



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
January 17, 2023 at 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 December 2022 Regular Meeting Minutes
 - B. Approval of December 2022 Special Meeting Minutes
 - C. Approval of December 2022 Payment Vouchers
 - D. Unfinished Business
 - 1. New Spokane Valley Library: Update
 - 2. BookEnd Lease: Approval Recommendation
 - E. New Business
 - 1. Security Camera Installation Contract: Approval Recommendation
 - 2. Bulletin Boards and Community-Interest Publications Policy: Approval Recommendation
 - 3. Computer, Wireless Network, and Internet Use Policy: Approval Recommendation
- VI. **DISCUSSION ITEMS, POSSIBLE ACTION**
 - A. Future Board Meeting Agenda Items
- VII. **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.

January 17, 2022

BOARD OF TRUSTEES MEETING MINUTES: December 20, 2022

A regular meeting of the Board of Trustees of Spokane County Library District was held in person and via Zoom online meeting platform in the public meeting room at the Moran Prairie Library, Tuesday, December 20, 2022 at 4:00pm.

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

Excused: None.

Also Present: Patrick Roewe (Executive Director); Doug Stumbough (Operations Director); Rick Knorr (Finance Director); Andrea Sharps (Collection Services Manager); Toni Carnell (Human Resources Director); Emily Greene (Administrative Services Manager)

Guests via Zoom: Jane Baker (Communication and Development Director) and seven (7) members of the public.

Call to Order (Item I) Chair Craig called the meeting to order at 4:01pm and welcomed everyone in attendance.

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

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

Approval of November 15, 2022 Regular Meeting Minutes Chair Craig called for any corrections to the November 15, 2022 Regular Meeting Minutes. There were no corrections, and the minutes stand as written.

Approval of November 2022 Payment Vouchers Trustee Clark moved and Trustee Klapp seconded the approval of the November Payment Vouchers as follows.

Fund	Voucher/Payroll Numbers	Subtotal	Total
October - GF	60307-60401 and W001214-W001228	\$771,875.12	\$771,875.12
	11092022PR and 11232022PR	\$458,986.88	\$458,986.88
		Total	\$1,230,862.00
CPF	9669 Hammond Consulting Services	\$4,797.63	\$4,797.63
	9670 Integrus Architecture	\$21,190.00	\$21,190.00
	9671 General Contractor	\$1,187,796.91	\$1,187,796.91
	9672 Electric Water Co	\$108.18	\$108.18

	9673 Inspection and Testing Fees	\$1,160.60	\$1,160.60
	9674 Leed Consultant	\$1,500.00	\$1,500.00
		Total	\$1,216,553.32

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

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

Patrick Roewe explained that delivery of the electrical distribution switchgear has been delayed but there have been alternatives discussed by the project team to prevent the delay of both construction progress and the library opening to the public. Discussion ensued about potential costs of a temporary solution.

There was no other discussion.

**Unfinished Business
2022 Work Plan –
Year in Review
(Item IV.C.2.)**

The majority of the project goals were achieved this year aside from security camera installments and the SCLD website refresh. Those two goals will be rolled over to the 2023 Work Plan, and staff plan to return with recommendations in the January regular meeting.

There was no other discussion.

**New Business
2022 Budget
Amendment
Resolution No. 22-08
(Item IV.D.1.)**

Trustee Hanson moved and Vice Chair Thompson seconded that Resolution No. 22-08, Adopting an Amendment to the 2022 Budget, be adopted.

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

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

**New Business
Customer Privileges
and Responsibilities
Policy
(Item IV.D.2.)**

Vice Chair Thompson moved and Trustee Klapp seconded the approval of the changes to the Customer Privileges and Responsibilities policy. Patrick Roewe presented the changes to the policy that reflect the removal of overdue fines effective January 2023. Discussion ensued about plans for communicating this change to the Districts' customers.

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

**New Business
New Spokane Valley
Library Public Art:
Harold Balazs's
"Figures from Lewis
Carroll's Alice in
Wonderland"
(Item IV.D.3.)**

Trustee Hanson moved and Trustee Clark seconded the approval to select Harold Balazs's "Figures from Lewis Carroll's Alice in Wonderland" as public art for the new Spokane Valley Library. Patrick Roewe and Andrea Sharps presented the historical significance of the artwork to the District and preservation work currently underway. Discussion ensued about the plans for reframing the pieces and where they would be placed in the new library building.

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

**New Business
Future Operation of
the BookEnd
(Item IV.D.4.)**

Patrick Roewe and Doug Stumbough presented the requested information regarding user demographics, operational costs, and redeployment of staff and assets of the BookEnd from the October 2022 meeting. Discussion ensued about the redistribution of assets from the BookEnd and comparisons of the demographics of patrons with other District locations. By consensus, Trustees directed staff to bring a formal recommendation to not renew the lease of the BookEnd to the January 2023 meeting.

There was no further discussion.

**New Business
2023 Work Plan
(Item IV.D.5.)**

The majority of the project goals in the 2023 Work Plan presented have been dedicated to completing construction on the new Spokane Valley Library and opening it to the public. Discussion ensued about the previously proposed library refreshes which will be seen on the 2024 Work Plan presented next year.

There was no other discussion.

**New Business
2023 Board Meeting
Schedule Resolution
22-09
(Item IV.D.6.)**

Trustee Hanson moved and Trustee Clark seconded that Resolution No. 22-09, establishing the Date, Time and Location of the Regular Meetings of the Spokane County Library District Board of Trustees for the 2023 Calendar Year, be adopted.

**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**

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

**New Business
Board Meeting Policy
and Overview
Schedule
(Item IV.D.7.)**

Patrick Roewe reviewed the policies needing to be revised over 2023 and informed the Trustees of upcoming mandatory public record training. Discussion ensued about adding a presentation about the description of digital collections vouchers for the Trustees to better understand the expense reports.

There was no other discussion.

**New Business
2023 Board of
Trustees' Officers
Election
(Item IV.D.8.)**

Vice Chair Thompson moved and Trustee Klapp seconded the election of Jessica Hanson as Vice Chair and John Craig as Chair. Chair Craig abstained from voting for himself.

The motion was approved and there was no further discussion.

New Business
Recognition of a
Retiring Trustee
Kristin Thompson
Resolution No. 22-10
(Item IV.D.9.)

Trustee Clark moved and Trustee Hanson seconded that Resolution No 22-10, Recognition of Retiring Trustee Kristin Thompson's Service to Spokane County Library District, be adopted.

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, Washington

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

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

Chair Craig reviewed the upcoming meeting agenda items for the next two months and noted that Staff Day has been moved from October to May for 2023. The next meeting will be held at the Argonne Library on January 17.

There was no other discussion.

Trustee Reports
(Item VI.A.)

There were no Trustee reports or further discussion.

Executive Director
Report
(Item VI.B.)

Patrick Roewe stated the upcoming January meeting will include a contract for security cameras for the libraries. Discussion ensued about options for purchasing furniture for the new Spokane Valley Library.

There was no further discussion.

Operations Report
(Item VI.C.)

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for December 2022, with data for customer use measures, programming, and library activities. Doug Stumbough had nothing further to report.

There was no further discussion.

Fiscal Report
(Item VI.D.)

Financial Director Rick Knorr provided the Revenue and Expenditure Final Statement through November 20, 2022 prior to the meeting. Rick Knorr had nothing further to report.

There was no further discussion.

Adjournment

Chair Craig adjourned the meeting at 5:02pm. The next Board Meeting is scheduled for Tuesday, January 17, 2022 at the Argonne Library.

John Craig, Chair

Patrick Roewe, Secretary to the Board of Trustees

BOARD OF TRUSTEES SPECIAL MEETING MINUTES: December 19, 2022

A special 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 Moran Prairie Library, Monday, December 19, 2022 at 4:00pm.

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

Excused: None.

**Call to Order
(Item I)**

Chair John Craig called the meeting to order at 4:00pm.

**Board of Trustees
Position Vacancy
Applicant Interviews
(Item II.A.)**

The Board of Trustees interviewed four candidates to make a recommendation to the Board of County Commissioners to fill the vacancy necessitated by the end of Vice Chair Kristin Thompson's second term. Two interviews were conducted in person and two interviews were conducted virtually.

Chair John Craig called for a recess after the first interview at 4:27pm. The meeting resumed at 4:45pm. Chair Craig also called for a recess after the fourth interview at 5:58pm and the meeting resumed at 6:05pm.

**Appointment
Recommendation to
Board of County
Commissioners
(Item II.B.)**

After the interviews and following discussion among the Trustees, Vice Chair Kristin Thompson moved and Trustee Jessica Hanson seconded that applicant Robert Paull be recommended to the Board of County Commissioners for the appointment to the SCLD Board of Trustees. This decision was made due to Robert Paull's enthusiasm for the Library District's mission, interest in community engagement and history of financial oversight. Robert Paull is also a lifelong user of local libraries and as a resident of the Moran Prairie area, would bring geographical balance to the Board of Trustees.

There was no further discussion. The motion was unanimously approved.

**Adjournment
(Item III)**

Chair Craig adjourned the meeting at 6:15pm.

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 December 31, 2022, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,418,130.26 for the general fund and \$1,001,919.71 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: January 1, 2023

SIGNED: 
 TITLE: Finance Director

SIGNED: 
 TITLE: Executive Director

GENERAL OPERATING FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000060381	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,221.24
0000060382	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	2,058.21
0000060383	BRENDA W. BEAULIEU	LIBRARY PROGRAMS, MEMORY CAFÉ	75.00
0000060384	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	99.48
0000060385	CONSOLIDATED IRRIGATION DIST19	WATER - OT	22.00
0000060386	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	674.02
0000060387	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	2,487.06
0000060388	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	75.00
0000060389	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	1,206.41
0000060390	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	17,567.13
0000060391	M & L SUPPLY CO., INC.	BUILDING REPAIR & MAINTENANCE	356.96
0000060392	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	3,047.53
0000060393	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	1,825.88
0000060394	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	497.18
0000060395	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	32,103.94
0000060396	SCHINDLER ELEVATOR CORPORATION	ELEVATOR REPAIR, SV	1,596.23
0000060397	SOFTWARE ONE, INC	MICROSOFT 365 ANNUAL SUBSCRIPTIONS	21,247.52
0000060398	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	26.10
0000060399	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	533.50
0000060400	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE, NOV 2022	924.10
0000060401	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	1,401.34
0000060402	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	362.54
0000060403	ASAP TRANSLATION SERVICES	LIBRARY PROGRAM INTERPRETING	165.00
0000060404	AVISTA UTILITIES	MONTHLY UTILITIES	8,669.18
0000060405	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	77.88
0000060406	CAVENDISH SQUARE	LIBRARY MATERIALS	744.12
0000060407	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	121.44
0000060408	CHICAGO DISTRIBUTION CENTER	LIBRARY MATERIALS	75.43
0000060409	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	241.11
0000060410	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	128.17
0000060411	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	80.10
0000060412	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	163.26
0000060413	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	9.81
0000060414	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	253.03
0000060415	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	3,887.10
0000060416	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	44.41
0000060417	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,389.22
0000060418	THE FIG TREE	LIBRARY MATERIALS	150.00
0000060419	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	144.52
0000060420	INFOUSA MARKETING, INC.	ELECTRONIC LIBRARY SERVICES	2,070.00
0000060421	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	6,007.91
0000060422	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	5,448.77
0000060423	NEXUS TRANSLATION SERVICES LLC	INTERPRETER SERVICES	40.00
0000060424	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	25,849.45
0000060425	POSTMASTER	POST OFFICE BOX RENEWAL/FAIRFIELD	140.00
0000060426	SHI INTERNATIONAL CORP	IT HARDWARE & SOFTWARE	4,306.69
0000060427	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	468.00

0000060428	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	298.26
0000060429	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	266.75
0000060430	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,280.95
0000060431	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	25.53
0000060432	WICK ENTERPRIZES, LLC	ADVERTISING	1,391.12
0000060433	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	16,936.46
0000060434	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	326.08
0000060435	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	63.97
0000060436	MAURICE COLEMAN	INCOL PRESENTER, FALL CONFERENCE	900.00
0000060437	CONTROL SOLUTIONS NW, INC	HVAC CONTROLS INSTALLATION, FINAL PAYMENT, CH	5,509.74
0000060438	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	460.00
0000060439	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	783.08
0000060440	GREENLEAF LANDSCAPING, INC.	SNOW REMOVAL	11,978.01
0000060441	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	8,700.68
0000060442	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	838.99
0000060443	K9 PEST DETECTIVES LLC	FULL YEAR OF PEST CONTROL SPRAY SERVICE	18,170.74
0000060444	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	2,296.29
0000060445	NEW YORK TIMES	LIBRARY MATERIALS	533.00
0000060446	NEXUS TRANSLATION SERVICES LLC	INTERPRETER SERVICES	160.00
0000060447	NORTH PALOUSE CHAMBER/COMM	DUES AND MEMBERSHIPS	100.00
0000060448	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	65,658.54
0000060449	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
0000060450	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
0000060451	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: SV, NS	2,070.00
0000060452	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	1,264.30
0000060453	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	2,291.26
0000060454	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	16,257.58
0000060455	VERIZON WIRELESS	MONTHLY CELL & "M-FI" DEVICE SERVICE, NOV 2022	3,016.31
0000060456	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	1,024.61
0000060457	ALLIED FIRE & SECURITY BY VYANET	QUARTERLY ALARM MONITORING	1,272.29
0000060458	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	564.97
0000060459	SPOKANE COUNTY MASTER GARDENERS	LIBRARY PROGRAMS	225.00
0000060460	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	239.88
0000060461	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	63.00
0000060462	POWER CITY ELECTRIC, INC	GENERAL CONTRACTOR FOR SECURITY PROJECT	50,000.00
0000060463	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,965.26
0000060464	LETICIA ZARATE ROSAS	LIBRARY PROGRAMS	505.00
0000060465	SPOKANE SCORE 0180	LIBRARY PROGRAMS	450.00
0000060466	MELISSA STIPEK	LIBRARY PROGRAMS	200.00
0000060467	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	134.22
0000060468	ABM INDUSTRIES, INC.	CARPET CLEANING, ALL LIBRARIES	6,505.84
0000060469	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	188.74
0000060470	AVISTA UTILITIES	MONTHLY UTILITIES	14,477.22
0000060471	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	190.30
0000060472	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	527.94
0000060473	CONTROL SOLUTIONS NW, INC	HVAC CONTROLS INSTALL INITIAL PAYMENT, AH	7,973.03
0000060474	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	866.96
0000060475	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	12,129.26
0000060476	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	3,724.31
0000060477	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	2,072.45
0000060478	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	497.18
0000060479	NEW YORK TIMES	LIBRARY MATERIALS	533.00
0000060480	OVERDRIVE, INC.	FINAL YEAR END LIBRARY MATERIALS	80,001.69
0000060481	PENWORTHY COMPANY	LIBRARY PROGRAMS, ELECTRONIC KITS	7,957.44
0000060482	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	522.72
0000060483	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	26.10
0000060484	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	355.09
0000060485	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	1,169.16
0000060486	CONSOLIDATED IRRIGATION DIST19	WATER - OT	22.00
0000060487	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	128.17
0000060488	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	583.04
0000060489	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	80.10
0000060490	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	75.42
0000060491	EDNETICS	MANAGED VOICE SERVICES, DEC 2022	2,215.91
0000060492	INFOUSA MARKETING, INC.	ELECTRONIC LIBRARY SERVICES	8,918.00
0000060493	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	86.38

0000060494	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	765.52
0000060495	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE, DEC 2022	931.30
0000060496	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE, DEC 2022	3,014.59
0000060497	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	530.00
0000060498	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	252.35
0000060499	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,283.10
0000060500	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	334.60
0000060501	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	581.47
0000060502	JOURNAL OF BUSINESS	LIBRARY MATERIALS	109.95
0000060503	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	217.43
0000060504	KAREN MOBLEY	ARTWORK CONSULTANT	204.00
0000060505	PRO MECHANICAL SERVICES INC	ELECTRICAL REPAIR, SV ELEVATOR	157.91
0000060506	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: SV, NS	2,154.00
0000060507	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	1,878.14
W000001227	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,874.75
W000001228	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	52,260.34
W000001229	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,694.19
W000001230	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	77,158.48
W000001231	ASSOCIATION OF WASHINGTON CITIES - VIMLY	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	100,704.58
W000001232	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	73,122.09
W000001233	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,276.23
W000001234	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,687.25
W000001235	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	52,196.40
W000001236	DEPT OF LICENSING - WASHINGTON STATE	EMPLOYEE BACKGROUND/DRIVING RECORD CHECK	15.00
W000001237	NAVIA BENEFIT SOLUTIONS CLIENT PAY	MONTHLY FSA ACCOUNT ADMIN FEE, DEC 2022	50.00
W000001238	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	19.74
W000001239	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	15.49
W000001240	STATE OF WASHINGTON	QUARTERLY SALES AND USE TAX RETURN PMT	1,885.61
W000001241	STATE OF WASHINGTON	QUARTERLY PAID FAMILY MEDICAL LEAVE TAXES PAID	11,101.48
W000001242	DEPARTMENT OF LABOR & IND.	QUARTERLY LABOR & INDUSTRIES TAXES PAID	17,485.84
Total Non-Payroll General Operating Fund			\$ 940,514.12

PAYROLL VOUCHERS

12092022 PP23	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #23	\$ 239,913.51
12232022 PP24	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #24	<u>237,702.63</u>

Total Payroll General Operating Fund \$ 477,616.14

TOTAL GENERAL OPERATING FUND \$ 1,418,130.26

CAPITAL PROJECTS FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
9675	HAMMOND FACILITY CONSULTING SERVICES	OWNERS REP SERVICES: Monthly	4,800.13
9676	INTEGRUS ARCHITECTURE	ARCHITECT FOR NEW SV LIBRARY: Monthly	17,877.75
9677	KILGORE CONSTRUCTION INC	GENERAL CONTRACTOR, MONTHLY PROGRESS PMT	<u>979,241.83</u>
Total Capital Projects Fund			\$ 1,001,919.71

**November 2022/December 2022
Paid in December 2022
Voucher # 60454**

Card Category	Amount
General Purchases	\$ 7,553.27
Maintenance	\$ 1,135.72
Travel	\$ 156.56
Acquisitions	\$ 6,359.10
Information Technology	\$ 668.67
Mobile Services	\$ 384.26
General Fund Purchases	\$ 16,257.58

Top Individual Charges

The Creative Company	Library Materials	2,965.86
Doors for Pros	Mortise Locks for Access Control, Qty 10	2,209.60
Mailchimp	Monthly Email Service	762.30
Traject	Cyfe Pro Software, Annual Subscription (social media analytics)	529.00

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE - JANUARY 2023

Construction activity update

As of the end of December, the project is over 75% complete. 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 is being installed at both the building's interior and exterior

Electrical Power Distribution update

A temporary power distribution plan, utilizing a substitute 800-Amp 3-Phase service distribution panel and temporary fusible disconnect devices has been determined by the project team. Preliminary engineering and pricing proposals have been reviewed and validated by Integrus/MW Engineers. Procurement planning and work has been initiated. The various required work items will likely cost the District less than \$25,000, including additional line voltage power disconnect and reconnect work by Modern Electric.

This temporary power distribution will allow commissioning and testing/balancing work to continue as scheduled, such that the building can be essentially "completed" by mid-April as originally scheduled. Substantial completion and a Certificate of Occupancy will very likely not occur by April 15, 2023, however. Notwithstanding, current delivery schedules for missing equipment could allow the project to experience only a modest delay.

Cost changes

Change Order #7, encompassing several small-scale items and totaling \$11,859.00, was submitted in late December and signed the first week of January.

There are 18 items now being reviewed, some or all will further change the contract amount. Most of these are small items. Final estimates are not available as of this date, but along with the temporary power equipment above, two additional items have the potential for costs above \$15,000 each. Many if not all of these changes will be included in Change Order #8.

Including Change Order #7, 1.8% of the original construction cost has been added due to changes, amounting to \$200,113. 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 #8 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.

THE BOOKEND LEASE

BookEnd Background

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

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

Discussion Background

The Board had an initial discussion on this topic at the October 2022 meeting, which included staff presenting a recommendation that the lease for the BookEnd at the Spokane Valley Mall is not renewed after expiration in June 2023. Trustees directed staff to prepare additional information, and a follow-up discussion occurred at the December 2022 meeting. The Board subsequently directed staff to return with a formal recommendation for consideration at the January 2023 regular meeting.

Staff Analysis and Recommendation

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

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

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

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

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

With the opening of the new Spokane Valley Library anticipated in early summer 2023, and the BookEnd's initial 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.

Next Steps

If the Board approves the motion to not renew the lease for the space, staff will inform the Spokane Valley Mall of the District's intent, and then plan and execute the following:

Closure date: A targeted closure date to the public of March 31, 2023. This would provide sufficient time to vacate the space in a timeframe that would not conflict with end of construction and subsequent move into the new Spokane Valley Library (April/May 2023).

Public Information: The public information campaign would begin at the end of January 2023 and provide customers with approximately 60 days' notice of the impending closure.

Redeployment of Staff and Assets: The redeployment of staff, collection, and FF&E (furniture, fixtures, and equipment) would commence in April 2023 and be substantially completed prior to May 2023.

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

Recommended Action: Motion to not renew the lease of The BookEnd after it ends on June 30, 2023.

SECURITY CAMERA INSTALLATION CONTRACT: APPROVAL RECOMMENDATION

Background

As part of the levy funding priorities, installation of security cameras on the exterior and entrances of District facilities has been identified as a key operational safety project and included as part of the 2023 Work Plan. Along with keyless entry and alarm system updates, the intent of the security camera project is to provide the District with greater environmental control of its facilities to better maintain safe and welcoming places for customers and staff.

District staff identified a need for camera systems that include vandal-resistant options and network accessible recording and retrieval in compliance with the District's Use of Video Surveillance Systems Policy. An additional consideration was network bandwidth consumption, as use for surveillance systems is not E-rate eligible so network configuration and use for such a system should be mindful of E-Rate rules and stipulations as to minimize any impact on the District eligibility. Currently, the District qualifies for an 80% discount of internet access rates, amounting to a monthly reduction from \$20,490 to \$2,999 for internet and related services.

District IT staff reviewed potential coverage options and available products and determined that Ava Aware Cloud (AVA) cameras and cloud-based monitoring and retention solution best addressed District needs.

District staff also investigated the purchase of the products and installation services utilizing State-awarded contracts which allow for purchases for competitively awarded contracts in lieu of solicitation of bids. The District is a member of the Washington State Department of Enterprise Services (DES) as well as the Washington School Information Processing Cooperative (WSIPC). Both DES and the WSIPC Purchasing Program allow public agencies to purchase competitively bid goods and services at a reasonable cost from vendors that have been awarded a bid contract through an official RFP process in compliance with Washington State Procurement RCWs.

After review of vendors and services offered through both DES and WSIPC and receiving quotes from two different State-approved vendors (a third was requested, but not received), staff recommend the contract for the Security Camera Installation Project be awarded to Ednetics Inc., a reseller providing AVA camera systems, equipment, installation, licensing, via WSIPC– Integrated Safety and Security Solutions contract 16-05. The contract includes installation of 56 cameras and related retention and monitoring software system for ~\$207,000, which is the lower of the quotes.

This recommendation includes consideration for best use of public funds, past history with the vendor, and concern to stay not only within the District, State, and Federal requirements for capital projects, but also within the rules and stipulations of E-Rate funding.

If approved by the Board of Trustees, the District will move forward with scheduling installation, following staff-identified highest to lowest priority locations. This contract will also include camera installation at the new Spokane Valley Library.

Operations Director Doug Stumbough and IT Manager Patrick Hakes will be available to answer any questions.

Recommended Action: Board motion to award the Security Camera Installation contract to Ednetics Inc.

BULLETIN BOARDS AND COMMUNITY INTEREST PUBLICATIONS

Background

The purpose of this policy is to provide guidelines for use of public bulletin boards and the distribution of publications of general community interest in District libraries.

Staff are not recommending any revisions to the policy as written. This policy was last revised in January 2021, at which time it was reviewed by the District's legal counsel.

As part of the biennial review process for policies, staff recommend that policies that are not revised are instead reaffirmed by the Board of Trustees. A reaffirmation date would be added to the policy, as indicated via underline in the following draft.

Executive Director Patrick Roewe will be available to answer any questions on the proposed policy.

Recommended Action: Board motion to approve reaffirmation of the Bulletin Boards and Community Interest Publications policy.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: BULLETIN BOARDS AND COMMUNITY INTEREST PUBLICATIONS

APPROVAL DATE: December 18, 2012

REVISION DATE: January 19, 2021

REAFFIRMATION DATE: January 17, 2023

Related Policy

Facility Use for Political Purposes

Purpose

To provide guidelines for use of public bulletin boards and the distribution of publications of general community interest in District libraries.

General Policy

Spokane County Library District may provide bulletin boards and information distribution areas in each library. In its role as a community information center, and depending upon available space, the District may allow postings or distribution of free publications of general community interest under the following guidelines:

- All materials must be approved by designated District staff before being posted or distributed.
- Preference will be given to materials from government agencies, non-profit organizations, community organizations and educational institutions, and of educational, cultural, and general interest to the local community served by the library.
- If available space isn't sufficient to meet demand, priority will be given to information most closely related to services, programs, activities and events in the local community.
- Items promoting religious doctrines, partisan political materials or petitions are prohibited.
- Notices and materials will clearly identify the person or organization responsible for the content.
- Approval of items for posting or distribution does not constitute or imply District endorsement of the organization submitting the item(s) or its content.
- District staff will determine the suitability and quantities of material, at which libraries they are made available, and the duration of availability.

Approved items will be posted or distributed as soon as possible based on available space and the guidelines outlined above. Materials approved for system-wide posting or distribution may not be offered in all locations. All materials are checked regularly to remove outdated materials. The District reserves the right to remove any material at any time, and to dispose of materials not in accordance with the above guidelines.

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

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

COMPUTER, WIRELESS NETWORK AND INTERNET USE BACKGROUND

Background

The purpose of this policy is to define the conditions and responsibilities use of District provided public access computers, internet access, and wireless hotspots.

Staff are recommending only small-scale revisions for the sake of clarity, and are not recommending any substantive revisions to the policy at this time. This policy was reviewed by the District's legal counsel when it underwent more significant revisions in January 2021.

Executive Director Patrick Roewe and Operations Director Doug Stumbough will be available to answer any questions on the proposed policy.

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.

Recommended Action: Board motion to approve the Computer, Wireless Network and Internet Use policy, as revised.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: Computer, Wireless Network and Internet Use

APPROVAL DATE: September 18, 2012

REVISION DATE: January 19~~7~~, 202~~13~~

RELATED POLICIES:

Children's Safety in Libraries

Collection Development

Code of Conduct

Customer Privileges and Responsibilities

Social Media

STATUTORY REFERENCE: RCW 9.68.130

Purpose:

To define the conditions and responsibilities associated with ~~in-person and remote~~ use of Spokane County Library District ("District") provided public access computers, internet access, and wireless hotspots in Spokane County Library District facilities and remotely.

Definitions:

Compromising Computer or Network Security: Conducting activities that will alter, damage, disable, vandalize, or otherwise harm computer equipment, hardware, software or networks.

District Network and Hardware: Includes all District provided hardware (such as computers and wireless hotspots), network access, and internet access.

Filter Categories: Groupings of online information to which access can be blocked.

Terminology used to describe filter categories are set by the provider(s) of filtering software.

Illegal Activities: Activities in violation of federal, state, or local law.

Sexually Explicit Material: Images which fall under the definitions of sexually explicit material as stated in Washington Statute, RCW 9.68.130(2).

Background:

Spokane County Library District (the District) makes Internet resources, together with a collection of physical library materials and access to licensed electronic resources, available to customers in support of the District's mission.

The District offers materials and information in a variety of formats and media, with selection guided by the Collection Development policy. -Internet resources enhance the collection in size, depth, and breadth. The District provides public computers with standard computer software that can be used to access the Internet. In addition, customers may use their own devices to access the Internet on the library's public wireless network. -In compliance with the Children's Internet Protection Act (CIPA) and subsequent court rulings, the District employs Internet filtering software and other technology protection measures on all District public computers and the District's public wireless network.

GENERAL POLICY:

The District prohibits the following while using any District resource, including District Network and Hardware (District public computers, the District's public wireless network, and District-provided wireless hotspots): engaging in illegal activities; accessing, viewing, or printing any illegal, obscene, or sexually explicit material, or engaging in activities that compromise computer or network security.

Filtering

For all District public computers and the District's public wireless network, the District utilizes filtering technology as required by the Children's Internet Protection Act (CIPA) which mandates that any public

library using federal funding must filter Internet access to visual depictions that are (a) obscene; (b) child pornography; or (c) harmful to minors (as defined in the United States Code¹ and case law) for any person under the age of 17 years. Just as with the physical collection, not all Internet sites are suitable for all ages. Therefore, the District provides two levels of filtering: “basic” and “enhanced.”

All customer accounts, all library computers, and the public wireless network are filtered at the “basic” level. The following categories of information are blocked with “basic” filtering: Illegal, Compromising Computer or Network Security, Sexually Explicit Material.

Additionally, all accounts for customers under the age of 13, and library computers located in the children’s area, are set to the “enhanced” filtering level. In compliance with CIPA,² and guided by the Collection Development policy and related procedures, the “enhanced” filtering level blocks all of the same categories of information that are blocked with “basic” filtering, as well as other categories, as determined by District staff, to be for adult audiences only.

For both the “basic” and “enhanced” filtering levels, the District will utilize categories provided by the filtering software provider that best match the District’s intentions.

Requests to “block” or “unblock” an Internet site

No filter or technology is 100% effective and may still allow access to information or sites that are objectionable or potentially harmful. Conversely, filters may inadvertently block sites that do not fall within the categories defined above.

A customer may request that an Internet site be blocked,² or unblocked for “bona fide research or other lawful purposes”², by completing an Internet site review form or by contacting library staff. The site will be reviewed in a timely manner. Decisions about whether to block or unblock a site will be made in accordance with District guidelines within three (3) business days.

Computer and Internet Safety

The District respects the rights and responsibilities of parents or guardians in determining and monitoring the use of the Internet by their children under the age of 18. -The District advises parents/guardians that it cannot assure children’s safety and security while using the Internet in the library. -When children use social networks, electronic mail, chat and other forms of direct electronic communication, the District cannot protect against unauthorized access, including “hacking,” and other unlawful online activities. Furthermore, the District cannot protect against unauthorized disclosure, use and dissemination of personal identification information regarding children if children provide such information while using the Internet.

It is the responsibility of parents or legal guardians to monitor Internet use of their minor children.

Network and Computer Security

The District employs measures designed to prevent access to sites or functions that would compromise District computer or network security or would alter, damage, disable, vandalize, or otherwise harm computer equipment, hardware, software or networks. District computers provide basic software and the ability to transfer content to mobile storage. The District is not responsible for data that may be lost or damaged while using library computers.

The District’s public wireless network is an open, unsecured network. The District advises users not to transmit personal information (e.g., credit card numbers, passwords, and any other sensitive information) while using any wireless access point. Furthermore, the District advises public wireless network users to take appropriate precautions when using this service, and to have up-to-date virus protection on their devices.

1 The Children’s Internet Protection Act (CIPA) provides United States Code citations for the definitions of “obscene” (18 U.S.C. § 1460) and “child pornography” (18 U.S.C. § 2256). The Act itself defines “harmful to minors” in Section 1703 (b)(2). Full text of CIPA from US Government Printing Office:

<http://www.gpo.gov/fdsys/pkg/PLAW-106publ554/pdf/PLAW-106publ554.pdf>

2 Federal Communications Commission’s Children’s Internet Protection Act (CIPA) Guide:

<http://www.fcc.gov/guides/childrens-internet-protection-act>

The District is not responsible for any information that is compromised or for any damage caused to hardware or software due to security issues.

For security and network maintenance purposes, the District may monitor individual equipment or network traffic on all District public computers and the District's public wireless network at any time. The District has the authority to disconnect any device from the District's public wireless network for suspected and/or actual violation of this policy or any other related policy.

When using District Network and Hardware, individuals are expected to use the Internet in a manner consistent with the purpose of the library and with respect and consideration for other customers.

Wireless Hotspots

The District may offer wireless hotspots or other similar devices that customers can borrow to access the internet via a third-party vendor. While the District provides the devices, the network over which customers can access the internet using these devices is provided and managed by the third-party vendor. The District requires that these devices be borrowed by District residents 18 years of age or older, who are responsible for the use of these devices in compliance with all applicable District policies and local, state, and/or federal laws.

Violation of this or any related policy may be cause for a temporary or permanent prohibition from future use of library equipment or facilities. Illegal activities may be reported to law enforcement.

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

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

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: Computer, Wireless Network and Internet Use

APPROVAL DATE: September 18, 2012

REVISION DATE: January 17, 2023

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FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: FEBRUARY 2023 – MARCH 2023

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

- New Spokane Valley Library: Update
- Exhibits and Displays: Policy Review
- Website Development Contract: Approval Recommendation
- Easement for Electric Vehicle Charging Station (North Spokane Library): Approval Recommendation
- Overview: Public Records and Open Public Meetings Act

March 21, 2023: Medical Lake Library – (4:00 p.m.)

- Children's Safety in the Libraries: Policy Review
- Personnel: Policy Review
- Overview: Medical Lake

2023 SPECIAL MEETINGS/ACTIVITIES

- Staff Training and Development Day: May 12

EXECUTIVE DIRECTOR'S REPORT JANUARY 2023

Finance – Rick Knorr

General Fund

Preliminary financial results for the full year are presented. The statement is very close to final but still considered preliminary as a small number of year-end adjustments remain.

Cash on Hand:

The cash balance as of the end of the year is \$8,134,420, or over 6 months of cash on hand. The District, as planned, has successfully maintained sufficient cash balances on hand in the general fund to cover monthly operations between semi-annual tax collections from the county treasurer while still providing the District's portion of the funds needed for the New SV Library construction.

Facilities Report

HVAC Controls Project:

Revisiting the background, the District contracted with Control Solutions Northwest, the vendor that will provide the HVAC control system in the New SV Library to install similar HVAC system controls in some of our existing library buildings. This control system provides our maintenance employees and preventative maintenance contractors with the ability to monitor and control many of the day to day needs from desktop and mobile devices.

The first building selected to have these controls installed was Cheney and the final touches were completed in December. Airway Heights, next in line, was started in December.

The remainder of the facility maintenance focus during this time of year is keeping up with snow and ice removal.

Human Resources – Toni Carnell

Training

- One session of New Employee Orientation was held
- Planning continues for Staff Day 2023 in May
- New courses continue to be added to the learning management system and the training calendar

Staff updates:

New hires:

- Mobile Services Associate

Promotions:

- N/A

Transfers

- N/A

Separations:

- Librarian (2)

-
- Public Services Technician
 - Library Supervisor

Communication & Development – Jane Baker

Communication

In December, the Communication Department finalized the transition of the welcome email series to the Message Bee platform. This is the same platform used to send due date reminder emails. The Welcome emails are a series of four emails sent to new card holders over a two-week period. The emails introduce a variety of resources and services available and allows for links, images, and modern formatting, as well as easier editing if changes are needed.

The Communication Department was also focused on editing and layout of the spring Engage publication in preparation of sending it out to print in January.

Development

The Development Department engaged in a capital campaign fund drive with the construction contractors working on the new Spokane Valley Library. This effort resulted in seven donations including six paver sponsorships for a total of \$3250 toward the \$1 million goal.

Operations - Doug Stumbough

For the month of December, a total of 56,907 customers visited our libraries in person, down from 58,157 (-2%) in November. The total number of 80,459 physical items borrowed by customers in the libraries, down slightly from the 83,824 physical items borrowed in November (-3365).

Cardholder Demographics

Guided by the Confidentiality of Library Records and Intellectual Freedom policies, the demographic data collected by the District for cardholders is limited to those data points necessary to provide service. Procedurally, this is carried out by constraining what information we ask customers to provide to that which is operationally necessary. As such, beyond name, address and contact information, only birthdates are routinely collected as they are needed to differentiate between adults and children for purposes of internet filtering and account responsibility.

Data such as gender, income, education level, race, religion, or marital status are not necessary for the provision of library services and therefore are not captured.

Looking at age breakdown by library:

	AH	AR	BE	CH	DP	FF	ML	MP	NS	OT	SV	MS	TOTAL
TOTAL CARDHOLDERS	4,983	10,131	1,244	8,617	6,877	623	2,825	12,499	29,310	4,000	37,984	983	120,076
0-4	0.3%	0.3%	0.1%	0.4%	0.2%	0.3%	0.4%	0.5%	0.2%	0.1%	0.2%	0.2%	0.3%
5-14	11.2%	11.6%	6.4%	9.2%	11.1%	12.8%	11.7%	8.4%	9.0%	11.9%	13.3%	3.7%	10.8%
15-24	14.5%	12.2%	14.5%	18.8%	17.2%	14.8%	16.5%	10.6%	15.0%	14.0%	18.8%	1.5%	15.8%
25-34	19.3%	15.9%	19.2%	21.3%	11.9%	8.2%	13.8%	12.7%	15.1%	10.4%	15.5%	3.5%	15.2%
35-44	18.6%	16.9%	15.8%	14.0%	14.1%	15.9%	14.2%	16.4%	16.4%	14.3%	15.0%	3.4%	15.6%
45-54	11.2%	11.6%	11.0%	10.0%	11.2%	13.6%	12.1%	12.2%	12.0%	11.8%	10.3%	4.2%	11.2%
55-64	10.5%	11.9%	10.8%	9.4%	12.0%	12.7%	11.9%	11.2%	11.1%	14.5%	9.9%	7.5%	10.8%
65-74	8.9%	11.8%	13.0%	10.4%	13.0%	12.7%	11.4%	16.1%	12.3%	15.1%	9.6%	13.6%	11.6%
75+	4.4%	7.0%	8.2%	5.7%	7.8%	7.2%	7.0%	11.5%	7.9%	7.5%	6.3%	47.9%	7.7%
NO BD	1.1%	0.8%	1.0%	0.9%	1.5%	1.8%	1.1%	0.6%	0.9%	0.5%	1.1%	14.5%	1.1%

Positive Interaction Reports

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

A customer came by the desk at Moran Prairie to thank us for having a such a decent selection on Islam. She said she was really pleased with the diversity and perspective that was offered in comparison with other libraries she has visited before and wanted to say thanks to library for providing these books and making such a good selection, which she said was really important to her and others and very appreciated.

North Spokane staff shared that a man came to the front desk to return a book and give a compliment to Collection Services. He said, "It is a really great service that you provide." He had requested a title thinking it would be an ILL and instead it was added to our collection, and he seemed very pleased. The customer also mentioned that the book was exactly what he needed and wanted to pass along kudos to those who had purchased it.

Our Call Center staff received this email from a Moran Prairie customer wanting to share their experience: "To whom it may concern. I am a senior struggling with a new smart phone. The phone drives me crazy trying to figure it out without an instruction book. I was ready to throw it out the window until I made a BOOK A LIBRARIAN appointment. I met with (Public Services Associate) Olesya. Boy is she ever good and made me comfortable with her right from the get-go. She is extremely knowledgeable about Android phones even though she uses Apple. She was very reassuring with me even when I told her that I was a dummy using a smart phone!! Olesya has the unique ability to figure out what I am struggling to say and gives me answers in SIMPLE AND EASY TO UNDERSTAND TERMS. She has the patience of a saint. A true gift for us seniors. I will use her again in a heartbeat and recommend her to others. Olesya is a true asset to your team and SCLD in general."

At Deer Park, a customer brought some delicious treats she ordered from Japan as a thank you to the Deer Park staff for being so incredibly kind and helpful whenever she has come into the library. She particularly wanted to thank Library Supervisor Jacob for being so gracious every time she needed help using the copier.

A visitor to the Moran Prairie Library wanted to let the staff know how much she and her daughter love book bags. She said her daughter has read (has been read to) almost every single bag, even the ones that are above her age level and loves them all, especially the pictures. They really appreciate the time and effort Collection Services staff and the Early Learning librarians have put into these bags and the additional activities/conversations that go along with them. She said they also are members of the public library but love our collection of books and how friendly and helpful the staff are at the District.

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 December:
 - **Audiobook checkouts:**
 - *Where the Crawdads Sing* by Delia Owens (68)
 - *The Boys from Biloxi* by John Grisham (58)
 - *Going Rogue: Rise and Shine Twenty-Nine* by Janet Evanovich (57)
 - **Ebook checkouts:**
 - *The Boys from Biloxi* by John Grisham (87)
 - *Desert Star* by Michael Connelly (85)
 - *No Plan B* by Lee Child (75)
 - **Audiobook holds** as of January 3, 2023:
 - *Lessons in Chemistry* by Bonnie Garmus (75)
 - *The Boys from Biloxi* by John Grisham (59)
 - *Demon Copperhead* by Barbara Kingsolver (57)
 - **Ebook holds** as of January 3, 2023:
 - *Lessons in Chemistry* by Bonnie Garmus (90)
 - *The Boys from Biloxi* by John Grisham (83)
 - *It Starts with Us* by Colleen Hoover (81)
- Popular **Adult Physical Book** titles December:
 - Checkouts:
 - *Home Sweet Christmas* by Susan Mallery (53)
 - *The Rose Code: A Novel* by Kate Quinn (48)
 - *The Boys from Biloxi* by John Grisham (45)
 - Holds:
 - *The Forever Witness: How DNA and Genealogy Solved a Cold Case Double Murder* by Edward Humes (29)
 - *A World of Curiosities* by Louise Penny (24)
 - *Lessons in Chemistry* by Bonnie Garmus (22)

Request for Review of Library Materials

The District received a *Request for Review of Library Materials* form on December 8 regarding a children's movie which was based on a classic children's book. It was determined that the movie met the collection criteria, and no change was made in the item's status. An initial written response was sent to the District resident within 15 business days of receiving the request in Administration as stated in the *Collection Development Policy*.

**COLLECTION MONTHLY REPORT
DECEMBER 2022**

	Select Transaction Count		
Physical Collection	YTD 2022	YTD 2021	CHANGE
Items Processed	57,530	53,365	8%
Interlibrary Loan Total	6,048	5,287	14%
Overdrive			
Total Checkouts	836,862	762,840	10%
Total Holds	255,046	230,954	10%
hoopla			
Total Checkouts	35,784	32,939	9%
Total Items in Collection			
Material Type	YTD 2022	YTD 2021	CHANGE
Print	312,065	305,411	2%
Nonprint	75,902	76,090	0%
Overdrive	144,927	129,334	12%
Grand Total	532,894	510,835	4%

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

Executive Director – Patrick Roewe

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

Electric Vehicle Charging Stations Update

The site plan for charger installation at North Spokane has been finalized following changes to the preliminary site plan and an additional walk-thru of the site between Avista and District staff. The final site plan, along with an easement agreement, will be submitted for Board consideration and potential approval in the first quarter of 2023. Work will not commence until the ground is more thawed.

Legislative Update

The 2023 session of the Washington Legislature starts January 9, 2023. The Public Libraries of Washington is tracking several pieces of pre-filed legislation that have the potential to impact “the efficient conduct of the public business of the District,” with more legislation to come as the session gets underway. I will provide monthly updates on any relevant legislation during the session.

Trustee Vacancy

Following the Special Meeting of the Board of Trustees on December 19, 2022, staff work with Chair Craig to draft the recommendation letter to the Board of County Commissioners (BoCC) and submitted the letter on December 21, 2022. The first BoCC meeting since the letter was submitted is January 10, 2023. As of this writing, the appointment has not been placed on a BoCC agenda. I will provide any new information at the meeting.

Operations Report December 2022

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- Our week-long Small Business Saturday event wrapped up on December 3rd. 37 people returned their shopping passports to one of the four participating libraries. This is down from the 46 we saw returned in 2021. The decrease is disappointing, especially given the extra promotion we were able to do this year with the remaining grant funds. We are following up with our participating small businesses and evaluating how best to move forward when planning a 2023 event.
- This month's online SCORE workshop, SMART Goals for Small Business, had three attendees.

Early Learning (Mary Ellen Braks)

- This month we had 65 storytimes with an attendance of 709. Our storytimes ranged from 0-46 attendees. Our attendance was down a little this month but that is expected during December due to the weather and the holidays.
- Our mobile services department provided 44 storytimes to 644 children at 18 centers.
- Collection Development Librarian Sheri Boggs and I filmed an episode of *Picture Book Chat* this month. We filmed the last two months in the Argonne library instead of the studio. It has been nice having the library as the background for the videos.

Education and Enrichment (Gwendolyn Haley)

- 567 people participated in programs in December. These included a *Holiday Ornament* making program and a Piñata making program (in Spanish). We also offered a Winter Break session of *Virtual Camp Read-a-Rama*.

Digital Projects and Resources (Carlie Hoffman)

- I assisted Collection Services with the promotional preparation for Kanopy, our new film streaming digital resource. I also prepared the website for the launch of the service.
- Web Team scored the Website Development Request for Proposals submissions. We will be contacting submitters in January.

Information Technology (Patrick Hakes)

- Continued work on the new Spokane Valley Library, which includes planning for pulling wire for network connections, wireless access control locations and wire locations, and camera data cable pulls.
- Worked with FutureLink for the new library data locations and labeling.

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

- Cleone's Closet kept a donation bin in our front lobby for food and toys for Dec 1st-16th and were thrilled to find it full when they came to pick it up.

Argonne: Amy Fair

- *Small Business Saturday* saw seven passports returned. Winners chose gift cards (provided by Friends of the Library or grant funds) from Millwood Grocery, ART, Stockwells, and The Paisley Pooch.

BookEnd: Stacy Loberg

- Local artist Nathan Gall displayed some colorful art for the month.

Cheney: Jonathan Melcher

- We had great turnout for Cheney's Holiday Hoopla, 199 people did the craft.
- 45 people picked up *Small Business Saturday* passports and 12 were returned.
- We hosted an elf in the building for the Cheney Merchants Association's Elf on the Shelf, kids and parents were excited to come in and look for the elf.

Deer Park: Jacob O'Doherty

- Our Friends of the Library decorated for the holidays again, much to the delight of our customers.
- Our Family Storytime saw our biggest crowd since June with 26 participants.

Fairfield: Kristy Bateman

- Staff hosted a successful library book sale that coincided with Christmas on the Palouse.
- The Christmas ornament program was well received with several families coming in to use the craft supplies to create their own designs,

Medical Lake: Cecelia McMullen

- Despite frigid temperatures, librarian Christie Onzay and others participated in a geology walk. Professor Pritchard from EWU used an ice pick to break ice and retrieve water samples for testing.
- Christie participated in the Medical Lake Winterfest and provided a mitten craft while promoting the library.

Moran Prairie: Caitlin Wheeler

- Moran Prairie's display case featured vintage detective novels from a community member.
- Over the month, Moran Prairie customers worked together to complete a thousand-piece puzzle.

North Spokane: Brian Vander Veen

- The North Spokane Library had paintings on display from northwest artist Cheryl Tradii.
- For the months of November and December, our interactive Civic Lab provided information related to Indigenous Peoples' Day and solicited discussion of contributions by indigenous creators to contemporary arts and culture.

Otis Orchards: Stacy Loberg

- We had an interactive display for families to make paper snowflakes that we displayed around the library, and we also had a holiday passive craft that the kids loved.
- Our ornament making program brought in two families and one grandmother shared that she was very thankful the library puts on these programs.

Spokane Valley: Danielle Milton

- We received an adorable handwritten thank you note from a child: "Dear Library, I really like this library because it supports me with knowledge by reading your books. Thank you."

District-wide Information

Security Incident Reports

For December 2022, there were 16 Security Incidence Reports filed. Five less than last month, November 2022 (21) and ten less than December 2021 (26). North Spokane had the most incidents reported (5). The most frequently reported incidents related to Potential Problems (6).

Public Use Measures

December 2022

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	120,302	107,516		12%
Door count	57,031	60,925	770,267	40%
Items Borrowed	188,715	173,269	2,346,882	15%
• Airway Heights	1874	2193	26324	10%
• Argonne	6464	6762	88179	15%
• Cheney	5862	6798	85176	17%
• Deer Park	6327	6644	76499	-1%
• Fairfield	376	469	5782	-12%
• Medical Lake	1939	1392	26776	33%
• Mobile Services	1723		15913	
• Moran Prairie	13181	11476	166444	46%
• North Spokane	20168	18870	278296	14%
• Otis Orchards	2307	2234	31352	9%
• Spokane Valley	19187	19335	266669	20%
• The BookEnd	1051	1057	11152	-11%
• Digital	19,665	17,931	255,046	10%
• Totals	155519	142947	1955235	16%
Programs				
• Number	161	26	1,237	250%
• Attendance	2,154	763	32,039	199%
Internet Station Use (%)	16.4%	17.1%	19.4%	
Meeting room bookings	298	232	3342	467%
Digital Resource Use	119,218	152,159	1,799,410	-17%

Public Use Measure Definitions

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

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

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

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

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

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

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

**Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Twelve Months Ended December 31, 2022**

	Y-T-D Actual	Annual Budget (As Amended)	<div style="border: 1px solid black; background-color: #c8e6c9; padding: 2px; display: inline-block;">Target 100.0%</div> Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 16,453,179	\$ 16,429,500	100.14%	\$ (23,679)
CONTRACT CITIES - AIRWAY HEIGHTS	359,638	357,000	100.74%	(2,638)
CONTRACT CITIES - SPOKANE	93,593	91,000	102.85%	(2,593)
				0
FINES & FEES	133,790	129,000	103.71%	(4,790)
GRANTS & DONATIONS	161,397	158,000	102.15%	(3,397)
E-RATE REIMBURSEMENTS	270,139	270,000	100.05%	(139)
LEASEHOLD & TIMBER TAX, REBATES, OTHE	49,360	50,000	98.72%	640
INTEREST REVENUES	76,390	74,000	103.23%	(2,390)
TOTAL REVENUES	\$ 17,597,486	\$ 17,558,500	101.93%	\$ (38,986)
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 17,597,486	\$ 17,558,500	100.22%	\$ (38,986)
EXPENSES				
SALARIES	\$ 7,325,845	\$ 7,409,000	98.88%	83,155
FRINGE BENEFITS	2,481,438	2,504,400	99.08%	22,962
SUPPLIES	171,703	175,100	98.06%	3,397
UTILITIES	543,808	533,100	102.01%	(10,708)
SERVICES	1,427,523	1,466,000	97.38%	38,477
INSURANCE	83,421	83,400	100.03%	(21)
CAPITAL EQUIPMENT	736,948	819,900	89.88%	82,952
LIBRARY MATERIALS	2,088,711	2,113,000	98.85%	24,289
ELECTRONIC LIBRARY MATERIALS	237,983	250,000	95.19%	12,018
LIBRARY PROGRAMS	105,092	110,600	95.02%	5,508
TOTAL EXPENSES	\$ 15,202,472	\$ 15,464,500	98.31%	\$ 262,028
TRANSFERS OUT	2,000,000	2,000,000	100.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 17,202,472	\$ 17,464,500	98.50%	\$ 262,028
Net Excess of Revenues Over/(Under) Expenses	\$ 395,014	\$ -		
BEGINNING CASH	7,739,406			
NET FROM ABOVE	395,014			
ENDING CASH	\$ 8,134,420			

Number of months cash on hand

6.4

**Spokane County Library District
Capital Projects Fund
Statement of Revenues and Expenses
For the Twelve Months Ended December 31, 2022**

	Y-T-D Actual	Annual Budget (As Amended)
REVENUES		
Proceeds from Washington State Treasurer, LOCAL Program Financing	\$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	117,983	55,000
TOTAL REVENUES	9,122,411	12,086,000
Transfers In	2,000,000	2,000,000
TOTAL REVENUES & TRANSFERS IN	11,122,411	14,086,000
 EXPENSES		
Construction Costs, Including Sales Tax	\$7,758,733	\$7,909,000
Architect Fees	410,597	407,000
LOCAL Program Debt Service	203,588	204,000
Owners Rep, Permits and All Other	184,726	186,000
TOTAL EXPENSES	8,557,644	8,706,000
NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	\$2,564,768	\$5,380,000
BEGINNING CASH	\$3,879,164	
NET FROM ABOVE	2,564,768	
ENDING CASH	\$6,443,932	

**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
<i>DECEMBER</i>	979,242	17,878	4,800	1,001,920
	7,758,733	410,597	184,728	8,354,058
Balance to Finish	4,874,453	172,182	1,100,542	6,147,177

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

	12/31/2021	3/31/2022	6/30/2022	9/30/2022	12/31/2022
REVENUES					
PROPERTY TAXES	6,315,957	1,143,649	8,141,111	562,012	6,606,406
CONTRACT CITIES - AIRWAY HEIGHTS	88,106	89,910	89,910	89,910	89,909
CONTRACT CITIES - SPOKANE	49,981	-	46,797	-	46,796
			-	-	-
FINES & FEES	27,254	29,173	31,245	40,586	32,786
GRANTS & DONATIONS	17,577	23,508	22,213	73,490	42,186
E-RATE REIMBURSEMENTS	35,114	84,535	59,809	73,125	52,670
MISC TAX COLLECTIONS & OTHER	11,534	12,121	20,157	14,474	2,608
INTEREST REVENUES	11,796	8,402	9,070	27,967	30,952
TOTAL REVENUES	6,557,319	1,391,298	8,420,311	881,563	6,904,314
EXPENSES					
SALARIES	1,722,612	1,765,731	1,821,325	1,883,413	1,855,376
FRINGE BENEFITS	554,341	616,553	612,610	617,474	634,801
SUPPLIES	38,819	47,053	31,217	40,646	52,787
UTILITIES	110,187	146,046	116,419	132,425	148,918
SERVICES	244,348	515,422	249,861	383,895	278,345
INSURANCE	363	82,234	175	1,012	-
CAPITAL PROJECTS AND EQUIPMENT	235,283	65,020	286,632	252,156	133,140
LIBRARY MATERIALS	612,282	537,423	533,969	494,381	522,938
ELECTRONIC LIBRARY MATERIALS	45,943	109,421	73,625	8,746	46,191
LIBRARY PROGRAMS	18,401	30,959	32,384	21,091	20,658
TOTAL EXPENSES (before transfers)	3,582,579	3,915,863	3,758,216	3,835,239	3,693,154
Fringe Benefits as % of Total Compensation	24.3%	25.9%	25.2%	24.7%	25.5%
Fringe Benefits as % of Salaries	32.2%	34.9%	33.6%	32.8%	34.2%