



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

November 21, 2023 4:00 p.m. Argonne Library

AGENDA

Remote Attendance: To attend the meeting remotely via the internet: <https://scld-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: In addition to the Public Comment period provided in the agenda below, the District accepts written public comment that will be distributed to Trustees. Written public comment 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.scld.org/connect/ask-board-of-trustees/>.

- I. **CALL TO ORDER**
- II. **AGENDA APPROVAL**
- III. **PUBLIC COMMENT**
- IV. **ACTION ITEMS**
 - A. Approval of October 17, 2023 [Regular Meeting Minutes](#)
 - B. Approval of October 2023 [Payment Vouchers](#)
 - C. Unfinished Business
 1. [2024 Budget](#)
 - a. Cost of Living Adjustment (COLA) for 2024: Approval Recommendation
 - b. Adopting a 2024 Final Budget and Certifying It to the Board of County Commissioners ([Resolution No. 23-04](#)): Approval Recommendation
 - c. Authorizing 2023 Property Tax Levy Increase for Collection in 2024 ([Resolution No. 23-05](#)): Approval Recommendation
 - d. Levying the Regular Property Taxes for SCLD for Collection in 2024 ([Resolution No. 23-06](#)): Approval Recommendation
 - e. Board Direction to Staff
- 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 three (3) business days in advance of the meeting by calling 509-893-8200.

November 21, 2023

BOARD OF TRUSTEES MEETING MINUTES: October 17, 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 Deer Park Library, Tuesday, October 17, at 4:00pm.

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

Excused: None.

Also Present: Patrick Roewe (Executive Director), Doug Stumbough (Operations Director), Vinnie Davi (Video Production Specialist), Toni Carnell (Human Resources Director), Jason Link (Finance Director), Emily Greene (Administrative Services Manager), Kristy Bateman (Operations Manager), Alison Johnson (Librarian), and Jacob O’Doherty (Library Supervisor)

Via Zoom: Jane Baker (Communication and Development Director), and three (3) members of the public.

- | | |
|---|---|
| Call to Order
(Item I) | Chair John Craig started the meeting at 4:01pm and welcomed everyone in attendance. |
| Welcoming a New
Finance Director
(Item II) | Executive Director Patrick Roewe introduced the District’s new Finance Director Jason Link. The Trustees gave a special welcome to him. |
| Agenda Approval
(Item III) | Trustee Jon Klapp motioned and Trustee Robert Paull seconded the approval of the meeting agenda.

The motion was unanimously approved, there was no further discussion. |
| Public Comment
(Item IV) | There was no public comment. |
| Approval of
September 19, 2023
Regular Minutes
(Item V.A.) | Chair Craig called for corrections to the September 19, 2023 Regular Meeting Minutes. There were no corrections. The minutes stand as written. |
| Approval of
September 2023
Payment Vouchers
(Item V.B.) | Trustee Ellen Clark motioned and Vice Chair Jessica Hanson seconded the approval of the September 2023 Payment Vouchers as follows: |

Fund	Voucher/Payroll Numbers	Subtotal	Total
Sep - GF	061382 – 061471 and W001376 – W001395	\$707,629.59	\$707,629.59
	PR09082023 and PR09252023	\$488,683.97	\$488,683.97
		Total	\$1,196,313.56
CPF	9744 Ednetics wiring, fiber switches and install	\$3,149.29	\$3,149.29
	9745 Fatbeam Hub Move and Reconfiguration	\$854.40	\$854.40
	9746 Consulting Fess	\$3,088.10	\$3,088.10
	9747 Final Construction Invoice	\$60,034.39	\$60,034.39
		Total	\$67,126.18

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

**New Business
Public Hearing on
Authorized revenue
Sources
(Item V.C.1)**

Chair Craig called the Public Hearing on Authorized Revenue Sources to order at 4:04pm and called for public testimony. Finance Director Link presented The District’s sources of revenue and information on the tax levy. Property taxes and payments in lieu of property taxes, contracted city payments from the City of Airway Heights, and annexation mitigation payments for Moran Prairie from the City of Spokane comprise 96.9% of the projected 2024 budget revenue of \$18,003,000. All other revenue sources comprise 3.1%. There was no public testimony. Chair Craig adjourned the public hearing at 4:09pm.

**New Business
2023 Preliminary
Budget
Presentation
(Item V.C.2)**

Finance Director Link presented the 2024 budget. He summarized the development of the preliminary budget and reviewed revenue and expenditures changes between the 2024 projected budget and past budget years. Discussion ensued about the components of property tax levy, Medical Lake TIF allocation, proposed 4% cost-of-living-adjustment, and capital expenditures and transfers.

**New Business
Organizational
Memberships
Review
(Item V.C.3)**

Trustee Klapp motioned and Trustee Clark seconded to approve inclusion of the presented organizational memberships and associated expenditures in the 2024 General Operating Fund budget. Discussion ensued about how each membership benefits the District.

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

**New Business
Board Direction to
Staff
(Item V.C.4)**

By consensus, Trustees directed staff to go forward planning and completing the final 2024 General Operating and Capital Projects Funds budgets as discussed. Direction included for staff to budget an annual cost of living salary adjustment of 4.00%, in response to the August 2023 CPI-W and as prescribed by District Personnel Policy, HR03. Additional budget-related information requested by the

Board will be provided at the November meeting.

**New Business
Public Comment
During Board
Meetings Policy
(Item V.D)**

Executive Director Roewe presented to the Board a proposed Public Comment During Board Meetings Policy. He informed the Trustees this policy would codify current practices informally being followed. Discussion ensued about options for informing the public of expectations, and other revisions requested by Trustees. Vice Chair Hanson moved and Trustee Paull seconded the approval of the Public Comment During Board Meeting Policy as revised.

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

**New Business
Board of Trustee
Code of Conduct
Committee
(Item V.E)**

Executive Director Roewe presented to the Board the proposed formation of a Board of Trustees Code of Conduct Committee. Discussion ensued about what the committee's purpose and who should be appointed to the committee. Trustee Clark and Trustee Klapp volunteered to serve on the committee. Trustee Clark moved and Trustee Klapp seconded the approval of forming the Board of Trustees Code of Conduct Committee. Executive Director Roewe and Human Resources Director Toni Carnell will provide more information and materials at a future meeting.

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

**Discussion Items
(Item VI.A)**

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

There was no further discussion.

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

There were no Trustee reports.

**Executive Director
Report
(Item VII.B)**

In addition to the report provided prior to the meeting, Executive Director Roewe showed photos of the dumpster enclosure issue at the Spokane Valley Library. Discussion ensued about actions currently being taken to resolve the problem and future plans. He also informed the Trustees that the Public Libraries of Washington meeting was hosted at the Spokane Valley Library.

There was no further discussion.

**Operations Report
(Item VII.C)**

Operations Director Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for September 2023, with data for customer use measures, programming, and library activities. Discussion ensued about recent security incident reports and the change in hotspot reservations.

There was no further discussion.

**Fiscal Report
(Item VII.D)**

Finance Director provided a report of revenues and expenditures for September 2023 prior to the meeting.

There was no further discussion.

**Adjournment
(Item VIII)**

Chair Craig adjourned the meeting at 5:29pm. The next Board Meeting is scheduled for Tuesday, November 21 at the Argonne 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 October 31, 2023, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,209,463.81 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: October 31, 2023

SIGNED: 

TITLE: Finance Director

SIGNED: 

TITLE: Executive Director

GENERAL OPERATING FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000061472	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	19,229.76
0000061473	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,888.79
0000061474	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	137.00
0000061475	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	64.46
0000061476	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	249.40
0000061477	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	17,244.17
0000061478	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	48.96
0000061479	EPIGNOSIS LLC	ANNUAL SUBSCRIPTION: STAFF TRAINING SOFTWARE	3,123.14
0000061480	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,454.56
0000061481	THE FIG TREE	LIBRARY MATERIALS	150.00
0000061482	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	60.00
0000061483	KATHERINE M FREY	LIBRARY PROGRAMS	165.00
0000061484	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	772.24
0000061485	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	4,745.48
0000061486	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	3,262.48
0000061487	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	11,133.43
0000061488	K9 PEST DETECTIVES LLC	QUARTERLY SPRAY SERVICE	15,187.77
0000061489	LIBRARY IDEAS LLC	ONLINE BOOK CLUB ANNUAL SOFTWARE LICENSE	80.88
0000061490	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	12,601.02
0000061491	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	21,727.89
0000061492	PDQ.COM	SOFTWARE SUPPORT - INFO TECH	1,388.48
0000061493	TRACY L. PERKINS	LIBRARY PROGRAMS	150.00
0000061494	PLYMOUTH ROCKET, INC.	ANNUAL SUBSCRIPTION FOR TIXKEEPER SOFTWARE	1,800.00
0000061495	RAPID7 LLC	SOFTWARE SUPPORT - INSIGHTVM SUBSCRIPTION	4,212.63
0000061496	SIGNS FOR SUCCESS	ALUMINUM TRAIL SIGNS FOR OT AND DP	1,250.21
0000061497	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	299.62
0000061498	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,656.96
0000061499	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: SV, NS, New SV	3,557.70
0000061500	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	2,629.73
0000061501	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	994.65
0000061502	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,575.16
0000061503	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	480.25
0000061504	ALLIED FIRE & SECURITY BY VYANET	QUARTERLY ALARM MONITORING	5,814.83
0000061505	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	900.66
0000061506	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	613.40
0000061507	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	554.51
0000061508	COMIC BOOK SHOP	LIBRARY MATERIALS	99.46
0000061509	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	768.36
0000061510	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	3,000.00
0000061511	FAUCETS 'N STUFF PLUMBING	SPRINKLER BLOWOUT SERVICES	1,697.32
0000061512	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	199.24
0000061513	FABIOLA H HAMMOND	LIBRARY PROGRAMS	150.00
0000061514	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	10,183.81
0000061515	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	920.34
0000061516	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	228.48
0000061517	NATIONAL BARRICADE OF SPOKANE	BUILDING REPAIR & MAINTENANCE	114.35
0000061518	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	60.00
0000061519	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	13,637.88
0000061520	SPOKANE HARDWARE SUPPLY	BUILDING REPAIR & MAINTENANCE	12.27
0000061521	TARGET SYSTEM TECHNOLOGY, INC	ACCOUNTING SOFTWARE SUPPORT	280.00
0000061522	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	18,364.64
0000061523	WEST PLAINS CHAM. OF COMMERCE	ANNUAL DUES	500.00
0000061524	WICK ENTERPRIZES, LLC	ADVERTISING	1,881.00

0000061525	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	142.76
0000061526	ACCURATE STRIPING	RE-STRIPE PARKING LOTS: OT	270.99
0000061527	ANDRES ARAGONESES AGUADO	LIBRARY PROGRAMS	200.00
0000061528	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	928.60
0000061529	APS, INC.	POSTAGE METER SUPPLIES	818.93
0000061530	JOHN BLADEK	LIBRARY PROGRAMS	200.00
0000061531	ASA MARIA BRADLEY	LIBRARY PROGRAMS	200.00
0000061532	COLIN CONWAY	LIBRARY PROGRAMS	200.00
0000061533	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	501.91
0000061534	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	171.26
0000061535	EMPLOYMENT SECURITY DEPARTMENT	QUARTERLY UNEMPLOYMENT CLAIMS	1,857.91
0000061536	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	572.40
0000061537	HAPPY LAUNDRY	LINEN CLEANING	54.50
0000061538	HIGHER GROUND ANIMAL SANCTUARY	LIBRARY PROGRAMS	200.00
0000061539	CHRISTINE HOLBERT	LIBRARY PROGRAMS	200.00
0000061540	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	10,614.22
0000061541	INLAND PUBLICATIONS	LIBRARY PROGRAMS ADVERTISING	370.00
0000061542	GORDON S JACKSON	LIBRARY PROGRAMS	200.00
0000061543	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	4,136.26
0000061544	NATIONAL COLOR GRAPHICS	PRINTING - ENGAGE MAGAZINE	471.97
0000061545	NEXUS TRANSLATION SERVICES LLC	INTERPRETER SERVICES	35.00
0000061546	NOTRY PUBLIC PROGRAM	DUES AND FEES	45.00
0000061547	WENDY E OLESON	LIBRARY PROGRAMS	200.00
0000061548	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	12,638.33
0000061549	GUY L PACE	LIBRARY PROGRAMS	200.00
0000061550	MORGEN PETERSON	LIBRARY PROGRAMS	250.00
0000061551	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	522.72
0000061552	TRENT REEDY	LIBRARY PROGRAMS	200.00
0000061553	RAECHELLE SCOTT	LIBRARY PROGRAMS	200.00
0000061554	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	28.28
0000061555	SPRINGSHARE LLC	SOFTWARE SUPPORT - WEBSITE EVENT CALENDAR	2,198.00
0000061556	STANDARD PRINTWORKS	ADVERTISING/PRINTING	246.56
0000061557	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,365.35
0000061558	STATE AUDITOR'S OFFICE	ANNUAL AUDIT FEES	2,882.25
0000061559	SURGE COFFEE CO	LIBRARY PROGRAMS	618.55
0000061560	ABSOLUTE BACKGROUND SEARCH	MONTHLY EMPLOYEE BACKGROUND CHECKS	327.50
0000061561	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	780.74
0000061562	AVISTA UTILITIES	MONTHLY UTILITIES	6,959.94
0000061563	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	1,834.48
0000061564	ByWATER SOLUTIONS	SOFTWARE SUPPORT - CATALOG DISCOVERY LAYER	17,000.00
0000061565	CONSOLIDATED IRRIGATION DIST19	WATER - OT	72.96
0000061566	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	1,157.77
0000061567	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	183.19
0000061568	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	717.46
0000061569	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	103.30
0000061570	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	52.66
0000061571	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	5,036.55
0000061572	EDNETICS	MONTHLY VOICE & IT CAPITAL PROJECTS	9,931.21
0000061573	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	746.29
0000061574	HAZEL M LEWIS LIBRARY	ILL - LOST PAYMENT	16.86
0000061575	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	6,615.94
0000061576	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	2,528.12
0000061577	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	2,417.25
0000061578	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	23,181.68
0000061579	SOFTWARE ONE, INC	SOFTWARE SUPPORT	220.96
0000061580	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	896.72
0000061581	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,014.75
0000061582	HEATHER WOLLER	LIBRARY PROGRAMS	400.00
0000061583	WORLD BOOK, INC.	ELECTRONIC LIBRARY MATERIALS	11,920.00
W000001389	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	72,300.24
W000001390	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,036.44
W000001391	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,824.75
W000001392	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	51,468.78
W000001393	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	232.98
W000001394	ASSOCIATION OF WASHINGTON CITIES - VIMLY	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	107,356.63
W000001396	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	529.20
W000001398	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,036.44
W000001399	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	70,502.34
W000001400	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,142.25
W000001401	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	50,219.81
W000001402	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	196.34

W000001403	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	46.01
W000001404	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	100.00
W000001405	STATE OF WASHINGTON	B&O SALES AND USE TAX QUARTER 3	2,779.41
W000001406	DEPARTMENT OF LABOR & IND.	QUARTERLY LABOR & INDUSTRIES TAXES	20,022.76
W000001412	STATE OF WASHINGTON	PAID FAMILY MEDICAL LEAVE QUARTER 3	15,628.40
W000001413	STATE OF WASHINGTON	WA CARES QUARTER 3	10,007.58
Total Non-Payroll General Operating Fund			\$ 747,790.81

PAYROLL VOUCHERS

10102023 PP19	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #19	\$ 234,366.23
10252023 PP20	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #20	<u>227,306.77</u>

Total Payroll General Operating Fund \$ 461,673.00

TOTAL GENERAL OPERATING FUND \$ 1,209,463.81

CAPITAL PROJECTS FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
Total Capital Projects Fund			\$ -

Sep 2023/Oct 2023
Paid in Oct 2023
Voucher # 61522

Card Category	Amount
General Purchases	\$ 8,205.33
Maintenance	\$ 3,265.94
Travel	\$ 167.04
Acquisitions	\$ 4,752.40
Information Technology	\$ 1,546.96
Mobile Services	\$ 426.97
General Fund Purchases	\$ 18,364.64

Top Individual Charges

Amazon	Total all material purchases from Amazon	5,700.17
Davis Diesel	Repair to District pickup	1,951.15
Carusos Sandwiches	Meals for WA Library Director's conference	959.41
Mailchimp	Monthly Email Service	931.10
AmeraProducts	Child safety step for MP bathroom	861.72

2024 FINAL BUDGET UPDATE

Recommended Actions

Recommended action corresponding to each agenda item is included in each section, and stated here collectively for reference:

- a. Board motion to authorize the District to use a 4.00% cost of living adjustment per District Personnel Policy 3.15 for the 2024 Budget.
- b. Board motion to adopt Resolution No. 23-04 - Adopting the 2024 Budget and Certifying It to the Board of County Commissioners.
- c. Board motion to adopt Resolution No. 23-05 - Authorizing 2023 Property Tax Levy Increase for Collection in 2024.
- d. Board motion to adopt Resolution No. 23-06 - Levying the Regular Property Taxes for Spokane County Library District for Collection in 2024.
- e. Board Direction to staff

General Background

As stipulated by RCW 84.52.070 (2), it is the duty of the Board of Trustees to certify to the Spokane County Assessor's Office the amounts to be raised by taxation, and to file certified budgets on or before November 30, 2023.

Specific Background and Recommended Action by Item

Item IV.D.1.a: Cost of living Adjustment for 2024: Approval Recommendation

Background

The initial budget presented at the October regular meeting included a recommended annual cost of living adjustment of 4.00%, based on the August 2023 CPI-W year-over-year increase, as limited by District policy. The CPI-W is an all-U.S. urban wage earners consumer price index. The August CPI-W year over year increase is used by the state of Washington for establishing the annual adjustment to the state minimum wage. The minimum wage effective January 1, 2024, will increase from \$15.74 to \$16.28, an increase of 3.4%.

The budget presented for adoption includes the recommendation of a 4.00% cost-of-living adjustment. Stipulated in District Personnel Policy 3.15, the Board of Trustees has sole approval authority for any such adjustment from a minimum of 0% to a maximum of 4.00%.

Recommended action:

- **Board motion to authorize the District to use a 4.00% cost-of-living adjustment per District Personnel Policy 3.15 for the 2024 budget.**

Item IV.D.1.b: Adopting a 2024 Budget and Certifying it to the Board of County Commissioners (Resolution No. 23-04): Approval Recommendation.

Background

The General Fund Budget, Exhibit A to Resolution No. 23-04, has changed from the initial budget presented in October as follows:

	November Final Budget	October Preliminary Budget	Variance
REVENUES			
PROPERTY TAXES, BEFORE TIF	17,724,000	17,705,000	19,000
LESS TIF ALLOCATIONS	(184,000)	(165,000)	(19,000)
CONTRACT CITIES	480,000	463,000	17,000
FINES & FEES	45,000	20,000	25,000
E-RATE REIMBURSEMENTS	265,000	265,000	-
INTEREST, GRANTS AND OTHER	255,500	297,500	(42,000)
	<u>18,585,500</u>	<u>18,585,500</u>	<u>-</u>
EXPENSES			
SALARIES	8,510,600	8,510,600	-
PAYROLL TAXES & BENEFITS	2,863,400	2,862,700	700
LIBRARY MATERIALS	2,522,800	2,521,100	1,700
SERVICES	1,697,800	1,659,200	38,600
CAPITAL EXPENDITURES	370,000	420,000	(50,000)
UTILITIES & OTHER	910,900	851,900	59,000
TRANSFERS OUT	1,710,000	1,760,000	(50,000)
	<u>18,585,500</u>	<u>18,585,500</u>	<u>-</u>

Comments on the variances from the preliminary budget presentation at the October meeting are as follows:

REVENUES

PROPERTY TAXES, BEFORE and after TIF ALLOCATIONS

No change is proposed to property tax revenue from the initial budget. The District did receive the new valuations for state assessed property, which is the last remaining meaningful component of the 2024 tax levy. The levy amount generated from state assessed values did decrease slightly, but not by enough to change the final overall budgeted tax levy.

		Tax Levy Amount based on New Construction Values	Tax Levy Amount based on New State Assessed Values
Report "B/C"	9/26/2023	313,000	-
Report "D"	11/2/2023	313,000	-
Final	Jan-24	to be determined	to be determined

This November 2nd communication received from the County Assessor will be the last communication received from the Assessor’s office before the budget and levy request is due. Accompanying this message was the standard comment about the potential for future changes.

Please remember that the assessed values WILL change due to:

- *Processing of exemptions*
- *Tax appeals*
- *Corrections*

Lastly, these changes could be either increased or decreased, and there are provisions in the estimates used for the budget to address either result.

ALL OTHER REVENUES

Contract Cities – Spokane increased by \$17,000 based on the revised estimate of assessed value within the overlap area of the Library Capital Facilities Area (LCFA).

Fines & Fees increased by \$25,000 based on revised estimation of historical collections.

Interest, Grants and Other decreased by \$42,000 based on revised estimates of historical collections.

EXPENSES

- SALARIES: No change from the initial budget presentation.
- PAYROLL TAXES AND BENEFITS: See the table below for the major components of payroll taxes and employee benefits and changes in budget.

Payroll Taxes and Employee Benefits				
	November Final	October		
	Budget	Preliminary	Change	% Chg
	Budget	Budget		
FICA	651,200	651,200	-	0%
Medical, Dental, Vision	1,243,500	1,240,800	2,700	0%
Retirement	790,300	790,700	(400)	0%
Paid Family & Medical Leave	63,000	68,100	(5,100)	-7%
All Other	115,400	111,900	3,500	3%
Total	2,863,400	2,862,700	700	0%

Total medical, dental, and vision benefits are modestly increased for part-time staff that were previously not included.

Paid Family and Medical Leave decreased because the State of Washington announced in late October that the payroll tax rate will be decreasing from 0.80% to 0.74% of total paid salaries effective January 1, 2024. The District has opted to pay the employee contribution to the program in all previous years, and staff recommends that the District continues to do so. All Other includes an increase to account for unemployment claims that were previously not budgeted for.

- LIBRARY MATERIALS: Library materials are 14% of total tax revenues and the increase is due to the recalculation using the very latest estimates for property tax revenues.
- SERVICES: Total services have increased from the October initial budget presentation by \$38,600, due to an increase in facility and maintenance costs. Staff are proposing a 49.4% increase in the facility services and maintenance costs budget. In addition, staff are taking steps to address maintenance concerns at the buildings in 2024 budget. The increased maintenance costs are driven by the age of the mechanical systems and other infrastructure within the buildings.
- CAPITAL EXPENDITURES: Total capital expenditure has been reduced by \$50,000. The capital outlay budget is reduced to provide funding for operational needs. The table below shows the items included in the capital budget.

	2024 November Budget
CAPITAL EXPENSES	
TECHNOLOGY UPGRADES	100,000
BUILDING UPGRADES	100,000
WEBSITE UPGRADE	100,000
MINOR EQUIPMENT	70,000
	370,000

- **UTILITIES AND OTHER:** Utilities and other is \$59,000 higher, a significant increase due to changes in estimates for utilities and increases for Library Programs. Utilities were increased based on actual usage from opening the new Spokane Valley library and trending at other libraries. Library Programs were increased for programming related to Library of Things.
- **TRANSFERS OUT:** The transfer out to the debt service fund did not change from the October budget. The transfer out to the capital project fund decreased from \$650,000 to \$600,000. The decrease in the transfer out was necessary to fund capital expenditure in the General Fund.

The Capital Projects Fund Budget, Exhibit B to Resolution 23-04, follows Exhibit A.

The Capital Projects Fund exists to account for the financial resources that are restricted, committed, or assigned for the construction of capital facilities or other related capital assets.

The budget contains \$1 million in authorized expenditures with \$360,000 of identified projects. There is capacity for unplanned expenditures in the budget if required. The table below shows the items included in the capital budget.

	2024 November Budget
CAPITAL EXPENSES	
AR BOILER	110,000
DP HVAC	100,000
FACILITIES MASTER PLAN	150,000
	360,000

The Debt Service Fund Budget, Exhibit C to Resolution 23-04, follows Exhibit A and B at the end of this agenda item.

The Debt Service Fund exists to account for the financial resources that are restricted, committed, or assigned to expenditures for principal, interest, and related costs on general long-term debt.

The Debt Service Fund, accounts for the required principal and interest payments for the State of Washington Certificates of Participation, Series 2022B – the loan through the LOCAL program used to finance the Spokane Valley Library. Payment amounts are predetermined for this loan and are made twice a year: principal and interest payment on June 1, and interest only payment on December 1.

Staff will provide additional information regarding Exhibit B and Exhibit C during the meeting.

The full text of the resolution follows at the end of this agenda item (attachment #1).

Recommended action:

- **Board motion to approve Resolution No. 23-04 - Adopting a 2024 Budget and Certifying It to the Board of County Commissioners.**

Item IV.D.1.c: Authorizing 2023 Property Tax Levy Increase for Collection in 2024 (Resolution No. 23-05): Approval Recommendation.

Background

The second resolution authorizes a tax levy increase both in terms of dollars and percentage from the previous year, as required by RCW 84.55.120.

The full text of the resolution follows at the end of this agenda item (attachment #2).

Recommended action:

- **Board motion to approve Resolution No. 23-05 - Authorizing 2023 Property Tax Levy Increase for Collection in 2024.**

Item IV.D.1.d: Levying the Regular Property Taxes for Spokane County Library District for Collection in 2024 (Resolution No. 23-06): Approval Recommendation.

Background

The third resolution establishes the actual levy amount to be submitted to the Spokane County Board of Commissioners for collection in 2024. A Levy Certification form created by the Washington State Department of Revenue certifying the same levy amount as in the body of the

resolution will accompany the resolution when filed with the county legislative authority.

The full text of the resolution follows at the end of this agenda item (attachment #3).

Recommended action:

- **Board motion to approve Resolution No. 23-06 - Levying the Regular Property Taxes for Spokane County Library District for Collection in 2024.**

RESOLUTION NO. 23-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING THE 2024 BUDGET; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S 2024 BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington**

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, as follows:

WHEREAS, Spokane County Library District, Spokane County, Washington (the "District") is a rural library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington;

WHEREAS, RCW 27.12.210(4) requires that the Board of Trustees (the "Board") submit annually to the legislative body of the county a budget containing estimates in detail of the amount of money necessary for the District for the ensuing year;

WHEREAS, RCW 84.52.070 requires the Board to certify to the county legislative authority budgets or estimates of the amounts to be raised by taxation and to file such certified budget or estimates with the county legislative authority on or before the thirtieth (30th) day of November;

WHEREAS, RCW 84.52.025 requires that such budgets or estimates clearly indicate an estimate of cash balance at the beginning and ending of each budget period;

WHEREAS, a budget forms the basis for Board action required prior to November 30, pursuant to RCW 84.55.0101 and RCW 84.55.120, to authorize a property tax levy increase and to establish a levy limit factor for taxes to be collected;

WHEREAS, the Board has made a determination of funding necessary for normal 2024 maintenance and operation of the District, which is reflected in the 2024 Budget;

WHEREAS, pursuant to RCW 27.12.210(4) and RCW 84.52.020, the Board has determined to certify said 2024 Budget to the Board of County Commissioners of Spokane County.

NOW THEREFORE, IT IS HEREBY FOUND, DETERMINED AND ORDERED as follows:

Section 1: ADOPTION OF 2024 BUDGET

The Board adopts 2024 Budgets as follows:

General Operating Fund (001-661):	\$ 18,585,500
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Capital Projects Fund (008-661):	\$ 1,000,000
Debt Service Fund (005-661)	\$ 1,110,125

Section 2: CERTIFICATION OF 2024 BUDGET

The Board hereby certifies to the Board of County Commissioners of Spokane County the 2024 Budget (a copy of which is attached hereto as Exhibit A, B and C, and incorporated herein by reference), which includes estimates of the 2024 beginning and ending cash balances.

Section 3: EFFECTIVE DATE

This resolution shall be effective immediately upon its adoption and approval.

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, notice of which was given as required by law, held on this 21st day of November 2023.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe
Secretary to the Board of Trustees

Exhibit A

Spokane County Library District 2024 General Operating Fund Budget

REVENUES

PROPERTY TAXES	\$	17,724,000
LESS: TAX INCREMENT FINANCING AREAS (TIF'S)		(184,000)
CONTRACT CITIES - AIRWAY HEIGHTS		377,000
CONTRACT CITIES - SPOKANE		103,000
FINES & FEES		45,000
E-RATE REIMBURSEMENTS		265,000
GRANTS & DONATIONS		26,000
INTEREST REVENUES AND OTHER		229,500
TOTAL REVENUES BEFORE TRANSFERS		<u>18,585,500</u>

TRANSFERS IN

TOTAL REVENUES & TRANSFERS IN	\$	<u>18,585,500</u>
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EXPENSES

SALARIES	\$	8,510,600
FRINGE BENEFITS		2,863,400
SUPPLIES		193,100
UTILITIES, INTERNET & BROADBAND SERVICES		575,500
LIBRARY MATERIALS		1,697,800
ELECTRONIC LIBRARY MATERIALS		2,222,800
LIBRARY PROGRAMS		300,000
CAPITAL EXPENDITURES		142,300
TOTAL EXPENSES BEFORE TRANSFERS		<u>16,875,500</u>

TRANSFER TO DEBT SERVICE FUND 1,110,000

TRANSFER TO CAPITAL PROJECTS FUND 600,000

TOTAL EXPENSES & TRANSFERS OUT	\$	<u>18,585,500</u>
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NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	\$	<u>-</u>
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Estimated Beginning Fund Balance: January 1, 2024 \$ 8,000,000

Net Excess of Revenues over Expenses -

Estimated Ending Fund Balance: December 31, 2024 \$ 8,000,000

Exhibit B

Spokane County Library District 2024 Capital Projects Fund Budget

REVENUES

Proceeds from Capital Campaign Donations	\$	200,000
Transfers in from General Fund		600,000
Interest Income		30,000
TOTAL REVENUES	\$	830,000

EXPENSES

Construction Costs, Including Sales Tax	\$	800,000
Furniture, Fixtures and Equipment		200,000
TOTAL EXPENSES	\$	1,000,000

NET EXCESS OF REVENUES OVER (UNDER) EXPENSES

\$ (170,000)

Estimated Beginning Fund Balance: January 1, 2024	\$	4,350,000
Net Excess of Revenues over (under) Expenses		(170,000)
Estimated Ending Fund Balance: December 31, 2024	\$	4,180,000

Exhibit C

Spokane County Library District 2024 Debt Service Fund Budget

REVENUES

Transfer in from General Fund	\$	1,110,000
Interest Income		125
TOTAL REVENUES	\$	1,110,125

EXPENSES

State of Washington Certificates of Participation, Series 2022B

Payments of Principal	\$	765,000
Payments of Interest		345,125
TOTAL EXPENSES	\$	1,110,125

NET EXCESS OF REVENUES OVER (UNDER) EXPENSES

Estimated Beginning Fund Balance: January 1, 2024	\$	-
Net Excess of Revenues over (under) Expenses		-
Estimated Ending Fund Balance: December 31, 2024	\$	-

RESOLUTION NO. 23-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2023 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2024 AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane, Washington**

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, as follows:

WHEREAS, Spokane County Library District, Spokane County, Washington (the "District") is a rural county library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington; and

WHEREAS, the Board of Trustees (the "Board") of the District has met and considered its budget for the calendar year 2024; and

WHEREAS, the District's actual property tax levy amount from the previous year was \$17,214,543, and

WHEREAS, the population of the District is more than 10,000;

NOW THEREFORE, IT IS HEREBY FOUND, DETERMINED AND ORDERED as follows:

Section 1: DETERMINATION OF PROPERTY TAX LEVY INCREASE

The Board hereby determines that an increase in the regular property tax levy is hereby authorized for the 2023 levy to be collected in the 2024 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$188,146, which is a percentage increase of 1.093% from the previous year.

This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, any increase in the value of state-assessed property, any annexations that have occurred and refunds made.

Section 2: EFFECTIVE DATE

This resolution shall be effective immediately upon its adoption and approval.

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, notice of which was given as required by law, held on this 21st day of November 2023.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe
Secretary to the Board of Trustees

RESOLUTION NO. 23-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, LEVYING THE REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY DISTRICT FOR COLLECTION IN 2024 TO DISCHARGE ANTICIPATED DISTRICT EXPENSES AND OBLIGATIONS FOR THE 2024 CALENDAR YEAR; CERTIFYING SAID AMOUNT TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington**

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, as follows:

WHEREAS, Spokane County Library District, Spokane County, Washington (the "District") is a rural library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington;

WHEREAS, the District is authorized to levy not more than \$0.50 per thousand dollars of assessed valuation within limitations set forth in RCW Chapter 27.12.050;

WHEREAS, RCW 27.12.210(4) requires that the Board of Trustees (the "Board") submit annually to the legislative body of the county a budget containing estimates in detail of the amount of money necessary for the District for the ensuing year;

WHEREAS, RCW 84.52.020 requires the Board to certify to the county legislative authority, for the purposes of levying district taxes, budgets or estimates of the amounts to be raised by taxation on the assessed valuation of the property in the District and to make and file such certified budget or estimates with the clerk of the county legislative authority on or before the thirtieth (30th) day of November;

WHEREAS, the Board has determined an estimate of the amount of property tax funding necessary for normal 2023 maintenance and operation of the District, which is reflected in the 2024 Budget adopted by Resolution No 23-04;

WHEREAS, pursuant to RCW 27.12.210(4) and RCW 84.52.020, the Board has determined to certify said estimate of the necessary property tax levy amount to the Board of County Commissioners of Spokane County;

WHEREAS, the Board of Trustees (the "Board") gave proper notice of the public hearing held October 17, 2023, to consider the District's revenue sources for the 2024 current expense budget, pursuant to RCW 84.55.120;

NOW THEREFORE, IT IS HEREBY FOUND, DETERMINED AND ORDERED as follows:

Section 1: LEVY AMOUNT TO BE RAISED BY PROPERTY TAXES FOR THE 2024 GENERAL OPERATING FUND BUDGET

The Board hereby adopts a 2023 property tax levy for collection in 2024 in the amount of \$17,724,000.

Section 2: CERTIFICATION OF 2023 PROPERTY TAX LEVY

The Board hereby certifies to the Board of County Commissioners of Spokane County the 2023 property tax levy for collection in 2024.

Section 3: EFFECTIVE DATE

This resolution shall be effective immediately upon its adoption and approval.

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, notice of which was given as required by law, held on this 21st day of November 2023.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe
Secretary to the Board of Trustees

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: DECEMBER 2023 – JANUARY 2024**December 19, 2023: Argonne Library – (4:00pm)**

- Personnel Policies: Approval Recommendation
- 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

January 16, 2024: Argonne Library (tentative) – (4:00pm)

- Friends of the Library Polic: Approval Recommendation
- Procurement Policy: Approval Recommendation
- Volunteer Program Policy: Approval Recommendation
- Library Meeting Room Use Policy: Approval Rec

Special Meetings/Activities2023

TBD Trustee Candidate Interviews

2024May 17th Staff Day

EXECUTIVE DIRECTOR'S REPORT FOR NOVEMBER 2023

Finance – Jason Link

General Fund

Like last month, total general fund operating expenses before (81.26%) or after (78.36%) transfers remain well aligned with the total budget projected expenditure of 83.33%. 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 over budget due to the timing of larger scale single expenditures. It is anticipated that most of these lines will trend toward target by year's 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 12/1 is still outstanding.

Facilities Report

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

- Grounds maintenance by Greenleaf Landscape at Spokane Valley has started.

Human Resources – Toni Carnell

At the request of the Board Chair, HR reached out to other library HR Directors in the state to find out what their process for evaluating Executive Directors is. Most responses were in line with the District's current process. It is my recommendation that the current process continue.

Training

- A session of CPI Verbal Intervention training was held for new staff.
- AWC provided an Open Enrollment webinar, to review changes to plans and projected premium rates.
- New courses continue to be added to the learning management system and the training calendar.

Staff updates:

New hires:

- Public Services Technician

Promotions:

- Operations Staffing Specialist to Public Services Specialist

Transfers

-
- Public Services Technician to Collection Services Technician
 - Public Services Associate

Voluntary Demotion

- N/A

Separations:

- N/A

Communication & Development – Jane Baker

Communication

A variety of events received media attention in October. The announcement of Excel Adult High School was featured in the *Spokesman-Review* and on *Spokane Public Radio*. The new Start-Up Spokane website, a collaboration of the District and Spokane Public Library, was announced and received publicity from the *Spokesman -Review* and on *KHQ*, and the annual Spokane Is Reading event was featured in an article in *The Inlander*. *The Inlander* also mentioned the Spokane Writers Conference in multiple issues and in their *Health & Home* supplemental magazine. *KXLY's Good Morning Northwest* broadcasted live from North Spokane Library promoting the Halloween Costume Swap. At the end of the month, the *Deer Park Gazette* ran an article on the Deer Park Library's Silver Jubilee Celebration.

Development

Eleven additional pavers were engraved at Spokane Valley Library in October. The Development Department continues to seek additional sponsorships for Spokane Valley Library and is planning fundraising activities for 2024.

Operations - Doug Stumbough

For the month of October, a total of 62,229 customers visited our libraries in person, slightly up from 61,989 (0.4%) in September. The total number of 88,413 physical items borrowed by customers in the libraries was up from the 87,692 physical items borrowed in September (1%).

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:

One of our Excel Adult High School applicants sent this email to Public Services Manager Stacey Goddard after she provided an introduction and hand off with a counselor at SCC: *Stacey, you my dear are simply the best and truly went the extra miles for little ole me. I will forever be grateful for your support.*

A customer sent this email after working with our Tech Programming Specialist in the STCU Studio at Spokane Valley Library: *I was fortunate to meet Jeremy during the latter part of June 2023 in your previous library location. After your grand opening of the lovely [new] library, we continued working on our audio-visual project. I explained to him that I needed his assistance to guide me through a complicated process involving hundreds of slides transferring to a DVD venue with my personal narration. The job entailed selecting family slides saved from 1965-1966 (Swedish trip while visiting relatives and attending college in Sweden). Jeremy explained the importance of having a story line with my photos. After my laborious job of sorting through the hundreds of slides, he taught me to put them in sequential order using a flat transfer machine. Jeremy showed a remarkable sense of encouragement and ability to communicate with me all the while, as we progressed through the other stages of the project. I feel that because of his teaching plus audio visual skills, the disk (+ my narration) was completed on the 7th of August 2023, before my planned trip to Sweden. I thank Jeremy for his qualified expertise. He was instrumental in making my dream of sharing my disk of special memories to my Swedish cousins, come true... As a going-away present, I gave each family a copy of my disk. I thank Jeremy for his patience with me, plus his dedication to work and sharing his amazing audio-visual skills with the public.*

The Northwest Family Network hosted a Halloween party in the Diane E. Zahand Community Room at the Spokane Valley Library, with many families attending. As a thank you, the families sign a poster board and gave it to the library:



A customer who had previously experienced a medical issue while at the Spokane Valley Library returned to thank the Monday evening crew for remaining professional and calm with her and while on the phone with emergency services.

While getting a card for sisters of a little boy, a mom told North Spokane Public Services Associate Chris that when her son got his card, every morning for about a month after he got it, he would get up in the morning and put on the wrist band with his card and wave it around all excited and the rest of the family would get excited with him.

As Public Services Tech Mo was shelving books at Moran Prairie, a gentleman went out of his way to say that he appreciates all that they do.

At a checkout kiosk at Spokane Valley, an older man approached Public Services Specialist Melissa to tell her know the new building is "beautiful." A minute later, he returned and asked if he could "bug" her again. He said he was here today with his grandchildren, but years ago, it was his children he used to take to the old location. He said that over the years his kids racked up about \$200 in late fees, but the cost was well worth it. One of his children went to Stanford and the other went to MIT. They both still love the library, and now his grandchildren love it as well.

After a snippet of a recent podcast episode featuring North Spokane Librarian Corinne & Communications Specialist Erin talking about Spokane Is Reading was shared on TikTok & Instagram, a customer left this comment on the Instagram post: "You have the coolest librarians ever."

Cheney Librarian Crystal attended the Salnave Elementary Literacy Night and the Cheney Trunk or Treat event in the same week, where several people enthusiastically shared that they love the Cheney Library and staff for making the library a welcoming place.

While at a regular visit to an adult care facility, Mobile Services staff were approached by the activities director who expressed gratitude that they can come into the facility and provide books to their residents.

A customer came to the Argonne Library to close her account because she was moving. She said that out of all the places she has lived, the Argonne Library is the best one and that they always get her the books she wants.

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 October:
 - **Audiobook checkouts:**
 - *Fourth Wing* by Rebecca Yarros (237)
 - *Happy Place* by Emily Henry (92)
 - *Lessons in Chemistry* by Bonnie Garmus (70)
 - **Ebook checkouts:**

-
- *Fourth Wing* by Rebecca Yarros (82)
 - *Happy Place* by Emily Henry (76)
 - *Verity* by Colleen Hoover (66)
 - **Audiobook holds** as of November 1:
 - *Iron Flame* by Rebecca Yarros (302)
 - *The Woman in Me* by Britney Spears (168)
 - *Lessons in Chemistry* by Bonnie Garmus (121)
 - **Ebook holds** as of November 1:
 - *The Exchange: After The Firm* by John Grisham (169)
 - *The Woman in Me* by Britney Spears (138)
 - *Iron Flame* by Rebecca Yarros (122)
 - Popular **Adult Physical Book** titles October:
 - Checkouts:
 - *Lesser Known Monsters of the 21st Century: Stories* by Kim Fu (57)
 - *The House Across the Lake: A Novel* by Riley Sager (46)
 - *Tom Lake: A Novel* by Ann Patchett (33)
 - Holds:
 - *The Woman in Me* by Britney Spears (67)
 - *Fourth Wing* by Rebecca Yarros (21)
 - *Dirty Thirty* by Janet Evanovich (14)

Spokane Is Reading Presents Kim Fu

The 2023 Spokane Is Reading title selection was *Lesser Known Monsters of the 21st Century: Stories* by Kim Fu, an award-winning author residing in Seattle. Two free Spokane Is Reading presentations were held on Thursday, October 26th. The 1:00pm presentation at the Spokane Valley Library had 37 people in attendance, and the 7:00pm presentation at Spokane Public Library's Central Library saw an audience of 82. The author was very engaging, and both presentations were well received with audience members asking questions. Fu won the 2023 Washington State Book Award for Fiction for this short story collection. The book is available in physical and digital formats with District customers availing themselves of these options. The Spokane Valley presentation was filmed by the District's Video Production Specialist Vinny and can be found on the District's YouTube channel (<https://www.youtube.com/watch?v=Wv1ZRHrKomM>). Links can also be found on Spokane Is Reading's Facebook and Instagram accounts with acknowledgements and thanks to District staff and Kim Fu for the recording.

**COLLECTION MONTHLY REPORT
OCTOBER 2023**

	Select Transaction Count		
Physical Collection	YTD 2023	YTD 2022	CHANGE
Items Processed	44,431	46,975	-5%
Interlibrary Loan Total	5,266	5,154	2%
Overdrive			
Total Checkouts	795,365	695,447	14%
Total Holds	257,060	214,990	20%
hoopla			
Total Checkouts	35,498	29,408	21%
	Total Items in Collection		
Material Type	YTD 2023	YTD 2022	CHANGE
Print	309,446	310,371	0%
Nonprint	74,027	76,477	-3%
Overdrive	158,903	141,640	12%
Grand Total	542,376	528,488	3%

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.

Item awaiting resolution

The final outstanding item was resolved in early November: the gate on the dumpster enclosure was removed to accommodate the lift on the waste disposal truck.

Grant close-out

I received confirmation from the Washington State Department of Commerce that our \$2 million dollar Library Capital Improvement Program Grant contract is now closed. No further action is required from the District besides maintaining and operating the library for 10 years and maintaining all related records in accordance with state guidelines.

Final invoices

Staff anticipate final 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.

Due to a clerical error, the District had to resubmit the notice in early November. 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

The City of Airway Heights and the District have agreed to split the cost of an appraisal of the two parcels on which the Airway Heights Library is located. The appraisal should commence in November.

Electric Vehicle Charging Station Update

The installation of Avista’s grant-funded electric vehicle chargers at the Argonne and Spokane Valley Libraries is complete. The ACL2 chargers are available for customer use at both locations. Avista submitted site proposals for installation of ACL2 chargers at Otis Orchards, but work is yet to commence. They hope to complete it before the end of the year.

On a related note, the District has signed a letter of support for Avista’s application to a new round of E/V charger grants from the Washington State Department of Commerce. If Avista is awarded the grant, E/V chargers could be installed at the remaining locations not considered in this current grant: Medical Lake, Deer Park, and the Service Center.

Liberty Lake Regional Park Seasonal Lending Library Pilot Project Update

Parkside Books launched May 6th at the Liberty Lake Regional Park. With the park’s seasons at an end, Mobile Services staff removed the collection in October. The first summer saw very modest use, and staff look forward to continuing to work with Spokane County Parks Recreation and Golf on strategies to increase customer usage the second year of the pilot.

Moran Prairie Library Capital Facilities Area

As background, a Library Capital Facilities Area (LCFA) is the method Washington State law provides for funding a public library capital project through property taxes. The Moran Prairie LCFA was created and funded by Moran & Glenrose Prairie voters in 2003 to finance the construction for a new library to serve that area of the District. The 20-year bond is redeemed at the end of 2023.

The Board of County Commissioners (BoCC) serves as the governing body for the LCFA. Through an intergovernmental agreement between the LCFA and the District, District staff have prepared and submitted the LCFA's property tax and annual budget resolutions to the LCFA for adoption. As the bond is redeemed in 2023, no such property tax or budget is needed for 2024.

State law also provides that the LCFA may be dissolved by a majority vote of the governing body when all obligations under any general obligation bonds issued by the LCFA have been discharged. District staff have had initial discussions with County Staff regarding potential administrative steps necessitated by the retirement of the bond and what role, if any, the District Board of Trustees might have in those steps. We will provide an update once we have additional information.

Meeting with Secretary of State's Office

Along with other library district representatives, I met with Deputy Secretary of State Randy Bolerjack in early October. In addition to overseeing elections and other critical government functions, the Secretary of State's office (SOS) also oversees the Washington State Library, which includes services to libraries such as training opportunities and the administration of federal grant dollars for libraries. Discussion topics included intellectual freedom concerns and district-related elections. Additional information will be available at the meeting.

Upcoming Trustee Vacancy

The conclusion of Chair John Craig's second term will be December 31, 2023. As trustees are limited to two consecutive terms, the process for soliciting a replacement has been initiated with the Board of County Commissioners (BoCC). Chair Craig submitted a letter to inform the BoCC of the upcoming vacancy, which has been posted on the BoCC's website. Additional information will be available at the meeting.

OPERATIONS REPORT OCTOBER 2023

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- We kicked off the month with *Shred Day* at North Spokane and Spokane Valley. 269 people had their documents securely shredded during the event.
- Staff represented the District at the Access Spokane Job and Resource Fair. They talked with attendees about SCLD's job openings, helped folks sign up for job alerts, and shared information about library resources.
- We launched a new service on September 28th: *Excel Adult High School*. This online program allows adults aged 25 and older who live in our service area the opportunity to earn their high school diploma.
 - Eligible applicants are invited to complete a pre-requisite course, which they need to finish within two weeks and pass with a 70% or higher grade.
 - Once they do that, I interview the applicant and offer them a scholarship (seat license). Here's a summary of our applicants to date:
 - 36 applications received from 9/28 through 10/31.
 - Of those, 11 were not in our service area. The remaining 25 moved on to the pre-requisite course.
 - 12 of the 25 finished the pre-requisite course
 - Nine applicants have been interviewed and six scholarships awarded (assigned).
 - We're currently paying for the licenses out of the programming budget but hope to secure grant funding in the future.

Early Learning (Mary Ellen Braks)

- This month we had 73 storytimes with an attendance of 1,698. Our storytimes ranged in size from 3-59 attendees.
- For childcare visits we provided 48 storytimes to 654 children at 20 centers.
- The early learning team had their first early learning fellows meeting of the year at NEWESD (NorthEast Washington Educational Service District) 101. This is an opportunity to keep up to date on best practices in early learning and meet with teachers in our service area.

Education and Enrichment (Gwendolyn Haley)

- 7th Annual Spokane Writers Conference—183 people registered for two days of workshops. This was our first year of collaborating with Spokane Public Library to expand the conference.

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- Annular Solar Eclipse—93 people joined us on Oct 14th, to view the annular solar eclipse. Despite cloudy weather obscuring the event, families enjoyed learning about solar science, and preparing the crafts and activities. We debuted our new Sun Spotter telescopes, which will be made available in the Library of Things, along with our regular telescopes.
 - The STCU Studio at Spokane Valley has seen an increase in community use, including a local podcaster recording his weekly program and the Daughters of the American Revolution using it to record Veteran’s stories.
 - The Lab at North Spokane launched a program called *Fix-it Together* this month, to provide community members a chance to fix small appliances and household items with help from other community members. We are currently recruiting community members to help in this endeavor.
 - 1,182 people participated in programs this month. Highlights included annual favorite *Slightly Spooky Storytimes*, *Mushroom Foraging Walk*, and puzzle/game swaps.
 - 21 items from the Library of Things were checked out in October. The most popular items being the sewing machines, cameras, telescopes and the Fast Foto scanner.

Digital Projects and Resources (Carlie Hoffman)

- The first set of wireframes (a visual guide that represents the skeletal framework of a website) for the website redesign was presented to select managing staff to gather feedback. The Web Team then met to discuss feedback and offer comments to the design company.
- The catalog now allows customers to select their own expiration dates when placing holds.
- Staff began to review a trial for Value Line (investment and financial research) digital resource.

Information Technology (Patrick Hakes)

- I met with Jason, Aaron, and H & H Business Systems Inc (copier and printer vendor) to review options for maintaining library copiers and printers.
- The Spokane Valley Library’s parking lot camera is still not completed as there may be an issue with the fiber line that was pulled. Ednetics is working with the installer to get this resolved.

Mobile Services (Brianna Rukes)

- LINC has expanded its service area by adding one more stop: Riverside Elementary School.
- This month, LINC attended a Riverside High School football game against Deer Park, the Trick-or-Treat Trail in Cheney, and a Trunk-or-Treat event at Apple Valley Dental with a total attendance of 603. Visitors had the opportunity for a photo with our handmade Mystery Machine and Scooby-Doo character cutouts.

Library Reports**Airway Heights: Lesa Arrison**

- A customer was so pleased with the staff for finding a book she was looking for she said, “We should change the name to “The Airway Heights Inspiration Station Library”.
- At Airway Heights Trunk or Treat at Sunset Elementary School Christie interacted with over 1,000 people, handed out Engage, Fresh Sheets, and pencils.

Argonne: Stacy Loberg

- The *Slightly Spooky Celebration* brought in 24 attendees.
- The Friends of the Argonne Library held a successful October book sale.

Cheney: Jonathan Melcher

- LINC and I were at the Cheney Trick or Treat Trail this year and interacted with 242 people.
- Crystal interacted with 727 people at Cheney’s Trunk or Treat event on the EWU campus, she mentioned that while she was there, “several people told me enthusiastically that they love the Cheney library!”
- At the Salnave Elementary Literacy Night Crystal interacted with 270 people.

Deer Park: Jacob O’Doherty

- Librarian Alison and I attended Deer Park’s Pumpkin Lane celebration, and saw over 1,700 attendees while handing out Engage, Fresh Sheets, and “magic” color changing pencils.
- Alison gave a presentation of library services to the Chattaroy PTA, bringing our work to a new community.

Medical Lake: Cecelia McMullen

- Librarian Christie distributed 350 Engage at the Medical Lake Fall Festival. One family responded the next week, Engage in hand, to sign up for a library card and participate in *LEGO Free Play*.
- Numerous people affected by the Gray Fire discovered their election ballots were not forwarded. We were able to guide them in printing replacement ballots and signature sheets.

Moran Prairie and Fairfield: Caitlin Wheeler

- Four second-grade classes from Moran Prairie received library cards, participated in a storytime, and took library tours with librarian Danielle.
- Customers so enjoyed swapping puzzles at our *Jigsaw Puzzles and Board Games Swap* that we started an ongoing puzzle swap in our main collection.
- In Fairfield at the *Slightly Spooky Celebration*, we had a lively group that enjoyed the creativity and showing off their art.
- Danielle worked with the City of Fairfield, and they are now displaying upcoming library events on the city electronic reader board.

North Spokane: Brian Vander Veen

- This month, the North Spokane Library hosted two displays by local artists: a collection of Chinese ink paintings by Richard Bond and illustrated notebooks by Ari October.
- Librarian Rachel shared this anecdote from storytime: “A pregnant mom was talking to another mom in baby lapsit and complaining about a pregnancy symptom. The other mom told her that she might want to check with her doctor because that could be a sign of a certain condition. The pregnant mom checked with her doctor and did end up having the condition, which can cause complications for the mom and be life-threatening for the baby if not caught in time ... Baby lap-sit may literally have saved a life!”

Otis Orchards: Maggie Montreuil

- A local organization, Four Roots Farm, has asked to partner with OT to distribute no-barrier food boxes once a month. October was the first month, and over 100 food boxes (and just under 100 pumpkins) were distributed in two hours.
- *Slightly Spooky* brought in 18 attendees from five families, and every child was in costume.

Spokane Valley: Danielle Milton

- We hosted the annual *Writer’s Conference*, which saw over 235 attendees, many of whom were grateful to be able to attend such an event and visit our new library space.
- We continued to host tours of the new library for people ranging from children and school groups to adult community groups.

District-wide InformationSecurity Incident Reports

For October 2023, there were 30 Security Incident Reports filed. 17 more than last month, September 2023 (13) and six more than last year, October 2022 (24). North Spokane had the most incidents reported (13). The most frequently reported incidents related to General Code of Conduct Violations (12).

Public Use Measures

See next page for table.

October 2023

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	131,747	118,785		11%
Door count	62,229	65,618	655,194	0%
Items Borrowed	204,579	192,928	2,056,739	5%
• Airway Heights	2,116	2,217	23,992	8%
• Argonne	6,851	7,117	7,3807	-1%
• Cheney	6,127	6,439	66,365	-9%
• Deer Park	6,747	6,557	68,354	7%
• Fairfield	476	392	5,393	9%
• Medical Lake	1,990	2,467	22,749	1%
• Mobile Services	2,244	1,443	18,304	44%
• Moran Prairie	11,282	13,105	125,789	-10%
• North Spokane	22,410	22,762	233,606	-2%
• Otis Orchards	2,559	2,738	29,198	10%
• Spokane Valley	25,611	21,027	240,836	6%
• Digital	86,335	70,974	834,910	15%
• Totals	175060	158458	1749354	7%
Programs				
• Number	223	223	1,944	113%
• Attendance	7,999	6,874	50,022	81%
Internet Station Use (%)	28.7%	17.5%	25.5%	
Meeting room bookings	743	336	4,917	84%

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 Ten Months Ended October 31, 2023**

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
			Target 83.3%	
REVENUES				
PROPERTY TAXES	\$ 9,927,034	\$ 17,050,000	58.22%	\$ 7,122,966
CONTRACT CITIES - AIRWAY HEIGHTS	274,159	366,000	74.91%	91,841
CONTRACT CITIES - SPOKANE	50,273	86,000	58.46%	35,727
FINES & FEES	53,129	20,000	265.64%	(33,129)
GRANTS & DONATIONS	54,549	26,000	209.80%	(28,549)
E-RATE REIMBURSEMENTS	208,216	231,000	90.14%	22,784
LEASEHOLD & TIMBER TAX, REBATES, OTH	45,565	31,500	144.65%	(14,065)
INTEREST REVENUES	137,598	240,000	57.33%	102,402
TOTAL REVENUES	\$ 10,750,523	\$ 18,050,500	59.56%	\$ 7,299,977
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 10,750,523	\$ 18,050,500	59.56%	\$ 7,299,977
EXPENSES				
SALARIES	\$ 6,358,885	\$ 8,001,900	79.47%	\$ 1,643,015
FRINGE BENEFITS	2,191,328	2,781,000	78.80%	589,672
SUPPLIES	136,774	164,500	83.15%	27,726
UTILITIES	468,249	534,600	87.59%	66,351
SERVICES	1,272,651	1,483,200	85.80%	210,549
INSURANCE	83,509	97,000	86.09%	13,491
CAPITAL EQUIPMENT	304,510	420,000	72.50%	115,490
LIBRARY MATERIALS	1,867,152	2,200,300	84.86%	333,148
ELECTRONIC LIBRARY MATERIALS	189,681	250,000	75.87%	60,319
LIBRARY PROGRAMS	164,670	111,000	148.35%	(53,670)
TOTAL EXPENSES	\$ 13,037,410	\$ 16,043,500	81.26%	\$ 3,006,090
TRANSFERS OUT	1,107,000	2,007,000	55.16%	900,000
TOTAL EXPENSES & TRANSFERS OUT	\$ 14,144,410	\$ 18,050,500	78.36%	\$ 3,906,090
Net Excess of Revenues Over/(Under) Expenses	\$ (3,393,887)	\$ -		
BEGINNING CASH	8,134,444			
NET FROM ABOVE	(3,393,887)			
ENDING CASH	\$ 4,740,558			
Number of months cash on hand		3.5		