



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
December 20, 2022 4:00 p.m. Argonne Library

AGENDA

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

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

- I. CALL TO ORDER**
- II. AGENDA APPROVAL**
- III. PUBLIC COMMENT**
- IV. ACTION ITEMS**
 - A. Approval of November 15, 2022 Regular Meeting Minutes
 - B. Approval of November 2022 Payment Vouchers
 - C. Unfinished Business
 - 1. New Spokane Valley Library: Update
 - 2. 2022 Work Plan – Year in Review
 - D. New Business
 - 1. 2022 Budget Amendment (Resolution No. 22-08): Approval Recommendation
 - 2. Customer Privileges and Responsibilities Policy: Approval Recommendation
 - 3. New Spokane Valley Library Public Art: Harold Balazs's "Figures from Lewis Carroll's Alice in Wonderland": Approval Recommendation
 - 4. Future Operation of the BookEnd: Discussion
 - 5. 2023 Work Plan: Discussion
 - 6. 2023 Board Meeting Schedule (Resolution No. 22-09): Approval Recommendation
 - 7. 2023 Board Meeting Policy and Overview Schedule: Discussion
 - 8. 2023 Board of Trustees' Officers Election: Action Required
 - 9. Recognition of Retiring Trustee Kristin Thompson (Resolution No. 22-10): Approval Recommendation
- 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.

December 20, 2022

BOARD OF TRUSTEES MEETING MINUTES: NOVEMBER 15, 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 Argonne Library, Tuesday, November 15, 2022, at 4:00pm.

Present: John Craig – Chair
Kristin Thompson – Vice Chair
Jessica Hanson – Trustee (via Zoom)
Ellen Clark – Trustee
Jon Klapp – Trustee

Excused: None.

Also Present: Patrick Roewe (Executive Director), Doug Stumbough (Operations Director), Rick Knorr (Finance Director), Vincent Davi (Video Production Specialist), Andrea Sharps (Collection Services Director), Emily Greene (Administrative Services Manager), Amy Fair (Library Supervisor) and one (1) member of the public

Guests via Zoom: Jane Baker and seven (7) members of the public

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

Agenda Approval (Item II) Vice Chair Kristin Thompson moved and Trustee Jon Klapp seconded the approval of the agenda. The motion was approved.

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

Approval of October 18, 2022 Regular Meeting Minutes (Item IV.A) Mr. Craig called for any corrections to the October 18, 2022 Regular Meeting Minutes. There were no corrections, the minutes stand as written.

Approval of October 2022 Payment Vouchers (Item IV.B) Mr. Klapp moved and Ms. Clark seconded the approval of the October 2022 Payment Vouchers as follows.

Fund	Voucher/Payroll Numbers	Subtotal	Total
October - GF	60192-60306 and W001194-W001213	\$719,526.03	\$719,526.03
	10102022PR and 10252022PR	\$445,272.13	\$445,272.13
		Total	\$1,164,798.16
CPF	9663 Hammond Facility Consulting Services	\$5,513.00	\$5,513.00
	9664 Kilgore Construction	\$1,367,634.69	\$1,367,634.69
	9665 Modern Electric Water	\$225.96	\$225.96
	9666 Integrus Architecture	\$24,298.43	\$24,298.43

	9667 Intermountain Materials Testing	\$2,483.70	\$2,483.70
	9668 Testcomm, LLC	\$500.00	\$500.00
		Total	\$1,400,655.78

There was no further discussion. The motion was approved.

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

NEW SPOKANE VALLEY PROJECT UPDATE. Mr. Roewe stated construction has reached 60% completion. Construction continues to stay on schedule and on budget. Discussion ensued about completion of the building's exterior walls and windows, a future recommendation for public art for the project, and the parking lot paving being delayed due to the earlier than anticipated snow.

**New Business:
2023 Budget
(Item IV.D.1)**

There was no further discussion.
2023 BUDGET. Rick Knorr described the changes made from the October preliminary budget. Significant changes included an increase in the capital project transfer fund and a decrease in salaries and benefits. There were no changes to revenue since October, while there were few additional changes to expenses. Changes included reductions in the supply and travel and training budgets since COVID had affected amounts spent, sufficient coverage in coming snow removal fees, increases to security patrols and the cost of the new Spokane Valley Library while maintaining the old Spokane Valley Library building. Information on the levy and its interaction with tax increment financing areas (TIFs) was provided. Discussion ensued about projections for the General Fund and the Capital Project Fund in the next few years.

There was no further discussion.

**New Business:
2023 Budget
(Item IV.D.1.a)**

COST OF LIVING ADJUSTMENT FOR 2023. Ms. Thompson moved and Ms. Clark seconded the approval of the proposed cost of living adjustment percentage of 4%. Discussion ensued about the number of full time equivalent (FTE) employees in the District.

There was no further discussion. The motion was approved.

**New Business:
2023 Budget
(Item IV.D.1.b)**

ADOPTING A 2023 FINAL BUDGET AND CERTIFYING IT TO THE BOARD OF COUNTY COMMISSIONERS (RESOLUTION NO. 22-04). Mr. Jon Klapp moved and Ms. Clark seconded that Resolution No. 22-04, Adopting a 2023 Budget and certifying it to the Board of County Commissioners, be adopted.

RESOLUTION NO. 22-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING THE 2023 BUDGET; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S 2023 BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

There was no further discussion. The motion was approved.

**New Business:
2023 Budget
(Item IV.D.1.c)**

AUTHORIZING 2022 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2023 (RESOLUTION 22-05). Mr. Klapp moved and Ms. Clark seconded that Resolution No. 22-05, Authorizing a 2022 Property Tax Levy Increase for Collection in 2023, be adopted.

RESOLUTION NO. 22-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2022 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2023 AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

There was no further discussion. The motion was approved.

**New Business:
2023 Budget
(Item IV.D.1.d)**

LEVYING THE REGULAR PROPERTY TAXES FOR SCLD FOR COLLECTION IN 2023 (RESOLUTION 22-06). Ms. Clark moved and Ms. Hanson seconded that Resolution No. 22-06, Levying the Regular Property Taxes for SCLD for Collection in 2023, be adopted.

RESOLUTION NO. 22-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, LEVYING THE REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY DISTRICT FOR COLLECTION IN 2023 TO DISCHARGE ANTICIPATED DISTRICT EXPENSES AND OBLIGATIONS FOR THE 2023 CALENDAR YEAR; CERTIFYING SAID AMOUNT TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

There was no further discussion. The motion was approved.

**New Business:
2023 Budget
(Item IV.D.1.e)**

BOARD DIRECTION TO STAFF. The Board had no further direction for staff regarding the 2023 budget. Regarding overall capital fund expenditures spanning both 2022 and 2023, Mr. Knorr stated that due to the New Spokane Valley construction being ahead of schedule, the District has now spent 6 million of the approved 7 million so far in 2022. More information will be provided in the December meeting for a resolution to authorize increasing the capital projects fund spending authority for 2022 due to the library project being ahead of schedule. Mr. Roewe also stated that the presented budget did not include revenue from overdue fees.

There was no further discussion.

**New Business:
Revitalization and TIF
(Resolution 22-07)
(Item IV.D.2)**

COMMUNITY REVITALIZATION FINANCING AND TAX INCREMENT AREA AGREEMENT (RESOLUTION 22-07). Mr. Klapp moved and Ms. Thompson seconded the approval of the Community Revitalization Financing and Tax Increment Area Agreement. Mr. Roewe provided information on what a TIF is and which TIF Agreements the District is already part of. Discussion ensued about the financial aspects of signing onto a TIF. Mr. Craig requested staff to investigate creating a policy regarding this topic.

There was no further discussion. The motion was approved.

**New Business:
Personnel Policy HR05
Leave
(Item IV.D.3)**

PERSONNEL POLICY HR05 LEAVE. Mr. Klapp moved and Ms. Thompson seconded the approval of the changes to the HR05 Policy: Leave. Human Resources Director Toni Carnell presented the changes to the HR Policy Leave. Changes included revisions to the vacation leave accrual and acceptable sick leave options. Discussion ensued about the employee weekly hour expectations.

There was no further discussion. The motion was approved.

**Discussion Items:
Future Agenda Items
(Item V.A)**

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 Argonne Library on December 20.

There was no other discussion.

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

There were no trustee reports or further discussion.

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

Mr. Roewe provided a written report prior to the meeting for October 2022, including business office, finance, and facility updates. Mr. Roewe also stated that the trustee vacancy position to replace Vice Chair Kristin Thompson has been published to the Spokane County Commissioners website but there is not yet a first review or closure date.

There was no further discussion.

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

Operations Director Dough Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for October 2022, including customer use measures, programming, and library activities. Mr. Stumbough had nothing further to report.

There was no further discussion.

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

Mr. Knorr provided the Revenue and Expenditure Final Statement through October 31, 2022 prior to the meeting. Mr. Knorr had nothing further to report.

There was no further discussion.

**Adjournment
(Item VII)**

Chair Craig adjourned the meeting at 5:09pm. The next Board Meeting is scheduled for Tuesday, December 20, 2022 at Argonne Library.

John Craig, Chair

Patrick Roewe, Secretary to the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of November 30, 2022, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,230,862.00 for the general fund and \$1,216,553.32 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: December 1, 2022

SIGNED: 

SIGNED: 

TITLE: Finance Director

TITLE: Executive Director

GENERAL OPERATING FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
60307	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	16,936.46
60308	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,418.68
60309	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	63.47
60310	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	1,308.87
60311	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	264.27
60312	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	822.17
60313	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	107.65
60314	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	80.33
60315	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,301.10
60316	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	44.41
60317	THE FIG TREE	LIBRARY MATERIALS	150.00
60318	OTIS HARDWARE	MAINTENANCE SUPPLIES	19.76
60319	PACIFIC NORTHWEST BOOKSELLERS ASSOC	ANNUAL DUES	150.00
60320	POWER CITY ELECTRIC, INC	GENL CONTRACTOR FOR SECURITY PROJECT, PMT #7	14,266.97
60321	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	899.76
60322	RIVER CITY GLASS	FINAL PAYMENT: NS NEW FRONT DOOR	4,857.20
60323	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	298.26
60324	STATE PROTECTION SERVICES INC	MOBILE AFTER HOURS SECURITY: SV, NS	2,118.00
60325	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	1,750.34
60326	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	2,948.99
60327	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,280.95
60328	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	167.33
60329	WICK ENTERPRIZES, LLC	ADVERTISING	906.12
60330	WORLD BOOK, INC.	ELECTRONIC LIBRARY MATERIALS	11,575.00
60331	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	286.02
60332	BEAMIS TRANSPORT	VEHICLE DRIVING INSTRUCTION	195.00
60333	GINA BEHRENS	PRIMETIME SITE COORDINATOR	500.00
60334	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	1,737.69
60335	ByWATER SOLUTIONS	ANNUAL SUPPORT, NEW CATALOG OVERLAY	17,000.00
60336	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	49.18
60337	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	222.34
60338	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,208.81
60339	JEFFREY GLENN DODD	PRIMETIME SCHOLAR	875.00
60340	DYMAXION RESEARCH LTD.	SCHEDULING SOFTWARE, ANNUAL LICENSE RENEWAL	2,052.00
60341	EDNETICS	MANAGED VOICE SERVICES, NOV 2022	2,220.28
60342	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,389.22
60343	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	869.42
60344	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	17,243.66
60345	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	750.00
60346	AMY LUKE	PRIMETIME CATERING, FINAL 50%	1,500.00
60347	M & L SUPPLY CO., INC.	BUILDING REPAIR & MAINTENANCE	5.16
60348	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	8,439.20
60349	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	497.18
60350	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	41,300.70
60351	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
60352	PRECISION PILATES, INC	LIBRARY PROGRAMS	457.12
60353	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	2,670.53

60354	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	158.72
60355	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
60356	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	742.89
60357	TOWN OF FAIRFIELD	BI-MONTHLY WATER, SEWER - FF	213.60
60358	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	1,149.53
60359	POWER CITY ELECTRIC, INC	GENL CONTRACTOR FOR SECURITY PROJECT, PMT #6	24,571.00
60360	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	452.68
60361	ASAP TRANSLATION SERVICES	LIBRARY PROGRAM INTERPRETING	165.20
60362	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	1,343.99
60363	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	642.62
60364	DEMCO SOFTWARE	SPACES ANNUAL SOFTWARE SUPPORT	1,063.14
60365	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	1,084.34
60366	GLOBAL KNOWLEDGE TRAINING LLC	MICROSOFT 365 TRAINING	2,335.50
60367	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	2,610.42
60368	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	11,302.22
60369	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	672.89
60370	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	4,114.41
60371	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	148.22
60372	MW CONSULTING ENGINEERS, PS	ENGINEERING SERVICES, HVAC CONTROLS PROJECT	592.50
60373	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	63.00
60374	OTIS HARDWARE	MAINTENANCE SUPPLIES	64.56
60375	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	13,871.27
60376	PATRIOT FIRE PROTECTION	BUILDING REPAIR & MAINTENANCE - NS	566.28
60377	PLYMOUTH ROCKET, INC.	ANNUAL SUBSCRIPTION FOR TIXKEEPER SOFTWARE	1,800.00
60378	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	522.72
60379	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	21,475.23
60380	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	134.22
60381	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,221.24
60382	BATTERIES PLUS BULBS	BATTERY REPLACEMENTS FOR UPS, IT SERVER ROOM	2,058.21
60383	BRENDA W. BEAULIEU	LIBRARY PROGRAMS	75.00
60384	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	99.48
60385	CONSOLIDATED IRRIGATION DIST19	WATER - OT	22.00
60386	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	674.02
60387	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	2,487.06
60388	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	75.00
60389	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	1,206.41
60390	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	17,567.13
60391	M & L SUPPLY CO., INC.	BUILDING REPAIR & MAINTENANCE	356.96
60392	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	3,047.53
60393	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	1,825.88
60394	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	497.18
60395	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	32,103.94
60396	SCHINDLER ELEVATOR CORPORATION	ELEVATOR REPAIR, SV	1,596.23
60397	SOFTWARE ONE, INC	ANNUAL SOFTWARE SUPPORT, OFFICE 365	21,247.52
60398	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	26.10
60399	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	533.50
60400	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	924.10
60401	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	1,401.34
W000001214	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,276.23
W000001215	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,804.75
W000001216	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	71,537.76
W000001217	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	51,547.90
W000001218	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	1.08
W000001219	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	22.92
W000001220	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	298.93
W000001221	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	72,645.23
W000001222	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,649.75
W000001223	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,276.23
W000001224	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	52,585.78
W000001225	ASSOCIATION OF WASHINGTON CITIES - VIMLY	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	101,511.89
W000001226	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	50.00
W000001227	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,874.75
W000001228	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	52,260.34
	Total Non-Payroll General Operating Fund		\$ 771,875.12

PAYROLL VOUCHERS			
11092022 PP21	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #21	\$ 228,710.24
11232022 PP22	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #22	230,276.64
Total Payroll General Operating Fund			\$ 458,986.88
TOTAL GENERAL OPERATING FUND			\$ 1,230,862.00

CAPITAL PROJECTS FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
9669	HAMMOND FACILITY CONSULTING SERVICES	OWNERS REP SERVICES: Monthly	4,797.63
9670	INTEGRUS ARCHITECTURE	ARCHITECT FOR NEW SV LIBRARY: Monthly	21,190.00
9671	KILGORE CONSTRUCTION INC	GENERAL CONTRACTOR, MONTHLY PROGRESS PMT	1,187,796.91
9672	MODERN ELECTRIC WATER CO	CONSTRUCTION SITE BASE FEES FOR WATER	108.18
9673	INTERMOUNTAIN MATERIALS TESTING	INSPECTION AND TESTING FEES FOR NOV 2022	1,160.60
9674	TESTCOMM, LLC.	LEED CONSULTANT AND COMMISSIONING SERVICES	1,500.00
Total Capital Projects Fund			\$ 1,216,553.32

**October 2022/November 2022
Paid in November 2022
Voucher # 60379**

Card Category	Amount
General Purchases	\$ 8,960.16
Maintenance	\$ 2,830.14
Travel	\$ 3,031.60
Acquisitions	\$ 4,304.34
Information Technology	\$ 1,976.25
Mobile Services	\$ 372.74
General Fund Purchases	\$ 21,475.23

Top Individual Charges

Real Thread	Staff T-Shirts, 100	1,673.20
Signs on the Cheap	Small Bus Saturday Wire Stake Signs, 175	1,628.27
Hilton	Adobe Conference, Lodging	1,484.27
Amazon	Curved Monitor, 34 inch	1,415.69
Tire Rama	New Tires for Maintenance Truck, 4	1,136.56
National Biz Furniture	Arm Chair with Tablet Arm, AH	1,061.90
Mailchimp	Monthly Email Service	762.30
Hootsuite	Annual Membership, 11/8 thru 11/7/2023	640.33

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE - DECEMBER 2022

Construction activity update

Project progress remains steady overall and is about 70% complete. The work led by general contractor Kilgore Construction Inc. (KCI) continues to be within or ahead of schedule.

The asphalt placement at all driveways and parking was postponed until springtime, as the weather changed drastically the day before paving installation was scheduled.

HVAC, electrical, and plumbing items are progressing as scheduled. Interior finishes are well underway in all areas of the building. Aluminum and glass window installation is ongoing. Metal siding will be delivered in mid-December.

Potential Project Delay

The electrical distribution switchboard manufacturer has advised that the equipment ordered in May 2022 and scheduled for delivery in November 2022 has been delayed until early March 2023. We understand this to be related to supply chain issues affecting manufacturing nationwide. While work can continue without immediate impact (temporary electricity has been onsite throughout construction), the building's electrical and mechanical systems cannot be tested and balanced, nor can they be commissioned without completion of the electrical system—which depends on the delayed electrical distribution switchgear. The design and contracting team are actively engaged in finding solutions to mitigate the time and potential cost of the delivery delay. The delay has the potential to push back opening the library to the public. More information will be provided on this topic at the meeting.

Cost changes

Change Order #6, encompassing several small-scale items and totaling ~\$8,700.00, was signed in November.

There are 20 items now being reviewed, some or all will further change the contract amount. Final estimates are not available as of this date, but the changes are predominantly modest and similar in magnitude to past contract changes (both additive and credits). Many if not all of these changes will be included in Change Order #7.

Including Change Order #6, 1.7% of the original construction cost has been added due to changes, amounting to \$188,255. At present, this remains comfortably within the anticipated range of 2.5 to 5%, given the completion percentage of the project. This percentage will increase once items in Change Order #7 have been priced and confirmed.

City of Spokane Valley MOU update

Status is the same as previously reported.

Potential for Easement Agreement

Status is the same as previously reported.

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

2022 WORK PLAN REVIEW

Background

The annual work plan guides the internal focus and functions that support the work of the District in serving our communities. The primary foci of the 2022 work plan are to:

- Initiate and manage the construction phase of the new Spokane Valley Library.
- Complete the priorities that were delayed by the COVID-19 pandemic, and
- Develop a new iteration of the District's strategic plan

The work plan for 2022 is divided into three thematic areas:

- **Strategic Initiatives:** Key organizational priorities focused on the future stability and success of the District in executing its mission.
- **Operational Safety and Continuity:** Ensuring the library environment is safe and welcoming for staff and customers and that the impact of unforeseen emergencies causes as minimal disruption to library functions as possible.
- **Updates and Upgrades:** A general category of projects that will benefit the customer experience and/or make internal functions more efficient by updating facilities and resources.

With these priorities in mind, the Leadership Team focused resources on the following efforts in 2022:

Strategic Initiatives:

- **Mobile Library Services:** As part of the 2019 levy lid lift funding priorities, the District took receipt of the mobile library truck (LINC—Libraries in Neighborhoods and Communities) in Q1 of 2022, and subsequently launched the service in alignment with the new mobile services model developed by staff. The LINC has been making appearances at community events and visiting stops throughout the District.
- **New Spokane Valley Project:** Following the approval of a funding plan and the design work completed in 2021, the focus for 2022 was on soliciting construction bids, awarding a construction contract, and subsequently managing the construction process. This multi-month process began with the publication of the RFP (request for proposals) in January 2022 and the awarding of the contract in March of 2022. A ground-breaking ceremony was held in March, and construction commenced in April 2022. As of this writing, construction is ~70% complete and is anticipated to continue through Q2 of 2023.
- **Capital Campaign:** The Development Department worked with the Library Foundation of Spokane County to transition into the public phase of the Spokane Valley Library Capital Campaign, an announcement of which coincided with the new library ground-breaking. Concerted efforts in solicitations for naming rights sponsors along with the community-oriented campaign for engraved pavers in the plaza has yielded success, with the Foundation having received commitments and funds totaling \$452,559 of the \$1 million goal. The capital campaign solicitation will continue into 2023.
- **Strategic Plan:** The prior iteration of the District's Community Engagement Plan was paused indefinitely due to the emergence of the COVID-19 pandemic and the need to shift focus to sustaining basic District operations. Staff used this opportunity to create and launch a team tasked with updating the District's strategic plan, based upon our past community engagement models.

The development of the plan and the supporting community engagement work has been ongoing through 2022. It is anticipated that the plan will be brought forward to the Board for discussion and approval in Q1 of 2023, with implementation set to start soon afterward.

- **Overdue Fines Evaluation:** Staff analyzed the impact of eliminating overdue fines on both the District and customers and recommended a full elimination of overdue fines. The Board directed staff to prepare the 2023 budget without overdue fines, and to revise District policy to eliminate the fines starting in 2023. The Board approved the budget in November and will take action on the policy revision at this December meeting.

Operational Safety and Continuity:

- **Keyless Entry and Alarm System Updates:** As part of the levy funding priorities, access control and alarm systems are in the process of being upgraded as part of security enhancements for the District. Bids were solicited in February, with a contract awarded in March. The alarm system upgrade was the first phase of the project and has been completed. Access control is the second phase of this project and has not been completed due to persistent manufacturing and supply chain issues. The work is anticipated to be completed in the coming weeks.
- **Security Camera Installation:** This project was delayed and will be implemented starting in Q1 2023. Staff have solicited bids and will be bringing a contract award recommendation to the Board at the January 2023 meeting. As part of the levy funding priorities, security cameras will be installed in parking lots and entrances. Along with the project above, the intent of this project is to provide the District with greater environmental control of its facilities in order to better maintain safe and welcoming places for customers, staff, and volunteers.

Updates and Upgrades:

- **Website and Catalog refresh:** Staff selected a new catalog interface that enhances customer experience and improves resource discovery. Configuration of the new “discovery layer” is now taking place, with staff testing slated to begin by the end of the month and public rollout coming early in the new year. In addition, staff assessed customer needs and usage trends of the current website and used that information to develop a plan to pursue a refresh of the website in 2023. Staff are evaluating responses to an RFP for the website work and will be recommending a contract award to the Board in the coming weeks.
- **HVAC:** As part of the levy funding priorities, HVAC (heating, ventilation, and air conditioning) systems received several improvements:
 - **HVAC Replacement, Phase 2:** The libraries selected for phase 2 of the HVAC systems upgrade or replacement are Deer Park and Argonne. These two libraries are next in line based on age and need, but work will be moved to the 2023 work plan or later depending on progress of other projects. Deer Park received a new air conditioning compressor in fall 2022.
 - **HVAC Controls:** Control systems were upgraded at Cheney, allowing for remote management of the systems by the facilities team. Airway Heights and Otis Orchards are next to have these controls installed, scheduled for 2023.
 - **Upgrade to MERV 13 air filtration:** All remaining District libraries were converted to MERV 13 filtration in 2022, allowing for more robust air filtration in the buildings.

Recommended Action: This item is for Board of Trustee information and discussion, with no formal action required at this time.

2022 BUDGET AMENDMENT

Background

Budget Authorization

Resolution #21-03 established the budget for 2022 for both the General Fund and Capital Projects Fund. The grand total expenses and transfers-out established by this resolution, in accordance with RCW 27.12.240, cannot be exceeded without prior approval of the Board of Trustees, generally in the form of a budget amendment.

General Fund Budget Amendment

Total general fund expenses have been very close to budget throughout the entire fiscal year.

As shown in the fiscal report for November 2022, total expenditures for the general fund through eleven months is 91.9% of budget, or just slightly more than the 91.7% expected for year-to-date expenditures through November. With one more month of typical operating expenditures remaining, it is expected that total expenses and transfers-out will exceed the current appropriation of \$17,264,500.

The primary reason total expenses will exceed budget is total capital expenditures will exceed budget, as shown in the following table.

Capital Expenditure:	Amount Paid through Nov 2022	Balance to Finish	Total Expected by Year End	Amount Budgeted
Security Upgrade Project: Engineering	47,184	2,816	50,000	
Security Upgrade Project: General Contractor	380,639	84,243	464,882	375,000
HVAC Controls Upgrade and Installation: CH,AH,OT	7,329	2,995	10,324	68,900
HVAC Furnace Upgrade at NS	13,426	-	13,426	50,000
Mobile Outreach Vehicle/LINC: Final payments	53,578	-	53,578	70,200
New Chromebook Computers (99), incl charging carts	62,924		62,924	-
IT Capital Equipment, laptops and switches	55,076		55,076	50,000
New Childrens Play Area Items for North Spokane	11,730		11,730	-
Reupholstered Public Area Furniture	14,432		14,432	-
All other office furnishings	23,598		23,598	25,000
	669,916	90,054	759,970	639,100

Repeating a comment from last month's report, total capital expenditures will exceed budget at year end for the following reasons:

1. Purchase of the Chromebooks and the purchase of the North Spokane children's area items were not anticipated in preparation of the 2022 budget, but were purchased due to grants and donations received to support those purchases. Thus, the expenses are over budget but so is revenue for an equivalent amount.

-
2. The security upgrade project is over budget, which was anticipated at the time of the contract award. The total amount of the low bid was \$409,000 not including sales tax, or \$445,400 after sales tax which was more that our budget estimate of 375,000

Another reason for this amendment is the overall accuracy of the entirety of the budget. In years past, especially the two most recent pandemic influenced-years, there would have been savings within other line items available to absorb the additional capital expenditures listed, but with expenditures returning to pre-pandemic normalcy, the budget’s accuracy is more focused this year.

A budget amendment for the amount listed in the table below is proposed to ensure that all expenditures for December 2022 are authorized and appropriated:

2022 General Fund Budget	
Originally appropriated	17,264,500
Recommended Increase	200,000
Appropriated Amount as amended	17,464,500

Capital Project Fund Budget Amendment

For 2022, the capital project fund’s sole purpose is to perform the accounting for the construction of the new Spokane Valley Library.

As shown in the November 2022 financial report, total expenditures for the Capital Projects Fund through November 2022 are \$7,352,138, or only \$108,862 less than the current appropriation of \$7,461,000. With one more month of construction expenditures remaining, total expenses will exceed the current appropriation.

The primary reason for this situation is one year ago when this budget was established, only a rough estimate of the monthly construction progress was available. As reported in the District monthly progress reports, the pace of construction has been faster than originally expected and budgeted for. A budget amendment for the amount listed in the table below is proposed to authorize the payments for work completed and payable in December:

2022 Capital Project Fund Budget	
Originally appropriated	7,461,000
Recommended Increase	1,245,000
Appropriated Amount as amended	8,706,000

Please note, the total cost of the new library construction project has not increased. This amendment is proposed solely due to the pace of construction.

Following is Resolution No. 22-08, which would amend the 2022 Budget as described above, which includes Exhibits A & B defining the amended amounts for the General and Capital Projects funds, respectively.

Recommended Action:

- Board motion to approve Resolution No. 22-08, Amending the 2022 Budget.

RESOLUTION NO. 22-08**A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING AN AMENDMENT TO 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 the Capital Projects Fund;

WHEREAS, RCW 27.12.240 dictates the Board shall not make expenditures in any year in excess of the amount of money appropriated for library purposes.

WHEREAS, the District received unanticipated grants and donations in 2022 for the purchase of computer equipment for public use, furnishings for certain public areas of the District facilities, and other operating expenditures, and the purchases for these grants and donations are expected to increase total expenditures for 2022 to an amount in excess of total expenditures within the original budget as adopted;

WHEREAS, the Capital Project Fund is responsible for recording the construction expenditures for the new Spokane Valley Library facility, and the amount of construction work performed thus far in 2022 is anticipated to exceed the amount forecasted within the original budget as adopted;

WHEREAS, the actual operating results for the General Fund for 2022 are nearly complete and total expenditures for the full year are forecast to exceed \$17,264,500, which are total expenditures appropriated and authorized in Resolution 21-03.

WHEREAS, the actual operating results for the Capital Projects Fund for 2022 are nearly complete and total expenditures for the full year are forecast to exceed \$7,461,000, which are total capital project fund expenditures appropriated and authorized in Resolution 21-03.

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

Section 1: AMENDMENT OF 2022 BUDGET

The Board hereby amends the 2022 Budget (attached hereto as Exhibits A and B) resulting in the revised appropriated expenditures amount by fund of:

General Operating Fund (001-661):	\$17,464,500
Capital Projects Fund (008-661):	\$ 8,706,000

Section 2: EFFECTIVE DATE.

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 20th day of December 2022.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe, Secretary to the Board of Trustees

Exhibit A

Spokane County Library District
 2022 General Operating Fund Budget
 As Amended, December 2022

REVENUES

PROPERTY TAXES	\$16,613,000
LESS: TAX INCREMENT FINANCING AREAS (TIF'S)	(183,500)
CONTRACT CITIES - AIRWAY HEIGHTS	357,000
CONTRACT CITIES - SPOKANE	91,000
FINES & FEES	129,000
E-RATE REIMBURSEMENTS	270,000
GRANTS & DONATIONS	158,000
INTEREST REVENUES AND OTHER	124,000

TOTAL REVENUES BEFORE TRANSFERS 17,558,500

TRANSFERS IN -

TOTAL REVENUES & TRANSFERS IN \$17,558,500

EXPENSES

SALARIES	7,409,000
FRINGE BENEFITS	2,504,400
SUPPLIES	175,100
UTILITIES, INTERNET & BROADBAND	533,100
SERVICES	1,549,400
LIBRARY MATERIALS	2,113,000
ELECTRONIC LIBRARY MATERIALS	250,000
LIBRARY PROGRAMS	110,600
CAPITAL EXPENDITURES	819,900

TOTAL EXPENSES BEFORE TRANSFERS 15,464,500

TRANSFERS TO CAPITAL PROJECTS FUND 2,000,000

TOTAL EXPENSES & TRANSFERS OUT \$17,464,500

NET EXCESS OF REVENUES OVER (UNDER) EXPENSES 94,000

Estimated Beginning Fund Balance: January 1, 2022 \$7,679,100

Net Excess of Revenues over Expenses 94,000

Estimated Ending Fund Balance: December 31, 2021

\$7,773,100

Exhibit B

**Spokane County Library District
2022 Capital Projects Fund Budget
As Amended, December 2022**

REVENUES

Proceeds from Washington State Treasurer, LOCAL Program Financing	\$9,042,000
Grant Proceeds from Washington State Department of Commerce	1,950,000
Contribution from City of Spokane Valley	839,000
Proceeds from Capital Campaign Donations	200,000
Interest Earnings	55,000
TOTAL REVENUES	<u><u>\$12,086,000</u></u>

EXPENSES

Construction Costs, Including Sales Tax	\$7,909,000
Architect Fees	407,000
Interest Payment, LOCAL Program Loan	204,000
All Other Costs	186,000
TOTAL EXPENSES	<u><u>\$8,706,000</u></u>

NET EXCESS OF REVENUES OVER (UNDER) EXPENSES \$3,380,000

Estimated Beginning Fund Balance: January 1, 2022	\$3,879,164
Net Excess of Revenues over (under) Expenses	3,380,000
Estimated Ending Fund Balance: December 31, 2022	<u><u>\$7,259,164</u></u>

CUSTOMER PRIVILEGES AND RESPONSIBILITIES

Background

The purpose of this policy is to establish criteria for becoming a customer and to describe the privileges and responsibilities associated with being a customer.

Following discussion on overdue fines at the October 2022 Board meeting, Trustees directed staff to prepare a recommendation for revisions to the Customer Privileges and Responsibilities policy that would eliminate the assessment of overdue fines. Consequently, the primary purpose of these revisions is to do just that. A review of the staff recommendation from October 2022 is included below. As discussed at November 2022 meeting, the approved 2023 budget does not include overdue fines as a revenue source.

Another revision is the removal of the requirement that all outstanding fines or fees over \$5.00 be paid to renew a library card, as staff considers this requirement to then raise access and equity issues similar to overdue fines. Customer accounts owing \$25.00 will continue to be blocked as per section III. (Customer Responsibilities) of the policy and will need to be resolved before renewing and/or using their card.

Additional revisions for clarity and consistency have also been made.

Please note that the effective date for the policy revisions is January 1, 2023. This lead time will allow staff to make the necessary system-level changes in the Integrated Library System (ILS) software that manages library materials, accounts, and circulation activities.

Following is 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.

Operations Director Doug Stumbough and Executive Director Patrick Roewe will be available to answer questions.

Eliminating Overdue Fines (repeated from October 2022 meeting agenda)

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 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 over time, illustrating that overdue fines' viability as a long-term revenue source is limited.
 - 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.

Recommended Action:

- Board motion to approve revisions to the Customer Privileges and Responsibilities policy, effective January 1, 2023.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: CUSTOMER PRIVILEGES AND RESPONSIBILITIES

APPROVAL DATE: JUNE 19, 1986

REVISION DATE: JANUARY 1, ~~2018~~2023

PREVIOUS POLICY TITLE: Member Privileges and Responsibilities

RELATED POLICIES:

Code of Conduct

Computer, Wireless Network and Internet Use

Fixed Assets

Library Meeting Room Use

STATUTORY REFERENCES:

RCW 27.12.180

27.12.210(1)

27.12.270

27.12.280

Purpose: To establish criteria for becoming a customer and to describe the privileges and responsibilities associated with being a customer.

General Policy: The Spokane County Library District (District) is a public library system serving the diverse needs of area residents of all ages. All libraries are open to the public. Anyone may browse materials, attend library programs, access electronic resources, and otherwise use services while in the library facilities. The level of available library resources and services is generally determined by customer residency, as defined below.

I. Library Card Eligibility

Spokane County Library District is a special-purpose district funded primarily through a property tax authorized by state law and collected only in the unincorporated county and annexed cities and towns. Eligibility to borrow materials and access electronic resources remotely is based on this geographic area and inter-local service agreements with other cities and towns, libraries, and library districts. Customers 17 years of age or younger require parental permission to obtain a library card with full privileges. The following categories of individuals are eligible to register for library cards with provision of current address and proof of identity:

A. District Customer: Persons who reside in the District's service area: Unincorporated Spokane County or an annexed or contracting city or town. In addition to those residing in its service area, the following shall be considered ~~as residents~~ ~~are~~ eligible for use of all District services without payment of a non-resident customer fee:

a. Persons residing outside the service ~~area, yet~~ ~~area yet~~ owning property within it.

b. ~~Active-duty~~ ~~Active-duty~~ military personnel and their dependents ~~that~~ ~~who~~ live on a military installation within Spokane County.

B. Reciprocal Customer: Residents of areas covered by inter-local agreements with other libraries, library districts, cities, and/or towns. Such agreements may exclude specific services such as inter-library loan or other services provided through a vendor license agreement that limits use and/or incur additional cost to the District.

C. Non-Resident Customer: Persons residing outside the District's service area that are not covered by an inter-local service agreement. An eligible non-resident may use services for which a library card is required through payment of an annual fee entitling everyone residing at the same street address (i.e., house, apartment, or other type of living unit) to District Customer library privileges. The annual fee is governed by Spokane County Library District Board of Trustees Resolution No. 99-12.

In addition, District staff may develop and issue special-use library cards that provide a defined set of privileges to specific customer groups in response to service needs and/or strategic priorities.

II. Customer Privileges

Privileges include, but are not limited to, borrowing books, DVDs, and other materials from the District's physical collection, downloading eBooks, audiobooks, and music from the District's digital collection, and remotely accessing electronic resources and online learning tools from outside of the library. Some restrictions apply to Reciprocal Customers as stated above.

III. Customer Responsibilities

Spokane County Library District has the authority to assess certain fines and fees to customer accounts. Accounts owing \$25.00 or more will have borrowing privileges suspended until payment is made.

Categories of Fines and Fees

1. Overdue Fines

~~Overdue fines are charged to encourage the return of materials in a timely manner in order to ensure those materials are available for use by other customers. Overdue fines are charged at a rate of \$.20 per item per day and have a maximum accrual amount of \$7.00 per item. The District does not assess daily fines for overdue materials.~~

2. Lost or Damaged Material Fees

Lost or damaged material fees are assessed so that the District can recoup the cost of an item. Accounts with long overdue materials declared lost, or materials determined by District employees to be damaged to the extent that they can no longer be borrowed, will be assessed a replacement fee equal to the retail price of the item.

3. Miscellaneous Charges

- a.) Photocopying & Printing: Public photocopying and printing is available in each library; customers may print up to 80 pages and copy up to 80 pages per week (Sunday through Saturday) free of charge.
- b.) NSF Check Fee: If a personal check is rejected due to Non-Sufficient Funds (NSF), an additional service fee of \$25.00 will be assessed to the account.
- c.) Interlibrary Loan Fee: Lending libraries outside of the District may require a fee for loaning some library materials. Customers requesting interlibrary loan materials will be contacted to determine if they are willing to pay the fee in order to borrow the item.

4. Collection Agency Referral Fee

Accounts owing \$50.00 or more will be referred to a collection agency after 75 days. At the point of referral, a \$15.00 fee will be assessed.

IV. ~~Library Card Renewal~~

~~Annually, customers must pay all outstanding fines or fees over \$5.00 to renew a library card.~~

~~V. Administrative Reduction or Discharge of Assessed Fines & Fees~~

The District may reduce assessed fines and fees, dependent upon certain criteria. Examples of these reductions include, but are not limited to:

A. Fines and Fees Waiver or Cancellation

District employees are tasked with determining under what circumstances a fine or fee may be waived or canceled. Circumstances include, but are not limited to, hardship, library error, and special amnesty programs designed to promote literacy, encourage the use of library resources and services, and support the District's mission. Guidelines for making such determinations are listed in associated procedures.

B. Purge of Uncollectible Amounts

The District may purge or write-off those fines and fees at the point at which all reasonable collection efforts have been exhausted. Such efforts may be based on the date or dollar value of the assessed fines or fees, or a combination therein.

VI. Service Fees

Credit or debit cards may be used to pay assessed fines and fees, limited to online payments only. Service charges pertaining to these online transactions will be accepted as a cost of doing business. No commensurate discounts or payment reductions will be extended to those fines and fees paid by cash or check.

VI. Limitations to Use

The use of District facilities and/or services may be limited when excessive demands of groups or individuals may curtail services to the general public.

VII. Denial of Service

Use of District facilities and/or services may be denied for due cause. Due cause includes, but is not limited to, failure to return library materials, failure to pay assessed fines or fees, or violation of the District's Code of Conduct or any other policy.

VIII. Procedures

The Executive Director is responsible for establishing administrative procedures necessary to carry out this policy and will respond to appeals of District staff action and/or decision in the application of this policy and any related procedures. Any appeal of Executive Director' action and/or decision may be made in writing to the Board of Trustees.

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

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: CUSTOMER PRIVILEGES AND RESPONSIBILITIES

APPROVAL DATE: JUNE 19, 1986

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- a. Persons residing outside the service area yet owning property within it.
- b. Active-duty military personnel and their dependents who live on a military installation within Spokane County.

B. Reciprocal Customer: Residents of areas covered by inter-local agreements with other libraries, library districts, cities, and/or towns. Such agreements may exclude specific services such as inter-library loan or other services provided through a vendor license agreement that limits use and/or incur additional cost to the District.

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Categories of Fines and Fees

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The District does not assess daily fines for overdue materials.

2. Lost or Damaged Material Fees

Lost or damaged material fees are assessed so that the District can recoup the cost of an item. Accounts with long overdue materials declared lost, or materials determined by District employees to be damaged to the extent that they can no longer be borrowed, will be assessed a replacement fee equal to the retail price of the item.

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IV.

Administrative Reduction or Discharge of Assessed Fines & Fees

The District may reduce assessed fines and fees, dependent upon certain criteria. Examples of these reductions include, but are not limited to:

A. Fines and Fees Waiver or Cancellation

District employees are tasked with determining under what circumstances a fine or fee may be waived or canceled. Circumstances include, but are not limited to, hardship, library error, and special amnesty programs designed to promote literacy, encourage the use of library resources and services, and support the District's mission. Guidelines for making such determinations are listed in associated procedures.

B. Purge of Uncollectible Amounts

The District may purge or write-off those fines and fees at the point at which all reasonable collection efforts have been exhausted. Such efforts may be based on the date or dollar value of the assessed fines or fees, or a combination therein.

V. Service Fees

Credit or debit cards may be used to pay assessed fines and fees, limited to online payments only. Service charges pertaining to these online transactions will be accepted as a cost of doing business. No commensurate discounts or payment reductions will be extended to those fines and fees paid by cash or check.

VI. Limitations to Use

The use of District facilities and/or services may be limited when excessive demands of groups or individuals may curtail services to the general public.

VII. Denial of Service

Use of District facilities and/or services may be denied for due cause. Due cause includes, but is not limited to, failure to return library materials, failure to pay assessed fines or fees, or violation of the District's Code of Conduct or any other policy.

VIII. Procedures

The Executive Director is responsible for establishing administrative procedures necessary to carry out this policy and will respond to appeals of District staff action and/or decision in the application of this policy and any related procedures. Any appeal of Executive Director' action and/or decision may be made in writing to the Board of Trustees.

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

NEW SPOKANE VALLEY LIBRARY PUBLIC ART: HAROLD BALAZS'S "FIGURES FROM LEWIS CARROLL'S ALICE IN WONDERLAND"

Historical Background

The Alice in Wonderland characters were created by renowned Spokane area artist Harold Balazs for the then Spokane County Rural Library's new Valley Branch/Headquarters building that opened in 1955 and the location of which still serves as the (current) Spokane Valley Library.

Built in the style of mid-century modern public buildings, the Valley Branch was the first brick and mortar location for the Spokane County (Rural) Library District. After rejecting Balazs's first concept, the Board of Trustees commissioned Balazs to create plaques with enameled figures of the Cheshire Cat, Queen of Hearts, and Mad Hatter to be installed either behind the "charging desk" or in the "conversation corner" of the reading room in the new library. The total cost was \$520.15.

The Alice in Wonderland figures were displayed in the library until 1979, when they were taken down and stored because there was no longer an appropriate location for them. They remained in storage for over 20 years, through the library's extensive 1985-86 renovation and expansion, until April 2000, when they were reinstalled in their current location at the west end of the library's mezzanine.

Harold Balazs

Harold Balazs (1928–2017) is a renowned Pacific Northwest artist based in Mead, WA. His large-scale public art pieces populate plazas, schools, parks, libraries, government offices, and college campuses. Metal sculptures, concrete reliefs, enamel murals, walls of carved wood and brick reflect the breadth of the artist's creativity and decorate cities throughout Washington from Seattle to Spokane.

Chosen as the primary artist for the world's fair in 1974, his works featured prominently in Spokane's Riverfront Park. Sculptures include the Centennial Sculpture and Untitled (aka "'Lantern"). Balazs also sculpted the park's Rotary Riverfront Fountain, which was installed in 2005. Also famed as a liturgical artist, Balazs has created art for more than two hundred churches and synagogues in the region since the 1950's.

Balazs also served three terms on the Washington State Arts Commission and helped establish the Art in Public Places Program (AIPP) that facilitates the acquisition, placement, and stewardship of artwork in state-funded building projects throughout Washington.

2022 Restoration

In August 2022, the District signed a contract with public art consultant Karen Mobley for restoration, appraisal, and related work. The appraisal was completed in October 2022 by The Art Spirit Gallery of Coeur d'Alene, ID, which has represented the works of Harold Balazs for 26 years. The retail value for the pieces is appraised at \$15,000. The insurance value for the pieces is appraised at \$24,000.

In addition to the appraisal, work has been completed on protective Plexiglas boxes for the pieces, and new wood backings on which to mount them are being fabricated. In December, Karen Mobley cleaned the pieces in preparation for them being mounted on the wood backings and enclosed in the museum-quality Plexiglas cases in early 2023.

The total cost for all phases of the restoration project—including consultation services, appraisal, restoration work, manufacturing of protective cases, and eventual installation—is anticipated to be ~\$10,000.

Staff Recommendation

The District's Public Art in District Facilities states that it is the policy of Spokane County Library District to actively support the inclusion of public art in library facilities for aesthetic enhancement of its public areas and to increase accessibility of art to District residents. To that end, the Board of Trustees may designate up to one percent (1%) of the initial Maximum Allowable Construction Cost for each new building construction project for procurement of public art. The policy also states that final selection of public art shall be subject to approval by the Board of Trustees.

Staff are recommending the selection of Harold Balazs's "Figures from Lewis Carroll's Alice in Wonderland" as the public art for the new Spokane Valley Library. This recommendation is based on three factors:

- **Administrative efficiency:** The decision to install this existing artwork is being brought directly to the Board, and thus foregoes the need for the Board to form an "Art Selection Committee" and the attendant time, effort, and expense in managing a request for proposals and contract award process.
- **Cost effectiveness:** Installing this existing artwork would allow the District to redeploy the majority of project funds earmarked for public art (\$100,000) to other project items such as signage/graphics or other contingency needs, which could ultimately result in potential cost savings for the project as a whole.
- **Cultural significance:** Given that this artwork is by all accounts the first significant piece of public art purchased by the District for installation at its first library, it is historically meaningful and provides fitting symmetry that this artwork be restored and recontextualized as the public art for the new library that is replacing that first location 68 years later. Given Balazs's iconic status locally, regionally, and beyond, it is also an artist and work of sufficient status to merit installation in the new library.

Collection Services Director Andrea Sharps and Executive Director Patrick Roewe will be available to provide additional information and answer questions. For reference, an image of the artwork with its dimensions is included below.

Recommended Action:

- Board motion to approve the selection of Harold Balazs's "Figures from Lewis Carroll's Alice in Wonderland" as the public art for the new Spokane Valley Library.

FIGURES FROM LEWIS CARROLL'S ALICE IN WONDERLAND

Harold Balazs

Enamel in Metal Framework on Masonite 1955



Dimensions:

The Queen of Hearts and Mad Hatter: 23 ½ in. by 49 ½ in.

The Cheshire Cat: 27 in. by 40 ½ in.

OPERATIONAL OPTIONS – THE BOOKEND

Discussion Background

The Board had an initial discussion on this topic at the October 2022 meeting, which included staff presenting a recommendation that the BookEnd lease is not renewed after expiration in June 2023. Trustees directed staff to prepare additional information, including further details on operational costs, customer demographics, and redeployment of staff and assets, which are included below along with additional information first presented in October.

BookEnd Background (from October Agenda)

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 (from October Agenda)

Library use District-wide from 2017 to 2021 was analyzed as part of this evaluation. For each year, the BookEnd has had the second lowest monthly average circulation (Fairfield has the lowest). Additionally, each year, the BookEnd has had the third lowest monthly average door count (Otis Orchards is second and Fairfield is 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 in 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 and recommendation (from October Agenda)

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 lags 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 recommends 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 role as a placeholder while the District explored different options for capital funding for new libraries, such a closure would align with the BookEnd's original intent.

Employee engagement (from October Agenda)

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.

Customer Demographics (new)

Staff conducted a review of the demographic information of the three-mile radius surrounding the BookEnd as well as comparative data of the areas around the current Spokane Valley Library location, new Spokane Valley Library location and the District as a whole.

Population	BookEnd	SVL	SVL-New	District
Total	67,670	77,753	71,621	306,315
Households	27,984	32,467	30,252	117,971
Ethnicity	BookEnd	SVL	SVL-New	District
White	88%	89%	89%	89%
Black	1%	1%	1%	1%
American Indian or Alaska Native	1%	1%	1%	1%
AANHPI	2%	2%	2%	2%
Some Other Race	2%	2%	2%	2%
Two or More Races	5%	4%	4%	4%
Population by Age	BookEnd	SVL	SVL-New	District
0 to 4	7%	6%	6%	5%
5 to 19	19%	19%	18%	19%
20 to 64	58%	58%	58%	58%
65 +	17%	17%	17%	18%
Households by Income	BookEnd	SVL	SVL-New	District
\$0 - \$34,999	31%	32%	33%	25%
\$35,000 - \$99,999	50%	49%	50%	47%
\$100,000 +	18%	19%	17%	28%

Average Hhld Income	\$68,796	\$68,791	\$65,829	\$81,791
Median Hhld Income	\$54,404	\$54,281	\$52,212	\$59,556
Housing Units	BookEnd	SVL	SVL-New	District
Total Housing Units	29,297	33,969	31,734	124,047
Total Occupied Housing Units	96%	96%	95%	95%
Owner Occupied: Mortgage or loan	38%	37%	37%	45%
Owner Occupied: Owned free and clear	17%	17%	17%	23%
Renter Occupied	45%	46%	46%	32%
Vacant	4%	4%	5%	5%
Educational Attainment	BookEnd	SVL	SVL-New	District
K-11	5%	5%	5%	3%
HS Grad	30%	29%	29%	17%
Some College	29%	29%	29%	19%
College Deg	35%	36%	36%	30%

There appears to be minimal differentiation (<1%) between the populations in the areas surrounding the BookEnd and those around the other Spokane Valley library locations in most key demographic indicators. What few variances exist indicate a slightly higher household income and percentage of owner-occupied housing units around the BookEnd.

Redeployment of Staff and Assets (new)

Staff: As previously discussed, in the event of closure of the BookEnd, staff would be redeployed to other District libraries. In particular, these additional staff hours would be utilized to better cover planned and unplanned absences, and to support anticipated higher staff needs, such as moving to and opening the new Spokane Valley Library to the public.

Assets (collection): The library collection will be distributed and integrated into the collections housed at other District libraries. As the District’s entire collection “floats” (moves between libraries based on customer requests and interests), items currently in the BookEnd’s collection will continue to be available to customers. No reduction of the collection is planned other than standard collection management practices.

Assets (furniture, fixtures, and equipment [FFE]): The BookEnd’s FFE was initially deployed to the BookEnd from existing storage, with minimal items purchased new. These assets will either be redeployed to other District locations, or put back into storage for future redeployment.

Operational Expenses (new)

Average monthly operational expenses are broken out in the following categories:

Monthly Operating Expenses of the Bookend	
Rent Expense	3,125.00
Utility Expense	350.00
Broadband/internet Connectivity	1,296.00
Janitorial Service	358.00
Courier Service	450.00
HVAC Maintenance	121.00
Supplies	300.00
	6,000.00

If the BookEnd were closed, the potential operational savings would be approximately \$6,000 a month.

Next steps

As this is a discussion item, no action is required at this time. Possible board actions are outlined below.

Operations Director Doug Stumbough and Executive Director Patrick Roewe will be available to provide additional information and 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.

2023 WORK PLAN

Background

The annual work plan guides the internal focus and functions that support the work of the District in serving our communities. The primary focus of 2023 will be the new Spokane Valley Library and related efforts, along with some other significant organizational and capital projects.

The work plan for 2023 is divided into three thematic areas:

- **Strategic Initiatives:** Key organizational priorities focused on the future stability and success of the District in executing its mission.
- **Operational Safety and Continuity:** Ensuring the library environment is safe and welcoming for staff and customers and that the impact of unforeseen emergencies causes as minimal disruption to library functions as possible.
- **Updates and Upgrades:** A general category of projects that will benefit the customer experience and/or make internal functions more efficient by updating facilities and resources.

With these priorities in mind, the Leadership Team will focus resources on the following efforts in 2023:

Strategic Initiatives:

- **New Spokane Valley Project:** The focus for 2023 will be on completing the construction phase, and then transition to the commissioning and preparation phase prior to opening to the public. A significant element of this phase will be transitioning staff, collections, furniture, fixtures, and equipment to the new location. Opening is anticipated to occur in early summer 2023.
- **Capital Campaign:** The Development Department will continue to work with the Library Foundation of Spokane County in the public phase of the Spokane Valley Library Capital Campaign. Efforts in solicitations for naming rights sponsors along with the community-oriented campaign for engraved pavers in the plaza will continue towards the goal of raising \$1 million towards the project.
- **Strategic Plan:** The development of the plan and the supporting community engagement work has been ongoing through 2022. It is anticipated that the plan will be brought forward to the Board for discussion and approval in Q1 of 2023, with implementation and ongoing evaluation to subsequently follow Board approval.
- **Future Use of the Current Spokane Valley Library:** Staff will evaluate options for the future of the current Spokane Valley Library and bring a recommendation before the Board for discussion and potential action.

Operational Safety and Continuity:

- **Security Camera Installation:** Staff have solicited bids, and following review of those bids, will bring a contract award recommendation to the Board at the January 2023 meeting. Following the award of the contract, staff will coordinate installation with selected contractor for both the existing buildings and the new Spokane Valley Library. As previously discussed as part of the 2019 levy funding priorities, security cameras will be installed in parking lots and entrances. Along with the project above, the intent of this project is to provide the District with greater environmental control of its facilities in order to better maintain safe and welcoming places for customers, staff, and volunteers.

Updates and Upgrades:

- **Website and Catalog refresh:** Staff assessed customer needs and usage trends of the current website and used that information to develop a plan to pursue a refresh of the website in 2023. Staff

are evaluating responses to an RFP (request for proposals) for the website work and will be recommending a contract award to the Board in the coming weeks. Staff will then coordinate and collaborate with the selected contractor in preparation for launching the refreshed site to the public.

- **HVAC:** As part of the levy funding priorities, HVAC (heating, ventilation, and air conditioning) systems received several improvements:
 - **HVAC Controls, Phase 2:** Control systems will be upgraded at Airway Heights and Otis Orchards, allowing for remote management of the systems by the facilities team.
 - **HVAC Replacement, Phase 2:** The libraries selected for phase 2 of the HVAC systems upgrade or replacement are Deer Park and Argonne. These two libraries are next in line based on age and need, and work will commence in replacing either one or both in 2023, contingent on the cost and progress of other higher priority projects.

Recommended Action: This item is for Board of Trustee information and discussion, with no formal action required at this time.

2022 BOARD MEETING SCHEDULE (RESOLUTION NO. 22-09)

Background

The Board of Trustees establishes the annual schedule (date, time, location) of its regular meetings via resolution. Based upon prior Board direction, the schedule includes meetings at all stand-alone libraries to the extent possible. This rotating schedule provides local communities a more convenient opportunity to attend Board meetings in-person.

The District will continue to provide the public with the ability to attend meetings remotely via Zoom online meeting platform, in alignment with RCW 42.30.030.

Proposed 2023 Regular Meeting Schedule

The proposed 2023 schedule follows, with regular meetings scheduled in a similar manner to prior years. The Board may alter the proposed meeting locations if it so chooses.

DATE	LOCATION
January 17, 2023	Argonne Library, 4322 N. Argonne Rd., Spokane
February 21, 2023	North Spokane Library, 44 E. Hawthorne Rd., Spokane
March 21, 2023	Medical Lake Library, 321 E Herb St., Medical Lake
April 18, 2023	Cheney Library, 610 1 st St., Cheney
May 16, 2023	Otis Orchards Library, 22324 E. Wellesley Ave., Otis Orchards
June 20, 2023	Spokane Valley Library, 22 N. Herald Rd., Spokane Valley
July 18, 2023	Fairfield Library, 305 E. Main St., Fairfield
August 15, 2023	Airway Heights Library, 1213 S Lundstrom St, Airway Heights
September 19, 2023	Moran Prairie Library, 6004 S Regal St., Spokane
October 17, 2023	Deer Park, 208 S. Forest Ave., Deer Park
November 21, 2023	Argonne Library, 4322 N. Argonne Rd., Spokane
December 19, 2023	Argonne Library, 4322 N. Argonne Rd., Spokane

Attached is Resolution 22-09, which sets forth the schedule and meeting locations for 2023.

Recommended Action:

- Board motion to approve Resolution No. 22-09, which sets the Spokane County Library District Board of Trustees regular meetings schedule for 2023.

Attachment #1:**RESOLUTION NO. 22-09**

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ON THE SUBJECT OF PROVIDING THE DATE, TIME, AND LOCATION OF THE REGULAR MEETINGS OF THE SPOKANE COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES FOR THE 2023 CALENDAR YEAR; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane, Washington**

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

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

WHEREAS, the Board of Trustees (the "Board") of the Spokane County Library District is authorized under RCW 27.12.210(1) to adopt such bylaws, rules, and regulations for its own guidance and for the governance of the library as they deem expedient; and

WHEREAS, the Open Public Meetings Act, RCW 42.30, requires that the governing body of a public agency shall provide the time for holding regular meetings by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body; and

WHEREAS, the Board has adopted bylaws requiring that monthly regular meetings be held on a day and time established by resolution of the Board; and

WHEREAS, Resolution No. 99-11 established the date and time of the Board's regular meetings as 4:00 p.m. on the third Tuesday of every month; and

WHEREAS, the Board has determined that conducting regular meetings at different library locations provides the Board with the opportunity to visit as many libraries as possible and to interact with constituents throughout the District.

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

Section 1: BOARD OF TRUSTEES REGULAR MEETING SCHEDULE FOR 2023.

The Spokane County Library District Board of Trustees regular meetings begin at 4:00 p.m. The schedule for the calendar year of 2023 follows.

DATE	LOCATION
January 17, 2023	Argonne Library, 4322 N. Argonne Rd., Spokane
February 21, 2023	North Spokane Library, 44 E. Hawthorne Rd., Spokane
March 21, 2023	Medical Lake Library, 321 E Herb St., Medical Lake
April 18, 2023	Cheney Library, 610 1 st St., Cheney
May 16, 2023	Otis Orchards Library, 22324 E. Wellesley Ave., Otis Orchards
June 20, 2023	Spokane Valley Library, 22 N. Herald Rd., Spokane Valley
July 18, 2023	Fairfield Library, 305 E. Main St., Fairfield
August 15, 2023	Airway Heights Library, 1213 S Lundstrom St, Airway Heights
September 19, 2023	Moran Prairie Library, 6004 S Regal St., Spokane
October 17, 2023	Deer Park, 208 S. Forest Ave., Deer Park
November 21, 2023	Argonne Library, 4322 N. Argonne Rd., Spokane
December 19, 2023	Argonne Library, 4322 N. Argonne Rd., Spokane

Section 2: EFFECTIVE DATE.

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 20th day of December 2022.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe, Secretary to the Board of Trustees

2023 BOARD MEETING CONTENT SCHEDULE

Background

The following schedule provides the policy review and overview schedule for regular meetings in 2023.

The overviews focus on library spotlights, District services, and/or organizational initiatives that haven't otherwise been covered in detail in recent history and include recommendations from Leadership Team on topics of potential informational value, as well as requests from Trustees.

As per District practice, policy reviews typically occur on a biennial schedule.

Similar to 2022, staff are again recommending that meeting agendas in the last quarter of the year (October-December) be limited to budget discussions and other essential business matters. Consequently, no policy reviews or overviews have been scheduled for those months.

Please note updates on progress of the new Spokane Valley Library project will continue as regular monthly agenda items in 2023 through construction completion and opening of the new library.

The Board of Trustees is encouraged to provide direction for meeting content or future topics of interest at any time. Requests to cover specific topics are welcome.

2023 Board of Trustees' Meeting Schedule

(includes Location, Policy Review, and Overview for each meeting)

Month	Location - Library	Policy Review	Overview
January 17	Argonne	Bulletin Boards and Community-Interest Publications Computer, Wireless Network, and Internet Use	Open
February	North Spokane	Exhibits and Displays	Public Records and Open Public Meetings Act
March 21	Medical Lake	Children's Safety in Libraries Personnel	Medical Lake
April 18	Cheney	Confidentiality of Library Records	Library of Things
May 23	Otis Orchards	Travel	Otis Orchards
June 20	Spokane Valley	Memberships in Organizations Procurement	New SV Overview
July 18	Fairfield	Volunteer Program	Bean Stack

August 15	Airway Heights	Code of Conduct	Airway Heights
September 19	Moran Prairie	Emergency Closure of Facilities Personnel Use of 3D Printing and Cutting	Open
October 17	Deer Park	None	None
November 21	Argonne	None	None
December 19	Argonne	None	None

Important Dates for 2023:

May 12 All Staff Day

Recommended Action:

- This item is for your information and discussion, with no formal action required at this time.

2023 BOARD OF TRUSTEES OFFICER ELECTION

Background

The Board of Trustees bylaws specify that officers for the following year be elected at the December regular meeting for the following year. Elected officers are Chair and Vice Chair. The Executive Director serves ex-officio as Board Secretary.

Newly-elected officers assume their duties January 1 of the following year and serve through December 31.

The officer election process requires the following steps: The Board Chair will call for nominations at the meeting. A motion, second, and vote to approve the motion is required for election. These steps can be done separately for each officer position, or jointly for both.

Required Action:

- A nomination, motion, second, and vote for Chair and Vice Chair officers to serve January 1 through December 31, 2023.

RECOGNITION OF RETIRING TRUSTEE KRISTIN THOMPSON (RESOLUTION NO. 22-10)**Background**

Kristin Thompson has served two terms of community volunteer service as Spokane County Library District Trustee. She was appointed May 14, 2014, with her second five-year term ending December 31, 2022. Trustees will recognize her contributions to the Board and Library District at the meeting.

Following is Resolution 22-10 recognizing Trustee Thompson's service to the District and community.

Recommended Action:

- Board motion to approve Resolution No. 22-10, Recognizing Retiring Trustee Kristin Thompson's Service to Spokane County Library District and its Residents.

RESOLUTION NO. 22-10**A RESOLUTION OF THE BOARD OF TRUSTEES
OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON,
IN RECOGNITION OF RETIRING TRUSTEE KRISTIN THOMPSON'S SERVICE TO
SPOKANE COUNTY LIBRARY DISTRICT AND ITS RESIDENTS.****SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington**

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

WHEREAS, Kristin Thompson has served two terms of community volunteer service as Spokane County Library District Trustee. She was appointed May 20, 2014, attending 102 regular and special meetings during her tenure;

WHEREAS, Ms. Thompson also served as vice chair since January 2022.

WHEREAS, during her tenure, the District's accomplishments included a maintenance and operations levy lid lift election passed with 55% voter approval; funding for the new Spokane Valley Library was secured and construction thereof initiated; expanded Mobile Services were launched; the North Spokane Library renovation was completed; The Studio and The Lab were introduced; a new executive director was selected; library services and programs were expanded; and Engage magazine debuted.

WHEREAS, Ms. Thompson consistently demonstrated her belief in the value and importance of public libraries; dedication to intellectual freedom and equal access to information; commitment to planning for future growth; and ongoing appreciation for the efforts of dedicated, knowledgeable staff to serve the community;

WHEREAS, on December 31, 2022, upon her retirement, the Board has determined to formally recognize and thank her for her service, dedication and contributions to Spokane County Library District and its residents.

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

Section 1: RECOGNITION AND THANKS

The Board of Trustees hereby recognizes and extends its sincere appreciation to Ms. Thompson for nearly nine years of service to Spokane County Library District and its residents as a member of the Board of Trustees.

Section 2: NOTIFICATION OF RESOLUTION

The board hereby directs that a signed copy of this resolution be presented to Ms. Thompson by its chair.

Section 3: EFFECTIVE DATE

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 20th day of December 2022.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

ATTEST

John Craig, Chair
Board of Trustees

Patrick Roewe, Secretary to the Board of Trustees

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: JANUARY 2023 – FEBRUARY 2023**January 17, 2022: Argonne Library – (4:00 p.m.)**

- New Spokane Valley Library: Update
- Bulletin Boards and Community-Interest Publications: Policy Review
- Computer, Wireless Network, and Internet Use: Policy Review

February 21, 2023: North Spokane Library – (4:00 p.m.)

- New Spokane Valley Library: Update
- Exhibits and Displays: Policy Review
- Overview: Public Records and Open Public Meetings Act

2023 SPECIAL MEETINGS/ACTIVITIES

- Staff Training and Development Day: May 12

EXECUTIVE DIRECTOR’S REPORT DECEMBER 2022

**Business Office, Finance and Facilities – Rick Knorr
General Fund**

Financial results through November 2022 are presented. The following commentary and illustrative tables are repeated from last month’s report due to their pertinence to the budget amendments presented for approval within this meeting.

Property Tax Revenues:

Total collections thru 11 months are \$16,383,704, or 99.7% of the levy.

Grant and Donations Revenue:

Grant and donation revenues for 2022 total \$157,976 and are comprised of the following items along with their respective purpose. The expenditures incurred as a result of receiving these grants and donations that were not anticipated when the 2022 budget was approved are the primary reason for the need for the general fund budget amendment.

Grant and Donations through November 2022	
Wash State LSTA Grant: Purchase of Chromebooks, qty 99	68,075
Humanities Washington: Prime Time Grants	29,497
North Spokane Friends: Childrens Area Furnishings	13,959
Library Build Business Grant: Gale Course, Business Plan Builder Subscription	22,114
Medical Lake Friends: Medical Lake Library items	6,842
Washington State: After School Snack Program	2,908
Library Foundation: Summer Reading and Writers Conference	3,900
Individual Friends Groups: Summer Reading	3,900
Over the counter donations and other	6,781
	157,976

Capital Projects Fund

The construction of the new Spokane Valley Library is progressing very well, so well in fact that the project is nearly a month ahead of schedule. The Capital Projects Fund budget amendment included in this month’s agenda is required due to this accelerated pace of construction.

The total construction cost remains within the original budget of \$15,133,000 established at the start of construction, just more of it will be done this year and less will be done in 2023.

Facilities ReportSecurity Upgrade Project

Access Control: The District was told it can finally expect the delivery of the physical card readers by December 15th. These were the only significant components yet to be received and installed.

Software The access control provider performed the necessary and essential training on the setup and use of the access control software on December 9, 2022.

Expect further information on the project provided at this month's meeting.

Human Resources – Toni CarnellTraining

New courses continue to be added to the learning management system and the training calendar. Planning has begun for Staff Day 2023 in May.

Staff updates:

New hires:

- Public Services Associate
- Public Services Associate – Float

Promotions:

- Public Services Specialist to Training Specialist

Transfers

- N/A

Separations:

- Mobile Services Specialist

Communication & Development – Jane BakerCommunication

The Communication Department's focus in November was promoting the Small Business Saturday program in Cheney, Medical Lake, Deer Park, and Millwood. Communication produced the passports for the activity, bookmarks for each community listing participating businesses, signage, and advertising. Ads promoting the event were purchased in the Cheney Free Press, Deer Park Gazette, and The Valley Current's Eat, Shop, and Be Merry publication.

Earned media coverage in November included an article in the Spokesman on the Dementia and memory loss programs at North Spokane, and the virtual Spanish Book Club. The Inlander included the District's holiday ornament making events in their holiday guide.

Spokane Valley Library Capital Campaign

The young Library Foundation of Spokane County announced a capital campaign for the new Spokane Valley Library at the construction groundbreaking in March 2022. It is a small campaign by most capital campaign standards with a goal of \$1 million. The Foundation's Directors have been valuable in making introductions, creating opportunities, and providing advice for donation asks. Thanks to their input, the new library has sponsorships from STCU, Safeco/Liberty Mutual, and the Zahand family. Construction vendors have also been contacted resulting in donations from Integrus and Kilgore Construction, and 23 pavers have been sponsored, so far. Fundraising efforts will continue in 2023 with plans to secure sponsorships to complete the gift chart and promote the availability of personalized pavers. Here are the committed funds as of December 1, 2022:

Restricted* funds received	\$ 205,893.33
Outstanding pledges	\$ 246,666.00
Total	\$ 452,559.33

*Funds donated specifically to the Spokane Valley Campaign

Development

In the Library Foundation November meeting, the board approved establishing the Diane E. Zahand Memorial Fund and donation to the District of Library Giving Day 2022 funds sponsoring the Museum of Arts and Culture passes.

Planning has begun for Library Giving Day 2023 with a goal to raise funds for growing the collection in the Library of Things.

Operations - Doug Stumbough

We had our first weather related service impact of the season as all locations were closed on the 30th due to the winter storm. Several inches of snow fell in the region overnight, causing widespread ongoing hazardous conditions and made travel to and operation of District facilities impractical and unsafe. Following our Emergency Closure of Facilities procedures, the determination was made prior to 8am, staff notified via text alert and/or contact from their supervisor, and the public notified through our social media platforms as well as a news release to local media. Normal operations were resumed the following day.

For the month of November, a total of 58,157 customers visited our libraries in person, down from 65,595 (-11%) in October. The total number of 83,824 physical items borrowed by customers in the libraries, down slightly from the 87,100 physical items borrowed in October (-3276). The decrease in both measures is likely related to three holiday closures as well as the aforementioned weather-related closure.

Positive Interaction Reports

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

A customer at Moran Prairie wanted to let the staff know how much she and her daughter love the themed book bags. She said her daughter has read ("okay, has been read to") almost every single bag we have, even the ones that are above her age level and loves them all, especially the pictures. They really appreciated the time and effort that has been put into the bags and the additional activities/conversations

that go along with them. She said they also are members of another library system but love our collection of books and the friendly and helpful District staff.

Lisa and Autrey at Airway Heights wanted to share a shout out to Morgan at Spokane Valley for curating the PACE displays and for Sheri Boggs in Collections Services: “[We] just wanted to pass along a comment from a customer. He just now pointed out ‘The Autism Acceptance Book: Being a Friend to Someone with Autism,’ by Ellen Sabin, which is featured in the PACE display. The customer is, I believe, a social worker of some kind, and a few of his clients are autistic children. He read the book while in the library a while ago and liked it so much he bought it and then made everyone in his office read it. He was very complimentary of the material and the young reading level in which the book is written.”

From a North Spokane customer: “I visited the County Library at your North Spokane location. I was there to see if a copy machine was available that would be able to scan some large photos that I wanted to duplicate. When I asked at the desk if this was possible, your librarian Katie led me to a copy machine and with her expert and skillful control proceeded to produce the copies for me. Well, that made my day, and I just want to express my gratitude for Katie's able assistance.”

A longtime customer mentioned she had been to Medical Lake and wanted to let us know that Jen had been so wonderfully pleasant and helpful with a copying project. She said she likes that library because it is a “cozy and beautiful place”.

A gentleman visited the Bookend and commented on how well the library was organized and said it is a pleasure to visit. Another shared how she loves coming since it is very accessible for her, close to home and that she liked the displays and the diversity and inclusivity that we promote. She also loves coming to all District locations because all staff members are nice and “go above and beyond”.

Moran Prairie staff shared that a customer came in to ask if we could get a particular new book from another library as she had read a review about it in the Spokesman. After searching for the book, we let her know that we had it in cataloging and placed a hold for her. She was surprised and very happy to hear we had already purchased it, and that she was so impressed with us and the books we have in the collection.

Collection Services – Andrea Sharps

Top Checkouts and Holds

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

- Popular **OverDrive** titles November:
 - **Audiobook checkouts:**
 - *Where the Crawdads Sing* by Delia Owens (59)
 - *The 6:20 Man* by David Baldacci (58)
 - *I'm Glad My Mom Died* by Jennette McCurdy (54)
 - **Ebook checkouts:**
 - *A Snake Falls to Earth* by Darcie Little Badger (88)
 - *Where the Crawdads Sing* by Delia Owens (69)

- *Verity* by Colleen Hoover (66)
- **Audiobook holds** as of December 1:
 - *The Boys from Biloxi* by John Grisham (91)
 - *No Plan B* by Lee Child (83)
 - *I'm Glad My Mom Died* by Jennette McCurdy (79)
- **Ebook holds** as of December 1:
 - *The Boys from Biloxi* by John Grisham (124)
 - *No Plan B* by Lee Child (111)
 - *Desert Star* by Michael Connelly (110)
- Popular **Adult Physical Book** titles November:
 - Checkouts:
 - *The Lost Girls of Willowbrook* by Ellen Marie Wiseman (62)
 - *The Daughter of Auschwitz: My Story of Resilience, Survival and Hope* by Tova Friedman (42)
 - *The Woman in the Library: A Novel* by Sulari Gentill (42)
 - Holds:
 - *No Plan B* by Lee Child (41)
 - *The Boys from Biloxi* by John Grisham (35)
 - *Desert Star* by Michael Connelly (34)

OverDrive's Big Library Read

The title selected for OverDrive's Big Library Read program was *A Snake Falls to Earth* by Darcie Little Badger. This title was available for unlimited simultaneous use in the ebook and audiobook formats between November 2 – 16 at no cost to the District. OverDrive's Big Library Read is a two-week digital reading program that connects readers and listeners with the same title at the same time without any waitlists or holds. This young adult title, *A Snake Falls to Earth*, was the District's most checked out ebook in November with 88 checkouts recorded.

**COLLECTION MONTHLY REPORT
NOVEMBER 2022**

Physical Collection	Select Transaction Count		
	YTD 2022	YTD 2021	CHANGE
Items Processed	52,175	48,035	9%
Interlibrary Loan Total	5,608	4,881	15%
Overdrive			
Total Checkouts	765,071	699,418	9%
Total Holds	235,381	213,023	10%
hoopla			
Total Checkouts	32,795	30,316	8%

Material Type	Total Items in Collection		
	YTD 2022	YTD 2021	CHANGE
Print	311,605	304,203	2%
Nonprint	76,396	75,669	1%
Overdrive	142,626	125,522	14%
Grand Total	530,627	505,394	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 2023 budget and 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:

Electric Vehicle Charging Stations Update

Work continues on the site plan for charger installation at North Spokane. District and Avista completed a site walk-thru and will be evaluating potential changes to the preliminary site plan based on District feedback. The revised site plan, along with an easement agreement, will be submitted for Board consideration and potential approval after the first of the year.

Community Revitalization Financing And Tax Increment (TIF) Area Agreement (Resolution 22-07)

The “Kaiser” TIF agreement and accompanying resolution approved by the Board at the November 2022 meeting was signed and submitted to the Board of County Commissioners in early December.

2023 Budget Resolutions

The three 2023 Budget Resolutions described in the November 2023 meeting minutes above (22-04, 22-05, & 22-06) were submitted to the Board of County Commissioners and the Spokane County Assessor’s Office prior to the November 30 deadline, as required by state law.

Upcoming Trustee Vacancy

The conclusion of Trustee Kristin Thompson’s second term will be December 31, 2022. As trustees are limited to two consecutive terms, the process for soliciting a replacement is in process as of this report. The Board of County Commissioners (BoCC) office posted the position in the November, with the District providing promotional support for the vacancy via our various platforms. Once an appreciable number of applications had been received by the BoCC, staff contacted the applicants and set up interviews to occur at a Special Meeting of the Board of Trustees on December 19th. Following the interviews, Trustees will then submit a recommendation to the BoCC, which will take action on the recommendation aft

OPERATIONS REPORT NOVEMBER 2022

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- Librarians Crystal Miller, Janet Hacker-Brumley and Danielle Milton attended the 2022 Workforce Summit, sponsored by the Journal of Business. Two sets of panelists discussed some of the workforce gaps and issues impacting our area. Crystal shared the following highlights:
 - The top 10 occupations projected for Spokane (2030) require no post-secondary degree.
 - Washington is the state with the lowest rate of houses compared to households.
 - The big deficit in kindergarten readiness came up several times, with panelists pointing out the connection between kindergarten readiness and success later in life.
- *Small Business Saturday* librarians (Crystal, Janet, Amanda Carpentier and Christie Onzay) worked on preparations for our event kickoff on Saturday, 11/26. 64 businesses participated up from 2021's 50 businesses.
 - The Communication department also worked diligently throughout the month, supporting the SBS program with wonderfully designed yard signs, bookmarks, videos, and a myriad of other promotional materials and activities. Thank you, Jane, and your entire team!

Early Learning (Mary Ellen Braks)

- This month we had 55 storytimes with an attendance of 878, ranging in size from 2-40 attendees.
- We provided 48 storytimes to 656 children at 17 centers.
- We offered one STARS training, *Felt Stories and Early Literacy*. We had an attendance of 28.

Education and Enrichment (Gwendolyn Haley)

- 498 people participated in programs this month. Highlights included:
 - *Prime Time Family Reading* with Seth Woodard Elementary School wrapped up this month. We were so happy to host ~15 families at the Argonne library for a family literacy program. Humanities WA funds the program which includes dinner each night for the families.
- Cindy Hval featured the *Memory Café* at North Spokane Library on Tuesday mornings in an article which gave attendance a big boost. *Memory Cafés* are a comfortable way to connect, socialize, and build support networks with other caregivers and people experiencing memory loss and are part of our work with Dementia Friendly Spokane, along with other programs about Dementia and Alzheimers.
- A Virtual Program from Humanities WA about *The Gentrification of Rural Washington* drew an audience of 45 thanks to some networking with area Granges.

Digital Projects and Resources (Carlie Hoffman)

- The Web Team is currently reviewing and scoring the Requests for Proposals for Website Development submissions.
- In preparation for the new Spokane Valley library meeting rooms, I created additional rooms in the calendar and room booking software. These are visible only to staff for now.
- I assisted Collection Services in setting up Kanopy authentication.

Information Technology (Patrick Hakes)

- Work with the Aspen Discovery layer team has been on going.
- Transitioned all libraries from legacy VoIP VLAN to the current VLAN configuration.

-
- Various library UPS systems have had their batteries replaced.
 - Work continues moving S3W to a web interface.
 - Working on M365 form tools to replace custom forms currently being used throughout the District.

Mobile Services (Danielle Marcy)

- LINC added several new community stops, including three local schools. The students and teachers were excited to explore books.

Library Reports**Airway Heights: Autrey Jeske**

- The new display in the children's area is gaining lots of use, displaying different art that kids create.
- A social worker complimented a book in our collection, "The Autism Acceptance Book: Being a Friend to Someone with Autism," by Ellen Sabin, that was a part of the PACE display. He said that he liked the book so much that he bought it and made everyone in his office read it.

Argonne: Amy Fair

- Librarian Janet and I connected with 105 students and their families at the Millwood Kindergarten Center's Camp Read-A-Lot.
- Our inaugural *Puzzle and Game Swap* saw enthusiasm from our in-library puzzle fans. 12 people brought in puzzles and games to swap.

BookEnd: Stacy Loberg

- Bookend received two positive comments from customers. One stated they like our displays and the diversity they offer plus how we go "above and beyond" for our customers, and another shared it is always a pleasure to visit the library.

Cheney: Jonathan Melcher

- Students are starting to trickle back in to have exams proctored
- The jigsaw puzzle/game swap was well attended, and it increased our collection of items that will be available for the next one in the spring
- *Small Business Saturday* drew in a lot of people and there was also an art show in our meeting room the same day that was very popular

Deer Park: Jacob O'Doherty

- The traveling STEM collection was a big hit with Deer Park this week, with several parents thanking us and getting the next one on the calendar.
- We received the following comment, "beautiful snowy view through the windows and cozy lobby" has made coming to Deer Park "a treat."
- Our display case featuring art by Natile Utley, a Deer Park local, has been warmly received.

Fairfield: Kristy Bateman

- Three new groups have discovered the meeting room and have taken advantage of the space.
- Staff have noticed an increase in new accounts as new families have moved into the area.

Medical Lake: Cecelia McMullen

- *Small Business Saturday* brought a flurry of activity. Over 40 people picked up a passport including new visitors who mentioned how they "loved the cozy library".
- A customer thanked us for the *Cultural Passes*. She said that they would "never have been able to go otherwise."

Moran Prairie: Caitlin Wheeler

- Children enjoyed using magnifying glasses to identify unique characteristics of leaves and seeds from the back park during *Family Storytime*. They then took the leaves with them to the park area to see if they could match them to the appropriate tree.
- A customer complimented Moran Prairie on having the “best magazine selection in town.”

North Spokane: Brian Vander Veen

- Our weekly *Memory Café* program for folks dealing with memory loss and their caregivers has begun to build momentum and attendance after having been featured in a November 10th Spokesman article.
- The North Spokane Library hosted an extensive display of paintings, sculpture, and mixed media artworks by local artist and staff member, Roxann Maier.

Otis Orchards: Stacy Loberg

- Customers had fun sharing what they are thankful for with our interactive display, some said “family, hot chocolate, having a roof over house, for helping people, coats, and animals.”
- We had a beautiful fall display of watercolor art by local artist, Jen Arnold.

Spokane Valley: Danielle Milton

- One customer was thrilled to find a particular book that met their specific needs. They appreciated the diversity in our collection of books.

District-wide InformationSecurity Incident Reports

For November 2022, there were 21 Security Incidence Reports filed. Three less than last month, October 2022 (24) and nine less than November 2021 (30). Spokane Valley had the most incidents reported (7). The most frequently reported incidents related to General Code of Conduct Violations (10).

 Public Use Measures

November 2022

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	119,591	106,953		12%
Door count	58,339	58,021	713,236	45%
Items Borrowed	190,604	180,862	2,158,167	16%
• Airway Heights	2,316	2,175	24,450	13%
• Argonne	7,047	6,894	81,715	17%
• Cheney	6,427	6,986	79,314	19%
• Deer Park	6,507	7,508	70,172	-1%
• Fairfield	438	427	5,406	-12%
• Medical Lake	2,248	1,820	24,837	33%
• Mobile Services	1,460		14,190	
• Moran Prairie	13,365	11,579	153,263	49%
• North Spokane	20,687	21,950	258,128	14%
• Otis Orchards	2,605	2,305	29,045	9%
• Spokane Valley	19,830	20,357	247,482	23%
• The BookEnd	894	949	10,101	-12%
• Digital	73,011	66,100	797,813	9%
• Totals	190,604	180,862	2,158,167	16%
Programs				
• Number	164	22	1,076	229%
• Attendance	2,257	174	29,885	200%
Internet Station Use (%)	18.2%	17.6%	19.7%	
Meeting room bookings	366	225	3,044	753%
Digital Resource Use	129,179	168,350	1,680,192	-16%

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 Eleven Months Ended November 30, 2022**

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
			Target 91.7%	
REVENUES				
PROPERTY TAXES	\$ 16,383,704	\$ 16,429,500	99.72%	\$ 45,796
CONTRACT CITIES - AIRWAY HEIGHTS	359,638	357,000	100.74%	(2,638)
CONTRACT CITIES - SPOKANE	93,593	91,000	102.85%	(2,593)
FINES & FEES	123,068	59,000	208.59%	(64,068)
GRANTS & DONATIONS	157,976	7,000	2256.80%	(150,976)
E-RATE REIMBURSEMENTS	252,583	231,000	109.34%	(21,583)
LEASEHOLD & TIMBER TAX, REBATES, OTH	46,164	28,000	164.87%	(18,164)
INTEREST REVENUES	62,831	62,000	101.34%	(831)
TOTAL REVENUES	\$ 17,479,557	\$ 17,264,500	101.25%	\$ (215,057)
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 17,479,557	\$ 17,264,500	101.25%	\$ (215,057)
EXPENSES				
SALARIES	\$ 6,688,136	\$ 7,409,000	90.27%	\$ 720,864
FRINGE BENEFITS	2,264,401	2,504,400	90.42%	239,999
SUPPLIES	155,480	194,700	79.86%	39,220
UTILITIES	483,075	521,300	92.67%	38,225
SERVICES	1,338,243	1,466,000	91.29%	127,757
INSURANCE	83,421	75,000	111.23%	(8,421)
CAPITAL EQUIPMENT	669,916	639,100	104.82%	(30,816)
LIBRARY MATERIALS	1,863,109	2,113,000	88.17%	249,891
ELECTRONIC LIBRARY MATERIALS	229,065	250,000	91.63%	20,936
LIBRARY PROGRAMS	100,644	92,000	109.40%	(8,644)
TOTAL EXPENSES	\$ 13,875,490	\$ 15,264,500	90.90%	\$ 1,389,010
TRANSFERS OUT	2,000,000	2,000,000	100.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 15,875,490	\$ 17,264,500	91.95%	\$ 1,389,010
Net Excess of Revenues Over/(Under) Expenses	\$ 1,604,067	\$ -		
BEGINNING CASH	7,739,406			
NET FROM ABOVE	1,604,067			
ENDING CASH	\$ 9,343,472			

Number of months cash on hand 7.3

Spokane County Library District
Capital Projects Fund
Statement of Revenues and Expenses
For the Eleven Months Ended November 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	103,586	55,000
TOTAL REVENUES	9,108,014	12,086,000
Transfers In	2,000,000	2,000,000
TOTAL REVENUES & TRANSFERS IN	11,108,014	14,086,000
 EXPENSES		
Construction Costs, Including Sales Tax	\$ 6,779,491	\$ 6,838,000
Architect Fees	392,719	395,000
Owners Rep, Permits and All Other	179,928	228,000
TOTAL EXPENSES	7,352,138	7,461,000
NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	\$ 3,755,876	\$ 6,625,000
 BEGINNING CASH	 \$ 3,879,164	
NET FROM ABOVE	3,755,876	
ENDING CASH	\$ 7,635,040	

Spokane County Library District
Capital Projects Fund

Monthly Construction Expenditures for New Spokane Valley Library

	General Contractor	Architect	Other	Total
<i>JANUARY</i>		53,368	7,194	60,562
<i>FEBRUARY</i>		80,917	17,477	98,394
<i>MARCH</i>		55,282	42,327	97,609
<i>APRIL</i>		51,560	9,046	60,606
<i>MAY</i>	372,119	13,563	42,037	427,719
<i>JUNE</i>	502,849	26,552	13,491	542,892
<i>JULY</i>	515,008	26,563	8,303	549,874
<i>AUGUST</i>	685,955	22,142	12,308	720,405
<i>SEPTEMBER</i>	2,148,129	17,284	11,454	2,176,867
<i>OCTOBER</i>	1,367,635	24,298	8,723	1,400,656
<i>NOVEMBER</i>	1,187,796	21,190	7,568	1,216,554
	6,779,491	392,719	179,928	7,352,138
Balance to Finish	5,853,695	190,060	1,105,342	7,149,097