



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

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

AGENDA

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

Public Comment: 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.scl.org/connect/ask-board-of-trustees/>.

- I. CALL TO ORDER**
- II. AGENDA APPROVAL**
- III. PUBLIC COMMENT**
- IV. ACTION ITEMS**
 - A. Approval of January 2023 Regular Meeting Minutes
 - B. Approval of January 2023 Payment Vouchers
 - C. Unfinished Business
 - 1. New Spokane Valley Library: Update
 - 2. New Spokane Valley Library: Memorandum of Understanding between the City of Spokane Valley and Spokane County Library District for Contributions by the Parties to Certain Improvements at the Library Site Between Balfour Park and Herald Road: Approval Recommendation
 - D. New Business
 - 1. Exhibits and Displays Policy: Approval Recommendation
 - 2. Easement for Electric Vehicle Charging Station (North Spokane Library): Approval Recommendation
 - 3. University of Washington Intergovernmental Cooperative Purchasing Agreement: Approval Recommendation
 - 4. Memorandum of Understanding with Spokane County Regarding the Liberty Lake Regional Park Seasonal Lending Library Pilot Project: Approval Recommendation
 - 5. Reciprocal Use of Libraries Report for 2022
- 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.

February 21, 2023

BOARD OF TRUSTEES MEETING MINUTES: January 17, 2023

A regular meeting of the Board of Trustees of Spokane County Library District was held in person and via Zoom online meeting platform in the public meeting room at the Argonne Library, Tuesday, January 17, 2023, at 4:00pm.

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

Excused: None.

Also Present: Patrick Roewe (Executive Director), Doug Stumbough (Operations Director), Rick Knorr (Finance Director), Kristy Bateman (Operations Manager), Andrea Sharps (Collection Services Director), Emily Greene (Administrative Services Manager), Vinny Davi (Video Production Specialist).

Guests via Zoom: Jane Baker (Communication and Development Director), Toni Carnell (Human Resource Director), 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) Trustee Jon Klapp moved and Trustee Ellen Clark seconded the approval of the agenda. The motion was unanimously approved.

Public Comment (Item III) Executive Director Patrick Roewe read two pieces of written public comment, both regarding the District's undeveloped property on Hastings Road.

There was no further discussion.

Approval of December 20, 2022 Regular Meeting Minutes (Item IV.A.) Chair Craig called for any corrections to the December 20, 2022 Regular Meeting Minutes. There were no corrections, the minutes stand as written.

Approval of December 19, 2022 Special Meeting Minutes (Item IV.B.) Chair Craig called for any corrections to the December 19, 2022 Special Meeting Minutes. There were no corrections, the minutes stand as written.

Approval of Payment Vouchers (Item IV.C.)

Vice Chair Jessica Hanson moved and Trustee Clark seconded the approval of the December 2022 Payment Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
December - GF	60381 – 60507 and W001227 – W001242	\$940,514.12	\$940,514.12
	12092022PR and 122320200PR	\$477,616.14	\$477,616.14
		Total	\$1,418,130.26
CPF	9675 Hammond Facility Consulting Services	\$4,800.13	\$4,800.13
	9676 Integrus Architecture	\$17,877.75	\$17,877.75
	9677 General Contractor	\$979,241.83	\$979,241.71
		Total	\$1,001,919.71

There was no further discussion, the motion was unanimously approved.

Unfinished Business New Spokane Valley Library: Update (Item IV.D.1.)

Executive Director Patrick Roewe discussed details regarding the delayed electrical power distribution panel for the new Spokane Valley Library. Information included that the expected cost of the temporary panel was lower than anticipated, the potential for the grand opening being pushed back, and the need to postpone the transfer of the servers until after the final panel has been installed. Overall, all other construction activities continue to be on time and on budget.

There was no further discussion.

Unfinished Business BookEnd Lease: Approval Recommendation (Item IV.D.2.)

Executive Director Roewe discussed the written report provided prior to the meeting. Additional information included that if the lease was not renewed, the District would provide two months' notices to staff and the public, as well as an overview of the steps needed to transition operations out of the building. Trustee Klapp moved and Vice Chair Hanson seconded the approval to not renew the BookEnd lease once it ends in June 2023. The motion was unanimously approved.

There was no further discussion.

New Business Security Camera Installation Contract: Approval Recommendation (Item IV.E.1.)

Operations Director Doug Stumbough discussed the quote presented for the security camera installation for the District. Discussion ensued about the requirements needed for the security cameras and the process for retaining video footage. Vice Chair Hanson moved and Trustee Clark seconded the approval of the security camera installation contract. The motion was unanimously approved.

There was no further discussion.

**New Business
Bulletin Boards
and Community
Interest
Publications
Policy: Approval
Recommendation
(Item IV.E.2.)**

Executive Director Roewe reported there were no changes to the Bulletin Boards and Community Interest Publication Policy. Trustee Klapp moved and Vice Chair Hanson seconded the approval of reaffirming the policy. The motion was unanimously approved.

There was no further discussion.

**New Business
Computer,
Wireless
Network, and
Internet Use
Policy: Approval
Recommendation
(Item IV.E.3.)**

Executive Director Roewe reported there were changes made to the Computer, Wireless Network, and Internet Use Policy to provide clarity. Discussion ensued about District-provided hot spots. Trustee Clark motioned and Trustee Klapp seconded the approval of the changes to the policy. The motion was unanimously approved.

There was no further discussion.

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

There was a revision to the provided Future Agenda that corrected an error in meeting location for the March Board of Trustees meeting. There were no other comments or questions about the future agenda. Executive Director Roewe reminded the Trustees that the February meeting will be longer due to mandatory public record video viewing.

There was no further discussion.

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

There were no Trustee reports or further discussion.

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

Executive Director Roewe stated in addition to the report provided prior to the meeting that there will be a future agenda easement agreement for electronic vehicle chargers for the North Spokane Library. Discussion ensued about a potential timeline from the Board of County Commissioners to fill the board vacancy. Collection Services Director Andrea Sharps discussed a recent request for review of library materials.

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. Mr. Stumbough had nothing further to report.

There was no further discussion

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

There was a revision to the provided Capital Projects Fund budget. One line was missing a description and a correction was distributed. Finance Director Rick Knorr reported Avista has moved up North Spokane Library on their list to install the electric vehicle charges. Discussion ensued about specifics for this plan and more details to come in later meetings. Finance Director Knorr provided the Revenue and Expenditure Final Statement through December 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 4:42pm. The next Board Meeting is scheduled for Tuesday, February 21, 2023 at the North Spokane Library.

John Craig, Chair

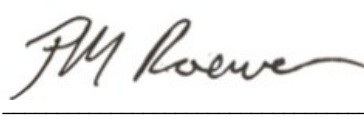
Patrick Roewe, Secretary to the Board of Trustees

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 January 31, 2023, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,407,843.69 for the general fund and \$1,063,779.96 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: February 1, 2023

SIGNED: 

SIGNED: 

TITLE: Finance Director

TITLE: Executive Director

GENERAL OPERATING FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
60508	ABM INDUSTRIES, INC.	CARPET CLEANING - OT	370.85
60509	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,069.40
60510	ASSOCIATION OF WASHINGTON CITIES-VIMLY BENE	ANNUAL ADMINISTRATIVE FEE FOR BENEFIT PLAN MGT	8,607.47
60511	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	69.98
60512	DANIELLE BROWNELL	REFUND OF FEE PAID FOR LOST ITEM	4.80
60513	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	580.77
60514	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	64.47
60515	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	158.11
60516	DEARREADER.com LLC	ELECTRONIC LIBRARY SERVICES	4,855.00
60517	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,794.25
60518	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	17,244.17
60519	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS, ANNUAL AMOUNT FOR MAGAZINES	30,248.51
60520	EDNETICS	MANAGED VOICE SERVICES, JAN 2023	2,258.60
60521	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	43.34
60522	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,389.22
60523	THE FIG TREE	LIBRARY MATERIALS	150.00
60524	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	230.00
60525	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	1,509.79
60526	GREATER SPOKANE VALLEY CHAMBER	ANNUAL MEMBERSHIP DUES	499.00
60527	GREENLEAF LANDSCAPING, INC.	SNOW REMOVAL, DEC 2022	17,892.67
60528	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	264.05
60529	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	2,772.86
60530	DARIN KEITH HILDERBRAND	LIBRARY PROGRAMS, MEMORY CAFÉ PERFORMER	150.00
60531	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	19,265.45
60532	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	852.35
60533	YOURMEMBERSHIP.COM, INC	JOB RECRUITMENT LISTING, LIBRARIAN POSITIONS	324.00
60534	KANOPY, INC	DIGITAL LIBRARY MATERIALS, ANNUAL SUBSCRIPTION	6,400.00
60535	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	2,979.63
60536	MOBIUS SPOKANE	2023 ANNUAL PASSES FOR CHECKOUT	2,500.00
60537	NEXUS TRANSLATION SERVICES LLC	INTERPRETER SERVICES	75.00
60538	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	54,475.75
60539	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
60540	PHILADELPHIA INSURANCE CO	ANNUAL D&O / EPL INSURANCE PREMIUM	10,011.00
60541	PUBLIC LIBRARIES OF WASHINGTON	ANNUAL DUES	2,344.40
60542	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	522.72
60543	SIRSIDYNIX	ANNUAL SOFTWARE MAINT & SUPPORT	231,043.09
60544	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	520.00
60545	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
60546	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	309.24
60547	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	726.75
60548	TOWN OF FAIRFIELD	BI-MONTHLY WATER, SEWER - FF	213.60
60549	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,295.59
60550	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	25.53
60551	WICK ENTERPRIZES, LLC	ADVERTISING	926.50
60552	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	560.50
60553	ZOBEAN, INC.	ONLINE SUMMER READING CHALLENGE SOFTWARE	4,495.00
60554	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	8,761.58

60555	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	18,600.10
60556	AMERICAN LIBRARY ASSOCIATION	ANNUAL TRUSTEE MEMBERSHIPS, 2023	604.00
60557	AVISTA UTILITIES	MONTHLY UTILITIES	14,945.45
60558	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	43.44
60559	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	22.49
60560	CONSOLIDATED IRRIGATION DIST19	WATER - OT	22.00
60561	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	60.00
60562	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	411.35
60563	GREAT AMERICAN INSURANCE CO.	PROPERTY, LIABILITY, AUTO, UMBRELLA INSURANCE, 2023	58,830.00
60564	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	10,713.24
60565	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	2,424.82
60566	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	419.00
60567	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	66.00
60568	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	16,903.05
60569	PAYNE-WEST INSURANCE	2023 ANNUAL CRIME INSURANCE POLICY PREMIUM	4,433.00
60570	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	26.10
60571	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	931.30
60572	US BANK	2022 ANNUAL BANK FEES FOR ALL US BANK ACCTS	1,957.71
60573	WASHINGTON ST HISTORICAL SOCIETY	LIBRARY MATERIALS: COLUMBIA MAGAZINE	35.00
60574	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	141.92
W000001243	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	73,349.61
W000001244	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,501.85
W000001245	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	53,162.92
W000001246	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,842.25
W000001247	ASSOCIATION OF WASHINGTON CITIES - VIMLY	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	101,864.91
W000001248	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,842.25
W000001249	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	69,114.43
W000001250	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,455.06
W000001251	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	50,576.31
W000001252	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	91.75
W000001253	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	631.86
W000001254	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	1,258.27
W000001255	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	80.43
W000001256	NAVIA BENEFIT SOLUTIONS CLIENT PAY	MONTHLY FSA ACCOUNT ADMIN FEES	50.00
W000001258	SAGE SOFTWARE, INC	2023 ANNUAL HR/PAYROLL SOFTWARE SUPPORT	8,646.44
W000001259	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	128.26
W000001260	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	63.30
Total Non-Payroll General Operating Fund			\$ 950,524.86

PAYROLL VOUCHERS

01102023 PP 1	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #1	\$ 235,816.56
01252023 PP 2	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #2	221,502.27

Total Payroll General Operating Fund

\$ 457,318.83

TOTAL GENERAL OPERATING FUND

\$ 1,407,843.69

CAPITAL PROJECTS FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
9678	HAMMOND FACILITY CONSULTING SERVICES	OWNERS REP SERVICES: Monthly	5,427.63
9679	INTERMOUNTAIN MATERIALS TESTING	INSPECTION AND TESTING FEES FOR DEC 2022	291.12
9680	KILGORE CONSTRUCTION INC	GENERAL CONTRACTOR, MONTHLY PROGRESS PMT	1,057,361.21
9681	TESTCOMM, LLC.	LEED CONSULTANT AND COMMISSIONING SERVICES	700.00
Total Capital Projects Fund			\$ 1,063,779.96

**December 2022/January 2023
Paid in January 2023
Voucher # 60554**

Card Category	Amount
General Purchases	\$ 5,887.56
Maintenance	\$ 981.88
Travel	\$ 142.28
Acquisitions	\$ 1,469.55
Information Technology	\$ -
Mobile Services	\$ 280.31
General Fund Purchases	\$ 8,761.58

Top Individual Charges

CoSchedule.com	Analysis Software for Communcation Dept	2,088.00
Factory Direct	Mortise Locks select doors, Qty 4	1,020.31
Glowforge Store	Air Filters for Glowforge Laser Cutter	640.33
Mailchimp	Monthly Email Service	762.30
Wayfair	Staff room chairs, NS Qty 2	631.60

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE - FEBRUARY 2023

Construction activity update

As of the end of January, the project is over 80% complete. HVAC, electrical, and plumbing items are progressing as scheduled. The District's vendor is actively placing IT system components including cabling and server room equipment. Interior finishes are well underway in all areas of the building. Aluminum and glass window installation is nearly complete, and metal siding is being installed at both the building's interior and exterior. Parking lot lighting fixtures are now installed.

Electrical Component Delivery Issues:

1. Electrical Distribution Panel: The previously reported temporary electrical distribution systems were installed and approved by the electrical inspector in January. Subsequently, on February 6, Kilgore Construction Inc. (KCI) indicated that the delayed permanent critical switchboard components arrived unexpectedly, without any prior notification. For reference, the previous shipment date provided by the vendor was March 3, 2023. Ultimately the arrival of the distribution is good news as this should help the District avoid any delays in opening to the public.

2. Access Control Devices: The subcontractor (Absco Solutions) now indicates that the devices needed to facilitate keyless entry into the building have not been delivered as scheduled. This is another macroeconomic "supply chain" abnormality which was not anticipated. The final delivery date is unknown at present. The District's is working with KCI to establish a temporary fix that will allow access control functionality where required. This delay is less consequential than the panel above and is unlikely to cause any delay in opening.

Furniture and Shelving

Contracts for the building's furniture and shelving packages were signed in late December 2022 and January 2023 and are scheduled for delivery in April.

Cost changes

Change Order #8 was signed in late January, encompassing several small-scale items along with two larger scale items: the aforementioned temporary distribution panel (\$25,000) and an irrigation booster pump was omitted from the construction drawings in error (\$19,000). The 11 items in this change order totaled ~\$62,000.

Including the latest Change Order #8, 2.36% of the original construction cost (\$11,091,076) has been added due to changes, amounting to \$ 261,810.87. At present, this remains comfortably within the anticipated contingency range of 2.5 to 5%, given the completion percentage of the project. There are 9 new scope change items now being reviewed, most of which will further change the contract amount.

Looking Ahead

1. Experiential Signage and Graphics: Integrus has contracted with the Spokane-based design firm Helveticka to provide experiential signage and graphics work for the project. Scope and budget have been discussed, and work continues on final signage at the south, north, and entry areas. Installation is scheduled to be complete by June 1, 2023.

2. Substantial Completion: It appears that the April 15, 2023 date for "Substantial Completion" will occur on time. Final punch list items should be completed by May 15, 2023. A "grand opening" timeline is being determined at present but is likely to occur on or before July 1, 2023.

City of Spokane Valley MOU update

Please see the standalone agenda item on this topic.

Potential for Easement Agreement

Status is the same as previously reported.

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

NEW SPOKANE VALLEY LIBRARY: MEMORANDUM OF UNDERSTANDING

Background

Given that the history of the Spokane Valley Library and the District's collaboration with the City of Spokane Valley (CoSV) on the project stretches back over a decade, staff have included a more extensive background on the topic given that most Trustees were not present for the early steps in the partnership.

In 2012, the District approached CoSV with a request to consider the purchase of property on Sprague Avenue across from what is now City Hall for the purpose of a new Spokane Valley Library and an expansion of the adjacent Balfour Park. The intent of this partnership was to create a new civic center and multi-generational community gathering space in Spokane Valley.

2012 Interlocal Agreement

This collaboration was cemented in a 2012 Interlocal Agreement (ILA) between the District and CoSV. CoSV purchased the entire property, and the District purchased a portion of that property from CoSV for the new library location for \$839,000. The ILA stated that if the District were unable to secure funding for the new library within five years (2017), the property would be sold back to CoSV at the original purchase price.

In April 2014, the District put before the voters a proposal to create a Spokane Valley Library Capital Facility Area (SVLCFA) and a bond measure to fund construction of the new library. Formation of the SVLCFA was successful. However, the bond attempt failed (with 55%) to reach "supermajority" approval of 60%.

In August 2015, a second attempt to fund the SVLCFA went to voters, and with 57.57% approval, the issue again failed to receive the needed 60% to pass. As per state law, the SVLCFA was dissolved after the second unsuccessful attempt.

2017 Amendment to the ILA

In October 2017, the initial ILA was amended, extending the deadline another five years (2022) with an option of another two years (2024). The Amendment also established that the District would not seek reimbursement in a future bond for the purchase costs for the Balfour Park adjacent location and the separate property on Conklin Road. The total cost for those two locations for the District was \$1.3 million. By not seeking reimbursement of the real estate purchases, the District would be able to lower the total cost of a future bond.

As part of the 2017 amendment, CoSV committed to the following:

The City shall contribute \$1.3 million in frontage and/or joint site improvements on the (Balfour Park adjacent) Library Site. This amount includes the \$839,285.10 paid by the Library District to the City for the Site. This City obligation is separate from and in addition to any frontage or site improvements the City would already be responsible for in developing and constructing Balfour Park. The intent of these contributions by the Parties is to accomplish the mutual goals set forth in the recitals to this Addendum, above, and to reduce the amount of bond proceeds that would be requested from the voters; and; ...

Frontage improvements would include expansion and/or improvement of Herald Road to the east of the library site. Joint site improvements would include sidewalks, parking lots, and other amenities on the library site intended to be used by both library and park visitors. The library building itself is not considered a joint site improvement, much like park features such as a splash pad or sport courts would not be considered a joint site improvement.

2021 Amendment to the ILA

Once the District received approval for LOCAL Program financing and confirmation that the new library was on the recommended list for legislative approval for the Library Capital Improvement Program grant, District staff collaborated once again with CoSV staff to amend the agreement in February 2021. The most significant changes acknowledged the shift in District funding away from the voted bond approach, as well as formalizing the extension of the agreement to 2024.

2021-2023 Library Project Progress

The District selected Integrus Architecture to design the new library and design commenced in March 2021. The project went through the bid process and the construction contract was awarded to Kilgore Construction Incorporated (KCI) in March 2022. Construction commenced in April 2022, with substantial completion anticipated in April 2023.

2023 Memorandum of Understanding

The “Memorandum of Understanding between the City of Spokane Valley and Spokane County Library District for Contributions by the Parties to Certain Improvements at the Library Site Located Between Balfour Road and Herald Road” (MOU) is brought forth for consideration here to clearly identify the amount of CoSV’s monetary contribution toward the agreed-upon frontage improvements and joint site improvements constructed by the District, and when that contribution will be paid.

District and CoSV staff have met periodically regarding the parameters of the frontage and joint site improvement for several years. More recently, Executive Director Patrick Roewe met with City Manager John Hohman to discuss the status of the MOU in June 2022 with the intent to initiate the process to formalize CoSV’s contribution.

Finance Director Rick Knorr subsequently worked with AHBL—the civil engineering and landscape architecture firm working on both the library and park projects—to develop a comprehensive estimate of the District’s costs for the agreed upon joint site improvements of the library project. An estimate was used as those joint site improvements were not itemized in the construction contract, and the District would have incurred additional costs for analyzing and separating out those costs.

Based upon that estimate, District staff finalized a joint site improvement proposal totaling ~\$844,000 in costs. This amount aligned with the \$839,000 CoSV contribution amount for the project approved by the Board of Trustees as part of the 2023 Capital Projects Fund budget in November 2022. Staff then submitted this proposal to CoSV for review and discussion.

In September 2022, Finance Director Rick Knorr met with CoSV Senior Engineer Glenn Ritter to discuss the joint site improvements cost estimate submitted by the District. CoSV requested additional review time, as previously reported to the Board.

On January 20, 2023, District staff heard back from CoSV regarding the proposal. CoSV agrees to \$799,093 as the total reimbursement for the joint site improvements cost paid by the District to KCI. Along with \$254,024 of Herald Road frontage improvements already paid by CoSV and attributed to the library site, and the remaining \$246,883 from the \$1.3M of the ILA for joint site improvement costs on the park site, the obligations under the ILA would be satisfied.

District staff agreed to those amounts, and subsequently worked with CoSV attorney Cary Driskell and the District's attorney Brian Werst to draft and finalize the MOU.

Staff Recommendation

District staff recommend approval of the MOU. CoSV staff agreed to all joint site costs in the District's proposal except for one—the digital monument sign at the corner of Sprague Ave. and Herald Rd. at a cost of \$45,000. District staff included this item as a joint site improvement prior to submitting the proposal in September, with the intent of offering the sign to advertise park events along with the library events. That addition was not part of earlier discussions on the joint site improvements and CoSV did not express interest in including. Additional analysis as follows:

Direct Contribution: Overall, District staff are confident that \$799,093 is an accurate amount for the mutually agreed upon joint site improvements that meets both the spirit and intent of the 2017 ILA amendment.

Frontage Improvements: CoSV has attributed \$254,024 of frontage improvements on Herald Road to the library project. The total frontage improvements include pavement widening, curb, and utilities at a cost of approximately \$750,000 paid by CoSV in the summer of 2021. While CoSV can attribute costs as they see fit, District customers will benefit from the entirety of those road improvements. District staff will benefit as well, particularly as our mobile services vehicles will be traveling that street daily, considering that the new library is the base of operations for District-wide mobile library services.

Park Joint Site Improvements: The remaining \$246,883 will be available to the CoSV to construct additional joint site improvements during construction of Balfour Park, which include but are not limited to the following as defined in the MOU:

Landscaping, trees, and irrigation for the Balfour Park area east of the Library Project parking lot and north and east of the Library Project; arc walkway and lighting from the Library Project parking lot and in front of the Library Project easterly to the main Balfour Park entrance at Sprague Avenue; and the Events Plaza due east of the Library Project and the diagonal walkway from the future amphitheater to the Events Plaza.

Similar to the library project joint site improvements utilized by park users, library customers will be traversing the park to access the library and its resources. The inclusion of the Events Plaza offers an opportunity for expanded outdoor program and event space for library-sponsored activities in the future as well.

Overall, CoSV has been a valuable partner throughout the project, from the inception of the idea to create a new civic center and multi-generational community gathering space in Spokane Valley through a joint library and park campus through to the imminent completion of the library phase. CoSV staff have provided support and cooperation through numerous elements of the library project, such as: agreeing to a boundary line adjustment that has allowed the District to maximize the building's footprint, and their willingness to rent

staging space to KCI on the unused park property, which has helped our project proceed with greater efficiency.

District staff consider this MOU to be both an accurate and responsible representation of each entity's separate yet complementary project goals. In addition, it represents an impactful financial contribution towards the library phase of this partnership. Once the park phase is fully developed, the ultimate shared goal of a new civic center for the Spokane Valley community will be realized.

Following is a draft copy of the MOU.

Approval of this MOU will authorize staff to sign on behalf of the District.

Executive Director Patrick Roewe and Finance Director Rick Knorr will be available to answer questions.

Recommended Action: Motion to approve the Memorandum of Understanding between the City of Spokane Valley and Spokane County Library District for Contributions by the Parties to Certain Improvements at the Library Site Located Between Balfour Road and Herald Road.

**MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SPOKANE VALLEY AND
SPOKANE COUNTY LIBRARY DISTRICT FOR CONTRIBUTIONS BY THE PARTIES TO
CERTAIN IMPROVEMENTS AT THE LIBRARY SITE LOCATED BETWEEN BALFOUR ROAD
AND HERALD ROAD**

WHEREAS, pursuant to chapter 27.12 RCW, the Spokane County Library District (Library District) operates throughout many areas of Spokane County, including in the City of Spokane Valley (City) as a result of a vote of its citizens to annex into Library District in 2005. The City and Library District are collectively referred to as the Parties; and

WHEREAS, pursuant to chapter 27.12 RCW, the Library District Board of Library Trustees has the care of Library District property and management of Library District funds and business; and

WHEREAS, pursuant to chapter 35A.11 RCW, the City Council has the care of City property and management of City funds and business; and

WHEREAS, in 2012, the City purchased approximately 8.26 acres of vacant property immediately west of existing Balfour Park, bounded by Sprague Avenue on the south, Herald Road on the west, and Main Avenue on the north. Contemporaneous to the City's purchase, the Parties executed an interlocal agreement (the 2012 Agreement) for the City to sell of a portion of recently purchased City park property to the Library District; and

WHEREAS, the intent by the Parties in executing the 2012 Agreement was for the Library District to construct a new main library facility in the City to replace the existing facility located at 12004 East Main Avenue (the Library Project), and which would be integrated with the City's planned Balfour Park expansion (the Park Project), with shared use areas including parking and a central plaza. Consistent with the Parties' intent, they entered into a joint site development process, which was completed in 2013 and which identified additional property necessary for the Library Project. The Parties completed the transfer of the additional property. As of the date of this Agreement, the Library Project site consists of 2.72 acres, designated as Spokane County parcel no. 45174.9066 (the Library Site); and

WHEREAS, the Parties executed an amendment to the 2012 Agreement in 2017 (2017 Amendment), which extended the time in which Library District could obtain funding for design and construction of the Library Project. Additionally, the City committed to applying the Library District's purchase price of \$839,285.10, plus an additional \$460,714.90 from the City's general fund, toward certain frontage and joint site improvements as part of the Library Project; and

WHEREAS, the 2017 Amendment further identified how the \$1.3 million being contributed by the City would be spent, stating in pertinent part as follows:

The City shall contribute \$1.3 million in frontage and/or joint site improvements on the Library Site. This amount includes the \$839,285.10 paid by the Library District to the City for the Site. This City obligation is separate from and in addition to any frontage or site improvements the City would already be responsible for in developing and constructing Balfour Park. The intent of these contributions by the Parties is to accomplish the mutual goals set forth in the recitals to this Addendum, above, and to reduce the amount of bond proceeds that would be requested from the voters; and;

WHEREAS, in 2021, the City's CIP Project 0314 constructed a portion of the frontage improvements for the Park Project and frontage improvements immediately adjacent to the Library Site. These frontage

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improvements include pavement widening, curb, and utilities at a cost of approximately \$750,000. Of this cost, \$254,024 is attributable to the roadway frontage improvements required for the Library Project. The District constructed certain joint site improvements during construction of the Library Project, which the Parties agree cost \$799,093. Out of the original \$1.3 million committed by the City for Library Project frontage improvements and joint site improvements, there remains \$246,883 available to the City to construct additional joint site improvements during construction of Balfour Park, which include but are not limited to: Landscaping, trees and irrigation for the Balfour Park area east of the Library Project parking lot and north and east of the Library Project; arc walkway and lighting from the Library Project parking lot and in front of the Library Project easterly to the main Balfour Park entrance at Sprague Avenue; and the events Plaza due east of the Library Project and the diagonal walkway from the future amphitheater to the Events Plaza; and

WHEREAS, pursuant to the provisions of chapter 39.34 RCW, two or more public entities may jointly contract between each other to perform functions which each may individually perform; and

WHEREAS, the Parties anticipate entering into a subsequent agreement regarding maintenance and operation of shared spaces such as the shared vehicular parking lot and the shared use plaza; and

NOW THEREFORE, for and in consideration of the mutual promises set forth hereinafter, the Parties agree as follows:

SECTION 1: PURPOSE

The purpose of this Memorandum of Understanding (MOU) is for the Parties to clearly identify the amount of the City's monetary contribution toward the agreed-upon frontage improvements and joint site improvements constructed by the Library District, and when that contribution will be paid.

SECTION 2: TERM

Subject to any other provisions contained herein, the period of performance of this MOU shall commence on execution and be completed no later than December 31, 2023.

SECTION 3: ADMINISTRATION

The Parties hereby designate the following individuals, or their designees, as their representatives for the purpose of ensuring compliance with the MOU:

SPOKANE COUNTY LIBRARY DISTRICT:

Finance Director
4322 North Argonne Road
Spokane, WA 99212

CITY OF SPOKANE VALLEY:

City Engineer
10210 East Sprague Avenue
Spokane Valley, WA 99206

SECTION 4: FINANCIAL CONTRIBUTION BY CITY

4.1 The Parties agreed that the City would make a financial contribution of \$1.3 million toward frontage and joint site improvements related to the Library Project. The Parties now agree that the City shall reimburse the District \$799,093 in full satisfaction of the City's prior commitment to contribute to frontage and joint site development improvements for the Library Project. The City previously paid \$254,024 for Library Project frontage improvements. This leaves a balance of \$246,883 that the City will use to construct additional joint site improvements during construction of Balfour Park, which include but are not limited to: Landscaping, trees and irrigation for the Balfour Park area east of the Library Project parking lot and north and east of the Library Project; arc walkway and lighting from the Library Project parking lot and in front of the Library Project easterly to the main Balfour Park entrance at Sprague Avenue; and the events Plaza due east of the Library Project and the diagonal walkway from the future amphitheater to the Events Plaza.

4.2 The City shall reimburse the District \$799,093 by April 1, 2023.

4.3 Notwithstanding anything herein, this Agreement is solely between the City and Library District. The City is not and shall not be a party to any contract between the Library District and its selected contractor(s) for the Library project. The Library District hereby agrees that the City shall have no liability to any contractor(s) selected by the Library District for any non-payment, and that the Library District remains solely liable and responsible for compliance with any contract it enters into for construction of the Library project. The Parties agree that in the event of a disputed payment or non-payment by the City under this Agreement, the sole recourse is between the City and Library District pursuant to the terms of this Agreement.

SECTION 5: FUTURE SHARED USE AGREEMENT

The Parties agree that they will negotiate in good faith an agreement to address maintenance, use, and responsibility for any shared use facilities, including the parking lot on the northwest of the Library Site and the shared events plaza on Balfour Park. In the absence of such agreement, the Parties agree that each party shall be responsible for maintenance of facilities located on its property and that use of such facilities by citizens shall be pursuant to adopted regulations or rules by each respective entity.

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The Parties have executed this MOU this _____ day of _____, 2023.

CITY OF SPOKANE VALLEY

SPOKANE COUNTY LIBRARY DISTRICT

John Hohman, City Manager

Patrick Roewe, Executive Director

Approved as to form:

Office of the City Attorney

EXHIBITS AND DISPLAYS POLICY**Background**

The purpose of this policy is to provide guidelines for the display of artwork, cultural and educational displays, and private collections in District libraries.

Staff are not recommending any revisions to the policy as written. This policy was last revised in February 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 policy.

Recommended Action: Board motion to reaffirm Exhibits and Displays policy.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: EXHIBITS AND DISPLAYS

Approval Date: February 19, 2013

Review Date: February 16, 2021

Reaffirmation Date: February 21, 2023

Related Policies

Facility Use for Political Purposes

Code of Conduct

Purpose

To provide guidelines for the display of artwork, cultural and educational displays, and private collections in District libraries.

General Policy

The District encourages displays and exhibits of artwork, photography, or other articles subject to the following conditions:

- All displays and exhibits must be approved by designated District staff. The District may establish criteria regarding the nature and duration of the display or exhibit. Preference may be given to identified partner organizations.
- All displays and exhibits must be suitable for display to a diverse audience including children.
- Displays and exhibits that contain profanity, obscenity, or explicit sexual imagery, nudity, graphic depictions of violence, or would create a hostile environment are not permitted.
- The District assumes no legal or financial responsibility for loss or damage to items loaned for display and/or exhibit. Any exceptions to this condition must be in writing and signed by the Executive Director or designee prior to the exhibit or display.
- Art works on exhibit may be offered for sale; however, prices may not be posted.
- Items may be refused for display if, in the judgment of the District, they would detract from the appearance of the facility, are poorly executed, or may violate any applicable provisions of law or other District policy.
- The physical characteristics of the display or exhibit will not interfere with normal library operations.
- Approval of items for display and exhibition does not constitute or imply District endorsement of the individual or organization submitting the item(s), or their content.

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.

EASEMENT FOR ELECTRIC VEHICLE CHARGING STATION (NORTH SPOKANE LIBRARY)

Background

In May 2021, the Board of Trustees approved the District's participation in an electric transportation grant from the Washington State Department of Commerce. Master Site Agreements have been signed among the District, Avista Corporation (Avista), and the Spokane Regional Transportation Council (SRTC) for the first phase installation of Electric Vehicle Supply Equipment (EVSE), the electric vehicle charging stations project. SRTC is a party to the agreements as the recipient of the grant that is contributing funds to EVSE projects throughout the region. Avista is the entity charged with installing the equipment for the grant.

In July 2022, the Board approved the easement agreement for the first charging stations to be installed at the Moran Prairie Library. The infrastructure for the stations has now been installed at Moran Prairie, with installations of the actual charging stations planned for Spring 2023.

This easement is for the second site of charging stations to be installed at the North Spokane Library and would permit Avista (as the grantee) to construct, maintain, and operate the charging stations on property owned by the District (the grantor).

Like Moran Prairie, these chargers will allow for up to two cars using the DCFC fast charging stations and up to four cars using the standard ACL2 charging stations. District staff have collaborated with Avista to finalize installation location and timeline.

This easement agreement follows the same template that was previously reviewed by the District's legal counsel for the Moran Prairie Library easement, albeit with a location and legal description specific to North Spokane.

Staff recommend approval of the easement agreement, as it authorizes access for Avista to install and provide this electric vehicle charging service to District customers.

Approval of this agreement would authorize staff to sign on behalf of the District. Infrastructure work would commence in spring 2023.

Strategic Projects Manager Amber Williams will be available to answer questions about the project. Executive Director Patrick Roewe will be available to answer questions about the easement.

Following is the easement agreement for the charging stations at the North Spokane Library.

Recommended Action: Board motion to approve the Easement for Electric Vehicle Charging Station at the North Spokane Library to Avista Corporation.

Return Address:

Avista Corporation

Real Estate Department MSC-25

P.O. Box 3727

Spokane, Washington 99220-3727

EASEMENT FOR ELECTRIC VEHICLE
CHARGING STATION

For Mutual Benefits and Good Consideration, the receipt of which is hereby acknowledged, **Spokane County Library District**, (“Grantor”) hereby grants, conveys and warrants to **AVISTA CORPORATION**, a Washington corporation, (“Grantee”), a perpetual exclusive easement on, over, under, along and across real property identified as **Assessor Parcel No. 36173.1171** located in the Southwest Quarter of Section 17, Township 26 North, Range 43 E.W.M., Spokane County, State of Washington, legally described as:

EASEMENT AREA. The portion of the Property to which this easement applies is more specifically described as: an area approximately 30’ X 110’ and 12’ x 75’ in the portions of Grantor’s parcel as depicted in **EXHIBIT “A”** attached hereto (the “Easement Area”), which is incorporated by reference into this easement.

1. **PURPOSE.** Grantee shall have the right to construct, reconstruct, operate, maintain, upgrade, repair, remove, relocate and replace one or more electric vehicle charging stations together with all related appurtenances, including, without limitation, all charging stations, electric lines, transformers, and related equipment that may be necessary or beneficial in the use thereof (“Facilities”) on, over, under, along and across the Easement Area.

2. **ACCESS AND DAMAGE.** Grantor grants to Grantee a right of ingress, egress and access to the Easement Area over and across the Property for the purposes stated above. The Grantee agrees to repair any damage, restore the affected area to its original or natural state, or compensate the Grantor for any damage to the Property as a result of such access.

3. **GRANTOR’S OBLIGATIONS.** Grantor agrees to keep the Easement Area clear of snow and/or debris, and to otherwise preserve and maintain the public’s ability to access the Easement Area via the Property. In addition, Grantor agrees to assist Grantee with reasonable requests for minor operational adjustments to the electric vehicle charging stations, including, without limitation, manually resetting on-site charging stations upon request of the Grantee; provided, however that Grantor shall not be required to engage in any operational adjustment activity that requires specialized skill or technical experience.

4. **CLEARING AND MAINTENANCE.** Grantee shall have the right to cut, trim and remove any brush, branches, landscaping and trees, including danger trees, within the Easement Area, that in the opinion of the Grantee could interfere with the safe and reliable operation of Grantee’s facilities or equipment or that could interfere with the exercise of Grantee’s rights as granted herein.

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

6. **PUBLIC PARKING.** Grantor currently maintains parking spaces within the Easement Area, which are available to the public free of charge. Grantor shall continue to maintain said parking spaces, without charge to the public except those spaces dedicated to vehicle charging.

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

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

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

DATED this _____ day of _____, 2023.

GRANTOR(S): SPOKANE COUNTY LIBRARY DISTRICT

Patrick Roewe – Executive Director

STATE OF WASHINGTON)
) ss.
COUNTY OF SPOKANE)

I certify that I know or have satisfactory evidence that **PATRICK ROEWE** is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he is authorized to execute this instrument as **Executive Director of Spokane Library District**; to be the free and voluntary act and deed of such party for the uses and purposes stated in the instrument.

GIVEN under my hand and official seal this _____ day of _____, 2023.

Signature

Print Name
Notary Public for the State of _____

Residing at _____

My Commission expires _____

EXHIBIT "A" LEGAL DESCRIPTION

Parcel No. 36173.1171 - SW ¼ 17-26-43

Country Homes Estates, East ½ of Block 104 and Block 105, Except the East 10 feet, and Block 106, Except the West 118.32 feet and Except the East 10 feet, in Spokane County, Washington.

UNIVERSITY OF WASHINGTON INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT

Background

According to the Municipal Research and Services Center (MRSC):

Washington's Interlocal Cooperation Act, chapter 39.34 RCW, authorizes public agencies to contract with other public agencies via interlocal agreements that enable cooperation among the agencies to perform governmental activities and deliver public services. The Act also allows the creation of nonprofit corporations to carry out these ends.

Interlocal cooperation can reduce duplication, offer economies of scale, and generally improve governmental efficiency. Local governments engage in a wide array of cooperative efforts with each other, state agencies, and other governmental entities, and interlocal cooperation can take many forms.

The District has historically entered into purchasing cooperative agreements with a variety of government entities in order to leverage the cooperatives to provide competitively bid goods and services at a reasonable cost while maintaining compliance with governmental procurement RCWs. Most recently, we utilized our membership in the Washington School Information Processing Cooperative (WSIPC) for the security camera Installation contract approved by the Board last month (January 2023).

Regarding the University of Washington (UW) Intergovernmental Cooperative Purchasing Agreement, several of our peer library districts throughout the state are partners. Of particular interest to the District is the UW's established contract for Steelcase, a furniture manufacturer that is being utilized for purchasing furniture (tables, main service desk, and meeting room lectern) for the new Spokane Valley Library.

Finance Director Rick Knorr and Executive Director Patrick Roewe will be available to answer questions.

Following is the Intergovernmental Cooperative Purchasing Agreement with the University of Washington.

Recommended Action: Board motion to approve the Intergovernmental Cooperative Purchasing Agreement with the University of Washington.

INTERGOVERNMENTAL COOPERATIVE PURCHASING

A G R E E M E N T

Pursuant to Chapter 39.34 of the Revised Code of Washington and to other applicable laws, the Spokane County Library District and the University of Washington, Seattle, Washington, hereby agree to cooperative governmental purchasing upon the following terms and conditions.

(1) This Agreement pertains to bids and contracts for supplies, material, equipment, or services that may be required from time to time by both parties.

(2) Each of the parties from time to time goes out to public bid and contracts to purchase supplies, material, equipment, and services. Each of the parties hereby agrees to extend to the other party the right to purchase pursuant to such bids and contracts to the extent permitted by law, and to the extent agreed upon between each party and the bidder, contractor, vendor, supplier, or service provider.

(3) Each of the parties shall comply with all applicable laws and regulations governing its own purchases.

(4) Each of the parties shall contract directly with the bidder, contractor, vendor, supplier, or service provider, and pay directly in accordance with its own payment procedures for its own purchases. Each party will indemnify and hold the other party harmless as to any claim arising out of its participation in this Agreement.

(5) Any purchase made pursuant to this Agreement is not a purchase from either of the parties. This Agreement shall create no obligation to either of the parties to purchase any particular good or service, nor create to either of the parties any assurance, warranty, or other obligation from the other party with respect to purchasing or supplying any good or service.

(6) No separate legal or administrative entity is intended to be created pursuant to this Agreement. No obligation, except as stated herein, shall be created between the parties or between the parties and any applicable bidder or contractor.

(7) The Finance Director for Spokane County Library District and the Procurement Manger for the University of Washington shall be representatives of the entities for carrying out the terms of this Agreement.

(8) This Agreement shall continue in force until canceled by either party, which cancellation may be effective upon receipt by one of the parties of the written notice of cancellation of the other party.

Approved by:

Spokane County Library District

University of Washington

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

LIBERTY LAKE REGIONAL PARK SEASONAL LENDING LIBRARY PILOT PROJECT MEMORANDUM OF UNDERSTANDING

Background

The Liberty Lake Regional Park Seasonal Lending Library Pilot Project MOU is an agreement between the District and Spokane County Parks, Recreation and Golf (Parks Department) with approval from Spokane County Commissioners.

In 2018 the Parks Department began work on a Liberty Lake Regional Park Master Plan which included exploring options for programming possibilities in a new, yet to be built, visitor's center building. The Parks Department approached the District to consider piloting a seasonal, pop-up style library at the Liberty Lake Regional Park for three years beginning in April 2023 and ending in October 2025 to test a future possibility of including lending library space in a proposed future visitors center. The park hosts roughly 300,000 visitors during its open season from April through October and the District sees this partnership as an opportunity to share materials and library information with an expanded audience.

This pop-up style library will not be a staffed location. The District will be stocking the space with our "Second Look" collection. These are items that have a null value and have been taken out of the circulating collection due to lack of use and/or other factors (as per the District's standard collection management policies) but are of sufficient condition and topical interest to be made publicly available for a "second look" through deposit collections such as this.

Like other District deposit collections, use of the lending library will be on the honor system. Customers will be asked to mark a logbook to "check out" an item in order to provide quantifiable usage data. District staff from the Mobile Services department will regularly visit April through September to monitor and refresh the collection with a final visit in October to pick up materials.

Utilizing the existing park office building, the Parks Department will frame out a publicly accessible area of the building. District staff will install shelving and provide library materials April thru October each year of the pilot project. To help prepare the space, the terms of the MOU state that the District will provide interior and exterior paint, an exterior light, and signage. The Parks Department will provide interior lighting and the labor for painting and installation of signage and exterior light. The District's costs towards the above items are estimated to be ~\$1,000 in total.

Staff recommend approval of the MOU, as it authorizes District and Parks Department staff to begin work on the project. Approval of this agreement would authorize staff to sign on behalf of the District. Work on the physical space in the park office would commence in March 2023 with an expected public open date in April 2023.

Please note that the Board of County Commissioners approved the MOU at their regular meeting on February 14, 2023.

Following is the MOU agreement for the Liberty Lake Regional Park Seasonal Lending Library Pilot Project. The District's legal counsel has reviewed the MOU.

Strategic Projects Manager Amber Williams will be available to answer questions about the project. Executive Director Patrick Roewe will be available to answer questions about the MOU.

Recommended Action: Board motion to approve the Liberty Lake Regional Park Seasonal Lending Library Pilot Project Memorandum of Understanding.

**MEMORANDUM OF UNDERSTANDING
REGARDING THE LIBERTY LAKE REGIONAL PARK SEASONAL LENDING LIBRARY PILOT PROJECT**

THIS MEMORANDUM OF UNDERSTANDING (hereinafter “MOU”), made and entered into this _____ day of February, 2023, sets forth the parties’ understanding and basic terms with respect to the roles and working relationship of the Spokane County Library District, a rural library district and a political subdivision of the State of Washington, having offices for the transaction of business at 4322 N. Argonne Road, Spokane, Washington, 99212 (hereinafter the “District”) and Spokane County, a political subdivision of the State of Washington, by and through its Spokane County Parks, Recreation, and Golf Department, having offices for the transaction of business at 404 N. Havana Street, Spokane, WA 99202 (hereinafter the “Parks Department”), **each individually also referred to hereinafter as a “Party” and collectively the “Parties”**. While roles and responsibilities may be defined herein, such definitions are not exclusive of other activities the District or Parks Department

RECITALS

WHEREAS, pursuant to the Constitution and laws of the State of Washington, Spokane County, Washington is a class A county duly organized and existing; and

WHEREAS, pursuant to the provisions of the Revised Code of Washington (“RCW”) Section 36.32.120(6), the Board of County Commissioners of Spokane County (“Board” or “Board of County Commissioners”) has the care of County property and the management of County funds and business; and

WHEREAS, the Spokane County Library District (“District”) is a rural library district and a political subdivision of the State of Washington duly organized and existing under and by virtue of the Constitution of the State of Washington and RCW 27.12; and

WHEREAS, pursuant to the provisions of the Chapter 39.34 RCW (the “Interlocal Cooperation Act”), the Parties may contract with each other to perform certain functions which each may legally perform to make the most efficient use of their powers; and

WHEREAS, Spokane County, through its Parks, Recreation & Golf Department (“Parks Department”) owns and operates Liberty Lake Regional Park, located at 3707 South Zephyr Road, Liberty Lake, Washington, 99019; and

WHEREAS, on August 21st, 2018, by Resolution No. 18-0597, the Board approved the Liberty Lake Regional Park Master Plan (the “Master Plan”), which envisioned a new community space and park office building (“future park office building”); and

WHEREAS, the Master Plan did not explore potential programming options for the future park office building; and

WHEREAS, the Parties are desirous of testing a seasonal lending library concept as a “pilot project” at Liberty Lake Regional Park, to be hosted inside the current park office building, as one potential programming option for the future park office building; and

WHEREAS, the Parties are desirous of entering into this Memorandum of Understanding (“MOU”) in order to facilitate a low barrier, high value amenity to Liberty Lake Regional Park that brings library services and awareness to Spokane County residents and park visitors while also testing a programming model for the future park office building.

NOW THEREFORE, pursuant to the terms of this MOU, the Parties understand and do hereby agree as follows:

I. PURPOSE AND OBJECTIVE

The Parties share a commitment to provide low barrier access to shared community resources. By collaborating, the Parties can add amenities at Liberty Lake Regional Park and expand exposure of District resources by providing for a seasonal, lending library available to park visitors and community members at the Liberty Lake Regional Park Office (the “Park Office”) during peak use months, usually May through September. This MOU is also intended to “test out” the seasonal lending library concept as a pilot project to determine its viability, operational impact, and public benefit as a potential programming component to a future park office building as envisioned in the Master Plan. Based on the mutual benefits afforded and received by each of the Parties, there shall be no monetary considerations exchanged by the Parties in connection with this MOU.

II. ROLES AND RESPONSIBILITIES

1. *The Parties Mutually Agree:*

To work together to offer Liberty Lake Regional Park visitors and Spokane County community members the opportunity to borrow library materials and access library information at the Liberty Lake Regional Park Office.

To comply with all applicable federal and state laws.

That this MOU shall be mutually and jointly administered by the Executive Director of the District and the Director of the Parks Department.

That any and all expenses incurred by the individual Parties in the performance of this MOU, including expenses related to marketing, administrative, personnel, and technology costs, will be the sole responsibility of the Party incurring those expenses. In no event will either Party submit requests for reimbursement of costs to the other Party without prior written agreement.

That Liberty Lake Regional Park is an outdoor venue that is subject to impacts from inclement weather, road conditions, and other unforeseen events. Therefore, the Parties agree that the Parks Department may prohibit access by the public and Library District to the seasonal lending library space at any time, and without notice, to ensure public safety. The Parks Department will make reasonable efforts to coordinate with and inform the Library District ahead of any such closure.

2. *The Parks Department Agrees:*

A. To create an accessible, secure, and enclosed interior seasonal lending library space through the west entrance of the current park office building, including a new interior wall, interior lighting, and timed lock on the exterior door. The usable interior space will be a minimum of 8’ wide by 12’ long.

B. To provide District staff a means to access the seasonal lending library when Parks Department staff are not on site.

C. To provide labor to apply and install District-provided interior and exterior paint for the seasonal lending library space, sign installation, and installation of exterior light fixture.

D. To provide routine maintenance for the interior and exterior of the seasonal lending library space. Examples of said "routine maintenance" may include, but are not limited to vacuuming carpet, cleaning windows, replacing light bulbs, and repairing vandalism.

E. To allow the District to provide information about library services in the seasonal lending library space and promote library amenities available at Liberty Lake Regional Park.

F. To install exterior wayfinding signs guiding visitors to the seasonal lending library space.

3. *The District Agrees:*

A. To design and pay for the cost of two exterior signs to be hung on the west wall of the Park Office building, near the entrance door of the seasonal lending library space, and at the north side of the office by the ramp up to the seasonal library.

B. To provide interior and exterior paint in colors chosen by the District to be applied by Parks Department staff.

C. To provide an exterior light fixture chosen by the District to be applied by the Parks Department Staff

D. To provide and install interior shelving for materials and optionally, other furniture as needed or otherwise appropriate.

E. To provide a rotating collection of material that will be installed in April, refreshed monthly May through September, and collected in October, annually for the duration of the MOU.

F. To implement a system to circulate materials and track usage statistics.

G. To allow the Parks Department to promote library amenities provided by the District at the Liberty Lake Regional Park.

III. INDEMNIFICATION AND LIABILITY

1. Indemnification.

A. Independent Contractors. It is understood that any relationship created by this MOU between the Parties shall be that of independent contractors. Under no circumstances shall either Party be deemed an employee of the other nor shall either party act as an agent of the other Party. Any and all joint venture, joint enterprise, or partnership status is hereby expressly denied, and the parties expressly state that they have not formed expressly or impliedly a joint venture, joint enterprise, or partnership.

B. The COUNTY shall indemnify and hold harmless the DISTRICT and its officers, agents, and employees, from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by any reason of or arising out of any negligent act or omission of the COUNTY, its officers, agents and employees, relating to or arising out of performing Services pursuant to this Agreement. In the event that any suit based upon such claim, action, loss, or damages is brought against the DISTRICT, the COUNTY shall defend

the same at its sole cost and expense; provided that the DISTRICT reserves the right to participate in said suit if any principle of governmental or public law is involved; and if final judgment in said suit be rendered against the DISTRICT, and its officers, agents, and employees, or jointly against the DISTRICT and the COUNTY and their respective officers, agents, and employees, the COUNTY shall satisfy the same.

- C. The DISTRICT shall indemnify and hold harmless the COUNTY and its officers, agents, and employees, from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by any reason of or arising out of any negligent act or omission of the DISTRICT, its officers, agents and employees, relating to or arising out of performing Services pursuant to this Agreement. In the event that any suit based upon such claim, action, loss, or damages is brought against the COUNTY, the DISTRICT shall defend the same at its sole cost and expense; provided that the COUNTY reserves the right to participate in said suit if any principle of governmental or public law is involved; and if final judgment in said suit be rendered against the COUNTY, and its officers, agents, and employees, or jointly against the COUNTY and the DISTRICT and their respective officers, agents, and employees, the DISTRICT shall satisfy the same.
- D. If the comparative negligence of the PARTIES and their officers and employees is a cause of such damage or injury, the liability, loss, cost, or expense shall be shared between the PARTIES in proportion to their relative degree of negligence and the right of indemnity shall apply to such proportion.
- E. Where an officer or employee of a Party is acting under the direction and control of the other Party, the Party directing and controlling the officer or employee in the activity and/or omission giving rise to liability shall accept all liability for the other Party's officer or employee's negligence.
- F. Each Party's duty to indemnify shall survive the termination or expiration of the Agreement.
- G. The foregoing indemnity is specifically intended to constitute a waiver of each Party's immunity under Washington's Industrial Insurance Act, chapter 51 RCW, respecting the other party only, and only to the extent necessary to provide the indemnified Party with a full and complete indemnity of claims made by the indemnitor's employees. The PARTIES acknowledge that these provisions were specifically negotiated and agreed upon by them.

2. Liability.

- A. The COUNTY and the DISTRICT shall maintain liability coverage and/or commercial insurance that affords coverage for matters contained in this Agreement.
- B. The commercial insurance policy or policies and/or liability coverage document will not be canceled, materially changed or altered without at least thirty (30) days prior notice to the County or District with whom the agreement is executed.

- C. The liability policy and or coverage documents shall provide and the certificate of insurance and/or liability coverage documents shall reflect that the coverage afforded applies separately to each insured against whom claim is made or suit is brought except with respect to the limits of the company's liability and reflect that the insurance and/or liability coverage afforded therein shall be primary coverage and not contributory insurance to that provided by the other party.
- D. Failure of either party to fully comply with the insurance and/or liability coverage requirements set forth herein, during the term of the Agreement, shall be considered a material breach of contract and cause for immediate termination of the Agreement. Providing liability coverage in the amounts listed shall not be construed to relieve either party from liability in excess of such amounts.
- E. REQUIRED COVERAGE: The insurance shall provide the minimum coverage as set forth below:
 - 1. GENERAL LIABILITY INSURANCE: The COUNTY and DISTRICT shall have Commercial General Liability with limits of \$1,000,000.00 per occurrence, which includes general aggregate, products, completed operation, personal injury and fire damage.

ADDITIONAL INSURED ENDORSEMENT: General Liability Insurance must state that Spokane County, it's officers, agents and employees, and any other entity specifically required by the provisions of this Agreement will be specifically named additional insured(s) for all coverage provided by this policy of insurance and shall be fully and completely protected by this policy from all claims. Language such as the following should be used "Spokane County, It's Officers, Agents And Employees Are Named Additional Insured.
 - 2. PROOF OF AUTOMOBILE INSURANCE: The COUNTY and DISTRICT shall carry, for the duration of this Agreement, comprehensive automobile liability coverage of \$1,000,000.00 for any vehicle used in conjunction with the provision of services under the terms of this Agreement. Said policy shall provide that it shall not be canceled, materially changed, or renewed without Thirty (30) days written notice prior thereto.
 - 3. WORKERS COMPENSATION: The COUNTY AND DISTRICT shall carry Worker's Compensation Industrial Injury Insurance coverage, effective in Washington State. Proof of insurance shall be by providing the COUNTY's and DISTRICT's State Industrial Account Identification Number.
- F. Public entity insurance and/or liability coverage requirements may be satisfied with proof of membership and liability coverage through its membership in a Risk Pool authorized under RCW 48.62.031 for Claims submitted under Chapter 4.96 RCW ("*Actions against political subdivisions, municipal and quasi-municipal corporations*") against the Public Entity, its employees, officers, volunteers and agents and/or actions in connection with or incidental to the performance of this Agreement which a Public Entity and/or its employees, officers, volunteers and agents are found to be liable for will be paid by the Pool and/or Public Entity.
- G. Such other conditions as the parties may agree in writing.

IV. TERMINATION

Either party may terminate this MOU at any time, with or without cause, in whole or in part, for convenience, or for any reason whatsoever upon at least thirty (30) calendar days written notice, effective at the end of the notice period.

Unless otherwise mutually agreed upon in writing, upon termination of this MOU, the Library District shall have no more than thirty (30) calendar days to remove all Library District property from the seasonal lending library space. The Parties shall coordinate public communication in announcing the termination and "wind-down" of the seasonal lending library if said communication is deemed desirable by the Parties.

V. DURATION

This MOU becomes effective upon signature by all Parties and, subject to Section VII of this MOU, shall remain in effect until October 31, 2026, unless otherwise provided for herein.

VI. COMPLIANCE WITH LAWS

It is the intention of the District and the Parks Department that this MOU, the transactions contemplated thereby, and the manner in which the Parties perform their respective obligations, shall comply with all applicable federal, state and local laws and regulations.

VII. GOVERNING LAW AND DISPUTES

This MOU shall be construed and enforced in accordance with, and the validity and performance hereof shall be governed by the laws of the State of Washington. Venue for all legal proceedings arising out of this MOU shall be Spokane County, Washington.

VIII. NO THIRD-PARTY BENEFIT

This MOU is intended for the exclusive benefit of the Parties hereto and their respective successors and assigns, and nothing contained in this MOU shall be construed to create any rights or benefits in or to any third party, and shall not be enforceable by any third party.

IX. ASSIGNMENT

Neither Party may assign this MOU in whole or in part without the prior written consent of the other Party.

X. COUNTERPARTS

This MOU may be executed in one or more counterparts, with the same force and effect as if executed in one complete instrument.

XI. ENTIRE UNDERSTANDING AND AMENDMENT

This MOU constitutes the entire understanding of the parties and supersedes any and all prior understandings or agreements between the parties, whether written or oral, with respect to the subject matter of this MOU. This MOU may not be amended or modified except in a writing signed by the District and the Parks Department, executed with the same formalities as this Agreement.

XII. RCW 39.34 REQUIRED CLAUSES

- A. PURPOSE. See sections II and III above.
- B. DURATION. See section IX above.
- C. ADMINISTRATION AND ORGANIZATION OF SEPARATE ENTITY AND ITS POWERS. The District shall administer the terms of this agreement. No new or separate legal or administrative entity is created to administer the provisions of this agreement.
- D. RESPONSIBILITIES OF THE PARTIES. See provisions above.
- E. AGREEMENT TO BE FILED. The District shall file this Agreement with its Spokane County Auditor or place it on its website or other electronically retrievable public source. The Host shall place it on its web site or other electronically retrievable public source.
- F. FINANCING. Each Party shall be responsible for the financing of its contractual obligations under its normal budgetary process.

G. TERMINATION. See section V above.

H. PROPERTY UPON TERMINATION. Title to all property acquired by any Party in the performance of this Agreement shall remain with the acquiring Party upon termination of the Agreement. Jointly acquired property shall be divided in proportion to the percentage share of each Party contributing to its acquisition.

XIII. NOTICES

All notices required or permitted under this MOU shall be in writing and served upon the Parties in person, by certified U.S. mail (return receipt requested) directed to the mailing addresses set forth below or the mailing addresses designated by a party pursuant to written notice, or by electronic mail to the email address set forth below or the email address designated by a party pursuant to written notice. Any notice so mailed shall be effective three (3) days after mailing. Any notice in person or by electronic mail shall be effective immediately. All changes of address shall be effective upon written notice in the fashion provided by this section. The Parties hereby designate the following individuals to receive notice.

For the Parks Department:

Spokane County Parks, Recreation & Golf Department
C/O Director
404 North Havana St.
Spokane, WA 99202
dchase@spokanecounty.org

With Courtesy Copy:

Spokane County Prosecutor's Office
ATTN: Civil Division
1115 West Broadway Avenue
Spokane, WA 99260

For District:

Spokane County Library District
C/O Executive Director
4322 N. Argonne Road
Spokane, WA 99212
proewe@scl.d.org

XIV. SEVERABILITY

If any portion of this Agreement should become invalid or unenforceable, the remainder of the Agreement shall remain in full force and effect.

XV. HEADINGS

The article headings in this Agreement have been inserted solely for the purpose of convenience and ready reference. In no way do they purport to, and shall not be deemed to, define, limit, or extend the scope or intent of the sections to which they appertain.

XVI. NON-DISCRIMINATION

The Parties, their employees, and agents shall not discriminate against any person based on race; religion; color; sex; gender identity and expression; pregnancy; childbirth; breastfeeding; medical conditions related to pregnancy, childbirth, or breastfeeding; sexual orientation; marital status; age; national origin; ancestry; genetic information; disability; veteran status; or any class protected by local, state, or federal law.

XVII. FORCE MAJEURE

Neither Party shall be considered in breach or non-compliance by reason of any failure in performance if such failure arises out of causes reasonably beyond that Party's control and without its fault or negligence. Neither Party will be held responsible for delay of failure to perform herein when such delay or failure is due to fire, flood, riot, epidemic, pandemic, acts of God or the public enemy, acts of terrorism, acts of war, unusually severe weather, legal acts of public authorities, public enactments, labor disputes, or other circumstances which cannot be forecast or provided against.

XVIII. TIME IS OF THE ESSENCE

Time is of the essence with respect to each and every provision of this Agreement and attached exhibits.

XIX. RECORDS

All public records repaired, owned, used or retained by either Party in conjunction with meeting its responsibilities under this Agreement shall be made available to the other Party upon written request subject to the attorney-client and attorney work product privileges set forth in statute, court rule, or case law.

XX. EXECUTION AND APPROVAL

The Parties warrant that the officers/individuals executing below have been duly authorized to act for and on behalf of the Party for purposes of confirming this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first set forth above.

**Spokane County Parks, Recreation
and Golf Director:**

**Spokane County Library District
Executive Director:**

Date _____

Date _____

2022 RECIPROCAL USE REPORT

Background

The following statistics detail reciprocal use between 1.) Spokane County Library District and Spokane Public Library, and 2.) Spokane County Library District and Liberty Lake Municipal Library for 2022.

As per requirement in the interlocal agreements with both libraries, reciprocal use statistics are to be reported on an annual basis to each respective partner and presented with limited comparisons and analysis of what the data may indicate.


Please note the reciprocal agreements do not include digital circulation. Thus, the circulation numbers in this report are for the checkout of physical items only.

Overall, usage of District resources by reciprocal card holders is generally consistent with prior years. District staff continue to feel that the agreements are working well and continue to provide a worthwhile expansion of access to library resources for District cardholders and those residing elsewhere in the county.


Operations Director Doug Stumbough will provide additional analysis and will be available to answer questions about the report.

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

Spokane County Library District: Reciprocal use with Spokane Public Library

	SPOKANE COUNTY LIBRARY DISTRICT							
	CARDHOLDERS							
	TOTAL			SPOKANE CITY RESIDENTS			% SPOKANE RES	
	2021	2022	change %	2021	2022	change %	2021	2022
SCLD Total	110,967	121,481	9.47%	16,438	18,763	14.14%	14.8%	15.4%
Airway Heights	4,600	5,094	10.74%	348	408	17.24%	7.6%	8.0%
Argonne	9,372	10,303	9.93%	1,094	1,219	11.43%	11.7%	11.8%
The BookEnd	1,149	1,298	12.97%	145	161	11.03%	12.6%	12.4%
Cheney	7,941	8,839	11.31%	234	265	13.25%	2.9%	3.0%
Deer Park	6,390	7,045	10.25%	126	136	7.94%	2.0%	1.9%
Fairfield	600	630	5.00%	7	7	0.00%	1.2%	1.1%
Medical Lake	2,611	2,916	11.68%	72	80	11.11%	2.8%	2.7%
Moran Prairie	11,042	12,906	16.88%	4,506	5,622	24.77%	40.8%	43.6%
North Spokane	27,374	29,876	9.14%	8,075	8,876	9.92%	29.5%	29.7%
Otis Orchards	3,725	4,109	10.31%	40	50	25.00%	1.1%	1.2%
Spokane Valley	36,163	38,465	6.37%	1,791	1,939	8.26%	5.0%	5.0%
CIRCULATION*								
TOTAL			SPOKANE CITY RESIDENTS			% SPOKANE RES		
2021	2022	change %	2021	2022	change %	2021	2022	
SCLD Total	899,160	1,062,973	18.22%	172,477	229,830	33.25%	19.2%	21.6%
Airway Heights	23,844	26,324	10.40%	2,622	3,398	29.60%	11.0%	12.9%
Argonne	76,735	88,179	14.91%	7,631	9,666	26.67%	9.9%	11.0%
The Book End	12,561	11,476	-8.64%	860	745	-13.37%	6.8%	6.5%
Cheney	72,600	85,176	17.32%	761	1,864	144.94%	1.0%	2.2%
Deer Park	77,543	76,499	-1.35%	1,157	921	-20.40%	1.5%	1.2%
Fairfield	6,584	5,782	-12.18%	34	75	120.59%	0.5%	1.3%
Medical Lake	20,088	26,776	33.29%	485	533	9.90%	2.4%	2.0%
Moran Prairie	114,103	166,444	45.87%	63,428	109,062	71.95%	55.6%	65.5%
North Spokane	244,935	278,296	13.62%	88,311	93,255	5.60%	36.1%	33.5%
Otis Orchards	28,811	31,352	8.82%	262	278	6.11%	0.9%	0.9%
Spokane Valley	221,356	266,669	20.47%	6,926	10,033	44.86%	3.1%	3.8%

*Excludes digital circulation


	SPOKANE PUBLIC LIBRARY							
	CARDHOLDERS							
	TOTAL			DISTRICT RESIDENTS			% DISTRICT	
	2021	2022	change %	2021	2022	change %	2021	2022
SPL Total	278,723	320,660	12.40%	38,238	39,675	14.00%	13.7%	12.4%
CIRCULATION*								
TOTAL			DISTRICT RESIDENTS			% DISTRICT		
2021	2022	change %	2021	2022	change %	2021	2022	
SPL Total	591,656	567,348	-4.11%	40,565	50,305	24.01%	6.9%	8.9%
Downtown	11,407	79,546	597.34%	803	7,310	810.34%	7.0%	9.2%
Liberty Park	50,139	170,151	239.36%	4,186	14,816	253.94%	8.3%	8.7%
Hillyard	52,629	58,755	11.64%	2,525	4,649	84.12%	4.8%	7.9%
Indian Trail	108,244	0		9,208	0		8.5%	0.0%
Outreach	10,923	4,759	-56.43%	11	0		0.1%	0.0%
Shadle	89,705	253,606	182.71%	5,619	23,530	318.76%	6.3%	9.3%
South Hill	261,653	0		18,057	0		6.9%	0.0%
West Central Kiosk	6,956	531	-92.37%	156	0		2.2%	0.0%

*Excludes digital circulation

* SPL can only provide total cardholder data at this time


* Indian Trail and South Hill libraries closed for renovation through early 2023

Spokane County Library District: Reciprocal use with Liberty Lake Municipal Library

	SPOKANE COUNTY LIBRARY DISTRICT							
	CARDHOLDERS							
	TOTAL			LIBERTY LAKE RESIDENTS			% LL RES	
	2021	2022	change %	2021	2022	change %	2021	2022
SCLD Total	110,967	121,481	9.47%	867	982	13.26%	0.78%	0.81%
Airway Heights	4,600	5,094	10.74%	4	4	0.00%	0.09%	0.08%
Argonne	9,372	10,303	9.93%	33	39	18.18%	0.35%	0.38%
The BookEnd	1,149	1,298	12.97%	108	111	2.78%	9.40%	8.55%
Cheney	7,941	8,839	11.31%	3	4	33.33%	0.04%	0.05%
Deer Park	6,390	7,045	10.25%	1	2	100.00%	0.02%	0.03%
Fairfield	600	630	5.00%	1	0		0.17%	0.00%
Medical Lake	2,611	2,916	11.68%	2	2	0.00%	0.08%	0.07%
Moran Prairie	11,042	12,906	16.88%	7	9	28.57%	0.06%	0.07%
North Spokane	27,374	29,876	9.14%	22	21	-4.55%	0.08%	0.07%
Otis Orchards	3,725	4,109	10.31%	249	275	10.44%	6.68%	6.69%
Spokane Valley	36,163	38,465	6.37%	437	515	17.85%	1.21%	1.34%

	CIRCULATION*							
	TOTAL			LIBERTY LAKE RESIDENTS			% LL RES	
	2021	2022	change %	2021	2022	change %	2021	2022
	SCLD Total	899,160	1,062,973	18.22%	6,279	8,177	30.23%	0.70%
Airway Heights	23,844	26,324	10.40%	2	1	-50.0%	0.0%	0.0%
Argonne	76,735	88,179	14.91%	96	242	152.1%	0.1%	0.3%
The Book End	12,561	11,476	-8.64%	707	635	-10.2%	5.63%	5.53%
Cheney	72,600	85,176	17.32%	0	7		0.0%	0.0%
Deer Park	77,543	76,499	-1.35%	0	0	0.0%	0.0%	0.0%
Fairfield	6,584	5,782	-12.18%	0	0	0.0%	0.0%	0.0%
Medical Lake	20,088	26,776	33.29%	0	0	0.0%	0.0%	0.0%
Moran Prairie	114,103	166,444	45.87%	11	25	127.3%	0.0%	0.0%
North Spokane	244,935	278,296	13.62%	36	59	63.9%	0.01%	0.02%
Otis Orchards	28,811	31,352	8.82%	2,603	3,207	23.2%	9.03%	10.23%
Spokane Valley	221,356	266,669	20.47%	2,824	4,001	41.7%	1.28%	1.50%

*Excludes digital circulation

	LIBERTY LAKE MUNICIPAL LIBRARY							
	CARDHOLDERS							
	TOTAL			DISTRICT RESIDENTS			% DISTRICT	
	2021	2022	change %	2021	2022	change %	2021	2022
LLML Total	3,952	5,272		524	1,009		13.3%	19.1%

	CIRCULATION*							
	TOTAL			DISTRICT RESIDENTS			% DISTRICT	
	2021	2022	change %	2021	2022	change %	2021	2022
	LLML Total	26,309	27,184		2,662	4,861		10.1%

*Excludes digital circulation
Reflects tax district use in Cooperative Information Network Idaho/Washington Consortium, not LLML

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: MARCH 2023 – APRIL 2023**March 21, 2023: Medical Lake Library – (4:00 p.m.)**

- Website Development Contract: Approval Recommendation
- Resolution 23-01: A Resolution of the Board of Trustees of Spokane County Library District, Spokane County, Washington, Concurring with the Request of the City of Airway Heights to Annex into Spokane County Library District; Requesting that the Board Of County Commissioners of Spokane County Call a Special Election for the Purpose of Permitting Consideration of The Proposed Annexation by the Voters of the City of Spokane Valley; and Providing for Other Matters Properly Related Thereto (tentative)
- Children’s Safety in the Libraries: Policy Review
- Personnel: Policy Review
- Overview: Medical Lake
- New Spokane Valley Library Update
- Overview: Public Records and Open Public Meetings Act
- Welcoming A New Trustee

April 18, 2023: Cheney Library– (4:00 p.m.)

- Confidentiality of Library Records: Policy Review
- New Spokane Valley Library Update

2023 SPECIAL MEETINGS/ACTIVITIES

- Staff Training and Development Day: May 12

EXECUTIVE DIRECTOR'S REPORT FEBRUARY 2023

Finance – Rick Knorr

The report for the current month includes the following four pages:

1. Standard General Fund Revenue & Expenses Report
2. Standard Capital Project Fund Revenue & Expenses Report
3. Monthly Construction Expenditures report for the New Spokane Valley Library
4. Supplemental report on Library Materials Purchased by Month for the year 2022 by Major Supplier

General Fund

The results of operations for January are included in the Fiscal Report.

January operations included a few annual payments, such as insurance premiums and software maintenance support payments which resulted in the insurance and services expense lines to be over budget as of January 31. The following is a list of the more significant such payments:

Insurance Premiums:

- District Property, General Liability, Auto and Umbrella Insurance \$ 58,830
- Director & Officer and Employment Practices Liability Insurance \$ 10,011
- Business Crime Insurance \$ 4,433
 - All the above polices are for the calendar year 2023

The total of the above insurance premiums paid represent 75% of the total insurance expense budget for 2023. The remaining 25% of the budget yet to be paid is for cyber liability insurance which renews on March 1st, and an estimated partial year coverage for the new SV Library.

Additionally, the crime insurance policy payment listed is to comply with the requirement placed on the District to obtain a crime policy with a \$2M limit, which is the amount of the construction grant awarded to us by the Department of Commerce as a condition of receiving the grant. Once the facility is complete, this additional coverage will no longer be needed.

Software Maintenance and Support Payments:

- SirsiDynix Annual Software Support: \$232,865
 - Calendar year annual support for District ILS system
- Overdrive Content Access Fee \$ 12,000
 - Calendar year fee required to access content

-
- Sage Payroll and Human Resources Software Support \$ 8,646
 - Calendar year support for the payroll and HR software

Total services expense which includes all software support and maintenance payments is reported at 22% of the total budget for 2023. The payments above, especially the SirsiDynix payment, are the reason for this result. Total services expenses will gradually fall back in line with budget as the year progresses.

Please note that the above payments are also reported on the current monthly voucher listing.

Capital Project Fund

The results of operation for January are included in the Fiscal Report, and the following are items of note and further commentary for January:

- There are no proceeds listed for LOCAL Program financing reported for January. The District's monthly request in January was not received by the District until February 2nd. Such monthly requests have been received prior to month-end for all previous months.
- There are no proceeds listed from the Department of Commerce Library Construction Grant. The District submitted the initial request to draw down on this grant, and similar to the above comment, the distribution was not received until February 10th. Since this is the initial request, it is unknown if this is a normal delay between request and payment.
- Capital campaign fund donations totaling \$204,973 were contributed by the Foundation during January, which represents the total of all donations received in 2022.

Monthly Construction Expenditures Report

The purpose of this report included in the agenda is to display, in monetary terms, the progress of the new library construction, along with the remaining balance to finish.

Library Material Purchases by Month by Major Supplier

In response to a question from Vice Chair Hanson at the December 2022 meeting, this report is a one-time supplemental report detailing by month total library material purchases for the full 2022 year. This report demonstrates that most purchases, whether digital or physical, are very consistent in nature throughout the year, with the exception of a few isolated one-time purchases such as annual magazine subscriptions. One potential benefit of this supplemental report is to be of assistance in the review of monthly expenditures on the voucher report.

Final Results for 2022

Please watch for the final results for 2022 to be included in next month's fiscal report. Only a small number of immaterial adjustments were necessary since the yearend report presented at the January meeting, but a final report is still appropriate and will be presented.

Facilities Report

Access Control and Intrusion Alarm Project

The District can finally announce that the access control installation and intrusion alarm upgrade project was finally decreed to be substantially complete on February 2, 2023. Shortly following, the project architect and electrical engineer performed the necessary “punch list” walk-throughs of all 9 facilities (the existing SV was not included in the project) on Tuesday Feb 14th, and Thursday Feb 16th. Staff will be prepared to report the complete findings of these walk-throughs during the meeting if requested.

Almost all District staff have been using the appropriate pin codes or access cards since the first of February with success.

Human Resources – Toni Carnell

By policy, background checks are conducted for all new staff and for existing staff on a 3-year rotation. Historically, these have been completed using the State Patrol WATCH system which shows conviction results for Washington State only and via a form submission for driver license checks for the state where the license was issued.

In January, we began working with Absolute Background Checks to conduct the checks which offers a more comprehensive nationwide approach. Using a third-party vendor returns convictions from each state and county the employee has lived in, a Social Security Number check, Federal convictions and checks the National Sex Offender Database. All checks are completed online, via a secure site. Paper forms will no longer be used to request the checks, all information is provided by the employee via the secure site. Absolute Background Checks will also run driver license checks for those positions that require it.

Training

- Two sessions of Verbal Intervention training were 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:

- Public Services Technician

Promotions:

- N/A

Transfers

- Library Supervisor
- Public Services Associate (4)

Separations:

- Public Services Associate

Communication & Development – Jane Baker

Communication

The elimination of overdue fines, the addition of Kanopy to the digital library, and requesting submissions for the community art show were the main messaging points for January. The Deer Park Gazette included an article on both the art show and overdue fines. The Spokesman Review interviewed Operations Director

Doug Stumbough about the fines elimination for an article that ran on January 25. KHQ.com posted an article about Kanopy as a result of our announcement in the weekly eNewsletter.

The spring issue of Engage was distributed to libraries, and work begins in February on the summer issue.

Development

The Development Department is preparing for the Foundation Board's regular quarterly meeting in February, including creating a funding request form for staff seeking funds for programs and events. An engraver has been secured for paver engraving at the new Spokane Valley Library.

Operations - Doug Stumbough

For the month of January, a total of 65,699 customers visited our libraries in person, up from 56,901 (15%) in December. The total number of 93,278 physical items borrowed by customers in the libraries, up from the 80,459 physical items borrowed in December (18%).

Security Incident Report Definitions

Each month, a summary of Security Incident Reports (SIR) is included in the Operations Report. SIRs are usually completed by staff following a Code of Conduct violation or a facility incident to document the issue. Most reports involve activity on the part of a customer that violates the District's Code of Conduct policy or are prohibited by law. They can also cover general situations where an equipment failure or environmental occurrence results in the significant disruption of library operations.

The reports are meant to capture the moment of time as objectively as possible and what happened. Each SIR is also categorized to help track incident types and assist in identifying trends and to assist in tracking repeated, ongoing, or potential problems. Incidents can be categorized as one or more of the following:

Assault: Physical assault of customers, staff, or volunteers.

At Risk Person: Examples are lost or unattended children or anyone who may be subject to abusive behavior while at the library.

Building Emergency: Equipment failure or environmental occurrence that results in the significant disruption of library operations such as a power outage or gas leak.

Building Issue: Minor facility issue that does not qualify as a building emergency but has an impact on building safety or security such as elevator failure or broken door handle.

Disruptive Behavior: Behavior that unreasonably interferes with others' use and enjoyment of the library or with the functioning of library staff, including use of hostile, aggressive, or vulgar language or gestures, loud talking, boisterous physical behavior, or offensive odor or personal hygiene.

Facility Misuse: Using the building, furniture, fixtures, or equipment for an unintended purpose, such as inappropriate restroom use, lying down or sleeping, or blocking aisles, exits or entrances.

General Code of Conduct Violation: Used when a customer, due to their behavior, violates an element of the Code of Conduct Policy not covered in other categories.

Internet Viewing Complaint: Internet viewing violates the Computer, Wireless Network and Internet Use policy.

Medical Situation: Medical situations that are not related to an accident or unsafe library environment (those are captured in separate report). These incidents are typically medical situations related to a customer's pre-existing health issue(s) that occur in the libraries.

Other: Incidents that do not fit in any other category.

Potential Problem: Behaviors or activities that do not violate Code of Conduct policy or law, but cause concern and/or are of a nature that suggests the emergence of a pattern of negative behavior.

Sexual Misconduct: Including but not limited to indecent exposure, sexual activity, or sexual harassment of other customers, volunteers, or staff.

Soliciting: Used when goods, services, or information are being sold, offered or distributed.

Substance Abuse: Drug- or alcohol-related impairment

Theft: Used when property is stolen

Threat/Intimidation/Harassment: Any behavior that a reasonable person would find threatening, intimidating, or harassing, including but not limited to stalking, staring, lurking, uninvited conversations, and offensive touching.

Vandalism: Damage, or destruction of library materials or property

Positive Interaction Reports

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

A North Spokane customer came up to the front service desk to say that a nice young man (Public Services Technician Sam) helped him find some winter related books in the children's section. He was very thankful, saying that the staff is always so nice and helpful. He wanted to let us know that Sam was a great guy helping people out while shelving.

A customer at Argonne struck up a conversation with staff about overdue fines and that would be no new fees as of January first. She wondered why we chose now, feeling that she thought we should have kept fines. Staff was able to explain why the decision was made by the Board and the customer thanked her, saying she had never thought about it that way. As she left, the customer turned back and excitedly said "I just paid my last overdue fine!"

Moran Prairie shared that a customer was happy about how we are quickly becoming her and her book club's favorite library and that they don't really want to go anywhere else anymore, having all had such great and helpful interactions with the staff. She said thank you many times and that she really appreciates the library.

After visiting North Spokane, a customer shared this via the website – "Went to the puzzle swap today at the North Spokane branch, brought in 16 puzzles and went home with 11! Thanks for the opportunity to share and bring home some new treasures. Hopefully our family will have them done in time for the next swap!"

A gentleman brought in a case of Coke Zero minis and some bakery brownies to Spokane Valley and asked them to be shared with staff for the great work they do at the library.

A customer came into North Spokane to pick up holds for her daughter and said when they were in last the staff member was very helpful in finding more books her daughter would like. She said every time she comes in, everyone is so helpful and wanted to share her thanks to all the staff.

Spokane Valley reports multiple tax aid customers sharing how grateful they are to the Spokane Valley library for hosting the AARP volunteers. They know we're not doing the taxes ourselves, and just hosting the folks who do, but they wanted to still express gratitude for providing the space. Even if they end up having

to pay taxes, they're still so glad to be able to come to the library to get help with the paperwork and filing their taxes.

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 January:
 - **Audiobook checkouts:**
 - *Where the Crawdads Sing* by Delia Owens (77)
 - *The Last Thing He Told Me* by Laura Dave (71)
 - *Spare* by Prince Harry (67)
 - **Ebook checkouts:**
 - *The Boys from Biloxi* by John Grisham (91)
 - *Spare* by Prince Harry (90)
 - *Desert Star* by Michael Connelly (89)
 - **Audiobook holds** as of February 2, 2023:
 - *Spare* by Prince Harry (201)
 - *Lessons in Chemistry* by Bonnie Garmus (84)
 - *It Ends with Us* by Colleen Hoover (70)
 - **Ebook holds** as of February 2, 2023:
 - *Spare* by Prince Harry (154)
 - *Lessons in Chemistry* by Bonnie Garmus (114)
 - *Demon Copperhead* by Barbara Kingsolver (93)
- Popular **Adult Physical Book** titles January:
 - Checkouts:
 - *Spare* by Prince Harry (53)
 - *A Man Called Ove: A Novel* by Fredrik Backman (42)
 - *The Lost Girls of Willowbrook* by Ellen Marie Wiseman (42)
 - Holds:
 - *Spare* by Prince Harry (112)
 - *The House of Wolves* by James Patterson & Mike Lupica (48)
 - *Lessons in Chemistry* by Bonnie Garmus (37)

Kanopy Streaming Video Service

The District is offering a new streaming video service called Kanopy PLUS (Public Library Unlimited Subscriptions) which soft launched to District residents on January 3, 2023. The four PLUS Packs offered are Diversity, Easy Watching, Favorites, and World Cinema. Each PLUS Pack includes 250 – 300 titles with Easy Watching being the most family friendly. These PLUS Packs offer unlimited, simultaneous use with no rental time or checkout limits imposed. Packages are dynamic with 10 – 15% of the titles rotated in/out on a

quarterly basis. As with OverDrive and hoopla, users of Kanopy must be District residents—this service is not available for reciprocal cardholders. Kanopy is owned by OverDrive. Kanopy PLUS Packs content can be discovered in OverDrive’s Libby app, but customers must go to the Kanopy app to view the content as the OverDrive website and OverDrive app are not access points for Kanopy. In addition to web access, Kanopy offers mobile and TV apps. A total of 398 plays (which equates to checkouts) were recorded from January 3 – 31 which is a good start to this new service.

**COLLECTION MONTHLY REPORT
JANUARY 2023**

	Select Transaction Count		
Physical Collection	YTD 2023	YTD 2022	CHANGE
Items Processed	4,464	4,332	3%
Interlibrary Loan Total	564	420	34%
Overdrive			
Total Checkouts	78,625	69,521	13%
Total Holds	25,741	22,099	16%
hoopla			
Total Checkouts	3,298	2,923	13%
	Total Items in Collection		
Material Type	YTD 2023	YTD 2022	CHANGE
Print	310,842	305,443	2%
Nonprint	75,260	76,338	-1%
Overdrive	146,231	130,796	12%
Grand Total	532,333	512,577	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:

City of Airway Heights: Childcare Center Proposal

District staff were contacted by Alise Mnati, a consultant working for the City of Airway Heights (CAWH), on a proposal to utilize grant funds to convert and expand the city-owned community building south of the Airway Heights Library into an early learning and childcare facility. That building currently serves such city purposes as the location for their Municipal court and council chambers.

CAWH's proposal offered conceptual renderings which included outdoor areas of the project being constructed on portions of the library parcel, and our review and feedback were solicited on that element of the proposal.

Of primary concern to District staff after reviewing the proposal is the preservation of all or a portion of the parcel for future expansion of the library, as we want to maintain the option to scale up services as the population of Airway Heights grows.

By means of an interlocal agreement (ILA) signed in 1995, the District owns the Airway Heights Library building, and CAWH retains ownership of the parcel of land on which the library is built. As part of our review process, I engaged our attorney Brian Werst to review the ILA to provide an opinion on whether the ILA would provide for such use of the library parcel by CAWH. In January, Mr. Werst provided a written opinion that in summation stated that the ILA does not reserve for CAWH any rights to encroach or otherwise occupy any portion of the library parcel.

That said, as a public library the District recognizes the value of early learning and seeks to be supportive of our civic partners' efforts in that realm. We shared Mr. Werst's opinion with the consultant and City Manager Albert Tripp with an acknowledgement that while the letter raises issues that would need to be addressed, the District would be interested in collaboratively exploring options towards a solution that would achieve CAWH's project goals while legally documenting and preserving the District's opportunity to expand the library sometime in the future.

After a follow-up conversation with Mr. Tripp, I engaged our partners at Integrus Architecture to help determine how much land might be needed to adequately provide for a future expansion of the library building, which will be shared with CAWH once it is available.

City of Airway Heights: Potential Annexation

As part of the aforementioned conversation with City Manager Albert Tripp, he stated that the City of Airway Heights (CAWH) was contemplating putting the annexation question before their voters in the August 2023 primary election.

CAWH is the District's only contract city, which means that CAWH pays for library services out of the City's general fund (at the same levy rate as the rest of the District) as governed by the interlocal agreement. This is different than in unincorporated Spokane County and the annexed cities in the District, wherein the individual property owners are taxed directly.

I provided Mr. Tripp with the RCW statutes in Chapter 27.12 that govern the annexation process. To briefly summarize, CAWH would need to pass an ordinance requesting to annex into the District, the District would need to concur with that request via a resolution, and those two respective actions would then allow the County Auditor's Office to place the question on the August 2023 primary ballot for voters residing in the City to determine. The election costs would be the responsibility of CAWH as the requesting governmental entity. I also provided a link to the District's annexation policy which includes other considerations for the process.

In terms of timeline, I also shared with Mr. Tripp that the last regular Board of Trustees meeting before the May 12 deadline for the August 2023 primary is April 18th. The District would ideally need to receive any request for annexation well in advance of that meeting to formally evaluate the request and respond via Board action.

As of this writing, no further information is available regarding potential annexation. Assuming the process moves forward, I will provide additional information on the District's role and responsibilities in the process.

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. The majority of the bills being tracked would have minor impact on the District's operation as a public entity, and no bills have been seen thus far that would have a substantial impact on the District as a public library.

One piece of legislation of note is Senate Bill 5618, which would increase the annual local property tax revenue growth limit from 1% to 3% maximum. This bill would impact all local government taxing entities in the state. At present, the property tax revenue growth limit sits at 1%. For entities like the District, the limit factor would be the lesser of a.) 103%, or b.) 100% plus population change and inflation (based on a statutory formula). That said, with only one month into the session, the outcome of this bill is unknown at present, though we will continue to follow it.

Strategic Plan Update #3 – Aileen Luppert

Progress continues with strategic planning. By the end of last summer, the 28-member team wrapped up community conversations and public information gathering. A narrative statement and key takeaways about each library were presented to all staff for feedback at Staff Day. After that, the librarians made edits to the Community Narratives and began collecting data about each of our library communities. They wrote a “Community Profile” that included demographic information, school districts scores, and card holder statistics for each location.

With the Community Narrative and Profiles complete, a Steering Committee formed to review materials and plan how to set strategic priorities and measurement goals. This group met several times over last few months and will continue to meet. Together, we reviewed the Narratives and Profiles and identified additional information to gather. We decided on a general plan for soliciting additional staff input and completed a series of exercises to make sense of the information collected so far.

The last exercise we completed was to build a Venn Diagram with three components:

- SCLD Assets with High Impact- What are our strengths?
- Community Aspirations- What did the community tell us?
- Expert Knowledge- What do we know and learn from data?

The goal was to understand how the answers to these three questions overlap to illuminate what our strategic priorities might be. Three likely priorities were drafted, and we are excited to share them soon.

The next phase will include additional staff participation. The Committee intends to share our work and ask departments—Public Services, Communication, Collection Services, IT, Finance, and Human Resources—to offer input about how their collective work could change based on the priorities and data. We hope by asking each department for insight that the final plan will be inclusive and impactful for the entire District.

Operations Report January 2023

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- I spent the first part of January working with the Tax-Aide site coordinators and the library supervisors at each of the four libraries (AR, CH, MP, SV) where we will be hosting free tax help this year. All locations will be by appointment only.
- I worked with Raquel Rice of the Washington State Department of Revenue to help get the word out about their new Working Families Tax Credit program. This program, like the federal Earned Income Credit program, refunds up to \$1200 to Washington State residents who meet eligibility requirements. We will be hosting application drives in most of our locations between March and June, with DoR staff registering individuals for the program.
- The workshop, *Getting Started with Medicare*, had eight attendees either online or in-person.

Early Learning (Mary Ellen Braks)

- This month we had 63 storytimes with an attendance of 1,392. Our storytimes ranged from 0-60 attendees.
- For childcare visits, we provided 56 storytimes to 894 children at 16 centers.
- This month we had one STARS (State Training and Registry System) training *Best Picture Books of 2022*. We had 24 childcare providers attend.
- The Early Learning Team attended the Early Learning Fellows meeting. We meet four times during the year to discuss topics related to early learning and professional development. It is a great opportunity for staff to earn STARS credits.

Education and Enrichment (Gwendolyn Haley)

- **The Lab at North Spokane:** Book-a-librarian appointments to learn about and use the Glowforge laser cutter continue, as well as Project Memory appointments to use equipment for digitizing heirloom photos and home movies. Maker Friday sessions allow customers to use the Glowforge, and other lab equipment without an appointment or just stop in to see The Lab. Programs included green screen videography, making a camera obscura using magnifying glasses for lenses, and a cardboard body made with the Glowforge.
- **The Studio at Spokane Valley:** Families are coming in to use video editing resources. AV Club will begin next month, offering adults a chance to collaborate with other folks who share their interest in video production. We will also be taking programs from The Studio out on the road, affording the entire community opportunities to learn about Lego Stop Motion and Green Screen film techniques.
- **Youth Programs:** 435 kids participated in programs including Legos clubs, STEM programs, Lego Stop Motion movie making, green screen movie making, and Teen Leadership Council.
- **Adult Programs:** Artists of all ages were able to pick up postcards, create a unique work of art, and submit it to our 3rd annual *Community Art Show*. This year's theme was "reconnecting." A selection of the entries can be viewed online at <https://www.sclد.org/virtual-art-show/>) and at library locations.
- The weekly Memory Café at North Spokane Library (Memory Cafés are a comfortable way to connect, socialize, and build support networks with other caregivers and people experiencing memory loss) continue, with a growing group of attendees.
- **Library of Things:** The most popular items checking out are Project Memory related, as evidence by the list of most circulating items: Photo scanners, Bottle Cutters, Video Cameras, and Sewing Machines

-
- We have added several STEM Explorer kits to meet demand, with 23 titles and enough copies to keep the holds ratio low. We have also renewed the Checkout WA passes for another year, with 44 backpacks and passes circulating.
 - **Online Bookclub and Online Authors Series:** Our Online book club, with 542 participants, is currently reading *The Book Woman's Daughter* by Kim Michelle Richardson. The online authors series featured the following authors in January:
 - xkcd Webcomic and What if? Series Creator: Author Talk with Randall Munroe
 - Decluttering to Start Your New Year: Author Talk with Dana K. White
 - The Gilded Ones Series: Author Talk with Namina Forna
 - Clearly people wanted to start the new year in a more organized way, as Dana White drew the largest audience. All these talks are archived and continue to be available to customers.
 - **World Language:** District staff participated in two community events for the Spanish speaking community: the Cultura y lenguaje (sponsored by Mujeres in Action) and the Latinos en Spokane Mercado. Events like these help us to connect with community members and promote resources, programs, and services the library offers in Spanish.

Digital Projects and Resources (Carlie Hoffman)

- The Web Team scored the Requests for Proposal for the Website Development and decided on companies we would like to speak with.
- The Suggest an Item form on the website was updated to the new form software.
- Library of Things item records have been updated in preparation for uploading to a new catalog.

Information Technology (Patrick Hakes)

- Equipment for the server room at the new Spokane Valley Library has been ordered and the racks and backup power system have arrived and been installed.
- The temporary internet connection for the new library construction has been ordered and configured so that mechanical and access control systems can be commissioned.
- Worked on eCommerce for Aspen discovery layer with Finance.
- Public Services and IT worked on finalizing the Chromebooks project for public use.

Mobile Services (Danielle Marcy)

- A customer at a LINC community visit expressed excitement to participate in the community art show noting these could be the art lesson for homeschooling.
- LINC added a new school visit to the community stops.

Library Reports

Airway Heights: Autrey Jeske

- *Lego Free Play* on Saturdays has become popular at Airway Heights, with multiple families coming every week.
- During the puzzle challenge between the libraries with National Puzzle Day, a mother and son duo completed the Airway Heights 1,000-piece puzzle in five hours and 37 minutes!

Argonne: Stacy Loberg

- Argonne received 11 submissions for the *Community Art Show*.
- Storytime attendance picked up and we hit our highest number of 27 since restarting.

BookEnd: Stacy Loberg

- We had beautiful art displayed for the month by local artist Cecile Charles.

-
- Bookend received art submissions for the *Community Art Show*.

Cheney: Jonathan Melcher

- Cheney had 30 postcards submitted for the *Community Art Show*.
- The puzzle day challenge was completed in six hours, one regular customer worked on it for four hours and another was determined to see it done and finished at closing time.

Deer Park: Jacob O'Doherty

- Storytime numbers doubled two weeks in a row, with back-to-back audiences of over 40.
- PSA Shannon updated the library with targeted displays in every section, highlighting voices and authors from diverse communities.

Fairfield: Kristy Bateman

- Staff created seven new library cards for new families in the area.
- A new sewing group has been using the meeting room regularly.

Medical Lake: Cecelia McMullen

- Medical Lake won the District *National Puzzle Day Challenge* by completing the 1K puzzle in five hours and 24 minutes. Our competitors were focused, enthusiastic, and enjoyed the teamwork.
- Young and old alike were amazed and delighted with the whimsical details in the LEGO Winterland Village that filled our display case.
- Deep Creek Hutterite School 4th through 6th graders celebrated Groundhog Day with our *Leap into Science: Light & Shadow program*.

Moran Prairie: Caitlin Wheeler

- PSAs Shannon and Ashleigh put together a book recommendation display, where customers could submit book recommendations to be posted the following month.
- Moran Prairie staff received four comment cards from four different customer interactions, complimenting their kindness, attention to detail, and problem-solving.

North Spokane: Brian Vander Veen

- The library hosted a display of landscape paintings by local artist Kristen Robertson and an educational display provided by the Friends of the Little Spokane River Valley.
- Librarian Corinne Wilson provided a tour of the North Spokane children's collection for Whitworth students enrolled in a class on children's literature.

Otis Orchards: Stacy Loberg

- Otis competed in the puzzle challenge between libraries for National Puzzle Day.
- Otis received seven art submissions for the Community Art Show.

Spokane Valley: Danielle Milton

- An amateur photographer utilized 3D printing drop-in hours to design a piece of equipment to help him develop his film. He was also referred to the Studio drop-in hours to work on the design and was excited to learn about the equipment available in the Studio.
- A customer reported how much he appreciates the Valley Library staff and that he can tell how well they work together as a team. He also mentioned that the Valley staff are always cheerful and helpful.

District-wide Information**Security Incident Reports**

For January 2023, there were 28 Security Incidence Reports filed. 12 more than last month, December 2022 (16) and 13 more than January 2022 (15). Spokane Valley had the most incidents reported (9). The most frequently reported incidents related to Facility Misuse (9)

Public Use Measures

January 2023

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	121,550	108,566		12%
Door count	65,901	60,528	65,901	9%
Items Borrowed	207,508	184,623	207,508	12%
• Airway Heights	2,440	1,923	2,440	27%
• Argonne	7,832	6,551	7,832	20%
• Cheney	6,772	6,789	6,772	0%
Deer Park	7,833	7,055	7,833	11%
• Fairfield	673	455	673	48%
• Medical Lake	2,458	1,831	2,458	34%
• Mobile Services	1,505		1,505	
• Moran Prairie	14,710	12,852	14,710	14%
• North Spokane	24,741	21,425	24,741	15%
• Otis Orchards	2,870	2,010	2,870	43%
• Spokane Valley	22,044	20,817	22,044	6%
• The BookEnd	905	923	905	-2%
• Digital	25,741	22,099	25,741	16%
• Totals	177,507	155,666	177,507	14%
Programs				
• Number	158	13	158	1115%
• Attendance	3,116	149	3,116	1991%
Internet Station Use (%)	22.0%	16.9%	22.0%	
Meeting room bookings	393	189	393	108%
Digital Resource Use	163,068	180,115	163,068	-9%

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 One Months Ended January 31, 2023**

	Y-T-D Actual	Annual Budget	<div style="border: 1px solid black; background-color: #c8e6c9; padding: 2px; display: inline-block;"> Target 8.3% </div> Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 36,837	\$ 17,050,000	0.22%	\$ 17,013,163
CONTRACT CITIES - AIRWAY HEIGHTS	0	366,000	0.00%	366,000
CONTRACT CITIES - SPOKANE	0	86,000	0.00%	86,000
FINES & FEES	9,879	20,000	49.40%	10,121
GRANTS & DONATIONS	8,844	10,000	88.44%	1,156
E-RATE REIMBURSEMENTS	17,557	231,000	7.60%	213,443
LEASEHOLD & TIMBER TAX, REBATES, OTH	2,260	31,500	7.17%	29,240
INTEREST REVENUES	13,157	240,000	5.48%	226,843
TOTAL REVENUES	\$ 88,533	\$ 18,034,500	0.49%	\$ 17,945,967
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 88,533	\$ 18,034,500	0.49%	\$ 17,945,967
EXPENSES				
SALARIES	\$ 616,059	\$ 8,001,900	7.70%	\$ 7,385,841
FRINGE BENEFITS	216,705	2,781,000	7.79%	2,564,295
SUPPLIES	7,156	164,500	4.35%	157,344
UTILITIES	43,234	534,600	8.09%	491,366
SERVICES	329,127	1,483,200	22.19%	1,154,073
INSURANCE	73,274	97,000	75.54%	23,726
CAPITAL EQUIPMENT	0	420,000	0.00%	420,000
LIBRARY MATERIALS	136,420	2,200,300	6.20%	2,063,880
ELECTRONIC LIBRARY MATERIALS	4,855	250,000	1.94%	245,145
LIBRARY PROGRAMS	3,357	95,000	3.53%	91,643
TOTAL EXPENSES	\$ 1,430,188	\$ 16,027,500	8.92%	\$ 14,597,312
TRANSFERS OUT	-	2,007,000	0.00%	2,007,000
TOTAL EXPENSES & TRANSFERS OUT	\$ 1,430,188	\$ 18,034,500	7.93%	\$ 16,604,312
Net Excess of Revenues Over/(Under) Expenses	\$ (1,341,655)	\$ -		
BEGINNING CASH	8,134,444			
NET FROM ABOVE	(1,341,655)			
ENDING CASH	\$ 6,792,790			

Number of months cash on hand 5.1

**Spokane County Library District
Capital Projects Fund
Statement of Revenues and Expenses
For the One Months Ended January 31, 2023**

	Y-T-D Actual	Annual Budget
REVENUES		
Proceeds from Washington State Department of Commerce Grant	-	\$ 1,950,000
Proceeds from Washington State Treasurer, LOCAL Program Financing	-	-
Contribution from City of Spokane Valley	-	839,000
Proceeds from Capital Campaign Donations	204,973	200,000
Interest Earnings	13,006	167,400
TOTAL REVENUES	217,979	3,156,400
Transfers In	-	900,000
TOTAL REVENUES & TRANSFERS IN	217,979	4,056,400
 EXPENSES		
Construction Costs, Including Sales Tax	\$ 1,057,361	\$ 4,953,510
Architect Fees	-	176,250
Furniture, Fixtures and Equipment	-	1,000,000
Owners Rep, Permits and All Other	6,419	94,228
TOTAL EXPENSES	1,063,780	6,223,988
NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	\$ (845,801)	\$ (2,167,588)
 BEGINNING CASH	 \$ 6,443,931	
NET FROM ABOVE	(845,801)	
ENDING CASH	\$ 5,598,130	

Spokane County Library District

Capital Projects Fund

Monthly Construction Expenditures for New Spokane Valley Library

	General Contractor	Architect	Other	Total
<i>All of Year 2021</i>		567,220	69,410	636,630
<i>JANUARY 2022</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
<i>JANUARY 2023</i>	1,057,361	-	6,419	1,063,780
	8,816,094	977,817	260,557	10,054,468
Balance to Finish	3,817,092	172,183	1,094,124	5,083,399

Spokane County Library District
Library Materials Purchase Detail by Major Supplier

	Monthly amounts for Year 2022												Totals
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
OverDrive	82,564	66,550	103,214	107,413	116,888	79,520	81,188	90,801	97,461	64,168	87,276	171,510	1,148,552
Ingram	30,718	38,782	37,013	35,205	60,941	43,778	44,107	41,800	60,058	50,288	45,640	27,419	515,749
Midwest	8,530	13,011	13,534	15,447	13,869	8,716	21,077	6,720	14,186	15,375	15,601	11,773	157,840
Gale / Cengage	940	2,587	2,699	2,204	1,911	2,616	3,756	2,280	2,709	2,086	3,160	2,129	29,077
Amazon	1,390	2,961	3,227	2,611	1,934	3,871	2,566	3,168	3,165	1,962	3,302	2,376	32,533
Blackstone	2,566	1,847	974	2,910	1,950	1,499	1,339	1,625	3,895	683	3,424	1,177	23,890
Center Point	561	672	618	639	717	611	959	884	771	710	700	707	8,548
EBSCO		312			21,456	145	18	657		1,321			23,908
Hoopla		86,400											86,400
Flipster		32,030											32,030
Other	416	2,558	737	1,769	3,531	1,819	1,542	2,730	4,918	479	1,161	8,510	30,170
	246,115	129,279	162,015	168,198	223,197	142,574	156,552	150,665	187,164	137,072	160,264	225,601	2,088,696

OverDrive: Primary Ebook and digital audiobook provider. Typically, two major purchases (adult & youth) made weekly along with others as needed.

Ingram: Primary physical library materials provider. Typically, two major purchases (adult & youth) made weekly along with others as needed.

Midwest: The District primarily acquires movies on DVD and music CDs from Midwest Tape. Typically, two major purchases (adult & youth) made weekly with others as needed.

Gale / Cengage: Additional Large Print physical material not carried by the above distributors. Typically, one major purchase made weekly along with others as needed.

Amazon: Physical materials, usually individual titles not carried by the above distributors. Typically one major purchase (adult & youth combined) made weekly with others as needed.

Blackstone: Additional audiobook physical material not carried by the above distributors. Typically, one major purchase made weekly with others as needed.

Center Point: Large Print physical materials. Typically, one major purchase made weekly with others as needed.

EBSCO: EBSCO is the primary supplier of physical magazine titles. One single annual purchase of magazine subscriptions is made, which is supplemented by occasional additional purchases during the year

Hoopla: Streaming service for audiobooks, comics, Ebooks, movies, music, and TV. The service charges per checkout. The District pre-pays an annual amount at the beginning of the year towards checkouts all year long. Any unused amount rolls over into the next year.

Flipster: Annual digital magazine subscription service provided by EBSCO

Other: The District acquires both physical and digital content from numerous other sources in small quantities such as Abe Books, Amos Media, Auntie's Bookstore, Cavendish Square, and Grey House Publishing, along with annual subscriptions to all local newspaper publications and magazines ordered direct from publishers not provided by EBSCO.