



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**

October 18, 2022 4:00 p.m. Spokane Valley

**AGENDA**

**Remote Attendance:** To attend the meeting remotely via the internet: <https://sclld-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.

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

**Public Testimony regarding the 2023 Budget Public Hearing on Authorized Revenue Sources:** The District accepts public testimony via two options:

- Written testimony for this specific agenda must be marked "Public Testimony" 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.sclld.org/connect/ask-board-of-trustees/>. Public testimony will be read aloud by staff during the Public Hearing portion of the agenda.
- Oral testimony for this specific agenda item may be made a.) in person, or b.) remotely via the internet: <https://sclld-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.

**I. CALL TO ORDER**

**II. AGENDA APPROVAL**

**III. PUBLIC COMMENT**

**IV. ACTION ITEMS**

- A. Approval of September 20, 2022 Regular Meeting Minutes
- B. Approval of September 30, 2022 Special Meeting Minutes
- C. Approval of September 2022 Payment Vouchers
- D. Unfinished Business
  - 1. New Spokane Valley Library Project Update
- E. New Business
  - 1. 2023 Budget
    - a. Public Hearing on Authorized Revenue Sources
    - b. 2023 Preliminary Budget Presentation
    - c. Organizational Memberships Review: Approval Recommendation
    - d. Eliminating Overdue Fines: Discussion
    - e. Board Direction to Staff
  - 2. Future Operation of the BookEnd: Discussion

**V. DISCUSSION ITEMS, POSSIBLE ACTION**

- A. Future Board Meeting Agenda Items

**VI. REPORTS**

- A. Trustees

- B. Executive Director
- C. Operations
- D. Fiscal

**VII. ADJOURNMENT**

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

October 6, 2022

## **BOARD OF TRUSTEES MEETING MINUTES: SEPTEMBER 20, 2022**

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 Fairfield Library, Tuesday, September 20, 2022, at 4:00 p.m.

**Present:** John Craig – Chair  
Kristin Thompson – Vice Chair  
Jessica Hanson – Trustee  
Ellen Clark – Trustee  
Jon Klapp – Trustee

**Excused:** None.

**Also Present:** Patrick Roewe (Executive Director); Toni Carnell (Human Resources Director); Doug Stumbough (Operations Director); Rick Knorr (Finance Director); Jane Baker (Communication and Development Director); Hannah Tilley (Human Resources Associate); Emily Greene (Administrative Services Manager)

**Other Guests via Conference Call:** Andrea Sharps (Collections Services Manager); Seven (7) members of the public

**Call To Order  
(Item I)**

Chair John Craig called the meeting to order at 4:00pm and welcomed all those in attendance.

**Agenda Approval  
(Item II)**

Mr. Klapp moved and Ms. Thompson seconded the approval of the meeting agenda as written. The motion was approved.

**Public Comment  
(Item III)**

Chair John Craig asked if any public comments had been submitted. There had been one written submission which Mr. Roewe read. The submission regarded the future operation of the BookEnd in the Spokane Valley Mall.

**Approval of July 19,  
Regular Meeting  
Minutes  
(Item IV.A)**

Chair John Craig asked if there were any corrections to the July 19, 2022 Meeting Minutes. There were no corrections. The minutes stand as written.

**Approval of July  
Payment Vouchers  
(Item IV.B)  
AND  
Approval of August  
Payment Vouchers  
(Item IV.C)**

Ms. Hanson moved and Ms. Thompson seconded the approval of both the July and August 2022 Payment Vouches as follows.

Fund	Voucher/Payroll Numbers	Subtotal	Total
July - GF	59914-59984 and W001135-W001161	\$598,486.86	\$598,486.86
	07102022PP11 and 07252022PP12	\$471,409.45	\$471,409.45
GF		Total	\$1,069,896.31
CPF	9648 Geoenigneers, Inc – Geotechnical Survey	\$202.25	\$202.25
	9649 Hammond Facility Consulting – Owners Rep.	\$5,486.18	\$5,486.18
	9650 Intermountain Materials Testing – Testing Fees for June 2022	\$2,615.12	\$2,615.12
	9651 Kilgore Construction Inc – General Contractor	\$515,008.07	\$515,008.07
CPF		Total	\$523,311.62

Fund	Voucher/Payroll Numbers	Subtotal	Total
August - GF	59985-60087 and W001155-W001182	\$863,138.77	\$863,138.77
	08102022PP15 and 08252022 PP16	\$451,983.87	\$451,983.87
		Total	\$1,315,122.64
CPF	9652 Hammond Facility Consulting – Owners Rep.	\$5,130.86	\$5,130.86
	9653 Intermountain Materials Testing – Testing Fees for June 2022	\$3,625.96	\$3,625.96
	9654 Intermountain Materials Testing – Testing Fees for July 2022	\$2,919.56	\$2,919.56
	9655 Kilgore Construction – General Contractor	\$685,954.51	\$685,954.51
	9656 Integrus Architecture	\$48,705.43	\$48,705.43
	9657 Modern Electric Water Co – Electric Connection Fee	\$31.48	\$31.48
	9658 Testcomm, LLC – Leed Consultant and Commissioning Services	\$600.00	\$600.00
		Total	\$746,967.80

**Unfinished Business  
New SV Library Project  
July Update  
(Item IV.D.1)  
AND  
Unfinished Business  
New SV Library Project  
August Update  
(Item IV.D.2)**

NEW SPOKANE VALLEY PROJECT UPDATES. Mr. Roewe provided an update covering the last two months on the construction progress of the new Spokane Valley Library. Information included the signing of Change Order 3 and completion reaching 40%. Mr. Roewe stated the construction was on time and on budget. Discussion ensued about the effects of future Sprague Ave. road construction on library traffic. Photos from a construction tour were shown.

There was no further discussion.

**New Business  
Gifts Policy  
(Item IV.E.1)**

GIFTS POLICY. Ms. Clark moved and Mr. Klapp seconded to approve the Gifts Policy revisions as recommended. Ms. Baker stated there were a few adjustments made for clarity purposes.

There was no other discussion. The motion was approved.

**New Business  
Naming and  
Recognition Policy  
(Item IV.E.2)**

NAMING AND RECOGNITION POLICY. Ms. Thompson moved and Ms. Hanson seconded the approval of revisions to the Naming and Recognition Policy as recommended. Ms. Baker and Mr. Roewe stated there were only minor changes made.

There was no other discussion. The motion was approved.

**New Business  
Public Art in District  
Facilities Policy  
(Item IV.E.3)**

PUBLIC ARTS IN DISTRICT FACILITIES POLICY. Ms. Hanson moved and Ms. Thompson seconded the approval of the reaffirmation of Public Art in District Facilities Policy. Mr. Roewe stated that there were no changes other than the reaffirmation date and the policy had previously been reviewed by an attorney.

There was no other discussion. The motion was approved.

**New Business  
Personnel Policy: Hiring  
and Employment  
(Item IV.E.4.i)**

HIRING AND EMPLOYMENT POLICY. Ms. Hanson moved and Mr. Klapp seconded the approval of revisions made to the Hiring and Employment Policy as recommended. Ms. Carnell stated that there were revisions to wording for clarity and reaffirmation. Trustee Thompson asked if ID Badges had been taken away so that it was no longer part of the policy. Ms. Carnell stated that the ID Badges wording had been removed in order to be better able to adjust as the ID Badges Procedure changes, but identification was still being required for all staff.

There was no other discussion. The motion was approved.

**New Business  
Personnel Policy:  
Grievance  
(Item IV.E.4.ii)**

GRIEVANCE POLICY. Mr. Klapp moved and Ms. Thompson seconded to approve the Grievance Policy revisions as suggested.

There was no other discussion. The motion was approved.

<p><b>New Business Personnel Policy: Harassment and Bullying (Item IV.E.4.iii)</b></p>	<p>HARASSMENT AND BULLYING POLICY. Ms. Thompson moved and Ms. Hanson seconded the approval of the revisions made to the Harassment and Bullying policy as recommended.</p> <p>There was no other discussion. The motion was approved.</p>
<p><b>New Business Personnel Policy: Discipline (Item IV.E.4.iv)</b></p>	<p>DISCIPLINE POLICY. Ms. Clark moved and Mr. Klapp seconded the approval of the revisions made to the Discipline Policy as recommended.</p> <p>There was no other discussion. The motion was approved.</p>
<p><b>New Business Naming Rights Agreement for SV Community Room (Item IV.E.5)</b></p>	<p>NAMING RIGHTS AGREEMENT FOR SPOKANE VALLEY COMMUNITY ROOM. Ms. Hanson moved and Ms. Thompson seconded the approval of the Naming Rights for the Spokane Valley Community Room. Ms. Baker reiterated the reasons for recommending naming the community room after Diane E. Zahand. This included that the late Diane E. Zahand's devotion to early childhood education, as well as James Zahand's ongoing support of the Spokane County Library District through the Zahand Fund over the last decade. Discussion ensued regarding clarification of one section of the contract. Chair Craig requested the record show that the Board of Trustees are very grateful to Mr. Zahand for the donation.</p> <p>There was no other discussion. The motion was approved.</p>
<p><b>New Business Overview – Facilities: State of Buildings (Item IV.E.6)</b></p>	<p>FACILITIES: STATE OF BUILDINGS OVERVIEW. Mr. Knorr discussed the state of the library buildings with the aid of a PowerPoint. Discussion included what updates have been done to up-keep the buildings and what work still needs to be done. Main focuses were on the state of the roof, carpet, landscaping, and HVAC systems. EV Charging Stations are to be installed through Avista, though no date has been set. Discussion ensued over closure plans for implementing updates that were presented. PowerPoint will be sent to Trustees for reference.</p> <p>There was no further discussion.</p>
<p><b>Discussion Items, Possible Action Future Board Meeting Agenda Items (Item V.A)</b></p>	<p>FUTURE BOARD MEETING AGENDA ITEMS. Chair Craig reviewed the upcoming meeting agenda items for the next two months. The next meeting will be held at the Spokane Valley Library on October 18.</p> <p>There was no other discussion.</p>
<p><b>Trustee Reports (Item VI.A.)</b></p>	<p>There were no trustee reports or further discussion.</p>
<p><b>Executive Director Report, July 2022 (Item VI.B.1) AND Executive Director Report, August 2022 (Item VI.B.2)</b></p>	<p>Information was provided about the HVAC system failure at the Deer Park location. Discussion ensued about how the situation was handled. Ms. Clark expressed how impressed she was about the determination to continue services rather than completely closing the facility. The problem has since been resolved. Mr. Roewe echoed the gratitude shown for the donation from James Zahand. Discussion preceded about a request to review of a material.</p> <p>There was no further discussion.</p>

**Operations Report, July 2022**  
**(Item VI.C.1)**  
**AND**  
**Operations Report, August 2022**  
**(Item VI.C.2)**

Mr. Stumbough informed the Board of changes for various positions around the District. These changes were primarily due to internal transfers or promotions.

There was no further discussion.

**Fiscal Report, July 2022**  
**(Item VI.D.1)**  
**AND**  
**Fiscal Report, August 2022**  
**(Item VI.D.2)**

Mr. Knorr stated that the Washington State minimum wage change will be part of the upcoming budget discussions. Mr. Roewe added that revenue will increase but the rate will be the lowest the District has seen. Both Mr. Knorr and Mr. Roewe emphasized that rate is only relevant if it results in a revenue drop, which it will not. Chair Craig asked if new construction will continue to be good which Mr. Knorr responded they will have more information in the upcoming budget months.

There was no other discussion.

**Executive Session, Review of a Public Employee**  
**(Item VII.A)**

REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE. Mr. Craig announced the executive session at 5:25 p.m.. Mr. Craig stated the purpose of the executive session was to review the performance of the Executive Director and that the Board would be in executive session until 5:40 p.m. Human Resources Director Toni Carnell provided informational review materials in advance of the meeting, and Mr. Stumbough provided technical assistance to limit the virtual session to include only Mr. Roewe and Trustees. At 5:43 p.m., Mr. Craig announced an extension was needed and that the Board would return from executive session at 5:53 p.m. The Board returned from executive session and resumed the public meeting at 5:54 p.m. Chair Craig will complete a summary of Mr. Roewe's evaluation to submit for District personnel files.

There was no further discussion.

**Adjournment**  
**(Item VIII)**

Chair Craig adjourned the meeting at 5:55pm. The next Board Meeting is scheduled for Tuesday, October 18, 2022, at 4:00pm., in the public meeting room at Spokane Valley Library.

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John Craig, Chair

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Patrick Roewe, Secretary to the Board of Trustees

## **BOARD OF TRUSTEES MEETING MINUTES: SEPTEMBER 30, 2022**

A special meeting of the Spokane County Library District Board of Trustees was held on Friday, September 30, 2022, at 2:30pm in person at the construction site of the new Spokane Valley Library.

**Present:** John Craig – Chair  
Kristin Thompson – Vice Chair  
Jon Klapp – Trustee

**Excused:** Jessica Hanson – Trustee  
Ellen Clark – Trustee

**Also in Attendance:** Patrick Roewe (Executive Director), Rick Knorr (Finance Director), Doug Hammond (Hammond Facilities Consulting Services), Jose Barajas (Integrus Architecture), Emily Greene (Administrative Services Manager)

**Call to Order (Item I)** Chair John Craig called the meeting to order at 2:33pm.

**New Spokane Valley Library Construction Tour (Item II)** As part of the Spokane Valley Library Construction Project, the Board of Trustees toured the construction site and received an update on the progress of the new library. Discussion ensued about the layout of the library, completion time estimate, and furniture, fixture, and equipment plans, as well as other details of the building.

**Adjournment (Item III)** Chair Craig adjourned the meeting at 3:09pm.

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John Craig, Chair

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Patrick Roewe, Secretary to the Board of Trustees



**PAYMENT VOUCHER APPROVAL**

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of September 30, 2022, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,282,553.49 for the general fund and \$2,176,867.20 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: October 1, 2022



SIGNED:

TITLE: Finance Director



SIGNED:

TITLE: Executive Director

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GENERAL OPERATING FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
60088	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,247.29
60089	AVISTA UTILITIES	MONTHLY UTILITIES	7,887.94
60090	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	1,314.77
60091	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	67.04
60092	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	296.89
60093	CONSOLIDATED IRRIGATION DIST19	WATER - OT	129.71
60094	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	1,720.35
60095	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	767.63
60096	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	1,000.57
60097	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	312.10
60098	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	236.38
60099	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	44.33
60100	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	6,277.61
60101	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	4,489.69
60102	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	31,032.43

60103	INTEGRUS ARCHITECTURE, P.S.	ARCHITECT FEES: SECURITY UPGRADE PROJECT, AUG	1,500.00
60104	***Void Check***	***VOID CHECK*** PRINTER ERROR	-
60105	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	6,999.64
60106	KAREN MOBLEY	ARTWORK CONSULTANT	433.50
60107	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	1,985.12
60108	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	56.61
60109	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	528.12
60110	OTIS HARDWARE	MAINTENANCE SUPPLIES	12.64
60111	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS	58,365.84
60112	POWER CITY ELECTRIC, INC	GENL CONTRACTOR: SECURITY PROJECT PMT #5	29,544.40
60113	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	26.10
60114	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	249.40
60115	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	929.30
60116	TOWN OF FAIRFIELD	BI-MONTHLY WATER, SEWER - FF	213.60
60117	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	3,021.18
60118	VETERANS INFORMATION SERVICE	LIBRARY MATERIALS	60.00
60119	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,202.82
60120	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	507.78
60121	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	2,415.50
60122	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	16,936.46
60123	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,937.50
60124	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	794.14
60125	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	600.21
60126	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	64.98
60127	CITY OF SPOKANE VALLEY	ANNUAL STAFF DAY: DOWNPAYMENT ON VENUE	3,145.00

60128	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,301.37
60129	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,346.55
60130	EDNETICS	MONTHLY MANAGED VOICE SERVICES	2,234.54
60131	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	112.50
60132	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,389.22
60133	THE FIG TREE	LIBRARY MATERIALS	460.00
60134	MARY FITZGERALD	REFUND OF FEE PAID FOR LOST ITEM	60.20
60135	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	1,663.17
60136	CARA SUE GALLOWAY	REFUND OF FEE PAID FOR LOST ITEM	9.00
60137	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	23,453.46
60138	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	892.42
60139	INNOVIA FOUNDATION	STRESS/TRAUMA EDUCATION PROGRAM FOR STAFF	1,750.00
60140	JAN WAY COMPANY USA, INC.	LOGO ITEMS: FLASH DRIVES & COLOR CHANGING PENCILS	5,580.88
60141	JOURNAL OF BUSINESS	LIBRARY MATERIALS	94.95
60142	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	4,710.30
60143	MOUNT ANGEL ABBEY LIBRARY - ILL	FEE FOR LOST ILL ITEM	22.00
60144	MW CONSULTING ENGINEERS, PS	ENGINEERING SERVICES, HVAC CONTROLS PROJ	855.00
60145	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	60.00
60146	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS	39,355.40
60147	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
60148	PICKTIME, INC	MONTHLY CALENDAR SERVICES FOR STUDIO	19.99
60149	DENISE PORTER	REFUND OF FEE PAID FOR LOST ITEM	18.00
60150	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	3,186.89
60151	RIVER CITY GLASS	NEW MAIN ENTRY GLASS FRONT DOOR FOR NS	26,626.25
60152	SCHINDLER ELEVATOR CORPORATION	ANNUAL ELEVATOR MAINTENANCE SV	2,751.52

60153	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
60154	THE SPOKESMAN-REVIEW	LIBRARY MATERIALS	623.16
60155	SPOKANE REGIONAL HEALTH DIST	PERMIT FOR AFTER SCHOOL SNACK PROGRAM	60.00
60156	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,217.93
60157	STATE PROTECTION SERVICES INC	MOBILE AFTER HOURS SECURITY: SV, NS	2,184.00
60158	NICOLE STEBBINS	REFUND OF FEE PAID FOR LOST ITEM	15.00
60159	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	1,939.86
60160	UPS	SHIPPING	12.33
60161	WICK ENTERPRIZES, LLC	ADVERTISING	906.12
60162	ALLIED FIRE & SECURITY BY VYANET	QUARTERLY ALARM MONITORING	5,333.26
60163	ByWATER SOLUTIONS	NEW SOFTWARE FOR CATALOG OVERLAY	13,650.00
60164	US POSTAL SERVICE	POSTAGE FOR POSTAGE MACHINE	10,000.00
60165	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	39.65
60166	PERCEPTION PLASTICS, INC	DOWNPAYMENT FOR ARTWORK FRAMES, QTY 3	1,962.00
60167	RAPID7 LLC	SOFTWARE SUPPORT - INSIGHTVM SUBSCRIPTION	4,012.04
60168	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	1,829.25
60169	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	19,280.08
60170	US BANK	ANNUAL FISCAL AGENT FEE FOR MPLCFA BOND PMTS	300.00
60171	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	6,309.69
60172	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	584.88
60173	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	1,849.98
60174	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	107.68
60175	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	1,730.75
60176	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	956.11
60177	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	13,392.10

60178	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	2,476.12
60179	KAREN MOBLEY	ARTWORK CONSULTANT	229.50
60180	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	1,976.33
60181	MYTURN.COM, PBC	LIBRARY OF THINGS RESERVATION SOFTWARE	2,700.00
60182	NATIONAL COLOR GRAPHICS	PRINTING - ENGAGE MAGAZINE	10,853.13
60183	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS	17,083.71
60184	PDQ.COM	ANNUAL SUPPORT FOR PDQ DEPLOY SOFTWARE	1,143.45
60185	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	474.81
60186	THE SPOKESMAN- REVIEW	ADVERTISING	520.00
60187	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	26.10
60188	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	593.25
60189	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	929.30
60190	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	1,641.41
60191	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	290.56
W000001178	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,804.75
W000001179	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,241.36
W000001180	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	75,768.56
W000001183	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	53,630.11
W000001184	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY MEDICAL, DENTAL, VISION & LIFE INS	104,096.55
W000001185	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,804.75
W000001186	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	71,593.06
W000001187	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,241.36
W000001188	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	51,285.13
W000001189	DEPT OF LICENSING - WASHINGTON STATE	EMPLOYEE BACKGROUND/DRIVING RECORD CHECK	26.00
W000001190	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	(21.93)

W000001191	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	230.81
W000001192	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	16.88
W000001193	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	<u>15.25</u>

**Total Non-Payroll General Operating Fund** \$ 813,694.36

**PAYROLL VOUCHERS**

09092022 PP17	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #17	\$ 241,140.85
09232022 PP18	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #18	<u>227,718.28</u>

**Total Payroll General Operating Fund** \$ 468,859.13

**TOTAL GENERAL OPERATING FUND** \$ 1,282,553.49

**CAPITAL PROJECTS FUND**

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
9659	HAMMOND FACILITY CONSULTING SERVICES	OWNERS REP SERVICES: Monthly	5,508.41
9660	INTEGRUS ARCHITECTURE	ARCHITECT FOR NEW SV LIBRARY: Monthly	17,283.85
9661	KILGORE CONSTRUCTION INC	GENERAL CONTRACTOR, MONTHLY	2,148,128.80
9662	INTERMOUNTAIN MATERIALS TESTING	PROGRESS PMT	5,946.14
			<u>\$</u>
	<b>Total Capital Projects Fund</b>		<b>2,176,867.20</b>

**August 2022/September 2022  
Paid in September 2022  
Voucher # 60169**

<b>Card Category</b>	<b>Amount</b>
<b>General Purchases</b>	\$ 7,110.13
<b>Maintenance</b>	\$ 1,955.21
<b>Travel</b>	\$ 1,783.95
<b>Acquisitions</b>	\$ 7,408.07
<b>Information Technology</b>	\$ 315.94
<b>Mobile Services</b>	\$ 706.78
<b>General Fund Purchases</b>	\$ 19,280.08

*Top Individual Charges*

Great Courses	Library Materials	3,981.68
Uplift Desk	New desks for 2 new staff	1,520.24
Adobe Max	Annual Conference 2022, for 2 staff	2,590.00
Amazon	Library Materials	1,018.39
Mailchimp	Monthly Email Service	762.00

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## **NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE - SEPTEMBER 2022**

### **Construction activity update**

Project progress remains steady overall and is about 50% complete. The work led by general contractor Kilgore Construction Inc. (KCI) continues to be within or ahead of schedule.

Building framing is nearing completion, roofing is being installed, and mechanical/electrical/plumbing items are progressing. Curbs for the parking lot are in place, and the asphalt will be installed soon.

In terms of cost changes, the previously reported Change Order #4 was signed this month, which includes a resolution on steel pricing escalation previously reported. There are twelve changes currently being negotiated and priced. Other modifications are being considered but have not been priced at this time. Current cost changes will become part of a Change Order #5.

Overall, confirmed change orders represent contingency fund expenditures remain at less than 1.5% of total construction costs, which is comfortably within the anticipated range of 2.5 to 5%, given the completion percentage of the project. This percentage will likely increase once items in Change Order #5 have been priced.

### **City of Spokane Valley MOU update**

Finance Director Rick Knorr met with City of Spokane Valley (CoSV) Senior Engineer Glenn Ritter to discuss the "joint site development cost estimate" submitted by the District. Additional review time is required, but District staff hope to have the matter resolved in the first quarter of 2023.

As previously reported, District staff are collaborating with CoSV 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 amounts the District expended on these identified joint site areas will ultimately determine the contribution amount. Please note that the street-widening and curb installation work performed by the City along Herald Road in the summer of 2021 is one element of that contribution.

### **Potential for Easement Agreement**

Status is the same as reported last month: We were informed of the potential need for an easement agreement with the City of Spokane Valley (CoSV) for a relatively small but to be determined area of land containing underground utilities and light pole assemblies that are outside of the District's property line. This area is adjacent to a portion of the sidewalk on the east edge of the parking lot, but outside of the property line which runs along the east edge of the sidewalk without any offset.

In follow-up discussion with CoSV staff, our team learned that an easement remains one option for addressing the situation, as does incorporating it into the aforementioned MOU. More information will be provided as it becomes available.

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



**PRELIMINARY BUDGET 2023**

- a. **Public Hearing on Authorized Revenue Sources**
- b. **2023 Preliminary Budget Presentation**
- c. **Organizational Memberships Review**
- d. **Eliminating Overdue Fines: Discussion**
- e. **Board Action and Direction to Staff**

**Background**

The 2023 preliminary budget presentation involves one required and several recommend actions from the Board of Trustees. The public hearing is required and occurs first. The remaining recommended actions are listed at the end of each section and repeated at the end of this agenda item. The Board may choose to address each of those items individually as it is presented, or to take action on all of those items at the end of the discussion.

**a. Public Hearing on Authorized Revenue Sources**

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

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

The following is a brief recap of the total revenue proposed in the 2023 Budget:

	2023 Budget	
	Revenue	% of Total
Property Taxes and Payments in Lieu of Property Taxes	17,502,000	97.0%
All Other	532,500	3.0%
	<u>18,034,500</u>	

**Required Action: Public Hearing on Authorized Revenue Sources.**

**b. 2023 Preliminary Budget Presentation**

The Preliminary Budget for 2023 is presented below and includes a recap of the major components of the budget and related explanatory comments. The variances noted are from the 2022 budget as adopted. The current budget formulation process used both the 2022 budget as adopted, the full year actual results from 2021, and actual results for the current fiscal year.

**2023 Preliminary General Fund Revenues**

	2022 Approved Budget	2023 Preliminary Budget	\$ change	% change
Property Taxes (net of TIFs)	16,429,500	17,050,000	620,500	3.8%
Contract Cities	448,000	452,000	4,000	0.9%
Fines and Fees	59,000	20,000	(39,000)	-66.1%
E-Rate Reimbursements	231,000	231,000	-	0.0%
Interest Income, Grants and Other	97,000	281,500	184,500	190.2%
<b>Total General Fund Revenues</b>	<b>17,264,500</b>	<b>18,034,500</b>	<b>770,000</b>	<b>4.5%</b>

**Property Tax Revenues - change of \$594,000**

- Tax revenue for 2023 as presented is \$620,500 higher than budgeted for 2022.
  - Approximately \$456,000 of the increase is the result of the reported new construction valuation of over \$1.052 billion. This new construction total is \$150 million more than last year, and for the fourth year in a row, is the largest new construction total since 2008.
  - Approximately \$166,000 is the result of the statutorily allowed 1% increase on the previously highest lawful levy.
  - Offsetting the above is a slightly larger allocation (\$2,000) to the TIFs that the District is a participant, primarily the Medical Lake TIF. Such TIF allocation increases are the result of new construction completed within the TIF boundaries.

**Contract Cities – change of \$4,000**

- Budgeted revenue from the city of Airway Heights increases from \$357,000 to \$366,000 or 2.5%. Although not exactly the same, payments received in accordance with the interlocal agreement with the city of Airway Heights will increase consistently to the District levy as a whole.
- Budgeted revenue from the District’s agreement with the City of Spokane for the parcels within the Moran Prairie Library Capital Facilities Area (MPLCFA) now annexed into the City, is budgeted to decrease from \$91,000 to \$86,000. There were no new annexations in 2022 by the City of Spokane within the jurisdiction of this interlocal agreement.

**Fines and Fees - change of (\$39,000)**

- Total fines and fees included in the 2023 budget do not include any overdue fines for calendar year 2023. Lost and damaged and non-resident fees remain in place. A separate item below will discuss overdue fines in further detail.

**E-Rate Reimbursements – no change**

E-Rate reimbursements continue to be 80% of the total paid for District-wide internet services and wide area network (WAN) connectivity. The District has a 5-year contract with no price increases for Internet and WAN services, thus the E-Rate reimbursement of 80% remains unchanged from the previous year.

**Interest Income, Grants and Other – change of \$184,500**

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

	2022 Bgt	2023 Bgt	\$ change
Interest Income	62,000	240,000	178,000
Grants & Donations	7,000	10,000	3,000
Leasehold Taxes	7,000	11,500	4,500
Timber Taxes	12,000	10,000	(2,000)
Credit Card Rebates	4,000	5,000	1,000
Retail Book Sales	5,000	5,000	0
	97,000	281,500	184,500

Interest income is the primary reason this listing of other revenues has increased \$184,500 from the 2022 budget. Interest rates have been on the rise for most of the year 2022, and the short-term interest rates earned on all balances kept in the Spokane Public Investment Fund (SPIF) have been increasing steadily to match. The 2023 budget for interest income is based on interest rates earned on the funds balances rising from 3% to 4% for the 2023 year.

The only grant currently included in the budget is the continuing after-school snack program at Deer Park.

**2023 Preliminary General Fund Expenses**

	2022 Approved Budget	2023 Preliminary Budget	\$\$ change	% change
Salaries	7,409,000	8,052,000	643,000	8.7%
Benefits	2,504,400	2,793,100	288,700	11.5%
<b>Total Personnel Costs</b>	<b>9,913,400</b>	<b>10,845,100</b>	<b>931,700</b>	<b>9.4%</b>
Supplies	194,700	164,500	(30,200)	-15.5%
Services	2,062,300	2,133,100	70,800	3.4%
Library Materials	2,363,000	2,424,800	61,800	2.6%
Library Programs	92,000	95,000	3,000	3.3%
Capital Expenditures	639,100	465,000	(174,100)	-27.2%
Operating Transfer to Capital Proj Fund	2,000,000	1,907,000	(93,000)	-4.7%
<b>Total General Fund Expenditures</b>	<b>17,264,500</b>	<b>18,034,500</b>	<b>770,000</b>	<b>4.5%</b>

Total expenses are reported above. For this preliminary budget discussion, this background will focus on salaries and benefits along with capital expenditures and operating transfers. The other expense items will be discussed in greater detail at the November meeting.

**Salaries - change of \$643,000**

The following table itemizes changes from the 2022 salaries budget along with further clarification:

Summary of Changes from 2022 Budget to 2023 Budget	
2022 Final Budget	7,409,000
Annual salary adjustment of 4%	299,000
Step increases for eligible staff	104,000
New Positions (Two New MP1, One PSA)	138,800
Move all LA's to PSA's	48,500
Other	52,700
Total, Rounded	8,052,000

- Inflation, as defined by the August 2022 CPI-W (*Consumer Price Index for Urban Wage Earners and Clerical Workers*), is 8.66%. Per District policy: HR3 – Compensation: Wages, section 3.15, the August CPI-W has been used for the District cost of living salary adjustment within the range of 0% to 4%. In

addition, the state uses the August CPI-W for annual adjustments to the state minimum wage rate. The minimum wage will increase from \$14.49 to \$15.74, effective January 1, 2023. Approximately \$299,100 of the annual increase is attributable to this cost of living adjustment.

- The total number of employees included in the budget eligible for a step increase is 93. The total for these step increases is \$104,000
- There are new positions included in this budget with an approximate cost of \$138,800. Most all other staff positions remain the same, with a few limited positions budgeted for increased hours per week.
- During 2022, the District moved all Library Assistant positions (Band 2) to Public Service Associates (Band 3). The move was completed mid-year 2022 and reported to the Board in May 2022, but was not included in the 2022 budget.
- The total number of employees included in the 2023 budget is 163 and total FTEs is 139.8. Total FTE's compared to 2022 budget is listed in the table below.
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Summary of FTE Changes	2022 Budget	2023 Budget	Change
Band A1 thru A4	79.2	80.8	1.6
Band MP1 and MP2	17.0	21.0	4.0
Band MP3 and above	38.0	38.0	-
	134.2	139.8	5.6

**Payroll Taxes and Employee Benefits - change of \$288,700**

	Payroll Taxes and Employee Benefits			
	2022	2023	Change	% Chg
FICA	566,900	616,100	49,200	9%
Medical, Dental, Vision	1,067,300	1,211,100	143,800	13%
Retirement	737,200	818,800	81,600	11%
Paid Family & Medical Leave	43,200	47,200	4,000	9%
All Other	89,800	99,900	10,100	11%
<b>Total</b>	<b>2,504,400</b>	<b>2,793,100</b>	<b>288,700</b>	<b>12%</b>

- Comprehensive Employee Medical (Medical, Dental, Vision) Coverage
  - o The District plans to continue to offer the same four comprehensive employee medical options:
    - Two by Kaiser Permanente, one a high-deductible health plan (HDHP)
    - Two by Asuris Northwest Health, one a HDHP
  - o AWC recently announced rate increases, effective January 1, 2021:
    - 7.0% for Kaiser Permanente plans
    - 4.5% for Asuris Northwest Health plans
    - No increase for dental, vision, long term disability, life insurance and EAP plans
- Total medical, dental and vision insurance cost increase is attributable to the Kaiser Permanente increase reported above, along with additional staff enrollments from the effect of the FTE increase also mentioned above.

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- The Public Employees' Retirement System (PERS) employer contribution rate of 10.39% is budgeted to remain at that rate for all of 2023.
  - Washington State Paid Family and Medical Leave rate is budgeted to remain at the current rate of 0.6% of paid salaries for all of 2023. The District proposes to continue to pay the full amount of this premium rather than passing on the allowable portion to employees.

**Capital Expenditures – change of (\$174,100)**

The year 2023 will continue to be focused on the new Spokane Valley Library.

As a result, the capital projects and equipment slated for 2023 is a targeted list and is comprised of a continuation of security upgrades begun in 2022, completion of HVAC controls installations, and next phase of HVAC system upgrades.

**Transfers**Transfers to the Debt Service Fund

- The 2023 budget includes the first full year of debt service payments for the debt obtained from the Washington State Treasurer office LOCAL program. Total debt service for 2023 is \$1,107,000 which the District will transfer to the Debt Service Fund in sufficient time for scheduled payments to be made on June 1 and December 1, 2023.

Transfers to the Capital Projects Fund

- The District expects to transfer \$800,000 to the Capital Projects Fund, to be retained for future capital project needs.

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**c. Organizational Memberships Review**

Below is a list of the memberships that have been included in the proposed 2023 budget:

Professional Organizations:

- Washington Library Association (WLA) – Institutional membership that includes personal memberships for each Trustee
- Public Libraries of Washington (PLW)
- OCLC – Nationwide cooperative providing cataloging and interlibrary loan services
- Inland Northwest Council of Libraries (INCOL)
- Association of County and City Information Systems (ACCIS)
- Customers of SirsiDynix User Group – User group for our integrated library system platform (COSUGI)
- Association of Washington Cities (AWC)
- Pacific Northwest Library Association
- Washington Association of Public Records Officers
- American Library Association (ALA) – Includes personal membership for each of five Trustees in ALA and two Divisions: United for Libraries and Public Library Association

Community & Business Organizations:

- Cheney Merchants Association
- Deer Park Chamber of Commerce
- Greater Spokane, Inc. (GSI)
- Greater Spokane Valley Chamber of Commerce
- Hispanic Business/Professional Association of Spokane
- Inland Northwest Business Alliance
- Inland Northwest Early Learning Alliance
- National Association of Charitable Gift Planners
- Moran Prairie Grange
- North Palouse Chamber of Commerce
- Pacific Northwest Booksellers Association
- Washington Nonprofits
- West Plains Chamber of Commerce

The District encourages staff to be individual members of professional organizations that align with their job duties and professional development goals. Staff are responsible for individual membership fees for these professional organizations.

**Recommended Action: Board motion to approve funds in the 2023 General Operating Fund for organizational memberships as proposed.**

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**d. Eliminating Overdue Fines Discussion****Background**

As part of the 2022 Work Plan presented to the Board of Trustees in December 2021, one project identified was the exploration of eliminating overdue fines. Staff were tasked to analyze the impact of eliminating overdue fines on both the District and customers, with results of that analysis to be presented to the Board for discussion and potential direction.

Following review and analysis, staff are once again recommending all overdue fines be eliminated. To summarize, staff analysis determined that eliminating overdue fines would have the following impact:

**Mission realignment:**

- As our mission is to provide resources that empower people to learn, explore, and succeed, overdue fines act as a barrier that discourages usage and is contrary to that mission and purpose.

**Improve access and equity:**

- Overdue fines disproportionately affect low-income community members as well as community members of color. Current fine practices are reducing library access and disproportionately affecting the community members who might benefit the most from library engagement and resources.

**Improve the customer experience:**

- The existence of overdue fines, and the fine payment transaction itself, is one of the most negative aspects of a customer's relationship with the District. Eliminating overdue fines would make the library be seen as more welcoming and accessible.

**Optimize District staff time:**

- Collecting overdue fines can be time-consuming, lead to unpleasant conflict with customers, and reduce staff time engaging in other forms of public service. Staff time could be reclaimed and refocused on experiential services (reader's advisory, research help, program provision), not on transactions.

**Return rates and wait times unaffected:**

- Return rates and wait times would likely be unaffected, as other public libraries that have eliminated fines have generally not experienced a deterioration in the return rate or greater hold times.

**Accountability and collection control remains intact:**

- Customers will still be accountable for the items they borrow. Items not returned will be considered lost and the customer billed for the full price of the item, as is current practice.

**Budget impact is sustainable:**

- The percentage of total fines and fees (which includes overdue fines, lost and damaged fees, and non-resident fees) collected as a part of total revenue continues to decline. Pre-pandemic, fines and fees revenue declined from 2.5% in 2011 to 1.2% in 2019. Following the restoration of the temporary overdue fine suspension necessitated by the pandemic, total fines and fees are projected to be 0.7% of total revenue in 2022. This pattern of decline is anticipated to continue to overtime, illustrating that overdue fines' viability as a long-term revenue source is limited.



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- This declining trend is due in part to a greater percentage of circulation transitioning to digital formats, which have operated on a fine-free model since inception. Digital circulation in 2011 represented 5% of total circulation. Year-to-date in 2022, it represents 37%.
  - If overdue fines were eliminated, the amount of overdue fines revenue not collected in 2023 is projected to be \$80,000. Lost and damaged fees would still be assessed, as would non-resident fees, which is projected to generate \$20,000 in 2023 (typically 20% of total fines and fees revenue). While that total revenue line would be significantly reduced, it would not be eliminated entirely.
  - Overall, staff project that the District can continue to meet planned and anticipated financial obligations for the foreseeable future without overdue fines revenue.

As this is a discussion item, no action is required at this time. Staff will provide additional information at the meeting and be available to answer questions.

**Recommended Action: No action required; Trustees may direct staff to:**

**1.) prepare additional information for follow-up discussion at a future Board meeting; and/or**

**2.) prepare revisions to the Customer Privileges and Responsibilities Policy that would eliminate the assessment of overdue fines, and to return with such revisions for approval at a future Board meeting.**

**e. Board Action and Direction to Staff**

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

**Final Action:****Organizational Memberships**

Recommended Action: Board motion to approve funds in the 2023 General Operating Fund for organizational memberships as proposed.

**Board Direction:****Annual Cost of Living Adjustment**

Direction to staff to budget for an annual cost of living salary adjustment of 4.0%, based upon the August 2022 CPI-W and District policy HR 3.

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

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

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

**Eliminating Overdue Fines**

No action required; Trustees may direct staff to:

- 1.) Prepare additional information for follow-up discussion at a future Board meeting; and/or
- 2.) Prepare revisions to the Customer Privileges and Responsibilities Policy that would eliminate the assessment of overdue fines, and to return with such revisions for approval at a future Board meeting;

**2023 Final Budget**

Direction to staff to complete the final 2023 General Operating and Capital Projects Fund budgets.

- Based on the discussions and decisions from this meeting, a final budget will be presented for formal adoption at the regularly scheduled November board meeting. An amendment to the final 2023 budget may also be presented at the December meeting, if needed.

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## **FUTURE OPERATION OF THE BOOKEND: DISCUSSION**

### **Background**

Staff began consideration and planning for a potential library location at the Spokane Valley Mall in the summer of 2016, with Board discussions commencing in October 2016. The Board of Trustees approved an initial lease for the BookEnd in December 2016. The BookEnd library opened on May 1, 2017. The current lease is for a monthly amount of \$3120 (\$37,440 annually) and is set to expire on June 30, 2023.

Following two failed bond attempts to fund and build new libraries in Spokane Valley in 2014 and 2015, the purpose of the BookEnd was: 1.) offer an experimental service model (offering only high interest, non-reservable materials) for a boutique library experience in a primarily commercial setting, and 2.) serve as a placeholder to demonstrate the District's commitment to library services in Greater Valley while the District regrouped and explored different options for capital funding for new Spokane Valley libraries.

### **Usage Trends**

Library use District-wide from 2017 to 2021 was analyzed as part of this evaluation. For each year, the BookEnd had the second lowest monthly average circulation (Fairfield was the lowest). For each year, the BookEnd had the third lowest monthly average door count (Otis Orchards was second and Fairfield was the lowest). The BookEnd experienced either the first or second highest percentage of public computer use in 2017-2020, though it slid to third lowest in 2021.

When adjusted for open hours, the BookEnd has had the lowest circulation per hour (3.7 items) and door count per hour (7.3 visitors) of all 11 District libraries for year-to-date 2022. Its public computer use is ranked 7 of 11 with 16% of available time being used.

Generalized data for cardholders registered at the BookEnd was also mapped. No more than ~5% of cardholders in each of the three respective zip codes surrounding the Spokane Valley Mall have the BookEnd as their home library. For example, in the actual zip code of the Spokane Valley Mall (99216), only 2.33% of all cardholders in that zip code have the BookEnd as their home library (79.33% are registered at Spokane Valley).

### **Staff analysis**

Despite direct marketing efforts and ongoing promotional efforts after five years of operation, it is the view of staff that the BookEnd has not reached a reasonable self-sustaining usage level to warrant continued operation.

Except for public computer station usage, customer use metrics for the BookEnd lag behind all other District libraries, despite having the most open hours. Over the years analyzed, there is no sustained year over year increase to suggest incremental gains in customer usage.

One of the goals of the BookEnd was to create a library location to serve those in Spokane Valley residing north of Interstate 90 that could not access the Argonne, Otis Orchards, or Spokane Valley libraries as conveniently. Cardholder registration data demonstrates that the goal was not realized.

The experimental service model did not persist after the state-issued COVID-19 operational restrictions for libraries were eased. The BookEnd transitioned to the normal service model with holds available starting in June 2020.

Based upon this analysis, staff would recommend that the District not renew the lease for the BookEnd and redeploy the assigned employees, library collection, furniture, and equipment to other District locations.

With the opening of the new Spokane Valley Library anticipated in early summer 2023, and the BookEnd's initial purpose as a placeholder while the District explored different options for capital funding for new libraries met, such a closure would align with the BookEnd's original intent.

**Employee engagement**

Supervisors spoke with all employees currently working at the BookEnd and informed them that the discussion regarding future operations would be taking place as part of the 2023 budget discussions with the Board of Trustees. Staff were informed that closure was one of the potential outcomes. Staff were also informed that regardless of the outcome, there would be no staffing reductions, and that all employees currently scheduled there would be reassigned to other District locations if the BookEnd is closed. Once these individual discussions were completed, employees District-wide were informed of the same via an All Staff Update posted in September.

**Next steps**

As this is a discussion item, no action is required at this time. Possible board actions are outlined below. Staff will provide additional information at the meeting and be available to answer questions.

Recommended Action: No action required; Trustees may direct staff to:

- 1.) prepare additional information for follow-up discussion at a future Board meeting, and/or
- 2.) prepare a formal recommendation to not renew The BookEnd lease after June 2023, for discussion and potential action at a future Board meeting.

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**FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: NOVEMBER – DECEMBER 2022****November 15, 2022: Argonne Library – (4:00 p.m.)**

- New Spokane Valley Library: Update
- 2023 Preliminary Budget Update
  - Cost of Living Adjustment (COLA) for 2023 (Tentative): Approval Recommendation.
  - Adopting a 2023 Final Budget and Certifying It to the Board of County Commissioners (Resolution No. 22-xx): Approval Recommendation.
  - Authorizing 2022 Property Tax Levy Increase for Collection in 2023 (Resolution No. 22-xx): Approval Recommendation.
  - Levying the Regular Property Taxes for SCLD for Collection in 2023 (Resolution No. 22-xx): Approval Recommendation.
  - Board Direction to Staff

Please send requests for agenda additions or changes to the Board Chair or Administrative Services Manager no later than Tuesday, Nov. 1, for inclusion in the preliminary agenda to be sent Nov. 2.

Meeting packets will be mailed Nov. 9.

**December 20, 2022: Argonne Library – (4:00 p.m.)**

- New Spokane Valley Library: Update
- 2023 Budget Update
  - Authorizing the Transfer of Funds from the General Fund to the Capital Projects Fund (Resolution No. 22-xx): Approval recommendation (tentative)
- 2022 Work Plan—Year in Review
- 2023 Work Plan
- 2022 Meeting Schedule/Locations and Policies Review: Approval Recommendation.

- 
- 2022 Board of Trustees' Officers Election: Action Required.
  - Recognition of Retiring Trustee Kristin Thompson (Resolution No. 22-xx): Approval Recommendation.

**SPECIAL MEETINGS/ACTIVITIES**

2022

TBD            Trustee Candidate Interviews

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## EXECUTIVE DIRECTOR'S REPORT OCTOBER 2022

### Business Office, Finance and Facilities – Rick Knorr

#### General Fund

Financial results through the third quarter of 2022 are presented.

Property tax collections continue to be received as expected. Total expenses before operating transfers are 75.37% or near exactly the target of 75% through three quarters of the year.

Looking forward, I am anticipating that the final results for year-end will be as close to the operating budget at it has ever been in a number of years.

#### New Monthly Construction Expenditures Report

Included this month in the financial report is a one-page report detailing the monthly construction expenditures for the new Spokane Valley Library since beginning of construction in April 2022. This report will assist in following both construction progress and the pace of that progress. The intent is to include this page until the building is complete.

#### Facilities Report

##### Security Upgrade Project:

Argonne and Cheney have been added to the list of buildings that have the new intrusion system installed bringing the total to 7.

##### North Spokane Front Door:

A new front door was installed at North Spokane in late September. The previous one did not have the features necessary to properly work with the new access control system currently being installed.

##### Landscaping:

The beginning of fall brings the winding down of the landscape maintenance. All sprinkler systems have been blown out and winterized during the first week of October. Fall cleanups will be started as soon as the leaves turn and drop.

### Human Resources – Toni Carnell

#### Training

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

#### Staff updates:

##### New hires:

- Administrative Services Manager

##### Promotions:

- Public Services Associate to Library Supervisor

#### Transfers

- 
- Library Supervisor
  - Mobile Services Associate to Public Services Associate
  - Public Services Associate - 2

Separations:

- Public Services Associate

## **Communication & Development – Jane Baker**

### Communication

With fall comes the return of most all in-library programs for the first time in two years. With a new issue of *Engage* at the print company, the Communication Department turned to writing and designing the supplemental materials for programs and events. This includes items such as passports and bookmarks for the upcoming Small Business Saturday and badges for the World Cup Reading Challenge. Due to paper supply issues, *Engage* arrived later than expected, but still in time to begin promoting the fall programs.

### Development

The Development Department, working with the Foundation's Finance Committee, is in the process of establishing the Diane E. Zahand Fund as a donation option under the Foundation. This fund will continue to support STEM programs and resources for youth of all ages.

## **Operations - Doug Stumbough**

For the month of September, a total of 57,859 customers visited our libraries, down 9,120 from 66,655 in August. 87,421 physical items were borrowed by customers during the month, compared to 102,729 in August. The end of summer programming as well as the Deer Park library closure during the first part of the month and partial closure of North Spokane for door replacement likely contributed to the decline in both numbers.

### Deer Park Reopening

The month started with curbside only, and then cooler weather allowed us to open the doors to the public on the 12<sup>th</sup> for some expanded services for as long as temperatures in the building remained tolerable. That only had to be the case for two days, as the needed part was delivered and installed on the 13<sup>th</sup>, roughly two weeks sooner than hoped. Full services and hours were then restored on the 14<sup>th</sup>. In all, the library building was closed to the public for 42 days due to the failure of the HVAC system.

### Air Quality

Poor air quality due primarily to wildfire smoke impacted services for several days in September. Following the District's Air Quality Index (AQI) Response plan, curbside service and outdoor events/activities were suspended a total of six days this month.

### North Spokane Entry Door Replacement

In preparation for the new access control (key card entry) system coming later this fall to all libraries, the North Spokane Library building was closed to the public from the 21<sup>st</sup> through 23<sup>rd</sup> as new main entry doors were installed. The removal of the old doors and the installation of the new doors necessitated the main entry and breezeway be inaccessible, however curbside service was available during the installation, including hold and



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print pickup and a temporary book drop was set up for customers to be return items.

### Positive Interaction Reports

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

During the Deer Park closure, a long-time customer called the library, asking when it would be reopening and to say that she missed the staff and “that they are wonderful!”

The Call Center received this compliment directed to all staff at all locations: “Thank you for all you do. I so appreciate the Spokane County Library and all the services you offer. You are a lifeline and quite important to my life now and throughout my years as a teacher. Keep up the great work!”

A Spokane Valley user submitted this through our website Comments & Suggestions form: "Just wanted to thank you guys for being such an awesome library. Everyone here is so very nice and helpful. I love coming here."

North Spokane shared several comments a customer made during her visit, saying, "This is the best library on earth" and "You've blessed my whole day!" She continued to compliment and thank staff profusely and made a small donation on her way out.

The District’s Interlibrary Loan Associate received a thank you note from a customer regarding an ILL (InterLibrary Loan) that we were able to get for him. "Thank you for the loan of this brilliant book. It was formative to me...It has been 65 years now and I still remember much verbatim. Thanks again."

A staff member at Moran Prairie was putting away holds when a customer came up to grab his hold and just wanted to take a second to thank the staff at Moran. He said he loves coming to the library, and the staff are always so helpful & welcoming.

During ValleyFest, a customer visited LINC with her family. She was impressed with all the features of the mobile library, commenting on how much they loved LINC and that Mobile Services Supervisor Danielle was "so sweet" in explaining everything to her family.

A BookEnd customer thanked staff there for always being so helpful. She shared that it is her home away from home, and she always loves to come to BookEnd, even if it's just to see their faces.

A man and his wife came into the Deer Park Library needing to create and upload a resume. Self-proclaimed as not tech-savvy, he was able to create a resume and with some assistance and was able to submit it online for an upcoming job. Afterward, they were both extremely grateful and "couldn't have done this without you," thanking Mandy for her help.

### **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

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the month and titles with the most holds placed during the month. We also included the **adult (physical)** titles with the top checkouts and holds for the month:

- Popular **OverDrive** titles September:
  - **Audiobook checkouts:**
    - *Girl, Forgotten* by Karin Slaughter (129)
    - *The Book of Difficult Fruit: Arguments for the Tart, Tender, and Unruly (with recipes)* by Kate Lebo (91)
    - *The Last Thing He Told Me* by Laura Dave (69)
  - **Ebook checkouts:**
    - *Sparring Partners* by John Grisham (60)
    - *The Last Thing He Told Me* by Laura Dave (59)
    - *Verity* by Colleen Hoover (56)
  - **Audiobook holds** as of October 3:
    - *Where the Crawdads Sing* by Delia Owens (125)
    - *I'm Glad My Mom Died* by Jennette McCurdy (91)
    - *Fairy Tale* by Stephen King (73)
  - **Ebook holds** as of October 3:
    - *Verity* by Colleen Hoover (95)
    - *The 6:20 Man* by David Baldacci (90)
    - *Fairy Tale* by Stephen King (68)
- Popular **Adult Physical Book** titles September:
  - Checkouts:
    - *The Book of Difficult Fruit: Arguments for the Tart, Tender, and Unruly (with recipes)* by Kate Lebo (125)
    - *The Woman in the Library: A Novel* by Sulari Gentill (52)
    - *Wish You Were Here: A Novel* by Jodi Picoult (51)
  - Holds:
    - *The Book of Difficult Fruit: Arguments for the Tart, Tender, and Unruly (with recipes)* by Kate Lebo (64)
    - *Fairy Tale: a Novel* by Stephen King (28)
    - *Dinners with Ruth: A Memoir on the Power of Friendships* by Nina Totenberg (22)

### Spokane Is Reading Presents Kate Lebo

The 2022 Spokane Is Reading title selection is *The Book of Difficult Fruit: Arguments for the Tart, Tender, and Unruly (with recipes)* by Kate Lebo. Ms. Lebo is an award-winning author and baker from Spokane who will be doing two free Spokane Is Reading presentations on October 26 at 1:00pm at the North Spokane Library and at 7:00pm at the Central Library. She won the 2022 Washington State Book Award for Creative Nonfiction for her 2021 release *The Book of Difficult Fruit* with the winners being announced on September 13. The book is available in physical and digital formats with District customers availing themselves of these options.

### Conference Report

Interlibrary Loan Associate Lori Shotwell attended the Northwest Interlibrary Loan & Resource Sharing Conference held virtually in September. In addition to ILL-related sessions, additional sessions sought to encourage a work/life balance, create and maintain healthier workplaces, and creating professional boundaries.

**COLLECTION MONTHLY REPORT  
SEPTEMBER 2022**

	<b>Select Transaction Count</b>		
<b>Physical Collection</b>	<b>YTD 2022</b>	<b>YTD 2021</b>	<b>CHANGE</b>
Items Processed	41,519	38,938	7%
Interlibrary Loan Total	4,592	3,965	16%
<b>Overdrive</b>			
Total Checkouts	627,497	575,360	9%
Total Holds	193,649	176,662	10%
<b>hoopla</b>			
Total Checkouts	26,384	24,787	6%
	<b>Total Items in Collection</b>		
<b>Material Type</b>	<b>YTD 2022</b>	<b>YTD 2021</b>	<b>CHANGE</b>
Print	309,553	302,298	2%
Nonprint	77,188	75,397	2%
Overdrive	140,840	122,632	15%
<b>Grand Total</b>	<b>527,581</b>	<b>500,327</b>	<b>5%</b>

**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 are as follows:

**Service Milestone Presentations**

I had the opportunity to present service pins to five employees reaching service milestones in September. These service pins are presented to staff for every five years of employment with the District. Ranging from 5 to 20 years, the pins presented in September totaled 55 years of service to the District and the communities we serve. Congratulations to Rebecca Boehme (5 years), Jana Knutson, Walter McNeilly, and Corinne Wilson (10 years), and Kristy Bateman (20 years).

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## OPERATIONS REPORT SEPT 2022

Doug Stumbough and Kristy Bateman

### Service Priority Teams

#### Business and Career Development (Stacey Goddard)

- Our focus this month was business outreach for *Small Business Saturday* (SBS), which kicks off the Saturday after Thanksgiving.
  - The BCD team, along with librarian Christie Onzay, visited small businesses in their respective communities to encourage them to participate in this annual program. As of this writing, they have registered 54 small businesses.
  - This was a great way for new librarians Janet Hacker-Brumley and Amanda Carpentier to get a crash course in their respective communities of Millwood and Deer Park as they connected with past SBS participants and contacted new businesses.
- This month's *Medicare Open Enrollment Clinic* was presented twice, once via Zoom and once in-person at Spokane Valley.

#### Early Learning (Mary Ellen Braks)

- This month we had 64 storytimes with an attendance of 1,126.
- Our childcare visits started this month. We did eight storytimes with an attendance of 76. We are still finalizing the schedule as we connect with locations about the service.
- We did our first in-person STARS training for childcare providers called *Music and Early Learning*.

#### Education and Enrichment (Gwendolyn Haley)

- Programs slowed down in September as we transition from summer to fall. Master Gardener Steve Nokes continues to be a big draw, with 30 people attending his program on replacing your lawn with native plants and other alternatives.
- LEGO Programs are back. Most libraries host either a *LEGO Free Play* weekly passive program in their library, or a monthly *Build with Books: LEGO Challenge* program.
- Starting in October, most of our programs will pivot to in-person. While we'll continue to offer online options, The LAB and The Studio are fully open to the public. Both offer programs regularly, as well as appointments to learn about and use the unique items available, such as the Glowforge laser cutter and filming equipment.
- *Reading Buddies* is on track to start in October, with seven out of our original 10 schools participating. The schools are excited to be back and have more students who would like to participate than we have volunteers. We will continue to recruit.

#### Digital Projects and Resources (Carlie Hoffman)

- A Request for Proposals for Website development was posted. Submissions were due Sep 30.
- An initial work team attended a kickoff meeting for Aspen implementation. Post-meeting, I answered a questionnaire so the vendor can create our Aspen site.
- I attended vendor meetings from Kanopy and Library Ideas.

#### Information Technology (Patrick Hakes)

- Further developed District IT Disaster Recovery plan.
- Setup work on the new discovery layer for the catalog began.

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- IT staff traveled with Kris Barnes to Timberland libraries to review their processes.,

**Mobile Services (Danielle Marcy)**

- LINC received a comment card stating that customers loved seeing us provide library services at the Fairwood Farmer's Market.

**Library Reports****Airway Heights: Autrey Jeske**

- Spokane Carvers, a local woodcarving group, displayed different art in our case, along with advertising for their annual show that is held at the end of September.
- Teens attended and enjoyed our STEM program, *Squishy Circuits*. They posted their creations on their social media pages to show off what they had made.
- Kids and their families have been coming to the library on Saturdays to participate in Lego Free Play.

**Argonne: Amy Fair**

- Janet Hacker-Brumley started as the Argonne community Librarian in September.
- Wyatt led storytime on Wednesday, and he usually sings the song, "Head, Shoulder, Knees and Toes," but this time he didn't. A little girl's grandmother asked him during the play time and if they could do the song together since she loves to sing. Wyatt obliged and made her day.

**BookEnd: Stacy Loberg**

- We received a comment from a customer, "Dani came in today to thank us for always being so helpful! She says that this place is her home away from home, and always loves to come to BookEnd, even if it is just to see our faces!"
- We got new artwork put up for the month, watercolors by Jen Arnold.

**Cheney: Jonathan Melcher**

- Crystal and I went to Neighborfest at EWU and spoke with 122 students.
- Lisa saw a mom and a little boy using self-check-out and as they walked away the boy said, "Why was that so easy?"

**Deer Park: Jacob O'Doherty**

- The Deer Park community is excited to be back in the building. People have been overwhelmingly positive as they have returned after the closure.
- The community has been incredibly welcoming to me as a new member of the library.
- Snack time is consistently growing, and kids and parents alike are excited about Lego's returning in October.

**Fairfield: Kristy Bateman**

- There have been several new people that have moved into the surrounding communities and staff have enjoyed meeting them when they have come in for new cards.

**Medical Lake: Cecelia McMullen**

- Brian Newberry, the Girl Scout CEO for Eastern Washington and Northern Idaho stopped by to thank us for "what libraries do and what we contribute to Medical Lake." He then presented us with badges.

- Dustin and his family were thrilled to win the Medical Lake Summer Reading prize donated by the Library Foundation. His parents sent us a photo of Dustin in his tree house, binoculars in hand and backpack by his side.

**Moran Prairie: Caitlin Wheeler**

- The local chapter of the Daughters of the American Revolution put together a display on the Constitution, which complimented and drew attention to our National Voter Registration Day display.
- Customers enjoyed our drop-in *Marble Rollercoasters* program. One child even managed to get his marble to complete a double loop!

**North Spokane: Brian Vander Veen**

- This month, we had a selection of art on display from artists featured on the Little Spokane River Artist Studio Tour.
- We wrapped up the final week of our participation in the KERNEL (Kids Eating Right Nutrition and Exercise for Life) program at the Fairwood Farmers Market. Over the course of the summer, we averaged more than a hundred children each week participating in educational activities related to food, exercise, and nutrition.

**Otis Orchards: Stacy Loberg**

- Families are enjoying the play kitchen that is now back out in the kid's area!
- We had customer Jamey Fracz display dolls from around the world in the display case, it was received well with lots of compliments.

**Spokane Valley: Danielle Milton**

- Valleyfest was back in the community after a two-year hiatus. Staff attended both Saturday and Sunday and talked with over 1,500 people.
- Storytime attendance has begun to pick up with the start of the new school year and bringing back the different age group specific storytimes. Staff have been excited to connect with new families.

**District-wide Information**

Security Incident Reports

For September 2022, there were 34 Security Incidence Reports filed. Six less than last month, August 2022 (40) and four less than September 2021 (38). North Spokane had the most incidents reported (15). The most frequently reported incidents related to Substance Abuse Violations (10).

Public Use Measures

**September 2022**

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	117,763	105,412		12%
Door count	57,859	54,552	589,279	58%
Items Borrowed	192,121	179,608	1,774,635	19%
• Airway Heights	2011	2485	19917	15%
• Argonne	7574	7809	67551	21%
• Cheney	7311	6687	66448	26%
• Deer Park	4717	7869	57108	3%

• Fairfield	446	473	4576	-12%
• Medical Lake	2097	1767	20122	34%
• Mobile Services	1655		11287	
• Moran Prairie	13702	10272	126793	57%
• North Spokane	22390	22853	214679	20%
• Otis Orchards	2543	2626	23702	9%
• Spokane Valley	22038	20537	206625	29%
• The BookEnd	937	872	8371	-12%
• Digital	71,758	64,953	653,828	9%
• Totals	159579	149376	1484125	18%
Programs				
• Number	101	22	689	156%
• Attendance	3,912	274	20,754	241%
Internet Station Use (%)	20.0%	17.7%	20.1%	
Meeting room bookings	283	0	2342	
Digital Resource Use	141,599	181,781	1,142,572	-15%

### Public Use Measure Definitions

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

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

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

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

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

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

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



**Spokane County Library District  
Summary of Revenues & Expenses - (Cash Basis)  
For the Nine Months Ended September 30, 2022**

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
			<b>Target 75.0%</b>	
<b>REVENUES</b>				
PROPERTY TAXES	\$ 9,846,773	\$ 16,429,500	59.93%	\$ 6,582,727
CONTRACT CITIES - AIRWAY HEIGHTS	269,729	357,000	75.55%	87,271
CONTRACT CITIES - SPOKANE	46,797	91,000	51.42%	44,203
FINES & FEES	101,004	59,000	171.19%	(42,004)
GRANTS & DONATIONS	119,211	7,000	1703.01%	(112,211)
E-RATE REIMBURSEMENTS	217,469	231,000	94.14%	13,531
LEASEHOLD & TIMBER TAX, REBATES, OTHER	46,752	28,000	166.97%	(18,752)
INTEREST REVENUES	45,438	62,000	73.29%	16,562
<b>TOTAL REVENUES</b>	<b>\$ 10,693,172</b>	<b>\$ 17,264,500</b>	<b>61.94%</b>	<b>\$ 6,571,328</b>
TRANSFERS IN	-	-	0.00%	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 10,693,172</b>	<b>\$ 17,264,500</b>	<b>61.94%</b>	<b>\$ 6,571,328</b>
<b>EXPENSES</b>				
SALARIES	\$ 5,470,469	\$ 7,409,000	73.84%	\$ 1,938,531
FRINGE BENEFITS	1,842,299	2,504,400	73.56%	662,101
SUPPLIES	121,958	194,700	62.64%	72,742
UTILITIES	394,890	521,300	75.75%	126,410
SERVICES	1,149,051	1,466,000	78.38%	316,949
INSURANCE	83,421	75,000	111.23%	(8,421)
CAPITAL EQUIPMENT	602,092	639,100	94.21%	37,008
LIBRARY MATERIALS	1,565,773	2,113,000	74.10%	547,227
ELECTRONIC LIBRARY MATERIALS	191,792	250,000	76.72%	58,209
LIBRARY PROGRAMS	83,236	92,000	90.47%	8,764
<b>TOTAL EXPENSES</b>	<b>\$ 11,504,980</b>	<b>\$ 15,264,500</b>	<b>75.37%</b>	<b>\$ 3,759,520</b>
TRANSFERS OUT	2,000,000	2,000,000	100.00%	-
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 13,504,980</b>	<b>\$ 17,264,500</b>	<b>78.22%</b>	<b>\$ 3,759,520</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ (2,811,808)</b>	<b>\$ -</b>		
BEGINNING CASH	7,739,406			
NET FROM ABOVE	(2,811,808)			
<b>ENDING CASH</b>	<b>\$ 4,927,597</b>			

**Number of months cash on hand 3.9**



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

	<b>Y-T-D Actual</b>	<b>Annual Budget</b>
<b>REVENUES</b>		
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	67,321	55,000
<b>TOTAL REVENUES</b>	<b>9,071,749</b>	<b>12,086,000</b>
Transfers In	2,000,000	2,000,000
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>11,071,749</b>	<b>14,086,000</b>
<b>EXPENSES</b>		
Construction Costs, Including Sales Tax	\$ 4,224,060	\$ 6,838,000
Architect Fees	347,231	395,000
Owners Rep, Permits and All Other	163,638	228,000
<b>TOTAL EXPENSES</b>	<b>4,734,929</b>	<b>7,461,000</b>
<b>NET EXCESS OF REVENUES OVER (UNDER) EXPENSES</b>	<b>\$ 6,336,820</b>	<b>\$ 6,625,000</b>
 BEGINNING CASH	 \$ 3,879,164	
NET FROM ABOVE	6,336,820	
ENDING CASH	<b>\$ 10,215,984</b>	

Spokane County Library District  
 Capital Projects Fund  
 Monthly Construction Expenditures for New Spokane Valley Library

	General Contractor	Architect	Other	Total
Total Through Start of Construction	-	756,787	136,408	893,195
<i>APRIL</i>		51,560	9,046	60,606
<i>MAY</i>	372,119	13,563	42,037	427,719
<i>JUNE</i>	502,849	26,552	13,491	542,892
<i>JULY</i>	515,008	26,563	8,303	549,874
<i>AUGUST</i>	685,955	22,142	12,308	720,405
<i>SEPTEMBER</i>	2,148,129	17,284	11,454	2,176,867
	<u>4,224,060</u>	<u>914,451</u>	<u>233,047</u>	<u>5,371,558</u>
Balance to Finish	8,409,126	235,549	1,121,634	9,766,309
	67%	20%	83%	65%

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

	9/30/2021	12/31/2021	3/31/2022	6/30/2022	9/30/2022
<b>REVENUES</b>					
PROPERTY TAXES	628,717	6,315,957	1,143,649	8,141,111	562,012
CONTRACT CITIES - AIRWAY HEIGHTS	88,106	88,106	89,910	89,910	89,910
CONTRACT CITIES - SPOKANE	-	49,981	-	46,797	-
				-	-
FINES & FEES	20,407	27,254	29,173	31,245	40,586
GRANTS & DONATIONS	5,469	17,577	23,508	22,213	73,490
E-RATE REIMBURSEMENTS	52,671	35,114	84,535	59,809	73,125
MISC TAX COLLECTIONS & OTHER	17,248	11,534	12,121	20,157	14,474
INTEREST REVENUES	14,316	11,796	8,402	9,070	27,967
<b>TOTAL REVENUES</b>	<b>826,935</b>	<b>6,557,319</b>	<b>1,391,298</b>	<b>8,420,311</b>	<b>881,563</b>
<b>EXPENSES</b>					
SALARIES	1,695,305	1,722,612	1,765,731	1,821,325	1,883,413
FRINGE BENEFITS	564,007	554,341	617,359	621,754	678,186
SUPPLIES	44,395	38,819	47,053	31,217	43,688
UTILITIES	124,563	110,187	146,046	116,419	132,425
SERVICES	255,453	244,348	511,892	253,391	383,767
INSURANCE	-	363	82,234	175	1,012
CAPITAL PROJECTS AND EQUIPMENT	109,350	235,283	68,550	283,102	250,440
LIBRARY MATERIALS	414,076	612,282	578,423	492,969	494,381
ELECTRONIC LIBRARY MATERIALS	32,552	45,943	68,421	114,625	8,746
LIBRARY PROGRAMS	25,570	18,401	30,959	32,384	19,893
<b>TOTAL EXPENSES (before transfers)</b>	<b>3,265,271</b>	<b>3,582,579</b>	<b>3,916,669</b>	<b>3,767,360</b>	<b>3,895,952</b>
Fringe Benefits as % of Total Compensation	25.0%	24.3%	25.9%	25.4%	26.5%
Fringe Benefits as % of Salaries	33.3%	32.2%	35.0%	34.1%	36.0%