

MISSION

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Board of Trustees Regular Meeting

July 19, 2022 4:00 p.m. Cheney Library

PRELIMINARY AGENDA

Note: Members of the public can attend the meeting in person or remotely. To attend the meeting remotely via the internet: <https://sclcd-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. Remote attendance will be in listen-only mode.

Public comment may be submitted in writing via the following link and must be received by 12:00 noon, day of the meeting. To submit written public comment prior to the meeting, please go to <https://www.sclcd.org/connect/ask-board-of-trustees/>

- I. **CALL TO ORDER**
- II. **AGENDA APPROVAL [4:00]**
- III. **PUBLIC COMMENT**
- IV. **ACTION ITEMS**
 - A. Approval of June 21, Regular Meeting Minutes [4:03-4:04]
 - B. Approval of June 2022 Payment Vouchers [4:04-4:06]
 - C. Unfinished Business [4:06-4:20]
 1. New Spokane Valley Library Project Update
 2. 2022 Budget Update
 - a. Authorizing the Transfer of Funds from the General Fund to the Capital Projects Fund (Resolution No. 22-03): Approval recommendation.
 3. Easement for Electric Vehicle Charging Station (Moran Prairie Library): Approval Recommendation.
 - D. New Business [4:20-4:55]
 1. Fixed Assets Policy: Approval Recommendation.
 2. Spotlight – Mobile Services
- V. **DISCUSSION ITEMS, POSSIBLE ACTION [4:55-5:00]**
 - A. Future Board Meeting Agenda Items
- VI. **REPORTS**
 - A. Trustees [5:00-5:05]
 - B. Executive Director [5:05-5:15]
 - Administrative
 - Community Activities
 - C. Operations [5:15-5:20]
 - D. Fiscal [5:20-5:25]
- VII. **ADJOURNMENT**

[Estimated meeting length: One hour and twenty-five minutes, plus public comment.]

This meeting is barrier-free. If you require accommodation to participate in this meeting, please notify Spokane County Library District Administrative Offices in advance of the meeting by calling 509-893-8200.

07/13/2022

BOARD OF TRUSTEES MEETING MINUTES: JUNE 21, 2022

A regular meeting of the Board of Trustees of Spokane County Library District was held in person and via teleconference in the public meeting room at Otis Orchards Library, Tuesday, June 21, 2022, at 4:00 p.m.

Present: In Person and via Zoom Teleconference

- John Craig - Chair
- Kristin Thompson - Vice Chair
- Ellen Clark - Trustee
- Jessica Hanson - Trustee
- Jon Klapp - Trustee
- Patrick Roewe - Executive Director and Secretary

Excused: None.

Also Present: Jane Baker, Communication & Development Director; Kristy Bateman, Operations Manager; Toni Carnell, Human Resources Director; Patrick Hakes, IT Manager; Tammy Henry, Librarian; Rick Knorr, Finance Director; Briana Ruffing, Library Supervisor; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; Hannah Tilley, HR Associate; and Patty Franz, Executive Assistant.

Other Guests via Conference Call: Three (3).

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:00 p.m., and welcomed everyone in attendance.

Agenda (Item II.) Ms. Clark moved and Ms. Hanson seconded approval of the agenda. The motion was approved.

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

Approval of May 17, Regular Meeting Minutes (Item IV.A.) Mr. Craig called for corrections to the May 17 meeting minutes. There were no corrections; the minutes stand approved as written.

Ms. Hanson moved and Mr. Klapp seconded approval of the May 2022 bill payment vouchers as follows.

Approval of May 2022, Payment Vouchers (Item IV.B.)

Fund	Voucher/Payroll Numbers	Subtotal	Total
May - L01	59668-59800 and W001096-W001120	\$1,117,429.24	\$1,117,429.24
	05102022PR and 05252022PR	\$428,463.09	\$428,463.09
L01		Total	\$1,545,892.33
L02	9638 Modern Electric Water Co – Fee to provide electric service to new SV Library	\$36,959.78	\$36,959.78
	9639 HFC Services – (Owner’s Representative)	\$4,477.56	\$4,477.56

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**Approval of
May 2022,
Payment Vouchers
(Item IV.B.)**

	9640 Kilgore Construction – General Contractor Pmt. 1	\$372,119.09	\$372,119.09
	9641 Horrocks Engrs – Add'l boundary line adjustment work	\$600.00	\$600.00
	9642 Integrus Architecture – Pmt. 11 (New SV Library Design)	\$13,562.67	\$13,562.67
L02		Total	\$427,719.10

There was no further discussion.

The motion was approved.

**Unfinished Business
New SV Library
Project Update
(Item IV.C.1.)**

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE. Mr. Roewe reiterated project progress remains steady overall, led by general contractor Kilgore Construction. The first change order was approved in May, with no appreciable budget impact. Footings and foundations are currently being placed, with slab pours scheduled for July. Mr. Roewe said a second change order is anticipated, with more information forthcoming. He further expressed appreciation to IT Manager Patrick Hakes for installation of the stop-motion camera, and shared five-minute interval video footage of construction activity at the site. Discussion ensued among Trustees and staff about plans for the multi-phase park project. Mr. Roewe said although Phase 1 of the park project and completion of the library were planned to happen at the same time, delayed development of the park will not impact completion or opening of the library. Mr. Knorr further reported the final interest rate for the nine-year loan, following sale of the certificates of participation on June 8, was 2.47%. An amortization table will be available after the closing date, June 28, and shared at the July meeting.

There was no further discussion.

**New Business
Annexation of Cities
and Towns to the
District Policy
(Item IV.D.1.)**

ANNEXATION OF CITIES AND TOWNS TO THE LIBRARY DISTRICT POLICY. Mr. Klapp moved and Ms. Clark seconded approval of changes to the Annexation of Cities and Towns to the Library District policy, as suggested. Mr. Roewe reiterated the purpose of the policy is to set conditions under which the District may consider a request for annexation into the District by a municipality in Spokane County. Mr. Roewe further explained the background and process for annexation. Mr. Knorr distributed a handout regarding the \$5.90 aggregate limit proration order and explained the aggregate regular levy rate calculations for junior taxing districts, which are legislated at different levels. Using Airway Heights as an example, Mr. Knorr explained how annexation could impact costs. Mr. Roewe said although there are no annexations on the District's horizon, it was helpful to review the background.

There was no further discussion.

The motion was approved.

**New Business
Use of Video
Surveillance
Systems Policy
(Item IV.D.2.)**

USE OF VIDEO SURVEILLANCE SYSTEMS POLICY. Ms. Thompson moved and Ms. Hanson seconded approval of the new policy, Use of Video Surveillance Systems, as written. Mr. Roewe said the purpose of the policy is to outline the manner in which the District employs video surveillance systems and recorded digital video images to enhance the physical security of District customers, employees, and property, while protecting the privacy and confidentiality of District customers pursuant to state and federal laws. Mr. Roewe also stated the six-year retention period for records related to a documented security incident or investigation is compliant with state-issued requirements per the Local Government Common Records Schedule (CORE) 2.11. In response to Mr. Klapp's query, Mr. Roewe said all district-owned and managed properties will have security systems and LINC, the new Mobile Services truck, already has a system on board. The default will be to have maximum coverages as much as possible. In response to Ms. Clark's query, Mr. Roewe confirmed footage would be retained for all categories of incidents and would be held for law enforcement as well.

There was no further discussion.

The motion was approved.

**New Business
Personnel Policy
HR 06 – Code of
Conduct
(Item IV.D.3.)**

PERSONNEL POLICY HR06 – CODE OF CONDUCT. Ms. Hanson moved and Mr. Klapp seconded approval of revisions to Personnel Policy, HR06–Code of Conduct, as recommended. Mr. Roewe pointed out the HR06 revision is a companion to the Use of Video Surveillance Systems policy, which would authorize the District to use surveillance footage when necessary via the policy. He further said these new policies will be shared with employees, with a required follow-up confirmation of their understanding.

There was no further discussion.

The motion was approved.

**New Business
Overview –
Network Security
(Item IV.D.4.)**

DISTRICT NETWORK SECURITY OVERVIEW. IT Manager Patrick Hakes provided an overview via PowerPoint of network security for the District. Mr. Hakes reviewed a list of common attack vectors and provided further details regarding threats from compromised login credentials, insiders, ransomware, phishing, supply vendors, botnet brute-force attacks, and unpatched vulnerability. He further reported the methods of mitigation used by the District, which includes technological methodology and ongoing staff education and biweekly training by email. In response to queries from Trustees, Mr. Hakes explained how the District would respond to a malware attack and the process to restore District systems.

There was no further discussion.

**Discussion Items,
Possible Action
Future Board
Meeting Agenda
Items (Item V.A.)**

FUTURE BOARD MEETING AGENDA ITEMS. Mr. Craig reviewed forthcoming agenda items for the next two months. The next meeting will be held at Cheney Library on July 19. Among other items, the agenda will include an update on the new Spokane Valley Library, one policy review, and an overview of Mobile Services.

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**Discussion Items,
Possible Action
Future Board
Meeting Agenda
Items (Item V.A.)**

There was no further discussion.

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

There were no reports or further discussion.

**Executive Director
Report, May 2022
(Item VI.B.)**

The Executive Director’s written report for May 2022 provided prior to the meeting included reports from Finance and Facilities, Communication & Development, Collection Services, Human Resources, Operations, and Community Activities. Mr. Roewe further reported a new state law was now in effect. Pursuant to RCW 9.41.305, open carry of firearms or weapons is prohibited during meetings of public agency governing bodies, such as city councils or Board of Trustees. In response to an uptick of security incident reports, walkthroughs and reviews of Spokane Valley and North Spokane libraries have been conducted by law enforcement and GoJoe Patrol visits will be increased. To prevent further escalation of facility misuse and to keep a safer environment for District employees and customers, restrooms are now lockable at Spokane Valley and shrubbery will soon be trimmed or removed. In response to queries, Mr. Roewe said misuse of facilities has increased since pre-pandemic security incident levels and continues to escalate. Training is ongoing for staff to help manage these situations and all necessary tools will continue to be provided going forward. While it is not the District’s intent to marginalize or discriminate, these steps are necessary to discourage anti-social behaviors that impact library operations.

There was no further discussion.

**Operations Report,
May 2022
(Item VI.C.)**

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for May 2022, with data for customer use measures, programming, and library activities. Mr. Stumbough had nothing further to report and there were no questions.

There was no further discussion.

**Fiscal Report,
May 2022
(Item VI.D.)**

Revenue and Expenditure Statement through May 31, 2022.

<u>Fund 001</u>	
Revenues	\$ 9,548,886
Expenditures	\$ 6,513,964
Ending Fund Balance	\$ 10,774,328
Fund Budget Expended	37.73%

Mr. Knorr had nothing further to report.

There was no further discussion.

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**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 4:48 p.m. The next Board Meeting is scheduled for Tuesday, July 19, 2022, at 4:00 p.m., in the public meeting room at Cheney 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 June 30, 2022, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,229,553.87 for the general fund and \$542,891.94 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: July 1, 2022

SIGNED: 
 TITLE: Finance Director

SIGNED: 
 TITLE: Executive Director

GENERAL OPERATING FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
59801	AVISTA UTILITIES	MONTHLY UTILITIES	8,594.37
59802	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	101.33
59803	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	316.57
59804	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,317.96
59805	EARTHWORKS RECYCLING,INC	RECYCLING: AR, NS, SV	155.50
59806	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	450.00
59807	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	1,688.14
59808	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	447.00
59809	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	23.89
59810	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	934.50
59811	UPS	SHIPPING	37.63
59812	CAL'S UPHOLSTERY	RE-UPHOLSTERING LIBRARY CHAIRS, 50% DOWN, QTY	2,700.00
59813	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	140.00
59814	SPOKANE COUNTY PARKS, RECREATION AND GOLF	SPECIAL EVENT PERMITS FOR PROGRAMS	350.00
59815	***Void Check***	***VOID CHECK***	
59815	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	16,936.46
59816	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,084.43
59817	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	343.18
59818	CONSOLIDATED IRRIGATION DIST19	WATER - OT	22.00
59819	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	162.50
59820	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	615.59
59821	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	80.10
59822	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	159.39
59823	DELL MARKETING L.P. C/O DELL USA LP	PART FOR DOCKING STATION	156.79
59824	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,436.46
59825	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	43.34
59826	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,389.22
59827	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	1,199.96
59828	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	264.05
59829	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	24,394.94
59830	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	3,791.74
59831	MORNINGSTAR, INC	ELECTRONIC LIBRARY SERVICE	3,763.00
59832	NATIONAL COLOR GRAPHICS	PRINTING - ENGAGE MAGAZINE	9,196.33
59833	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS	47,896.69
59834	U.S. POSTAL SERVICE	POST OFFICE BOX RENEWAL/MED LAKE	130.00
59835	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,031.12
59836	SOLARWINDS, INC.	ANNUAL SOFTWARE SUPPORT	374.62
59837	CYNTHIANNA SPARRE	REFUND OF LOST ITEM FEE	10.00
59838	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	318.01
59839	THE SPOKESMAN-REVIEW	NEWSPAPER ADVERTISING	1,098.34
59840	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	321.19
59841	STATE PROTECTION SERVICES INC	MOBILE AFTER HOURS SECURITY: SV, NS	738.00
59842	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	1,512.07
59843	UPS	SHIPPING	45.24
59844	KEIKO VON HOLT	LIBRARY PROGRAMS	150.00
59845	WITHERSPOON BRAJICICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	2,959.39

59846	ALLIED FIRE & SECURITY BY VYANET	QUARTERLY ALARM MONITORING	2,543.33
59847	ALLSTREAM	MONTHLY SIP, DID, LONG DIST PHONE SERVICE	444.13
59848	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,249.35
59849	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	63.52
59850	CONTROL SOLUTIONS NW, INC	HVAC CONTROL INSTALL PROGRESS PAYMENT	6,103.85
59851	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	48.74
59852	THE FIG TREE	LIBRARY MATERIALS	150.00
59853	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	10,083.64
59854	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	665.68
59855	JO-ANN STORES, LLC	CREATIVE BUG ANNUAL SUBSCRIPTION	6,523.00
59856	MW CONSULTING ENGINEERS, PS	ENGINEERING SERVICES, HVAC CONTROLS PROJ	3,162.50
59857	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
59858	POWER CITY ELECTRIC, INC	SECURITY PROJECT PAYMENT #2	67,600.00
59859	SCRAPS SPO CNTY REGIONAL ANIMAL PROTECTION SERVI	LIBRARY PROGRAMS	225.00
59860	SPECTRUM	INCOL WORKSHOP PRESENTER FEE	1,200.00
59861	SPOKANE HARDWARE SUPPLY	BUILDING REPAIR & MAINTENANCE	8.73
59862	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
59863	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	714.95
59864	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,277.78
59865	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	261.85
59866	SECRETARY OF STATE	TRADEMARK REGISTRATION	55.00
59867	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	17,543.45
59868	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	181.81
59869	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	561.24
59870	EBSO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	144.54
59871	EDNETICS	CHARGING CARTS FOR CHROMEBOOKS, MANAGED VC	16,658.32
59872	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	204.12
59873	FABIOLA H HAMMOND	LIBRARY PROGRAMS	50.00
59874	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	10,430.18
59875	KIDS NEWSPAPER	ADVERTISING	800.00
59876	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	4,924.66
59877	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS	18,709.67
59878	POWER CITY ELECTRIC, INC	SALES TAX ON SECURITY PROJECT, PMT #2	5,883.40
59879	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	474.80
59880	PROQUEST LLC	ELECTRONIC LIBRARY SERVICES	15,193.31
59881	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	832.00
59882	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	479.05
59883	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	95.33
59884	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,453.33
59885	WICK ENTERPRISES, LLC	ADVERTISING	906.12
59886	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	10,685.75
59887	ALEX ZERBE ENTERTAINMENT LLC	LIBRARY PROGRAMS	5,000.00
59888	ANN E. ALLEN, ATTORNEY AT LAW, LLC	LEGAL SERVICES	4,500.00
59889	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	454.07
59890	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	22.32
59891	CONCEPTION ABBEY AND SEMINARY COLLEGE	LOST ILL ITEM FEE	16.50
59892	DYMAXION RESEARCH LTD.	SCHEDULING SOFTWARE, ANNUAL LICENSE RENEWAI	750.00
59893	EDNETICS	STANDARD CISCO DUO ACCESS SOFTWARE	5,602.36
59894	ERIC HERMAN ENDRES	LIBRARY PROGRAMS	5,775.00
59895	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	937.50
59896	THE FIG TREE	LIBRARY MATERIALS	310.00
59897	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	299.45
59898	KANSAS CITY PUBLIC LIBRARY	REIMBURSEMENT PMT RECEIVED IN ERROR, REFUND	2,080.00
59899	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	1,764.17
59900	NEXUS TRANSLATION SERVICES LLC	INTERPRETER SERVICES	35.00
59901	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	57.00
59902	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	575.13
59903	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	26.10
59904	STANDARD PRINTWORKS	ADVERTISING/PRINTING	40.34
59905	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	3,137.16
59906	SEAN WAGNER	REFUND OF LOST ITEM FEE	6.20
59907	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	140.24
59908	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	851.38
59909	CHENEY EVENTS ASSOCIATION	CHENEY PARADE ENTRY FEE	25.00
59910	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	1,211.51

59911	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	8,952.74
59912	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS	12,913.66
59913	ANNETTE PARE	REFUND OF LOST ITEM FEE	7.00
W000001121	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,241.36
W000001122	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	73,866.59
W000001123	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,892.25
W000001124	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	53,196.84
W000001125	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,929.75
W000001126	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,241.36
W000001127	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	69,644.73
W000001128	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	51,466.80
W000001130	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	28.98
W000001131	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	40.29
W000001132	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	103.85
W000001133	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY MEDICAL, DENTAL, VISION & LIFE INS	97,601.07
W000001134	DEPT OF LICENSING - WASHINGTON STATE	EMPLOYEE BACKGROUND/DRIVING RECORD CHECK	26.00

Total Non-Payroll General Operating Fund \$ 770,663.17

PAYROLL VOUCHERS

06102022 PP11	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #11	\$ 237,304.70
06252022 PP12	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #12	<u>221,586.00</u>

Total Payroll General Operating Fund \$ 458,890.70

TOTAL GENERAL OPERATING FUND \$ 1,229,553.87

CAPITAL PROJECTS FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
9638	GEOENGINEERS, INC	ADDITIONAL EARTHWORK SITE TESTING	5,548.15
9639	HAMMOND FACILITY CONSULTING SERVICES	OWNERS REP SERVICES: Monthly	5,133.20
9640	INTEGRUS ARCHITECTURE	ARCHITECT FOR NEW SV LIBRARY: Monthly	26,551.50
9641	INTERMOUNTAIN MATERIALS TESTING	SPECIAL INSPECTIONS AND TESTING	2,810.16
9642	KILGORE CONSTRUCTION INC	GENERAL CONTRACTOR FOR NEW LIBRARY, Monthly	<u>502,848.93</u>
Total Capital Projects Fund			\$ 542,891.94

**May 2022/June 2022
Paid in June 2022
Voucher # 59867**

Card Category	Amount
General Purchases	\$ 8,537.54
Maintenance	\$ 2,769.93
Travel	\$ 43.56
Acquisitions	\$ 4,570.10
Information Technology	\$ 1,009.11
Mobile Services	\$ 613.21
General Fund Purchases	\$ 17,543.45

Top Individual Charges (>\$350)

Zome	Summer Reading T-Shirts, 185	3,151.46
Premier Linens	Logo Table Runners & Table Cloths, 12 each	1,840.83
Tire Rama	New Tires on Maintenance Truck	985.34
Staples	Document Printing, Programs	880.80
Amazon	Library Materials	779.73
Mailchimp	Monthly Email Service	762.30

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE

LOCAL Program update

District staff were notified on June 28, 2022, that the Office of the State Treasurer successfully closed on the issuance of the 2022B series of Certificates of Participation (the financial instrument used by the program, similar in form and function to a bond), financing the District's LOCAL Program request. The total proceeds were subsequently deposited into a Local Government Investment Pool (LGIP) account and are available for construction-related costs at present.

As previously reported, the District's first payment, for interest only, will be due in December 2022. The first full payment of principal and interest will be due in one year, June 2023.

Finance Director Rick Knorr will provide additional information at the meeting, including the amortization schedule for the District's loan.

Construction activity update

Project progress remains steady overall, with work led by general contractor Kilgore Construction Inc. (KCI), within or ahead of schedule.

The footings and foundations are all being placed without any substantial difficulties. Underground utility work is being installed, and the building's slab pours will commence the week of July 17, 2022.

There are 16 changes being priced and negotiated at this time that will likely become part of Change Order #2. As of the end of June, we have used only about 0.25% of our contingency. Starting with our initial design team interviews, we have generally discussed a likely contingency of 2.5 to 5% of the total construction as a reasonable estimate of change orders. The percentage to date (0.25%) is encouraging, because we are essentially "out of the ground," which is a major milestone on building projects, representing a significant portion of the extra cost risk exposure.

City of Spokane Valley MOU update

Status is the same as reported last month. Executive Director Patrick Roewe met with City Manager John Hohman to discuss the status of the MOU on June 10, 2022, with no new information available as of this writing.

As previously reported, District staff are collaborating with District legal counsel and city of Spokane Valley staff on the draft MOU with the City for the City's \$1.3 million contribution to the library project, as defined in the 2012 Interlocal Agreement, as amended. This amount includes the ~\$840,000 paid by the District to the City for the site, as well as ~\$460,000 for other joint site improvements.

As stipulated in the agreement, these contributions are limited to frontage and/or joint site development elements, such as the parking lot, sidewalks, and other shared amenities. The street-widening and curb installation work performed by the City along Herald Road (the western border of the library property) in the summer of 2021 is one element of that contribution already completed.

Boundary Line Adjustment update

We received confirmation from the District's legal counsel on June 30, 2022, that the deeds of transfer and associated real estate excise tax affidavits previously signed by District staff had been signed by the city of Spokane Valley (CoSV) and subsequently filed with the Assessor's Office.

As background: In December 2021, the Board of Trustees approved a boundary line adjustment (BLA) in collaboration with the city of Spokane Valley (CoSV). As reported previously, the District was informed that the Spokane County Assessor' Office is requiring deeds of transfer for the portions of the parcels that were swapped between the District and CoSV. The District contracted with the engineering firm that did the initial work on the BLA to create legal descriptions for the two transferred portions. Those descriptions were provided to the District's and CoSV's attorneys, who subsequently drafted the deeds.

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

Authorizing the Transfer of Funds from the General Fund to the Capital Projects Fund (Resolution No. 22-03)**Background**

The Board of Trustees approved the 2022 Budget via Resolution 21-03. This budget included a transfer from the General Fund to the Capital Projects Fund in the amount of \$2,000,000, for the purpose of increasing funding for the new Spokane Valley Library.

Staff recommend completing this transfer in July 2022, and have presented the following authorizing resolution. Once completed, this transfer, along with receipt of the proceeds from the financing from the LOCAL program in June 2022, will bring the total cash in the Capital Projects fund to approximately \$14,000,000, all ready and available for funding of construction.

The funding remaining now is the proceeds from the Washington State Department of Commerce Library Capital Improvement Grant, which currently is scheduled to be drawn down from the grantee near the end of this year, and the contribution from the city of Spokane Valley, which is not currently scheduled as of this writing.

Therefore, Resolution No. 22-03 is presented to authorize the budgeted \$2,000,000 transfer from the General Fund to the Capital Projects Fund. Staff recommends approval of this transfer.

Recommendation: Board motion to approve Resolution No. 22-03, authorizing the transfer of \$2,000,000 from the General Fund to the Capital Projects Fund.

RESOLUTION NO. 22-03

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND IN THE 2022 BUDGET; 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 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 (5) provides the Board of Trustees (the "Board") with exclusive control of the finances of the District;

WHEREAS, the Board adopted the final expenditure budget for 2022 through Resolution 21-03 for the General Fund and Capital Projects Fund;

WHEREAS, as part of that final expenditure budget for 2022, the Board has determined it is necessary to use a portion of the 2022 excess of revenues over expenses to increase the Capital Projects Fund for use in funding construction of the new Spokane Valley Library.

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

**Section 1: TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE
CAPITAL PROJECTS FUND**

The Board hereby authorizes and directs that \$2,000,000 of the General Fund balance be transferred to the Capital Projects Fund.

Section 2: EFFECTIVE DATE

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



Agenda Item IV.C.2.a.

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 19th day of July 2022.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe
Secretary to the Board of Trustees

Easement for Electric Vehicle Charging Station (Moran Prairie Library)**Background**

As previously reported, Master Site Agreements have been signed among the District, Avista Corporation (Avista), and the Spokane Regional Transportation Council (SRTC) for the first phase installation of Electric Vehicle Supply Equipment (EVSE), the electric vehicle charging stations proposal the Board of Trustees approved in May 2021. SRTC is a party to the agreements as the recipient of a federal grant that is contributing funds to EVSE projects throughout the region.

The first DC fast charging (DCFC) stations will be installed at the Moran Prairie Library. District staff have collaborated with Avista to finalize installation location and timeline.

Staff recommend approval of the easement agreement, as it authorizes access for Avista to install and provide this electric vehicle charging service to District customers. Approval of this agreement would authorize staff to sign on behalf of the District.

This easement agreement has been reviewed by the District's legal counsel.

Following is the draft easement agreement for the DCFC charger at the Moran Prairie Library.

Recommended Action: Board motion to approve the Easement for Electric Vehicle Charging Station to Avista Corporation for the Moran Prairie Library.

Return Address:

Avista Corporation-LuAnn Weingart
Real Estate Department MSC-25
P.O. Box 3727
Spokane, Washington 99220-3727

**EASEMENT FOR ELECTRIC VEHICLE
CHARGING STATION**

For Mutual Benefits and Good Consideration, the receipt of which is hereby acknowledged, **Spokane County Library District**, (“Grantor”) hereby grants, conveys and warrants to **AVISTA CORPORATION**, a Washington corporation, (“Grantee”), a perpetual exclusive easement on, over, under, along and across real property identified as Assessor Parcel # **34044.0151** located in the Southeast Quarter of Section 4, T. 24N, R. 43E W.M., Spokane County, State of Washington, legally described as:

Tract 7, Block 8 and the east 98.45’ of Block 13 of Moran Orchard Tracts, except road.

EASEMENT AREA. The portion of the Property to which this easement applies is more specifically described as: an area approximately 30’ & 40’ X 120’ in the northeastern portion of Tract 7, as depicted in **EXHIBIT “A”** and attached hereto (the “Easement Area”), which is incorporated by reference into this easement.

1. **PURPOSE.** Grantee shall have the right to construct, reconstruct, operate, maintain, upgrade, repair, remove, relocate and replace one or more electric vehicle charging stations together with all related appurtenances, including, without limitation, all charging stations, electric lines, transformers, and related equipment that may be necessary or beneficial in the use thereof (“Facilities”) on, over, under, along and across the Easement Area.
2. **ACCESS AND DAMAGE.** Grantor grants to Grantee a right of ingress, egress and access to the Easement Area over and across the Property for the purposes stated above. The Grantee agrees to repair any damage, restore the affected area to its original or natural state, or compensate the Grantor for any damage to the Property as a result of such access.
3. **GRANTOR’S OBLIGATIONS.** Grantor agrees to keep the Easement Area clear of snow and/or debris, and to otherwise preserve and maintain the public’s ability to access the Easement Area via the Property. In addition, Grantor agrees to assist Grantee with reasonable requests for minor operational adjustments to the electric vehicle charging stations, including, without limitation, manually resetting on-site charging stations upon request of the Grantee; provided, however that Grantor shall not be required to engage in any operational adjustment activity that requires specialized skill or technical experience.
3. **CLEARING AND MAINTENANCE.** Grantee shall have the right to cut, trim and remove any brush, branches, landscaping and trees, including danger trees, within the Easement Area, that in the opinion of the Grantee could interfere with the safe and reliable operation of Grantee’s facilities or equipment or that could interfere with the exercise of Grantee’s rights as granted herein.

4. **USE OF THE PROPERTY AND EASEMENT AREA.** Grantor reserves the right to use and enjoy the Property, to the extent that such use does not conflict or interfere with the Grantee's rights herein. Grantor shall not construct, place or maintain any building, structure, fence or landscaping within the Easement Area without Grantee's written consent.

5. **PUBLIC PARKING.** Grantor currently maintains parking spaces within the Easement Area, which are available to the public free of charge. Grantor shall continue to maintain said parking spaces, without charge to the public.

6. **INDEMNITY.** Grantee agrees to indemnify and hold harmless Grantor, its employees, agents, guests and invitees from damage to property and personal injury to the extent caused by Grantee's negligence or willful misconduct in the exercise of its rights herein, provided that Grantee shall not be liable for property damage or personal injury that is caused by the acts or omissions of Grantor, its employees, agents, guests and invitees or any other person.

7. **GRANTOR'S WARRANTY.** Grantor warrants and represents that Grantor has the unrestricted right to grant this easement and the rights described here.

8. **SUCCESSORS AND ASSIGNS.** The rights granted in this easement run with the Property and shall be binding upon and benefit the parties and their respective successors, heirs and assigns.

DATED this day of _____, 2022.

GRANTOR(S): SPOKANE COUNTY LIBRARY DISTRICT

Patrick Roewe- Executive Director

STATE OF WASHINGTON)
) ss.
 COUNTY OF)

I certify that I know or have satisfactory evidence that **PATRICK ROEWE** is the person who appeared before me, and said person acknowledged he signed this instrument, on oath and stated he is authorized to execute the instrument on behalf of **SPOKANE COUNTY LIBRARY DISTRICT as EXECUTIVE DIRECTOR**, and to be the free and voluntary act and deed of such party for the uses and purposes stated in the instrument.

 Signature

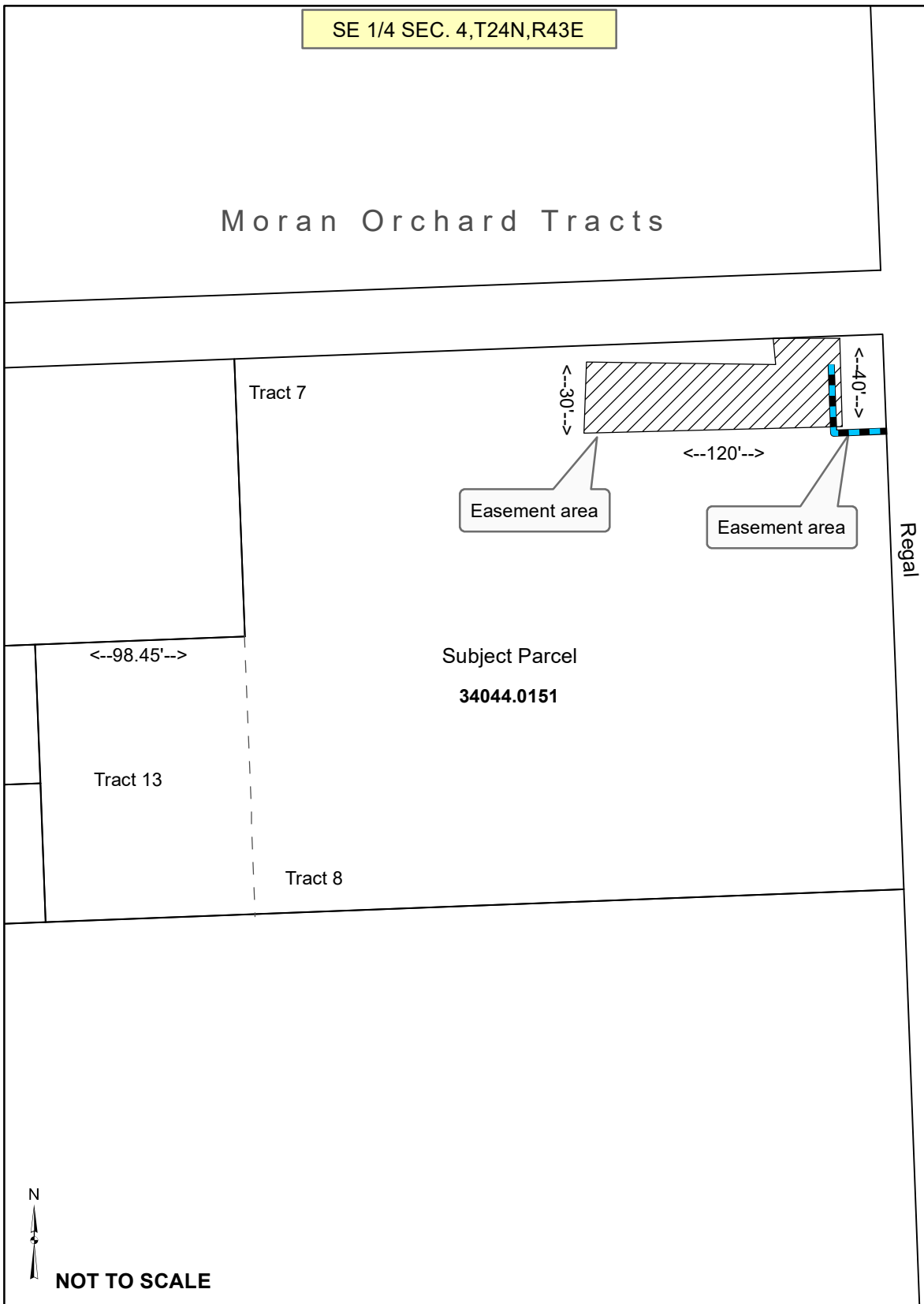
 Print Name

Notary Public for the State of _____
 Residing at _____
 My Commission Expires _____

Exhibit "A"

SE 1/4 SEC. 4, T24N, R43E

Moran Orchard Tracts



FIXED ASSETS**BACKGROUND**

The purpose of the Fixed Assets policy is to define a fixed asset, to provide general guidelines for the record keeping and safekeeping of those items defined as fixed assets, and to provide rules for the disposal of the same assets once their usefulness to the District has been fulfilled.

No change is proposed for the basic definition of a fixed asset. The dollar per item threshold of \$5,000 is common in many local governments of similar size and is a basic recommendation by the State Auditor's Office.

No change is proposed to the definition of a controlled asset. The thresholds of between \$300 and \$5,000 for the most sensitive and portable items, and from \$1,000 to \$5,000 for all others, are taken directly from policies used by similar entities within the state and are acceptable to the State Auditor's Office.

Historically, the District purchases few capital assets. The District does purchase controlled assets every year, and the dollar amount thresholds remain valid for the current level of District operations.

References to "nominal" value have been removed as it is not a statutory term.

Regarding the disposition of surplus assets, the word donate has been removed in this version. The gift of public funds prohibition within the state constitution make donations generally prohibited, and although donations of property to another public governmental entity is allowable, it seems best to remove the term donate from the policy to avoid misinterpretation.

The recommended revisions have been reviewed by the District's legal counsel.

Finance Director Rick Knorr will be available to answer any questions on the recommended policy.

Following are an edited copy of the current policy, with revisions indicated by strikethrough (removal) or underline (addition), as well as a clean copy of the recommended policy.

Recommended Action: Board motion to approve the revised Fixed Assets policy.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: FIXED ASSETS

APPROVAL DATE: 06/16/2014

REVISION DATE: ~~07/24/2020~~ 07/19/2022

RELATED POLICIES

Collection Development

Procurement

Gifts

STATUTORY REFERENCES: RCW 27.12.210, RCW 39.33.020, and RCW 39.33.070

Purpose

To provide criteria for the identification, inventory, safeguarding, and disposition of the District's fixed and controlled assets.

Fixed Assets

Fixed assets (or capital assets) are defined as all real property or personal property used for operations with an individual, per-unit cost of \$5,000 or more (including installation, accessories, sales tax, and shipping), with an estimated useful life of one (1) year or longer. Fixed assets may be purchased by the District or received as a gift.

Controlled Assets

Controlled assets are individual assets that do not meet the fixed assets threshold, but are considered particularly vulnerable to loss. Controlled assets have an estimated useful life of one (1) year or longer, and have a per-unit cost of:

- Between \$300 and \$5,000 for computer laptops, notebooks, and mobile devices.
- Between \$1,000 and \$5,000 for all other controlled assets.

Examples of controlled assets include, but are not limited to, desktop computers, printers, laptops, monitors, televisions, photography equipment, mobile devices, and server room equipment (servers, switches, routers, and uninterruptable power supplies).

Assets acquired by grant funds from other governmental agencies will be identified based on the requirements of the grantor. The Finance Office is responsible for meeting all requirements of grantors and bond covenants in regard to the purchase, use, and disposition of assets purchased with these funding sources.

Library Collections

Physical materials such as books, DVDs, CDs and other library collection materials intended for customer use are not considered fixed or controlled assets for the purposes of this policy.

Inventory

All fixed and controlled assets will be assigned a District property tag upon acquisition and listed in the District fixed and controlled assets inventory. A physical inventory of all fixed and controlled assets will be conducted by the Finance Office a minimum of once per year.

Protection, Safeguarding and Maintenance

The District is responsible for the safeguarding, custody, insurance, and maintenance of fixed and controlled assets. Responsibility for safeguarding and maintenance are assigned as follows:

- The manager of the location in which fixed assets and/or controlled assets reside is responsible for the maintenance and security of those assets.
- Information Technology (IT) is responsible for the protection, maintenance, and security of controlled assets such as computers, monitors, laptops and all server room equipment.

Disposition

When it is determined that a fixed, controlled, or other asset is no longer needed for the purposes of the District, the District will declare ~~these~~ that assets to be surplus. The Board of Trustees (Board) must approve the disposition of all fixed assets prior to the asset being removed from inventory as follows:

- Fixed assets with a value exceeding \$50,000 may be declared surplus only by resolution, following a public hearing in accordance with RCW 39.33.020.
- Fixed assets with a value between \$5,000 and \$50,000 may be removed from the inventory only by a motion of the Board.

Disposition of controlled and other assets with a value less than \$5,000 do not need formal approval by the Board, and they may be declared surplus and disposed of by the responsible manager.

Once an asset has been declared surplus, the District can remove the asset from inventory and may then sell, ~~donate~~ or dispose of the asset in the most efficient, cost-effective, and commercially reasonable manner.

~~Only assets having more than a nominal monetary value will be formally declared surplus.~~ Other assets ~~that are~~ determined by District employees to be obsolete, broken, or of ~~nominal or~~ no value for other reasons, may be disposed of in the most efficient and cost-effective manner upon approval of the responsible manager. Prior to disposal, items listed on the District assets inventory shall be removed from inventory and property tags shall be removed.

Board members and District employees are prohibited from purchasing or otherwise receiving any fixed or controlled assets in the disposition of surplus property.

Disposition of Library Materials

Surplus library materials with an estimated value in excess of \$1,000 shall be disposed of at a public auction in accordance with RCW 39.33.070(1). Surplus library materials with an estimated value of \$1,000 or less shall be sold in accordance with RCW 39.33.070(2).

Surplus library materials determined by District employees to have no value will be recycled, if possible, or otherwise ~~destroyed~~ discarded.

The Executive Director will establish administrative procedures necessary to implement this policy. Any appeal of an administrative action under this policy will first be made in writing to the Executive Director and then to the Board of Trustees.

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

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: FIXED ASSETS

APPROVAL DATE: 6/16/2014

REVISION DATE: 07/19/2022

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Once an asset has been declared surplus, the District can remove the asset from inventory and may then sell or dispose of the asset in the most efficient and cost-effective and commercially reasonable manner.

Other assets determined by District employees to be obsolete, broken, or of no value for other reasons may be disposed of in the most efficient and cost-effective manner upon approval of the responsible manager. Prior to disposal, items listed on the District assets inventory shall be removed from inventory and property tags shall be removed.

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The Executive Director will establish administrative procedures necessary to implement this policy. Any appeal of an administrative action under this policy will first be made in writing to the Executive Director and then to the Board of Trustees.

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

Spotlight – Mobile Services

Strategic Project Manager Amber Williams and Mobile Services Supervisor Danielle Marcy will provide an overview of the District's new Mobile Services Department, including vehicle acquisition, restoring pre-COVID services, and launching new services now that the LINC (Libraries in Neighborhoods and Communities) mobile library is on the road.

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: SEPTEMBER – OCTOBER 2022

August 16, 2022: Medical Lake Library – Canceled, effective 5/17/22

September 20, 2022: Fairfield Library - (4:00 p.m.)

- New Spokane Valley Library: Update
- Gifts Policy: Approval Recommendation.
- Naming and Recognition Policy: Approval Recommendation.
- Public Art in District Facilities Policy: Approval Recommendation.
- Personnel Policy: Approval Recommendation.
- Overview – Facilities: State of the Buildings
- Review the Performance of a Public Employee (RCW 42.30.110(1)(g))

Please send requests for agenda additions or changes to the Board Chair or Administrative Services Manager no later than Tuesday, Sept. 6, for inclusion in the preliminary agenda to be sent Sept. 7. Meeting packets will be mailed Sept. 14.

October 18, 2022: Spokane Valley Library - (4:00 p.m.)

- New Spokane Valley Library: Update
- 2023 Budget
 - Public Hearing on Authorized Revenue Sources
 - 2023 Preliminary Budget Presentation
 - Organizational Memberships Review
 - Board Direction to Staff

SPECIAL MEETINGS/ACTIVITIES

2022

Oct 10 All Staff Day, Tentative

EXECUTIVE DIRECTOR'S REPORT JUNE 2022

Business Office, Finance and Facilities – Rick Knorr

General Fund

Financial results are presented in the Revenue and Earnings Summary ending June 30, 2022.

Property Tax Collections

- Total tax collections remain at 56% collected, which aligns with expectations. Payments were received from our contracted city partners as scheduled.

Other Revenues

- Fines and fees as previously discussed have already exceeded what was a low and conservative budget.
- Grants and donations are over budget due to the third and final installment of \$20,614 for the Libraries Build Business grant. This was not budgeted in 2022, as payments were anticipated in December 2021.
- The North Spokane Library Friends group donated \$11,730 for audio visual and other items for use at North Spokane Library.
 - Other individual Friends groups made donations to support Summer Reading programs.

Total Expenses

- Total expenses before operating transfers at mid-point of the year are on target at 50.83% of budget. The only line item over the annual budget is insurance expense. This is because all insurance premiums are annual and paid early in the year, and there was an unanticipated extra cost of obtaining cyber insurance coverage. Insurance expense represents less than 1% of the budget and has minor impact on the total budget.

Capital Projects Fund

Resolution for the Operating Transfer to the Capital Projects Fund

- With total tax collections meeting expectations, staff recommended making the budgeted transfer of \$2,000,000 from the General Fund to the Capital Projects Fund in July, which will be facilitated via a resolution and a separate item on the meeting agenda.

Financing Update for the LOCAL Program

- Following successful completion of the financing for the new library building, the total proceeds of \$9,004,428 was deposited into the newly created LGIP account (Local Government Investment Pool) on June 28, as previously communicated, and will be available for construction-related costs immediately thereafter. A LGIP account is basically a money market account offered to all local governments in the state. It is managed by the State Treasurer's Office and is used for general fund operating purposes in circumstances where

the funds need to remain easily accessible. For reference, the Spokane County SCIP (Spokane County Investment Pool) accounts of which the District currently has all its available funds invested, is a fund managed by Spokane County and is similar in structure and purpose. It is available for all governmental entities within Spokane County.

- The first interest-only payment for the LOCAL Program loan is due December 1, 2022. The first full payment of principal and interest will be due on June 1, 2023.

Facilities Report

HVAC Controls Upgrade:

- The HVAC controls upgrade project will be complete when the control panel is received. The control panel is a key component experiencing a supply chain delay. The estimated delivery date is not known at this time.

Security Upgrade Project:

- The access control portion of the security project has been completed to the point where the project waits on only the card reader devices; however, the delivery date is not known at this time.
- The intrusion control/alarm system portion of the security project has progressed to the point where the first building can be converted and “brought up” on the new system, which is scheduled for July 18. An update on this installation will be provided at the meeting.

Clean Air Sensors

- The District was provided with 20 air quality monitoring sensors by the Spokane Regional Clean Air Agency to be installed inside and outside each library facility, except BookEnd). These sensors have all been installed and will be used to monitor air quality for potential operational impacts due to smoke during wildfire season.

Human Resources – Toni Carnell

Training

New courses continue to be added to the learning management system and training calendar. One session of New Employee Orientation was held.

Staff updates:

New hires:

- Public Services Associate Float - 1
- Public Services Technician - 1

Promotions:

- N/A

Transfers

- Public Services Associate – 2
- Public Services Associate to Public Services Associate Float– 1

Separations:

- Library Supervisor (AR)

Communication & Development – Jane BakerCommunication

June's promotion focus was all about Summer Reading and LINC (Libraries in Neighborhoods and Communities). This summer's reading theme is "Read beyond the beaten path" with ads and articles included in *The Valley Current*, *Kids Newspaper*, *The Fig Tree*, *Inlander*, and on *KXLY.com*. Articles about LINC appeared in *The Current* and the *Spokesman* newspapers.

Development

The Development Department has received a donation for the SV Campaign for bench naming rights from Integrus Architecture and a pledge from Safeco/Liberty Mutual Insurance adding a total of \$15,000 toward the \$1 million goal. The next Steering Committee meeting is set for August 2.

Operations - Doug Stumbough

For the month, a total of 63,293 customers visited our libraries and 98,128 physical items were borrowed by customers, an increase of 10% this month, compared to 89,088 in May (+9,040). The end of school and start of summer programming was likely the largest contributor to this uptick in usage.

Positive Interaction Reports

There are many instances where District staff, services, and programs impact our customers in sometimes small but encouraging ways. A few examples from June follow.

The teachers from Colbert Chapel Preschool delivered some chocolate to the North Spokane Library with a thank-you note that said, "Thanks so much for displaying our Colbert Chapel Preschoolers' artwork in your library. It's such a good way for families to enjoy our local libraries."

The Call Center received this web comment from a community member: "I love everything about Spokane district library! I'm happy there are community events. I feel community events are more important now than ever because of the social distancing everyone had in the past. The place is clean and quiet. It has a huge catalog including ebooks, no waiting to use the catalog or internet, printing, and super friendly staff. The only thing that could make it better is a crosswalk at Sprague and Perrine for the Valley Library; however, I understand this is something SCLD has no control over. Have a good day :)"

Librarian Crystal Miller shared this interaction from North Spokane: I just checked out a hotspot to a customer, and she said that when she says she doesn't have Internet, "people think I'm some sort of alien. People don't realize there's still some of us who don't have internet access." She said the hotspots are so, so helpful and appreciated from someone who does not have internet at home.

A customer at Moran Prairie explained how he's used the SPL South Hill Perry branch the whole time he's lived in Spokane, which is a long time. He went to visit the Liberty Park branch recently to pick up some holds, and they recommended us to him (since we are closer to him than that branch) and said we

are a really great library. He said he couldn't agree more and probably will continue to use Moran Prairie as his library, since he likes how holds are handled at SCLD and the great service he always gets here.

Collection Services – Andrea Sharps

Top Checkouts and Holds

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

- Popular **OverDrive** titles June:
 - **Audiobook checkouts:**
 - *Where the Crawdads Sing* by Delia Owens (72)
 - *The Last Thing He Told Me: A Novel* by Laura Dave (68)
 - *Dune* by Frank Herbert (53)
 - **Ebook checkouts:**
 - *Shadows Reel* by C.J. Box (54)
 - *Sparring Partners* by John Grisham (53)
 - *The Judge's List* by John Grisham (51)
 - **Audiobook holds** as of July 5:
 - *The 6:20 Man* by David Baldacci (81)
 - *Book Lovers* by Emily Henry (71)
 - *Where the Crawdads Sing* by Delia Owens (62)
 - **Ebook holds** as of July 5:
 - *Sparring Partners* by John Grisham (88)
 - *The Hotel Nantucket* by Elin Hilderbrand (67)
 - *Verity* by Colleen Hoover (64)
- Popular **Adult Physical Book** titles June:
 - Checkouts:
 - *The Book Woman's Daughter: A Novel* by Kim Michele Richardson (62)
 - *Book Lovers* by Emily Henry (58)
 - *The Recovery Agent: A Gabriela Rose Novel* by Janet Evanovich (37)
 - Holds:
 - *Sparring Partners* by John Grisham (49)
 - *Where the Crawdads Sing* by Delia Owens (32)
 - *The Hotel Nantucket: A Novel* by Elin Hilderbrand (26)

WSL's "Youth Booktalk Bonanza!" Webinar

Youth Collection Development Librarian Sheri Boggs and Public Services Manager Mary Ellen Braks were two of four speakers at the "Youth Booktalk Bonanza!" hosted by the Washington State Library on June 8. The purpose of this 90-minute webinar was to prepare library staff throughout the state for "the summer Reader's Advisory influx by hearing about a plethora of new and diverse picture books, chapter books, and teen books to recommend to your patrons." One hundred people attended this webinar in which Sheri and Mary Ellen were responsible for covering the picture books portion. The two of them did

a fantastic job preparing for and presenting this statewide webinar on the Summer Reading theme of “Read Beyond the Beaten Path” which was well received and appreciated by the attentive audience.

COLLECTION MONTHLY REPORT			
JUNE 2022			
	Select Transaction Count		
Physical Collection	YTD 2022	YTD 2021	CHANGE
Items Processed	27,236	24,579	11%
Interlibrary Loan Total	2,973	2,553	16%
Overdrive			
Total Checkouts	411,976	385,110	7%
Total Holds	125,319	120,295	4%
hoopla			
Total Checkouts	17,512	16,639	5%
	Total Items in Collection		
Material Type	YTD 2022	YTD 2021	CHANGE
Print	309,543	304,459	2%
Nonprint	76,520	77,240	-1%
Overdrive	138,128	119,271	16%
Grand Total	524,191	500,970	5%
NOTES: PRINT = Books and Periodicals			
NONPRINT = DVDs, CDs, Books on CD, and other media			
OVERDRIVE = Downloadable eBooks and Audiobooks			

Executive Director – Patrick Roewe

The majority of my focus this month was on the new Spokane Valley Library project, along with other agenda items for this month’s meeting. Brief updates on a few other items follow.

Visit with Washington State Librarian

I met with Washington State Librarian Sara Jones at the North Spokane Library on June 14, 2022. We discussed the ongoing impact of pandemic-related challenges and for public libraries throughout Washington state during the last two and a half years, along with the some of the initiatives on the horizon for the State Library. One of the key ways in which the District interacts with the State Library is

through its role of grant administrator for Library Services and Technology Act (LSTA) and other federal grant fundings intended for libraries.

Safety Improvements at North Spokane (NS) and Spokane Valley (SV)

In response to incidents to which staff have responded and staff input, a variety of safety and security improvement measures are in process:

- a.) Law enforcement walkthroughs: Recently site walkthroughs with local law enforcement (Spokane County Sheriff's Office and Spokane Valley Police) have taken place at both NS and SV to advise them of the uptick in suspicious and illegal activities and see if they had any suggestions. Both departments offered to do increased drive throughs of District parking lots when possible, which is appreciated.
- b.) Foliage removal: One recommendation was to reduce or remove bushes and other foliage around the buildings that can and have been attractive hiding places. That work has been completed at both locations.
- c.) Daytime exterior patrols by third-party security: In addition to increased law enforcement patrols of the areas, daytime exterior patrols of NS and SV will begin the first week of July by the private security company currently providing overnight patrols at those locations. These patrols will be scheduled to occur at random times during the day, but there will be an emphasis to do a patrol just prior to staff arriving each morning and during periods of higher activity.
- d.) Locking restrooms: Another recent change is the addition of locks to the public restroom doors at SV, both on the main floor and in the basement. This will allow staff to lock those bathrooms should a security or safety need require it. NS already has these locks in place.
- e.) Security cameras at SV & NS: Finally, with a new video surveillance policy approved in June, plans are in the works to install cameras in the lobby areas of NS and SV to help monitor both the main entry and entrances to the restrooms. There will also be a monitor and signage placed near the camera so customers can see that those areas are under surveillance. We are also looking to install a camera near the loading dock at SV, which seems to be an area of increasing activity. These are separate from the longer-term project, also currently in the works, to install cameras at all locations to monitor the building exterior and entrances, and would be redeployed as needed.

Operations Report June 2022

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- Librarian Sarah O'Hare and I, along with Library Supervisors Amy Fair, Autrey Jeske, Briana Ruffing, and Stacy Loberg, attended the 2022 WorkSource System Conference. This was an opportunity to learn more about our WorkSource system and the other Connection Site locations (Goodwill, YWCA, SCC, SFCC, and Spokane Public Library).
- SPL's Karen Nielson and I presented a breakout session on using library resources like LinkedIn Learning to build marketable job skills.
- This month's *Medicare: Getting Started* workshop was presented once in-person and once via Zoom.
- Our SCORE workshop, *Creating a Brand for Your Small Business*, had eight participants who had lots of questions for the presenter.

Early Learning (Mary Ellen Braks)

- Storytimes are steadily growing. This month we had 65 Storytimes with an attendance of 1,240.
- Librarian Christie Onzay and I led a Storytime training session for six of our new employees.
- I have been contacting childcares about resuming Storytime visits in the fall.

Education and Enrichment (Gwendolyn Haley)

- Summer Reading programs kicked off with a series of outdoor programs and concerts in local parks featuring Zaniac Alex Zerbe in the first week, then Eric Herman and the Puppy Dogs; 1,281 people attended these events. Everyone was excited to attend a program safely and in person.
- 602 people have registered for Summer Reading in Beanstack and have read over 166,000 minutes.

Digital Projects and Resources (Carlie Hoffman)

- The new reservation system for Library of Things was launched. We continue to adjust the software and training documents.
- With the increase of in-person programs and continuation of online programs, the Web Team transitioned its online events resources web page to a new event resources page to house recordings and handouts as well as online event instructions.
- The SCLD Online Authors Series was launched.
- The Mobile Services web page was published.

Information Technology (Patrick Hakes)

- Multi-factor authentication (MFA) roll out has been completed for all remote staff.
- Time lapse camera project is under way with one video already on the website.

Mobile Services (Amber Williams)

- LINC began its summer schedule by joining other library staff at summer reading programs throughout our communities. Customers have consistently been very positive and excited.
- Since the write up in *Engage* and *The Spokesman-Review*, customers have contacted Mobile Services to request visits to their neighborhoods and community events, and staff have been able to either let them know of an already planned day and time or get it on the schedule.

Library Reports

Airway Heights: Autrey Jeske

- We had many kids get the STA bus passes! Kids and adults alike have thanked us for the ease and accessibility of getting the passes.
- One teen got her first library card and was delighted about all the manga she could check out with it. She spent twenty minutes at our catalog station placing holds with her new card.
- One of our regular young customers gifted laminated bookmarks with four leaf clovers he found to all the Airway Heights staff members.

Argonne: Pat Davis

- The STA bus pass program has been very popular with more than 65 passes distributed.
- Pasadena Elementary staff delivered thank-you notes written by 1st and 2nd grade students who toured the library in May.

BookEnd: Briana Ruffing

- A regular customer has been using our computers almost daily, utilizing Ancestry for genealogy research. She's been able to fill in many gaps in her family lineage, and she thanked us profusely for giving her the opportunity to connect with some long, lost relatives.

Cheney: Amy Fair

- Librarian Crystal connected with 200 students and their families at Salnave Elementary's Family Night.
- Staff have issued 115 STA passes to students in the first two weeks. We have gotten comments from parents that this timely program will help alleviate their transportation expenses for the summer.

Deer Park: Stacy Loberg

- We had two ECEAP groups attend Storytime and tour the library on their last day of school.
- A customer came in looking for information on his old high school and classmates. He was celebrating his 77th birthday by visiting his hometown of Deer Park.
- The Friends hosted their first two book sales of summer; they have reported the sales have been a big success.

Fairfield: Kristy Bateman

- Mobile Services participated in the Flag Day Parade and parked the new van near the library for customers to look inside and ask questions about the service.
- As part of the strategic plan process, Librarian Christie completed several Ask Exercises with parade-goers. One family was new and didn't realize Fairfield had a library and came up that very afternoon to get cards.

Medical Lake: Cecelia McMullen

- A customer said "I was buying these expensive *Great Courses* and then discovered that you had them in the library. I save money and get to see all you friendly people."
- The crowds at Medical Lake Founders Day cheered us in the parade and then toured the LINC.
- Bus passes are a great plus for middle school students. One group came in, got their passes, and then caught the bus to Waterfront Park for *The Zaniac Comes Alive* program.

Moran Prairie: Caitlin Wheeler

- The Moran Prairie Friends held a successful Spring Book Sale.
- Customers enjoyed learning how to train, care for and comfort their pets with presenter Kevin Vanhook at our *Pandemic Dogs and Separation Anxiety* program.

North Spokane: Brian Vander Veen

- We resumed offering educational activities at the Fairwood Farmers Market in collaboration with Catholic Charities' KERNEL program (Kids Eating Right-Nutrition and Exercise for Life). On our first visit, nearly

200 children and caregivers came by the booth to learn about container gardening with librarians Corinne and Rachel.

- The North Spokane Library had on display drawings by Hungarian-American artist and EWU graduate Ildikó Kalapács.

Otis Orchards: Briana Ruffing

- Librarian Tammy hosted library tours for four Otis Elementary School classes.
- Because of the upgrade to the audio/video equipment in the meeting room, we were able to donate two older A/V carts to Otis Elementary School. They were extremely grateful for the donation as their budget doesn't usually allow for these pricier, much needed items.

Spokane Valley: Danielle Milton

- Staff conducted library tours and school visits with seven different schools and groups. Staff promoted library services and Summer Reading to over 209 kids and families.
- Staff attended the YMCA's Healthy Kids Day and were able to connect with 181 people in the community.

District-wide Information

Security Incident Reports

For June 2022, there were 50 Security Incidence Reports filed. 11 more than last month, May 2022 (39) and 38 more than June 2021 (12). Spokane Valley had the most incidents reported (19). The most frequently reported incidents related to Facility Misuse (18).

Public Use Measures

June 2022

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	114,192	107,453		6%
Door count	63,293	47,878	392,463	97%
Items Borrowed	201,141	177,019	1,158,825	25%
• Airway Heights	2,303	2,022	12,659	31%
• Argonne	7,505	6,949	43,330	42%
• Cheney	7,585	6,675	43,107	39%
• Deer Park	7,333	7,242	44,134	40%
• Fairfield	627	788	3,054	-10%
• Medical Lake	2,438	2,064	12,051	33%
• Mobile Services	2,283		4,478	
• Moran Prairie	14,452	9,910	81,834	75%
• North Spokane	25,642	22,610	138,403	33%
• Otis Orchards	3,328	2,402	15,730	18%
• Spokane Valley	23,826	20,563	132,801	44%
• The BookEnd	806	1,360	5,526	-9%
• Digital	70,533	64,394	429,434	7%
Totals	169,000	147,273	968,666	24%
Programs				
• Number	115	34	350	103%
• Attendance	4,708	849	9,018	135%
Internet Station Use (%)	19.7%	28.1%	19.5%	
Meeting room bookings	316	0	1494	
Digital Resource Use	141,575	166,132	925,452	-17%

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 Six Months Ended June 30, 2022**

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
			Target 50.0%	
REVENUES				
PROPERTY TAXES	\$ 9,284,760	\$ 16,429,500	56.51%	\$ 7,144,740
CONTRACT CITIES - AIRWAY HEIGHTS	179,819	357,000	50.37%	177,181
CONTRACT CITIES - SPOKANE	46,797	91,000	51.42%	44,203
FINES & FEES	60,419	59,000	102.40%	(1,419)
GRANTS & DONATIONS	45,721	7,000	653.16%	(38,721)
E-RATE REIMBURSEMENTS	144,344	231,000	62.49%	86,656
LEASEHOLD & TIMBER TAX, REBATES, OTH	32,278	28,000	115.28%	(4,278)
INTEREST REVENUES	17,471	62,000	28.18%	44,529
TOTAL REVENUES	\$ 9,811,609	\$ 17,264,500	56.83%	\$ 7,452,891
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 9,811,609	\$ 17,264,500	56.83%	\$ 7,452,891
EXPENSES				
SALARIES	\$ 3,587,056	\$ 7,409,000	48.41%	\$ 3,821,944
FRINGE BENEFITS	1,314,113	2,504,400	52.47%	1,190,287
SUPPLIES	78,270	194,700	43.29%	110,407
UTILITIES	262,465	521,300	50.35%	258,835
SERVICES	765,283	1,466,000	52.20%	700,717
INSURANCE	82,409	75,000	109.88%	(7,409)
CAPITAL EQUIPMENT	351,652	639,100	55.02%	287,448
LIBRARY MATERIALS	1,071,392	2,113,000	50.70%	1,041,608
ELECTRONIC LIBRARY MATERIALS	183,046	250,000	73.22%	66,954
LIBRARY PROGRAMS	63,343	92,000	62.31%	34,679
TOTAL EXPENSES	\$ 7,759,029	\$ 15,264,500	50.83%	\$ 7,505,471
TRANSFERS OUT	-	2,000,000	0.00%	2,000,000
TOTAL EXPENSES & TRANSFERS OUT	\$ 7,759,029	\$ 17,264,500	44.94%	\$ 9,505,471
Net Excess of Revenues Over/(Under) Expenses	\$ 2,052,580	\$ -		
BEGINNING CASH	7,739,406			
NET FROM ABOVE	2,052,580			
ENDING CASH	\$ 9,791,985			

Number of months cash on hand 7.7

**Spokane County Library District
Capital Projects Fund
Statement of Revenues and Expenses
For the six months ended June 30, 2022**

	Y-T-D Actual	Annual Budget
REVENUES		
Proceeds from Financing from Washington State Treasurer, LOCAL Program	\$ 9,004,428	\$ 9,042,000
Proceeds from Washington State Department of Commerce Grant	-	1,950,000
Contribution from City of Spokane Valley	-	839,000
Proceeds from Capital Campaign Donations	-	200,000
Interest Earnings	13,054	55,000
TOTAL REVENUES	9,017,482	12,086,000
Transfers In	-	2,000,000
TOTAL REVENUES & TRANSFERS IN	9,017,482	14,086,000
 EXPENSES		
Construction Costs, Including Sales Tax	\$ 874,968	\$ 6,838,000
Architect Fees	281,241	395,000
Owners Rep, Permits and All Other	131,573	228,000
TOTAL EXPENSES	1,287,782	7,461,000
NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	\$ 7,729,700	\$ 6,625,000
 BEGINNING CASH	 \$ 3,879,164	
NET FROM ABOVE	7,729,700	
ENDING CASH	\$ 11,608,864	

Spokane County Library District
Quarterly Trend Report of Revenues & Expenses (excluding transfers)
Rolling 5 Quarters

	6/30/2021	9/30/2021	12/31/2021	3/31/2022	6/30/2022
REVENUES					
PROPERTY TAXES	8,068,748	628,717	6,315,957	1,143,649	8,141,111
CONTRACT CITIES - AIRWAY HEIGHTS	88,106	88,106	88,106	89,910	89,910
CONTRACT CITIES - SPOKANE	49,981	-	49,981	-	46,797
					-
FINES & FEES	15,140	20,407	27,254	29,173	31,245
GRANTS & DONATIONS	14,817	5,469	17,577	23,508	22,213
E-RATE REIMBURSEMENTS	55,663	52,671	35,114	84,535	59,809
MISC TAX COLLECTIONS & OTHER	6,692	17,248	11,534	12,121	20,157
INTEREST REVENUES	12,606	14,316	11,796	8,402	9,070
TOTAL REVENUES	8,311,753	826,935	6,557,319	1,391,298	8,420,311
EXPENSES					
SALARIES	1,689,633	1,695,305	1,722,612	1,765,731	1,821,325
FRINGE BENEFITS	605,285	564,007	554,341	617,359	696,754
SUPPLIES	17,097	44,395	38,819	47,053	31,217
UTILITIES	118,774	124,563	110,187	146,046	116,419
SERVICES	233,682	255,453	244,348	511,892	253,391
INSURANCE	175	-	363	82,234	175
CAPITAL PROJECTS AND EQUIPMENT	325,747	109,350	235,283	68,550	283,102
LIBRARY MATERIALS	515,504	414,076	612,282	578,423	492,969
ELECTRONIC LIBRARY MATERIALS	76,677	32,552	45,943	68,421	114,625
LIBRARY PROGRAMS	17,256	25,570	18,401	30,959	32,384
TOTAL EXPENSES (before transfers)	3,599,831	3,265,271	3,582,579	3,916,669	3,842,360
Fringe Benefits as % of Total Compensation	26.4%	25.0%	24.3%	25.9%	27.7%
Fringe Benefits as % of Salaries	35.8%	33.3%	32.2%	35.0%	38.3%