<i>MARCH</i>		55,282	42,327	-	97,609
<i>APRIL</i>		51,560	9,046	-	60,606
<i>MAY</i>	372,119	13,563	42,037	-	427,719
<i>JUNE</i>	502,849	26,552	13,491	-	542,892
<i>JULY</i>	515,008	26,563	8,303	-	549,874
<i>AUGUST</i>	685,955	22,142	12,308	-	720,405
<i>SEPTEMBER</i>	2,148,129	17,284	11,454	-	2,176,867
<i>OCTOBER</i>	1,367,635	24,298	8,723	-	1,400,656
<i>NOVEMBER</i>	1,187,796	21,190	7,568	-	1,216,554
<i>DECEMBER</i>	979,242	17,878	4,800	-	1,001,920
<i>JANUARY 2023</i>	1,057,361	-	6,419	-	1,063,780
<i>FEBRUARY</i>	969,746	26,516	11,625	80,980	1,088,867
<i>MARCH</i>	645,637	16,068	6,217	-	667,922
<i>APRIL</i>	735,433	13,573	5,981	57,900	812,887
<i>MAY</i>	730,950	18,272	20,325	80,214	849,761
<i>JUNE</i>	331,898	-	10,152	214,872	556,922
	12,229,758	1,052,246	314,857	433,966	14,030,827
Balance to Finish	183,242	52,754	35,143	616,034	887,173

**Spokane County Library District
Debt Service Fund
Statement of Revenues and Expenses
For the Six Months Ended June 30, 2023**

	Y-T-D Actual	Annual Budget
REVENUES		
Interest Earnings	4,404	375
TOTAL REVENUES	4,404	375
Transfers In	1,107,000	1,107,000
TOTAL REVENUES & TRANSFERS IN	1,111,404	1,107,375
 EXPENSES		
Debt Service, LOCAL Program Principal	\$ 725,000	\$ 725,000
Debt Service, LOCAL Program Interest	200,250	382,375
TOTAL EXPENSES	925,250	1,107,375
 NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	\$ 186,154	\$ -
 BEGINNING CASH	 \$ -	
NET FROM ABOVE	186,154	
ENDING CASH	\$ 186,154	