



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, October 17, 2023, 4:00 p.m., Deer Park 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. [WELCOMING THE NEW FINANCE DIRECTOR](#)
- III. AGENDA APPROVAL
- IV. PUBLIC COMMENT
- V. ACTION ITEMS
 - A. Approval of September 19, 2023 [Regular Meeting Minutes](#)
 - B. Approval of September 2023 [Payment Vouchers](#)
 - C. New Business
 1. [2024 Budget](#)
 - a. [Public Hearing on Authorized Revenue Sources](#)
 - b. [2024 Preliminary Budget Presentation](#)
 - c. [Organizational Memberships Review](#)
 - d. [Board Direction to Staff](#)
 2. [Public Comment Policy](#): Approval Recommendation
 3. [Board of Trustees Code of Conduct Committee](#): Approval Recommendation
- VI. DISCUSSION ITEMS, POSSIBLE ACTION
 - A. [Future Board Meeting Agenda Items](#)
- VII. REPORTS
 - A. Trustees
 - B. [Executive Director](#)
 - C. [Operations](#)
 - D. [Fiscal](#)
- VIII. ADJOURNMENT



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

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.

October 17, 2023

WELCOMING A NEW FINANCE DIRECTOR

Background

The Board of Trustees would like to welcome Finance Director Jason Link to the District and express that they look forward to working with him.

Recommended Action: No formal action required.

BOARD OF TRUSTEES MEETING MINUTES: September 19, 2023

A regular meeting of the Board of Trustees of Spokane County Library District was held in person and via Zoom online meeting platform in the public meeting room at the Moran Prairie Library, Tuesday, September 19, 2023 at 4:00pm.

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

Excused: Ellen Clark – Trustee

Also Present: Patrick Roewe (Executive Director), Doug Stumbough (Operations Director), Andrea Sharps (Collection Services Director), Toni Carnell (Human Resources Director), Jane Baker (Communication and Development Director), Jill Nunemaker (Development Manager), Kristy Bateman (Operations Manager), Emily Greene (Administrative Services Manager), Lesa Arrison (Library Supervisor), Vinnie Davi (Video Production Specialist), and James Zahand

Via Zoom: Six (6) members of the public.

Call to Order (Item I)	Chair John Craig called the meeting to order at 4:00pm and welcomed everyone in attendance.
Agenda Approval (Item II)	Vice Chair Jessica Hanson moved and Trustee Robert Paull 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 July 18, 2023 Regular Meeting Minutes (Item IV.A.)	Chair Craig called for corrections to the June 18, 2023 Regular Meeting Minutes. There were no corrections, the minutes stand as written. There was no further discussion.
Approval of August 4, 2023 Special Meeting Minutes (Item IV.B.)	Chair Craig called for corrections to the August 4, 2023 Special Meeting Minutes. There were no corrections, the minutes stand as written. There was no further discussion.

Approval of July 2023 Payment Vouchers (Item IV.C.)

Trustee Klapp moved and Trustee Paull seconded the approval of the July 2023 Payment Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
July - GF	61164 - 61272 and W001340 – W001357	\$854,785.78	\$854,785.78
	PR07102023 and PR07252023	\$468,884.46	\$468,884.46
		Total	\$1,323,670.24
CPF	9724 STCU Monitors	\$1,653.08	\$1,653.08
	9725 Architect Fees and SV Signage	\$82,546.09	\$82,546.09
	9726 Testing for Paved Approach Replacement	\$391.12	\$391.12
	9727 June 2023 Progress Payment	\$163,748.24	\$163,748.24
	9728 SV Furniture Items	\$101,632.36	\$101,632.36
	9729 Furniture Delivery and Installation	\$8,506.58	\$8,506.58
	9730 STCU Studio Hardware	\$9,639.81	\$9,639.81
	9731 Surety Bond	\$1,576.00	\$1,576.00
	9732 Chair Stacking Dolly	\$1,120.66	\$1,120.66
	9733 Temporary Certificate of Occupancy	\$216.00	\$216.00
	9734 Liability Tail Coverage	\$4,973.31	\$4,973.31
	9735 July Architect Fees and SV Signage	\$13,786.81	\$13,786.81
	9736 Building Commissioning Fees	\$1,600.00	\$1,600.00
		Total	\$391,390.06

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

Approval of August 2023 Payment Vouchers (Item IV.D.)

Trustee Klapp moved and Trustee Paull seconded the approval of the August 2023 Payment Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
August – GF	61273 – 61380 and W001366 – W001375	\$757,056.48	\$757,056.48
	PR06092023 and PR06232023	\$491,285.56	\$491,285.56
		Total	\$1,248,342.02
CPF	9737 SV Cabling	\$555.85	\$555.85
	9738 SV Shelving and Fiber Switches	\$286,126.63	\$286,126.63
	9739 Wifi Access Point	\$39,312.79	\$39,312.79
	9740 August Architect Fees and Ancillary Charges	\$6,137.50	\$6,137.50
	9741 Replacement Driveway and Commissioning Invoice for Leed	\$146.12	\$146.12
	9742 Enhanced	\$800.00	\$800.00
	9743 Furniture for SV Childrens Area	\$5,673.30	\$5,673.30
		Total	\$338,752.19

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

**New Business
Proposal from
James Zahand
Regarding the
Future Conklin
Road Library
(Item IV.E.1)**

Long time benefactor James Zahand presented to the Board of Trustees a proposal to donate \$1,000,000 via five annual gifts of \$200,000 for the District to build a new library on the District-owned property on Conklin Road. Executive Director Patrick Roewe recommended to the Board to have staff further investigate the feasibility of building a new library in this location. Discussion ensued about the original reasoning for purchasing the land, proximity to other libraries, and the potential to use LINC in this area. By consensus, the Board directed staff to investigate this proposal further. The Board expressed gratitude to Mr. Zahand for his generous offer.

There was no further discussion.

**New Business
Code of Conduct
(Item IV.E.2.)**

Executive Director Roewe informed the Board of changes to the Code of Conduct Policy for clarification and updating purposes. Vice Chair Hanson moved and Trustee Klapp seconded the revisions to the Code of Conduct Policy.

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

**New Business
Emergency Closure
of Facilities Policy
Review
(Item IV.E.3)**

Executive Director Roewe informed the Board of the addition of government-issued evacuation orders as triggering events for the Emergency Closures Policy. Trustee Klapp moved and Trustee Hanson seconded the approval of the revised Emergency Closures Policy.

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

**New Business
Use of 3D Printing
and Cutting Policy
Review
(Item IV.E.4.)**

Operations Director Doug Stumbough informed the Board of the recommendation to reaffirm the Use of 3D Printing and Cutting Policy. Discussion ensued about the costs of this service. Vice Chair Hanson moved and Trustee Paull seconded the approval of reaffirming the Use of 3D Printing and Cutting Policy.

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

**New Business
Airway Heights
Overview
(Item IV.E.5.)**

Library Supervisor Lesa Arrison presented in PowerPoint to the Board of Trustees a 2022-2023 review of the Airway Heights Library. Discussion ensued about different programs that took place including their new rock garden and printing eco-scarves.

There was no further discussion.

**Discussion Items
Future Board
Meeting Agenda
Items**

Chair Craig called for any concerns or suggestions for the Future Board Meeting Agenda Items. There were no concerns or suggestions.

There was no further discussion.

**Trustee Reports
(Item V.A.)**

There were no Trustee reports.

**Executive Director
Report for July 2023
(Item VI.B.1.)**

Executive Director Roewe provided a written report prior to the meeting for July 2023. He had nothing further to report.

There was no further discussion.

**Executive Director
Report for August
2023
(Item VI.B.2.)**

In addition to the August 2023 Executive Director Report provided prior to the meeting, Executive Director Roewe informed the Board that library hours at Medical Lake Library and LINC have returned to normal after providing additional service hours to the communities impacted by the Gray and Oregon Road Fires. Discussion ensued about lost items during emergencies such as evacuations, the need to occasionally close library branches due to air quality issues, HVAC System controls, and one last camera waiting to be installed. Discussion ensued about the utility costs

being over budget, number of vacant employee positions, and monitors being ordered to be installed for live feed of security cameras.

There was no further discussion.

**Operations Report
for July 2023
(Item VI.C.1.)**

Operations Director Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for July 2023, with data for customer use measures, programming, and library activities. Operations Director Stumbough had nothing further to report.

There was no further discussion.

**Operations Report
for August 2023
(Item VI.C.2.)**

In addition to the August 2023 Operation Report provided prior to the meeting, Operations Director Stumbough informed the Board of the positive feedback staff from Medical Lake, Cheney and Airway Heights Library staff received for the District's response to the Gray and Oregon Road Fires.

There was no further discussion.

**Fiscal Report for
July 2023
(Item VI.D.1.)**

Executive Director Roewe provided the Revenue and Expenditure Final Statement through July 2023 prior to the meeting and added an acknowledgment of thanks to Finance Manager Rose Guegel for her help in the absence of a Finance Director.

There was no further discussion.

**Fiscal Report for
August 2023
(Item VI.D.2.)**

Executive Director Roewe provided the Revenue and Expenditure Final Statement through August 2023 prior to the meeting and had nothing further to report.

There was no further discussion.

**Executive Session
(Item VII.A.)**

REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE. Chair Craig commenced an executive session at 4:44 p.m. Chair Craig stated the purpose of the executive session was to review the performance of the Executive Director, with the duration of the meeting anticipated as 45 minutes. Human Resources Director Toni Carnell provided informational review materials in advance of the meeting. The Board returned from executive session at 5:30 p.m., with Chair Craig announcing that an additional 25 minutes were needed. The Board went back into executive session. The Board returned from executive session and resumed the public meeting at 5:55 p.m. Chair Craig will complete a summary of Mr. Roewe's evaluation to submit for District personnel files.

There was no further discussion.

**Adjournment
(Item VIII.)**

Chair Craig adjourned the meeting at 5:57 p.m. The next Board Meeting is scheduled for Tuesday, October 17, 2023, at 4:00 p.m., in the public meeting room at the Deer Park Library.


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 September 30, 2023, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,196,313.56 for the general fund and \$67,126.18 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: October 1, 2023

SIGNED: 
 TITLE: Finance Manager

SIGNED: 
 TITLE: Executive Director

GENERAL OPERATING FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000061381	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	23,148.70
0000061382	BEAMIS TRANSPORT	LINC DRIVING INSTRUCTION	30.00
0000061383	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	1,851.73
0000061384	CDW GOVERNMENT, INC.	IT HARDWARE & PERIPHERALS	588.50
0000061385	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SC ELEVATOR	64.13
0000061386	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	456.67
0000061387	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	48.96
0000061388	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISCOUNT	4,454.56
0000061389	FREE PRESS PUBLISHING, INC	ADVERTISING IN CHENEY FREE PRESS	428.00
0000061390	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	5,413.31
0000061391	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	6,273.22
0000061392	H&H BUSINESS SYSTEMS, INC.	CONTRACT Overage CHARGE FOR 2 ADMIN COPIERS	63.15
0000061393	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	12,864.92
0000061394	MIDWEST TAPE	LIBRARY MATERIALS	4,604.25
0000061395	OVERDRIVE, INC.	LIBRARY MATERIALS	43,521.48
0000061396	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS	134.47
0000061397	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	363.67
0000061398	SCHINDLER ELEVATOR CORPORATION	ANNUAL ELEVATOR MAINTENANCE SC	2,853.92
0000061399	SPOKANE COUNTY TREASURER	J.LINK - WFOA ANNUAL CONFERENCE REGISTRATION	495.00
0000061400	SPOKANE HARDWARE SUPPLY	BUILDING REPAIR & MAINTENANCE	365.15
0000061401	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	297.38
0000061402	SSO/FOX THEATER	SPOKANE SYMPHONY TICKETS FOR PUBLIC CHECK-OUT	2,030.00
0000061403	STANDARD PRINTWORKS	ADVERTISING/PRINTING	1,012.98
0000061404	STAPLES ADVANTAGE	COPY PAPER FOR SV	533.50
0000061405	STATE AUDITOR'S OFFICE	AUG 2023 BILLING ACCOUNTABILITY AND FINANCIAL AUDIT	956.54
0000061406	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: SV, NS, New SV	3,685.00
0000061407	TOWN OF FAIRFIELD	BI-MONTHLY WATER, SEWER - FF	217.80
0000061408	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	2,850.97
0000061409	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	809.77
0000061410	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,561.32
0000061411	WITHERSPOON BRAJICHC MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	1,116.50
0000061412	ABM INDUSTRIES, INC.	QTRLY CARPET CLEANING - OT, CH, AR, NS	3,001.00
0000061413	ACCURATE STRIPING	RE-STRIPE PARKING LOTS	1,102.05
0000061414	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	419.70
0000061415	BARTLETT INTERACTIVE, LLC	WEBSITE - PROJECT SERVICES THROUGH AUG & JULY 2023	6,011.63
0000061416	BETTER IMPACT USA INC.	ANNUAL VOLUNTEER MANAGEMENT SOFTWARE SUBSCRIPTION	324.00
0000061417	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	346.15
0000061418	DEVRIES INFORMATION MGMT	MOVE INFORMATION DESK FROM SC TO NS	517.00
0000061419	EDNETICS	AUG2023 MONTHLY MANAGED VOICE & NEW SV IPVS INSTALLATION	5,087.95
0000061420	FAUCETS 'N STUFF PLUMBING	REPLACE WATERLESS URINAL AT NS	2,087.35
0000061421	THE FIG TREE	MONTHLY AD FOR SEPT 2023	150.00
0000061422	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	1,049.44
0000061423	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	416.85
0000061424	GAYLE KRUGER	LIBRARY PROGRAM - SOAP MAKING	413.00
0000061425	OPTUM	HSA MONTHLY ACCOUNT FEE	66.00
0000061426	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	522.72
0000061427	RAPID7 LLC	SOFTWARE SUPPORT - INSIGHTVM SUBSCRIPTION	4,212.63
0000061428	SSO/FOX THEATER	SPOKANE SYMPHONY TICKETS FOR PUBLIC CHECK-OUT	712.50
0000061429	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	495.69
0000061430	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	1,792.93
0000061431	WICK ENTERPRIZES, LLC	ADVERTISING	940.50
0000061432	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	139.58
0000061433	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	15,019.64
0000061434	ABSOLUTE BACKGROUND SEARCH	MONTHLY EMPLOYEE BACKGROUND CHECKS	34.00
0000061435	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	2,853.76
0000061436	AVISTA UTILITIES	MONTHLY UTILITIES	6,960.98

0000061437	ROXANNE BELOIT	REFUND FOR LOST/PAID FEES	7.00
0000061438	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	844.38
0000061439	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	555.91
0000061440	CONSOLIDATED IRRIGATION DIST19	WATER - OT	114.33
0000061441	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	1,391.33
0000061442	CITY OF CHENEY	MONTHLY ELECTRIC, WATER, GARBAGE, SEWER - CH	877.09
0000061443	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	162.58
0000061444	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	52.66
0000061445	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,081.19
0000061446	FAUCETS 'N STUFF PLUMBING	SC - BACKFLOW TEST	163.35
0000061447	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	1,466.76
0000061448	W.W. GRAINGER, INC.	BUILDING REPAIR & MAINTENANCE, HINGES FOR 3D PRINTER CARTS	57.22
0000061449	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	42,762.94
0000061450	LIBRARY IDEAS LLC	LIBRARY MATERIALS	1,189.60
0000061451	SPOKANE COUNTY MASTER GARDENERS	PROGRAMS - FALL GARDEN CLEAN UP	250.00
0000061452	MIDWEST TAPE	LIBRARY MATERIALS	15,893.53
0000061453	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	3,040.98
0000061454	MYTURN.COM, PBC	SOFTWARE SUPPORT CUSTOMER- ENTERPRISE YEARLY SUBSCRIPT	2,700.00
0000061455	NATIONAL COLOR GRAPHICS	ENGAGE MAGAZINE PRINTING - WINTER 2023	14,257.20
0000061456	ONE BEAT MEDICAL	CABINETS WALL ALARM FOR AEDs - ALL LIBRARIES	4,185.00
0000061457	OVERDRIVE, INC.	LIBRARY MATERIALS	44,747.11
0000061458	PENWORTHY COMPANY	LIBRARY MATERIALS	1,779.86
0000061459	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS	1,776.59
0000061460	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	771.26
0000061461	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	158.72
0000061462	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	624.00
0000061463	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	28.28
0000061464	THE SPOKESMAN-REVIEW	ADVERTISING	701.70
0000061465	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	672.19
0000061466	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	910.73
0000061467	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	807.10
0000061468	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	1,292.42
0000061469	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	466.97
0000061470	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	3,842.55
0000061471	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	435.00
W000001376	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,824.75
W000001377	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,036.44
W000001378	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	79,275.00
W000001379	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	54,774.80
W000001380	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	83.88
W000001381	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,824.75
W000001382	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,036.44
W000001383	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	73,136.38
W000001384	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	51,253.99
W000001385	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	595.68
W000001386	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	71.04
W000001387	ASSOCIATION OF WASHINGTON CITIES - VIMLY BE	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	108,552.83
W000001388	NAVIA BENEFIT SOLUTIONS CLIENT PAY	MONTHLY FSA ADMIN FEE	100.00
W000001395	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	223.48
Total Non-Payroll General Operating Fund			\$ 707,629.59

PAYROLL VOUCHERS

09082023 PP17	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #17	\$ 253,750.23
09252023 PP18	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #18	234,933.74

Total Payroll General Operating Fund \$ 488,683.97

TOTAL GENERAL OPERATING FUND \$ 1,196,313.56

CAPITAL PROJECTS FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
9744	EDNETICS, INC	4TH OF FOUR INVOICES - WIRING, FIBER SWITCHES & INSTALL	3,149.29
9745	FATBEAM, LLC	HUB MOVE & RECONFIGURATION FROM OLD SV TO NEW SV	854.40
9746	HAMMOND FACILITY CONSULTING SERVICES	CONSULTING FEES: JUNE 16 TO AUGUST 31	3,088.10
9747	KILGORE CONSTRUCTION INC.	FINAL CONSTRUCTION INVOICE	60,034.39
Total Capital Projects Fund			\$ 67,126.18

**Aug 2023/Sep 2023
Paid in Sep 2023
Voucher # 61433**

Card Category	Amount
General Purchases	\$ 5,792.59
Maintenance	\$ 2,996.73
Travel	\$ 58.00
Acquisitions	\$ 4,724.06
Information Technology	\$ 686.14
Mobile Services	\$ 762.12
General Fund Purchases	\$ 15,019.64

Top Individual Charges

Amazon	Total all material purchases from Amazon	4,369.71
Stemfinity, LLC	Ozobot Evo Classroom Kit (12 Bots) for STEM -funds from Zahand Grant	2,249.95
AM Hardware	Book Drop door for Cheney	968.12
Mailchimp	Monthly Email Service	931.10
Mountain Dog Sign Co.	New logo on 2 District Maintenance Trucks	737.26

PRELIMINARY BUDGET 2024

- a. **Public Hearing on Authorized Revenue Sources**
- b. **2024 Preliminary Budget Presentation**
- c. **Organizational Memberships Review**
- d. **Board Action and Direction to Staff**

Background

RCW 84.55.120 requires taxing districts to hold a public hearing on revenue sources prior to submitting the request to have property tax levied. The deadline for property tax certification is November 30.

Following the public hearing, a Preliminary Budget for 2024 will be presented, and a recap of the major components of the budget and related explanatory comments are provided below. The variances noted are from the 2023 budget as adopted. The current budget formulation process used both the 2023 budget as adopted, the full year actual results from 2022, and actual results for the current fiscal year.

a. Public Hearing on Authorized Revenue Sources

The Board Chair will lead the Public Hearing on Authorized Revenue Sources required by Washington state law.

The following is a brief recap of the total revenue proposed in the 2024 Budget.

	2024 Budget	
	Revenue	% of Total
Property Taxes and Payments in Lieu of Property Taxes	18,003,000	96.9%
All Other	582,500	3.1%
	<u>18,585,500</u>	

b. 2023 Preliminary Budget for General Fund Revenues

Revenues

	2023 Adopt Budget	2024 Preliminary Budget	\$ change	% change
Property Taxes (net of TIFs)	17,050,000	17,540,000	490,000	2.9%
Contract Cities	452,000	463,000	11,000	2.4%
Fines and Fees	20,000	20,000	-	0.0%
E-Rate Reimbursements	231,000	265,000	34,000	14.7%
Interest Income, Grants and Other	297,500	297,500	-	0.0%
Total General Fund Revenues	18,050,500	18,585,500	535,000	3.0%

Property Tax Revenues - change of \$490,000

- Tax revenue for 2024 as presented is \$490,000 higher than budgeted for 2023.
 - Approximately \$312,000 of the increase is the result of the reported new construction valuation of over \$915 million. This new construction is the second largest new construction total since 2008 and is \$137 million less than last year.
 - Approximately \$172,000 is the result of the allowed 1% increase on the previously highest lawful levy.
 - Offsetting the above is a slightly larger allocation (\$3,000) to the TIFs in which the District is a participant, primarily the Medical Lake TIF. Such TIF allocation increases are the result of new construction completed within the TIF boundaries.

Contract Cities – change of \$11,000

- Budgeted revenue from the City of Airway Heights increases from \$366,000 to \$377,000 or 3.0%. Although not exactly the same, payments received in accordance with the interlocal agreement with the City of Airway Heights will increase consistently to the District levy as a whole.
- Budgeted revenue from the District’s agreement with the City of Spokane for the parcels within the Moran Prairie Library Capital Facilities Area (MPLCFA) annexed to the City of Spokane is currently budgeted to remain flat at \$86,000 We are evaluating the methodology for determining this amount, including whether there are any annexations in 2023 by the City of Spokane within the jurisdiction of this interlocal agreement.

Fines and Fees – no change

- Total fines and fees included in the 2024 budget are for lost or damaged materials, as well as for any long-standing overdue fines assessed prior to 2023.

E-Rate Reimbursements – change of \$34,000

- E-Rate reimbursements continue to be 80% of the total paid for District-wide internet services and wide area network (WAN) connectivity. The District’s 5-year contract for e-rate is up in 2024 and staff anticipates starting the process for renewal in the coming year.

Interest Income, Grants and Other – no change

- The following is further detail and year over year changes for the budget for interest income, grants, and other revenues:

	2023 Bgt	2024 Bgt	\$ change
Interest Income	240,000	240,000	-
Grants & Donations	26,000	26,000	-
Leasehold Taxes	11,500	11,500	-
Timber Taxes	10,000	10,000	-
Credit Card Rebates	5,000	5,000	-
Retail Book Sales	5,000	5,000	-
	297,500	297,500	-

As most have heard, interest rates have been on the rise for most of the year 2023, and the short-term interest rates earned on all balances kept in the Spokane Public Investment Fund (SPIF) have been increasing steadily to match. The 2024 budget for interest income is based on interest rates earned on the funds balances.

The only grant currently included in the budget is the continuing after-school snack program at Deer Park which is administered through the Washington State Office of Superintendent of Public Instruction (OSPI). Additional grants may be pursued as opportunities are made available.

2023 Preliminary Budget for General Fund Expenses

	2023 Adopt Budget	2024 Preliminary Budget	\$\$ change	% change
Salaries	8,001,900	8,510,600	508,700	6.4%
Benefits	2,781,000	2,862,700	81,700	2.9%
Total Personnel Costs	10,782,900	11,373,300	590,400	5.5%
	59.7%	61.2%		
Supplies	164,500	172,500	8,000	4.9%
Services	2,114,800	2,220,500	105,700	5.0%
Library Materials	2,450,300	2,521,100	70,800	2.9%
Library Programs	111,000	118,100	7,100	6.4%
Capital Expenditures	420,000	420,000	-	0.0%
Operating Transfers to Debt Service and Capital Projects Funds	2,007,000	1,760,000	(247,000)	-12.3%
Total General Fund Expenditures	18,050,500	18,585,500	535,000	3.0%

Comment

Although total expenses are reported above, this background will focus on salaries and benefits along with capital expenditures and operating transfers.

Salaries - change of \$508,700

The following table itemizes changes from the 2023 salaries budget along with further clarification:

Summary of Changes from 2023 Budget to 2024 Budget	
Baseline: 2023 Salary Budget	8,001,900
Annual salary adjustment of 4%	315,500
Minimum wage increase	8,600
New Position: Public Services Associate	61,900
Other:	122,700
Total, Rounded	<u>8,510,600</u>

- Inflation, as defined by the August 2023 CPI-W (*Consumer Price Index for Urban Wage Earners and Clerical Workers*), is 3.40%. Per District policy: HR3 – Compensation: Wages, section 3.15, the August CPI-W has been used for the District cost of living salary adjustment (COLA) within the range of 0% to 4%. In addition, the state uses the August CPI-W for annual adjustments to the state minimum wage rate. The minimum wage will increase from \$15.74 to \$16.28, effective January 1, 2024.
- Staff are recommending a 4% COLA for eligible positions for 2024. Given that last year’s COLA was 4% and the August 2022 CPI-W was 8.66%, this additional 0.6% COLA increase works towards balancing the impact of prior high inflation while abiding by the Board-determined maximum of 4%.
- The total number of employees included in the budget eligible for a step increase is 104.
- The total number of employees included in the 2024 budget is 164 and total FTE’s is 140.2. Total FTE’s compared to 2023 budget is listed in the table below. Please note that the FTE adjustments aren't additions to FTE for 2024, but the result of a reconciliation process for last year’s salary budget which did not include all of the positions the District had filled and funded throughout 2023 and prior years.

Summary of FTE Changes	2023 Budget	2024 Budget	Change
Band A1 thru A4	79.8	79.2	(0.6)
Band MP1 and MP2	21.0	23.0	2.0
Band MP3 and above	38.0	38.0	-
	138.8	140.2	1.4

Payroll Taxes and Employee Benefits - change of \$81,700

Payroll Taxes and Employee Benefits				
	2023	2024	Change	% Chg
FICA	612,300	651,200	38,900	6%
Medical, Dental, Vision	1,192,100	1,240,800	48,700	4%
Retirement	813,600	790,700	(22,900)	-3%
Paid Family & Medical Leave	64,100	68,100	4,000	6%
All Other	98,900	111,900	13,000	13%
Total	2,781,000	2,862,700	81,700	3%

- Comprehensive Employee Medical (Medical, Dental, Vision) Coverage
 - The District plans to continue to offer the same four comprehensive employee medical options:
 - Two by Kaiser Permanente, one a high-deductible health plan (HDHP)
 - Two by Asuris Northwest Health, one a HDHP
 - AWC recently announced rate increases, effective January 1, 2024:
 - 5.6% for Kaiser Permanente plans
 - 4.1% for Asuris Northwest Health plans

-
- No increase for dental, vision, long term disability, life insurance and EAP plans
 - Total medical, dental and vision insurance cost increase is attributable to the Kaiser Permanente increase reported above, along with additional staff enrollments from the effect of the FTE increases also mentioned above.
 - The Public Employees' Retirement System (PERS) employer contribution rate of 9.53% is budgeted to remain at that rate for all of 2024.
 - Washington State Paid Family and Medical Leave rate is budgeted to remain at the current rate of 0.8% of paid salaries for all of 2024. Staff propose to continue to pay the full amount of this premium rather than passing on the allowable portion to employees.

Capital Expenditures – no change

Given the focus on the Spokane Valley Library for 2022 and 2023, the capital projects and equipment list slated for 2024 is fairly short, and is comprised of completion of security upgrades begun in 2023, HVAC controls installations and HVAC system upgrades at libraries, and some potential building refreshes (e.g., furniture, carpeting, paint).

Transfers to the Debt Service Fund

The 2024 budget includes the second year of debt service payments for the debt obtained from the Washington State Treasurer office LOCAL program. Total debt service for 2024 is \$1,110,125 – which the District will transfer to the Debt Service Fund in sufficient time for scheduled payments to be made on June 1 and December 1, 2024.

Transfers to the Capital Projects Fund

The District expects to transfer \$650,000 to the Capital Projects Fund, to be retained for future capital project needs.

c. Organizational Memberships Review

Below is a list of the memberships that have been included in the proposed 2024 budget, organized alphabetically by category. New memberships are marked with an *. Total cost for the memberships is budgeted at \$13,450.

Organizational Level Affiliations:
Association of Washington Cities
Public Libraries of Washington
Washington Library Association
Chambers of Commerce:
Cheney Merchants Association
Deer Park Chamber of Commerce
Greater Spokane, Inc.
Greater Spokane Valley Chamber of Commerce
North Palouse Chamber of Commerce
Nuestras Raices/Hispanic Business Professionals Association
West Plains Chamber of Commerce
Vendor Memberships:
Amazon Business Prime
Costco Business Membership
Other Professional Associations:
American Library Association (individual trustee memberships)
Association of County & City Information Systems
COSUGI (Customers of SirsiDynix User Group)
Government Finance Officers Association*
Inland Northwest Council of Libraries ((NCOL)
Inland Northwest Early Learning Alliance
National Association of Charitable Gift Planners
Pacific Northwest Booksellers Association
Washington Association of Public Records Officers
Washington Finance Officers Association*
Washington Nonprofits

d. Board Action and Direction to Staff

At the conclusion of the budget presentation, staff recommend that the Board take the following actions:

Final Action

1.) Motion to approve funds in the 2024 General Operating Fund for organizational memberships as proposed.

Board Direction**Annual Cost of Living Adjustment**

2.) Direction to staff to budget for an annual cost of living salary adjustment of 4.0%, based upon the August 2023 CPI-W and District policy HR 03.

- The District's current policy, Section 3.15 cited below, provides for a salary adjustment between 0% and 4%:

The District will comply with federal and state law regarding minimum wage rates.

The District may consider a number of economic factors, including the August CPI-W, when determining any annual cost of living adjustment (COLA) recommendation. The Board of Trustees has sole approval authority for any such adjustment. Such an adjustment may range from a minimum of 0% to a maximum of 4%.

As stated above, the August 2023 CPI-W is 3.4%. Staff are recommending a 4% COLA for eligible positions for 2024. Given that last year's COLA was 4% and the August 2022 CPI-W was 8.66%, this additional 0.6% COLA increase works towards balancing the impact of prior high inflation while abiding by the Board-determined maximum of 4%.

2024 Final Budget

3.) Direction to staff to complete the final 2024 General Operating, Debt Service and Capital Projects Fund budgets.

- Based on the discussions and decisions from this meeting, a final budget will be presented for formal adoption at the regularly scheduled November board meeting. An amendment to the final 2024 budget may also be presented at the December meeting, if needed.

PUBLIC COMMENT DURING BOARD MEETING POLICY

Background

Governed by the Washington State Open Public Meetings Act (RCW 42.30), a policy establishing parameters and expectations for public comment periods is a common tool for both library district boards of trustees and governing bodies of other public agencies.

The purpose of such a policy is to better ensure the orderly conduct of public comment so that the governing body may more effectively accomplish the public business of their agency.

This new policy contains several key elements of note:

It codifies these practices already in place:

- Comments will be directed to the Board as a whole, not to individual trustees, and will be relevant to District matters.
- The Board does not engage in discussion or debate with commenters during the public comment period or business portion of its meetings, though they may ask clarifying questions.
- All comments are taken under advisement. There is no guarantee that suggestions brought forth by the public during the public comment session will be addressed by the Board at a future meeting.
- Respectful and courteous behavior and language is expected of all participants.

It introduces several new parameters for public comment:

- The total comment period is limited to twenty (20) minutes unless otherwise determined by the presiding officer of the Board.
- Individuals are allowed three (3) minutes to address the Board and may comment only once at a meeting. The presiding officer of the Board shall have the discretion to modify this time limit.
- The Secretary of the Board (the Executive Director) will invite individuals to speak first in person, then virtually, on a first-come, first-served basis.
- The meeting minutes will record only the name(s) of public commenters.
- Written comments will be distributed to the Board at the meeting but will no longer be read aloud by staff.

This policy also draws attention to the fact that, under state law, the Board can rightfully take several steps to address inappropriate or disruptive conduct by a commenter.

This policy has been reviewed by District legal counsel.

Executive Director Patrick Roewe will be available to answer any questions.

Recommended Action: Motion to approve the Public Comment Policy. Based on discussion, the Board may also direct staff to make revisions and bring the policy back for formal action at the November 2023 meeting.

SPOKANE COUNTY LIBRARY DISTRICT
POLICY: PUBLIC COMMENT AT BOARD MEETINGS
APPROVAL DATE: October 17, 2023

Related Policies

Code of Conduct

Statutory Reference

RCW 42.30

Purpose

In compliance with Washington state law, this policy establishes the rules and expectations for the public's participation at its meetings in order to ensure a fair, equitable, and consistent means for any individual to address the Board of Trustees (the "Board") of the Spokane County Library District (District).

Policy

Meetings of the Board of Trustees of the Spokane County Library District are open to the public in accordance with the Open Public Meetings Act (RCW 42.30).

The public is not normally invited to participate or contribute to discussion of District business on the agenda, except when specifically invited to speak, make a presentation, or provide information to the Board.

Time will be reserved on the meeting agenda for public comment. The public comment period will normally be held at the beginning of the meeting. The total comment period is limited to twenty (20) minutes unless otherwise determined by the presiding officer of the Board.

Generally, the meeting minutes will record only the name(s) of public commenters, and written public comments and/or materials presented to the Board will be retained in the District's records rather than included in the meeting minutes.

Public Comment

Public comments may be made in person or virtually, or may be submitted in writing [see "**Written Public Comment**" section below]. Individuals wishing to address the Board during the public comment period may be asked to provide their full name, address, and any relevant group affiliation.

Individuals are allowed a maximum of three (3) minutes to address the Board and may comment only once at a meeting. The presiding officer of the Board shall have the discretion to modify this time limit. The Secretary of the Board will invite individuals to speak first in person, then virtually, on a first-come, first-served basis.

Comments will be directed to the Board as a whole, not to individual trustees, and will be relevant to District matters.

The Board does not engage in discussion or debate with commenters during the public comment period or business portion of its meetings, though they may ask clarifying questions.

All comments are taken under advisement. There is no guarantee that suggestions brought forth by the public during the public comment session will be addressed by the Board at a future meeting.

Public Conduct

Respectful and courteous behavior and language is expected of all participants. The District's [Code of Conduct Policy](#) applies to behavior in Board of Trustee meetings in both virtual and physical

spaces.

In the event that the Board deems the conduct of a commenter to be disruptive or disrespectful, the presiding officer may call the session to an end. Any person(s) determined by the presiding officer or the Board to be causing undue disruption, or who does not follow the guidelines established by the Board, will be asked to leave the meeting. Refusal to leave the meeting may result in removal by law enforcement. In the event that any meeting is interrupted by a person, group, or groups of persons so as to render the orderly conduct of the meeting unfeasible, the Board may address interruptions in accordance with RCW 42.30.050.

Comments in Public Hearings

Comments during public hearings will be made at the appropriate time on the agenda set for that purpose. Comments are limited to the agenda topic of the public hearing.

Written Public Comment

Members of the public may submit written comment to the Board at any time via regular mail or hand delivery, email, or through an online form:

Mail or hand delivery:

Board of Trustees
Spokane County Library District
4322 North Argonne Road
Spokane, WA 99212

Email:

trustees@scl.d.org

Online Form:

<https://www.scl.d.org/connect/ask-board-of-trustees/>

The deadline for submitting written public comment for a specific meeting will be stated in that meeting's agenda posted on the District's website and at all District library locations.

Written public comment received before a meeting's deadline will be distributed to the Board at that meeting. Otherwise, it will be distributed to the Board at the next meeting.

Request for Accommodation

Requests for interpreter assistance or accommodation may be made to District Administration. Whenever possible, 72 hours' notice is advised.

The Executive Director will establish administrative procedures necessary to implement this policy. In accordance with the administrative procedures, any appeal of an administrative action under this policy will first be made in writing to the Executive Director. Any subsequent appeal of Executive Director action and/or decision will be made in writing to the Board of Trustees.

The District will make a good faith effort to implement this policy in a fair and consistent manner.

BOARD OF TRUSTEES CODE OF CONDUCT COMMITTEE**Background**

A code of conduct (or ethics statement) governing expectations for Trustees is a common tool for library districts in Washington State and beyond that codifies how Trustees should conduct themselves in the execution of their official duties.

As public servants entrusted with public funds, the Spokane County Library District (District) Board of Trustees seeks to establish a Board of Trustees Code of Conduct that guides the conduct of Trustees to ensure that Trustees individually and collectively act in the best interest of the public good and are not motivated by personal gain or personal opinion.

In accordance with the District's Board of Trustees bylaws, the Board may form a special committee to draft that statement upon motion and Board approval.

The recommended objective, duration, and membership of the committee are as follows:

- Objective: Draft a Board of Trustees Code of Conduct and bring their recommendation to the full Board for discussion and potential action.
- Duration: The committee will exist as long as necessary to meet its objective. The committee will dissolve immediately following the regular Board of Trustees meeting at which final action on the committee's recommendations occurs.
- Membership: two Trustees, the Human Resources Director, and the Executive Director
 - Trustee members may be volunteers and/or appointed by the Chair.

Board Chair John Craig and Executive Director Patrick Roewe will be available to answer any questions.

Recommended Action: Board motion to approve formation of the Board of Trustees Code of Conduct Committee as outlined above.

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: OCTOBER 2023 - NOVEMBER 2023**November 21, 2023: Argonne Library – (4:00pm)**

- 2024 Budget
 - Cost of Living Adjustment (COLA) for 2024 (Tentative): Approval Recommendation
 - Adopting a 2024 Final Budget and Certifying It to the Board of County Commissioners (Resolution No. 22-xx): Approval Recommendation
 - Authorizing 2023 Property Tax Levy Increase for Collection in 2024 (Resolution No. 22-xx): Approval Recommendation
 - Levying the Regular Property Taxes for SCLD for Collection in 2024 (Resolution No. 22-xx): Approval Recommendation
 - Board Direction to Staff
- Procurement: Policy Review

December 19, 2023: Argonne Library – (4:00pm)

- Personnel Policies Review
- 2024 Budget Update
- 2023 Work Plan – Year in Review
- 2024 Work Plan
- 2024 Meeting Schedule/Locations and Policy Review: Approval Recommendation
- 2024 Board of Trustees' Officers Election: Action Required
- Recognition of Retiring Trustee John Craig (Resolution No. 23-xx): Approval

Recommendation

Special Meetings/Activities2023

TBD Trustee Candidate Interviews

EXECUTIVE DIRECTOR'S REPORT FOR OCTOBER 2023

Finance – Jason Link

General Fund

Similar to last month, total general fund operating expenses before (73.79%) or after (71.71%) transfers remain well aligned with the total budget projected expenditure of 75.00%. As reported last month, this status is the result of a normal combination of the District salaries and benefits being 3+% under budget while several of the remaining lines being overbudget due to the timing of larger scale single expenditures. It is anticipated that the majority of these lines will trend toward target by year end.

Capital Project & Debt Service Funds

Total expenses are within budget. The transfer from the General Fund to the Capital Project Fund will occur in November after the property tax collections. The debt service payment on December 1 is still outstanding. Expect a summary report with more details at the November meeting.

Facilities Report

In addition to the regular maintenance functions for the District, several projects of note occurred in September:

- Installation of new can lights at Otis Orchards.
- New enclosed 12' trailer purchased to increase hauling capacity.
- Obtaining quotes from Greenleaf Landscape for service at Spokane Valley.

Human Resources – Toni Carnell

Training

New courses continue to be added to the learning management system and the training calendar.

Staff updates:

New hires:

- Finance Director
- Public Services Technician

Promotions:

- N/A

Transfers

- N/A

Voluntary Demotion

- N/A

Separations:

- N/A

Communication & Development – Jane Baker

Communication

September included media mentions of two library events. KHQ-TV included a story on the fall garden clean up events presented by the Master Gardeners, and KXLY-TV mentioned the District's student tutoring resources on their evening news program. Both were in response to information in our weekly eNewsletter.

Later in the month, our announcement of the Excel Adult High School program generated calls for interviews from KPBX Public Radio and the Spokesman-Review. Reporters from each interviewed Public Services Manager Stacey Goddard. KPBX ran the story on September 28 and the article from the Spokesman is still forthcoming at this writing.

Development

Development continues to network, send sponsorship packets, and apply for community funding from area businesses to secure additional sponsorships at Spokane Valley Library.

A second round of paver engraving is in the works, delayed slightly by weather and equipment needs, but is scheduled to be completed in early October.

Operations - Doug Stumbough

For the month of September, a total of 61,989 customers visited our libraries in person, down from 71,392 (-13%) in August. The total number of 87,692 physical items borrowed by customers in the libraries was down from the 102,050 physical items borrowed in August (-14%). The change in metrics is consistent with the transition from summer vacation to the new school year for many customers and families, but both are up when compared to the same month in 2022 (7% and 2% respectively).

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:

A customer was working on scanning photos at Deer Park. When she needed help, Library Supervisor Jacob O'Doherty told her about our Library of Things and the FastFoto scanner. She was so very grateful and went to Spokane Valley right away to pick it up. She said specifically how nice Jacob was to see that the project with which she needed help was able to be handled in a much more efficient way, saving her literally hours of time, headache, and stress. She said he also gave her another very positive suggestion to use for the memories she was planning to distribute to friends and family.

The Call Center received a call from someone wanting to thank the person at North Spokane that helped her with her Inter-Library Loan (ILL). Although once the request has been processed and sent out, we cannot see who initiated the request, the customer still wanted to say thank you to all at North Spokane and Collection Services for getting them the book.

A Moran Prairie customer walked in to drop off some books and came to the front desk to say thank you. She said she is moving across the State to be closer to her grandkids, but she will miss the Moran Prairie Library a lot because she enjoyed it so much and was sad to be leaving it behind due to the move.

A customer looking for help with Google Photos visited Argonne and was very happy when there was a quick solution to her question. She said that she loves coming to the library and that this is where she has the best success getting help. She appreciates that staff are so patient and can explain things in an understandable way.

A visitor to the Spokane Valley library came in and was assisted by Public Services Specialist Melissa in finding her mother's hold on the holds shelf and booking a conference room for the following week. She was excited about the customer service as well as the new facility and repeated "You are the best!" a couple times during her visit, referring to Melissa and the SV staff.

A mom came into the Medical Lake Library after learning about the library during a visit by the LINC Mobile Library to the Hallett Elementary open house. She needed to verify her child's card, get her own card, and upon discovering that they have after school LEGO and STEM activities, said she will be planning on having her child's grandfather pick him up from school and walk him to the library on a regular basis.

Moran Prairie Library had a customer who was thrilled to find out that the District has meeting rooms that she could use as well as the patio area at Moran. She said she was so thankful for the friendly and helpful service Public Services Associates Travis and Olesya had provided her with over the last few days. She was also very happy to learn she could borrow laptops in the library and sit wherever she liked.

A note left for the Argonne Library staff read: "Dear library staff, thank you for always being helpful and kind when we ask questions. We love the stories we get from you, thank you sooo much for all you do."

The Communication department received the following message in a direct email: "Subject: Thank you!!! As a local citizen, parent and author, I just have to say THANK YOU for all you do! We've been loving getting to know the Moran Prairie and Spokane Valley libraries better lately! Thank you for making our communities, brighter, stronger and more mindful places!!! Cheers"

A North Spokane customer came to pick up her holds and asked if Public Services Associate Chris V. was there because she wanted to thank her for finding the exact books she was looking for her

child. The customer was ecstatic that Chris was able to find the items with very little description and was excited to bring them to her child who would be thrilled.

A Spanish speaking customer came into North Spokane and was using a dictation app to ask for help with mobile printing. While the app was helpful and staff were able to begin working on the request, Public Services Specialist Krystal approached and engaged the customer in conversation and helped explain that the process could take a moment. The customer was so happy to be able to communicate better and shared they were taking English classes. They completed the interaction by letting staff know they'd helped her print her immigration papers and added she was "Very happy today!"

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 September:
 - **Audiobook checkouts:**
 - *Fourth Wing* by Rebecca Yarros (296)
 - *Happy Place* by Emily Henry (104)
 - *The Coworker* by Freida McFadden (72)
 - **Ebook checkouts:**
 - *Verity* by Colleen Hoover (73)
 - *Fourth Wing* by Rebecca Yarros (70)
 - *Happy Place* by Emily Henry (68)
 - **Audiobook holds** as of October 2:
 - *Iron Flame* by Rebecca Yarros (217)
 - *Tom Lake: A Novel* by Ann Patchett (131)
 - *Lessons in Chemistry* by Bonnie Garmus (117)
 - **Ebook holds** as of October 2:
 - *Fourth Wing* by Rebecca Yarros (128)
 - *Tom Lake: A Novel* by Ann Patchett (113)
 - *The Exchange: After The Firm* by John Grisham (105)
- Popular **Adult Physical Book** titles September:
 - Checkouts:
 - *Lesser Known Monsters of the 21st Century: Stories* by Kim Fu (61)
 - *A Fever in the Heartland: The Ku Klux Klan's Plot to Take Over America, and the Woman who Stopped Them* by Timothy Egan (53)
 - *The Housemaid* by Freida McFadden (38)

- Holds:
 - *Enough* by Cassidy Hutchinson (36)
 - *Lessons in Chemistry* by Bonnie Garmus (11)
 - *Lesser Known Monsters of the 21st Century: Stories* by Kim Fu (10)

**COLLECTION MONTHLY REPORT
SEPTEMBER 2023**

	Select Transaction Count		
Physical Collection	YTD 2023	YTD 2022	CHANGE
Items Processed	38,113	41,519	-8%
Interlibrary Loan Total	4,761	4,592	4%
Overdrive			
Total Checkouts	713,179	627,497	14%
Total Holds	229,883	193,649	19%
hoopla			
Total Checkouts	31,753	26,384	20%
	Total Items in Collection		
Material Type	YTD 2023	YTD 2022	CHANGE
Print	307,356	309,553	-1%
Nonprint	73,514	77,188	-5%
Overdrive	157,794	140,840	12%
Grand Total	538,664	527,581	2%

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

Executive Director – Patrick Roewe

Brief updates on several items are as follows:

New Spokane Valley Library Project Update

Overall, the project is progressing through the close-out phase, and the building is operating as expected.

Items awaiting resolution

Two of the outstanding items were resolved: minor HVAC system issues and delivery and installation of a few remaining furniture and fixture items. One item remains to be resolved: the gate on the dumpster enclosure may need to be changed to accommodate the lift on the waste disposal truck.

Cost changes

The final change order (#13) was approved in September for a total of \$1,357. The two items in the change order were for some minor painting and electrical wiring work.

We anticipate sharing a quarterly Capital Projects Fund financial report and a final (or near-final) project budget report before the end of the year.

Final invoices

The District took receipt of and paid the final invoice from Kilgore Construction Inc. (KCI) in September, officially closing out the construction phase of the project.

Staff anticipate additional invoices from Hammond Facilities Consulting and Integrus Architecture for their assistance in closing out the remaining project elements.

Final close-out

In late September, one of the last steps to officially close-out the project, the “Notice of Completion of Public Works Contract” was submitted to three state agencies for review: Department of Revenue, Department of Labor & Industries, and Employment Security Department. This review process will likely take several months to complete.

City of Airway Heights: Childcare Center Proposal Update

No new information on this topic.

City of Airway Heights: Potential Interlocal Agreement Amendment Update

Progress has been made regarding securing an appraisal of the two parcels on which the Airway Heights Library is located. As of this writing, details surrounding the appraisal have not been finalized, but a further update will be provided at the meeting.

Electric Vehicle Charging Station Update

The installation of Avista’s grant-funded electric vehicle chargers at the Moran Prairie and North Spokane Libraries was completed this month. Both the DC Fast Chargers and ACL2 chargers are available for customer use at both locations. After meeting with library staff on site, Avista submitted site proposals for installation of ACL2 chargers at Argonne and Otis Orchards. They hope to begin work there in October.

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 wrapped up its last full month of availability for park users. Mobile Services staff will remove the collection in October and a final summary of the first year of the pilot will follow.

Meeting with County Commissioner Amber Waldref

I met with Commissioner Waldref at the new Spokane Valley Library on September 13th. I provided a tour of the new library and had an initial discussion about how the District and the County might

better collaborate in the future to support our communities. Much thanks to Commissioner Waldref for taking the time to visit our new library.

Operations Report September 2023

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- September's Medicare workshop, *Medicare: Getting Started*, was offered via Zoom and in person at Deer Park. With 12 people logging in, this is the largest audience we've had for a Zoom Medicare workshop in over a year. Four customers participated in person at Deer Park.
- Our *Homebuyer Education Seminar* program had 18 participants. The group went over their scheduled time because attendees had so many questions!
- This month's virtual SCORE workshop, *How to Negotiate without Freaking Out*, had nine customers in attendance.
- I attended the 2023 Entrepreneurial Summit & BizFair, where I spoke with 37 attendees about our wide variety of resources for small business owners and entrepreneurs. Of particular interest to the people I talked with were Gale Business Plan Builder and the option to Book a Librarian.

Early Learning (Mary Ellen Braks)

- This month we had 63 storytimes with an attendance of 1,450 customers. Our storytimes ranged in size from 0-52 attendees.
- For childcare visits, we provided 39 storytimes to 439 children at 10 centers.
- We had a STARS class for childcare providers, *Social Emotional Skills & Literacy* with 14 participants.

Early Learning (Gwendolyn Haley)

- Literacy Programs: 45 *Reading Buddy* volunteers have been trained for the 23-24 school year in preparation for the start next month at six different elementary schools. *Prime Time Family Reading* is set to begin in October with University Elementary School as well.
- The Lab at North Spokane: Every Friday is open *Maker Hours in The Lab*, and three Book-a-Librarian appointments focused on the Glowforge. Programs this month focused on Space, including a VR (Virtual Reality) program *Space Engine* and a Solar System themed program.
- The STCU Studio: Usage is picking up in the new space, with six Public studio bookings, 17 guided lessons and five Book a Librarian Appointments in September, and a Video Bootcamp for Teens.
- Online Programs: 178 people attended one of these live online author events: *Life, Love, Family, and Food: An Author Talk with Lidia Bastianich*, *How to Get Unstuck When It Matters Most: An Author Talk with Adam Alter* and *On Writing Three International Bestsellers: An Author Talk with Amor Towles*. These events are all archived and continue to be available. To date, 3,470 people have viewed an online author event in 2023.

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- Library of Things: The telescope, sewing machine, and various Project Memory items continue to be in the top 10 list of items that check out from myTurn. The busiest LOT item, Hotspots no longer circulate via myTurn and have reverted to the regular ILS due to staff and customer feedback.
 - World Languages: Humanities WA provided 100 Bilingual (Spanish/English) *Prime Time Family Reading* boxes which we passed out to Spanish speaking families this month at the *Mercadito* event sponsored by Latinos en Spokane.
 - Cultural Passes: We partnered with the Spokane Symphony again to provide passes for two Masterworks concerts and the Nutcracker Ballet in the fall. The MAC Museum passes are particularly popular right now because of the Minecraft Exhibit that just opened. Mobius passes continue to be heavily used.
 - Adult Programs: Fall programs included gardening programs, soap making, produce swaps, and a very well attended *Mushroom Foraging* program (available on the District's YouTube channel)
 - Youth Programs: We hosted several *Solar Eclipse* programs to help families prepare to view the annular eclipse on October 14.

Digital Projects and Resources (Carlie Hoffman)

- Digital resource trials for Bookflix, Teachables, Just for Kids, and Freegal were shared with staff for review.
- We are setting up a new calendar for room reservations and events to be launched this fall.
- We received wireframes (a visual guide that represents the skeletal framework of a website) for the website redesign and are currently reviewing them.

Information Technology (Patrick Hakes)

- Replaced scheduling server
- Working on test catalog site
- Continuing to test and troubleshoot various wireless networks issues
- Prepared IT forecast for 2024 budget

Mobile Services (Brianna Rukes)

- LINC had 24 visits with an attendance of 1,036.
- LINC set a new attendance record at Cheney Parks and Recreation's 'Touch A Truck' event with 400 people.
- All outreach storytimes have been scheduled for the remainder of 2023 and the first half of 2024.

Library Reports

Airway Heights

- This month we have been connecting with new families in the area. We have had lots of new faces in our *Family Storytime*.

Argonne: Stacy Loberg

- The Friends of the Argonne Library displayed a beautiful quilt for the month that will be raffled off at the book sale in October.
- Argonne hosted the *Homebuyer Education Seminar* and 18 attended.

Cheney: Jonathan Melcher

- Librarian Crystal and I attended EWU Neighborfest and spoke to 113 people.
- A teacher from WIN Academy, part of the Cheney School District, has been bringing her class to the library every Thursday. Around 36 middle/high schoolers have been coming.

Deer Park: Jacob O'Doherty

- The Friends of the Deer Park Library hosted their last book sale for the summer.
- The *Produce Swap* was successful with eggplants, basil, tomatoes, and cucumbers being shared.

Medical Lake: Cecelia McMullen

- A customer affected by the Gray Fire, who originally came in seeking the annual buying guide from 2015, was elated when we demonstrated digital Consumer Reports that not only rated cars, but also linked him to local availability. They were jubilant that they quickly found a replacement vehicle.

Moran Prairie and Fairfield: Caitlin Wheeler

- Customers enjoyed learning about famous Hispanic and Latin Americans on our monthly Guess Who display.
- Our community jigsaw puzzle continues to be a place to make connections, with strangers joining up to complete the challenge together. One young couple has even started using it for their weekly date activity.
- Four people attended the Fairfield *Fall Garden Cleanup* program.

North Spokane: Brian Vander Veen

- This month, the North Spokane Library hosted portrait art by local artist Susan Geittmann and a display of various works from the artists of the Little Spokane River Artist Studio Tour.
- Nearly 50 people attended *Mushroom Foraging for Beginners* at North Spokane Library.

Otis Orchards: Maggie Montreuil

- Our interactive LEGO wall continues to be a regular stop for families using the library daily.
- Our *Annular Solar Eclipse Planning Party* brought in three separate families, who all participated enthusiastically in every activity planned for the program.

Spokane Valley: Danielle Milton

- Staff attended two large annual community events: Valleyfest and the Spokane Valley Fire Department’s Open House. Staff were able to connect with over 800 attendees, sharing information about the library.
- *Video Boot Camp* was held in the STCU Studio with Technology Instruction Specialist Jeremy Mullin teaching film and editing skills to a group of 12 excited students.

District-wide Information

Security Incident Reports

For September 2023, there were 13 Security Incident Reports filed. 22 less than last month, August 2023 (35) and 21 less than September 2022 (34). North Spokane had the most incidents reported (5). The most frequently reported incidents related to Substance Abuse (5).

Public Use Measures

September 2023

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	130,696	117,763		11%
Door count	61,989	57859	592965	1%
Items Borrowed	201978	192121	1852160	4%
• Airway Heights	2147	2011	21876	10%
• Argonne	6537	7574	66956	-1%
• Cheney	6848	7311	60238	-9%
• Deer Park	6546	4717	61607	8%
• Fairfield	460	446	4917	7%
• Medical Lake	1943	2097	20759	3%
• Mobile Services	2022	1655	16060	42%
• Moran Prairie	11294	13702	114507	-10%
• North Spokane	21835	22390	211196	-2%
• Otis Orchards	2823	2543	26639	12%
• Spokane Valley	25237	22038	215225	4%
• Digital	26266	21930	229883	19%
• Totals	172211	159579	1574294	6%
Programs				
• Number	178	101	1721	150%
• Attendance	4116	3912	42023	102%
Internet Station Use (%)	28.1%	20.0%	25.2%	
Meeting room bookings	624	283	4174	78%
Digital Resource Use	14122	141599	744242	-47%

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.*



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

Target
75.0%

Table with 5 columns: Category, Y-T-D Actual, Annual Budget, Percent Used, Balance Remaining. Rows include REVENUES (PROPERTY TAXES, CONTRACT CITIES, FINES & FEES, etc.), EXPENSES (SALARIES, FRINGE BENEFITS, SUPPLIES, etc.), and Net Excess of Revenues Over/(Under) Expenses.

Number of months cash on hand 4.2