



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

Tuesday, March 21, 2023 4:00 p.m. Medical Lake Library

AGENDA

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

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

- I. **CALL TO ORDER**
- II. **AGENDA APPROVAL**
- III. **WELCOMING A NEW TRUSTEE**
- IV. **PUBLIC COMMENT**
- V. **ACTION ITEMS**
 - A. Approval of February 21, 2023 Regular Meeting Minutes
 - B. Approval of February 2023 Payment Vouchers
 - C. New Business
 - 1. Resolution 23-01: Concurring with the Request of the City of Airway Heights to Annex into the Spokane County Library District
 - 2. Website Development Contract: Approval Recommendation
 - 3. Children’s Safety in the Libraries: Policy Review
 - 4. Overview: Medical Lake
 - D. Unfinished Business
 - 1. New Spokane Valley Library: Update
- VI. **DISCUSSION ITEMS, POSSIBLE ACTION**
 - A. Future Board Meeting Agenda Items
- VII. **REPORTS**
 - A. Trustees
 - B. Executive Director
 - C. Operations
 - D. Fiscal
- VIII. **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.

March 21, 2023

WELCOMING A NEW TRUSTEE**Background**

The Board of Trustees conducted interviews of four applicants at a special meeting on Tuesday, December 19, 2022, and unanimously recommended the appointment of Robert Paull to fill the vacancy that would be left by Trustee Kristin Thompson, who retired on December 31. Robert Paull was recommended by Trustees because of their enthusiasm for the Library District's mission, interest in community engagement, and budget experience. They have also been a lifelong user of local libraries. The recommendation of Robert Paull was subsequently forwarded to the Board of County Commissioners.

On February 21, 2023, the Board of County Commissioners appointed Robert Paull to serve on the SCLD Board of Trustees, effective February 21, 2023, through December 31, 2027.

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

BOARD OF TRUSTEES MEETING MINUTES: February 21, 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 North Spokane Library, Tuesday, February 21, 2023 at 4:00pm.

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

Excused: None.

Also Present: Patrick Roewe (Executive Director), Doug Stumbough (Operations Director), Andrea Sharps (Collection Services Director), Amber Williams (Strategic Project Manager), Vinnie Davi (Video Production Specialist), Emily Greene (Administrative Services Manager), Brian Vander Veen (Managing Librarian), Corinne Wilson (Librarian), and one (1) member of the public.

Guests via Zoom: Jane Baker (Communication and Development Director), Toni Carnell (Human Resource Director), and three (3) members of the public.

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

Agenda Approval (Item II) Vice Chair Jessica Hanson moved and Trustee Jon Klapp seconded the approval of the meeting agenda.

The motion was unanimously approved.

Public Comment (Item III) Executive Director Patrick Roewe read one piece of written public comment regarding stepstools in the library bathrooms.

There was no further discussion.

Approval of January 17, 2023 Regular Meeting Minutes Chair Craig called for any corrections to the January 17, 2023 Regular Meeting Minutes. There were no corrections, the minutes stand as written.

Approval of January, 2023 Payment Vouchers Trustee Ellen Clark moved and Trustee Klapp seconded the approval of the January 2023 Payment Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
January - GF	60508 – 60574 and W001243 – W001260	\$950,524.86	\$950,524.86
	01102023PR and 01252023PR	\$457,318.83	\$457,318.83
		Total	
CPF	9678 Owners Rep Services	5,427.63	5,427.63

	9679 Inspection and Testing Fees	291.12	291.12
	9680 General Contractor	1,057,361.21	1,057,361.21
	9681 Leed Consultant	700.00	700.00
		Total	\$1,063,779.96

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

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

Executive Director Roewe informed the Trustees that the project continues to be on time and on budget. Discussion ensued about the delayed electrical power distribution panel arriving unannounced before the anticipated ship date and the related cost impact. Discussion ensued about the building plaque that will contain the trustee names and a previous tour of the construction site.

There was no further discussion.

**Unfinished Business
New Spokane Valley
Library:
Memorandum of
Understanding
(Item IV.C.2.)**

Finance Director Rick Knorr presented the site plan and cost table for the new Spokane Valley Library regarding the Memorandum of Understanding between the District and the City of Spokane Valley. Discussion ensued about the distribution of cost and the recommendation of District staff feeling that the distribution is fair and reasonable. Vice Chair Hanson moved and Trustee Klapp seconded the approval of 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.

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

**New Business
Exhibits and
Displays Policy:
Approval
Recommendation
(Item IV.D.1.)**

Executive Director Patrick Roewe presented the reaffirmation of the Exhibits and Displays policy. Discussion ensued about the schedule for reviewing policies. Trustee Klapp moved and Trustee Clark seconded the reaffirmation of the Exhibits and Displays policy.

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

**New Business
Easement for
Electronic Vehicle
Charging Station:
Approval
Recommendation
(Item IV.D.2.)**

Strategic Project Manager Amber Williams discussed the details of the easement for electronic vehicle charging stations funded by Avista. Discussion ensued about length of the easement, the number of spots that would be used and where they are located, and the ability to expand the number of electric charger spots in the future. Vice Chair Hanson moved and Trustee Clark seconded the approval for the easement for vehicle charging stations.

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

**New Business
University of
Washington
Intergovernmental
Cooperative
Purchasing
Agreement:
Approval
Recommendation
(Item IV.D.3.)**

Executive Director Roewe discussed the interlocal agreement the District would need to be part of in order to purchase from vendors for the new Spokane Valley Library furniture. Discussion ensued about the implications of being members of the contract. Trustee Klapp moved and Trustee Clark seconded the approval to join the University of Washington Intergovernmental Cooperative Purchasing Agreement.

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

**New Business
Memorandum of
Understanding with
Spokane County
Regarding Liberty
Lake Regional Park:
Approval
Recommendation
(Item IV.D.4.)**

Strategic Project Manager Amber Williams presented information on a proposed pop-up library inside the visitor center at the Liberty Lake Regional Park. Discussion ensued about the costs the District would be responsible for, ideas for how to operate lending books to patrons, and the second-look collection being the source of materials. Trustee Klapp moved and Vice Chair Hanson seconded the approval of the Memorandum of Understanding with Spokane County Regarding Liberty Lake Regional Park

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

**New Business
Reciprocal Use of
Libraries Report for
2022
(Item IV.D.5.)**

Operations Director Doug Stumbough discussed the obligation of the District to provide Spokane Public Libraries and Liberty Lake Library with reciprocal use of the District libraries via respective interlocal agreements. Discussion ensued about the different ways each library system reports customer usage and the spike in usage from city residents due to Spokane Public Library locations closing for renovations. The current agreement between the three library systems is renewed each year and is what allows non-District residents to access the District physical collection.

There was no further discussion.

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

Chair Craig called for questions or concerns for the upcoming meeting agenda items. There were no questions or concerns.

There was no further discussion.

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

There were no Trustee reports or further discussion.

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

In addition to the report provided prior to the meeting, Executive Director Roewe provided additional information regarding the introduction of the new Kanopy streaming service, the Airway Heights childcare proposal and the anticipated Airway Heights annexation request to the District. Discussion ensued about the interlocal agreement regarding the District owning the Airway Heights Library building and the city owning the land the building is on. Executive Director Roewe stated that more information on the annexation request would be provided at the March meeting.

There was no further discussion.

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

Operations Director Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for January 2023, with data for customer use measures, programming, and library activities. Operations Director Stumbough had nothing further to report.

There was no further discussion.

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

In addition to the report provided prior to the meeting, Finance Director Knorr presented a recap of the 2022 collection expenditures provided on the voucher list each month in order to provide additional detail on purchase types and frequencies. Discussion ensued about the timelines for paying each vendor such as Overdrive and Hoopla. Collection Services Director Andrea Sharps further explained the process of purchasing materials.

There was no further discussion.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 5:33pm. The next Board Meeting is scheduled for Tuesday, March 21, 2023 at the Medical Lake 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 February 28, 2023, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,296,590.40 for the general fund and \$1,088,867.90 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: March 1, 2023

SIGNED: 

TITLE: Finance Director

SIGNED: 

TITLE: Executive Director

GENERAL OPERATING FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
60575	ABSOLUTE BACKGROUND SEARCH	EMPLOYEE BACKGROUND CHECKS	980.00
60576	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	3,076.60
60577	CDW GOVERNMENT, INC.	IT HARDWARE & PERIPHERALS	1,690.67
60578	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	243.13
60579	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	128.17
60580	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	574.27
60581	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	82.02
60582	CONTROL SOLUTIONS NW, INC	HVAC CONTROLS INSTALLATION PAYMENT (90%) - OT	16,943.59
60583	DELL MARKETING L.P. C/O DELL USA LP	IT HARDWARE	429.37
60584	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	202.10
60585	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,520.10
60586	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	11,459.45
60587	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	9,805.25
60588	JOHNSON CONTROLS FIRE PROTECTION LP	REPLACE SMOKE ALARMS, QTY 3 - AR	2,696.28
60589	KRUEGER SHEET METAL COMPANY	ROOFING REPAIR - OT	2,525.43
60590	LIBRARY IDEAS LLC	ONLINE BOOK CLUB ANNUAL SOFTWARE LICENSE	16,575.00
60591	M & L SUPPLY CO., INC.	BUILDING REPAIR & MAINTENANCE	264.74
60592	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	4,477.43
60593	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	21,443.66
60594	PEER 2 PEER UNIVERSITY (P2PU)	ANNUAL MEMBERSHIP	5,000.00
60595	PENWORTHY COMPANY	ASSORTED KITS FOR CHECKOUT (LIBRARY OF THINGS)	4,498.50
60596	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	2,579.77
60597	PLASTICARDS, INC. dba RAINBOW PRINTING	LIBRARY CARD STOCK, QTY 60,000	9,082.26
60598	SEATTLE PUBLIC LIBRARY	LOST INTERLIBRARY LOAN ITEM	19.95
60599	SHI INTERNATIONAL CORP	ANNUAL SUBSCRIPTION, VMWARE	1,648.92
60600	SOFTWARE ONE, INC	ANNUAL SUBSCRIPTIONS, ADOBE CREATIVE CLOUD (11)	3,887.74
60601	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	572.00
60602	STANDARD PRINTWORKS	ADVERTISING/PRINTING	1,355.42
60603	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,182.16
60604	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: SV, NS	2,418.70
60605	DEER PARK TRIBUNE	LIBRARY MATERIALS	60.00
60606	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	3,912.51
60607	UPS	SHIPPING	25.16
60608	WEST PLAINS CHAM. OF COMMERCE	ANNUAL DUES	100.00
60609	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	1,427.63
60610	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	527.94
60611	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	67.36
60612	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	247.77
60613	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	160.01
60614	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	52.66
60615	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	7,309.37
60616	THE FIG TREE	LIBRARY MATERIALS	150.00
60617	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	9,711.51
60618	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	264.05
60619	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	850.87
60620	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	75,309.51
60621	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	39.79

60622	NATIONAL COLOR GRAPHICS	PRINTING - ENGAGE MAGAZINE	10,853.13
60623	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	19,424.55
60624	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	309.24
60625	THE SPOKESMAN-REVIEW ACTIVE LIVING EXPO	ACTIVE LIVING EXPO, EXHIBITOR BOOTH FEE	325.00
60626	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	1,948.91
60627	UPS	SHIPPING	23.44
60628	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	3,018.15
60629	WICK ENTERPRIZES, LLC	ADVERTISING	926.50
60630	WITHERSPOON BRAJICICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	1,627.50
60631	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	7,190.51
60632	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	1,971.18
60633	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
60634	POWER CITY ELECTRIC, INC	GENERAL CONTRACTOR FOR SECURITY PROJ, PMT #8	19,366.23
60635	PRONUNCIATOR LLC	ELECTRONIC LIBRARY SERVICES	3,995.00
60636	SPOKANE HARDWARE SUPPLY	BUILDING REPAIR & MAINTENANCE	15.96
60637	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
60638	TUMBLEWEED PRESS INC.	ELECTRONIC LIBRARY SERVICES	7,105.80
60639	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,300.71
60640	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	28.08
60641	LAUREL BREWSTER	REFUND OF FEE PAID FOR LOST ITEM	7.20
60642	AUSTIN DAVIS	REFUND OF FEE PAID FOR LOST ITEM	13.00
60643	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	44.49
60644	MARTHA MICKELSON	REFUND OF FEE PAID FOR LOST ITEM	15.00
60645	MARY ROZELLE	REFUND OF FEE PAID FOR LOST ITEM	21.20
60646	LAURA ST CLAIR	REFUND OF FEE PAID FOR LOST ITEM	8.00
60647	MW CONSULTING ENGINEERS, PS	ENGINEERING SERVICES, SECURITY PROJECT	2,090.00
60648	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	69.00
60649	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	20,779.08
60650	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	18,600.10
60651	ABSCO SOLUTIONS	ACTIVE DIRECTORY INTERFACE LICENSE	2,571.61
60652	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,801.04
60653	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	79.98
60654	EDNETICS	MONTHLY MANAGED VOICE SERVICES	2,264.28
60655	JULIE ENGELAND	REFUND OF FEE PAID FOR LOST ITEM	3.20
60656	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	75.00
60657	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,389.22
60658	THE FIG TREE	LIBRARY MATERIALS	595.00
60659	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	1,823.10
60660	GREENLEAF LANDSCAPING, INC.	SNOW REMOVAL/INITIAL SPRING CLEANUP	3,194.49
60661	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	264.05
60662	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	17,842.49
60663	LUCID SOFTWARE, INC	ANNUAL SOFTWARE LICENSE	7,308.60
60664	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	4,130.67
60665	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	22,761.10
60666	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	522.72
60667	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	26.10
60668	STANDARD PRINTWORKS	ADVERTISING/PRINTING	685.08
60669	BARRETT WILLIAMS	REFUND OF FEE PAID FOR LOST ITEM	6.00
60670	WASHINGTON LIBRARY ASSOCIATION	WLA CONFERENCE REGISTRATION, QTY 1	270.00
60671	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	141.92
60672	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	7.20
60673	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	859.64
60674	ABSOLUTE BACKGROUND SEARCH	EMPLOYEE BACKGROUND CHECKS	1,115.00
60675	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	485.46
60676	APS, INC.	POSTAGE METER SUPPLIES	818.93
60677	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	148.22
60678	CONSOLIDATED IRRIGATION DIST19	WATER - OT	22.00
60679	FABIOLA H HAMMOND	LIBRARY PROGRAMS, SCIENCE WORKSHOP	100.00
60680	KANTOLA PRODUCTIONS, LP	VIDEO TRAINING LIBRARY FOR STAFF TRAINING	4,459.46
60681	LAS DELICIAS DE ISA, LLC	CATERING PROVIDER, PRIME TIME PROGRAM	450.00
60682	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	2,045.03
60683	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	818.15
60684	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	694.08
60685	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	749.69
60686	UPS	SHIPPING	29.18
60687	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	592.77

60688	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	82.02
60689	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	52.66
60690	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	3,977.10
60691	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	419.00
60692	OCLC, INC.	ANNUAL SUBSCRIPTION, WEB DEWEY	783.07
60693	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	931.30
W000001257	ASSOC OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	101,532.35
W000001261	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	55,459.54
W000001262	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,455.06
W000001263	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,862.25
W000001264	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	76,671.84
W000001265	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	805.21
W000001266	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	854.03
W000001267	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	126.35
W000001268	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,862.25
W000001269	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,455.06
W000001270	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	72,986.41
W000001271	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	53,412.18
W000001273	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	355.06
W000001274	NAVIA BENEFIT SOLUTIONS CLIENT PAY	MONTHLY FSA ADMINISTRATIVE FEE	50.00

Total Non-Payroll General Operating Fund \$ 820,358.98

PAYROLL VOUCHERS

02102023 PP3	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #3	\$ 243,646.13
02242023 PP4	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #4	232,585.29

Total Payroll General Operating Fund \$ 476,231.42

TOTAL GENERAL OPERATING FUND \$ 1,296,590.40

CAPITAL PROJECTS FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
9682	CDW COMPUTER CENTERS, INC	CONSOLE FOR NEW SV SERVER ROOM	3,597.20
9683	DELL MARKETING, LP	SERVER RACKS (2) FOR NEW SV SERVER ROOM	4,774.24
9684	EDNETICS, INC	TEMPORARY INTERNET ROUTER FOR NEW SV	1,238.79
9685	HAMMOND FACILITY CONSULTING SERVICES	OWNERS REP SERVICES: Monthly	4,778.48
9686	INTEGRUS ARCHITECTURE	ARCHITECT FOR NEW SV LIBRARY: Monthly	26,516.48
9687	KILGORE CONSTRUCTION INC	GENERAL CONTRACTOR, MONTHLY PROGRESS PMT	969,745.81
9688	TESTCOMM, LLC.	LEED CONSULTANT AND COMMISSIONING SERVICES	700.00
9689	DELL MARKETING, LP	SERVERS(3), UPS(2), and PDU (4) FOR SERVER ROOM	51,287.72
9690	EDNETICS, INC	PROGRESS BILLING FOR DATA CABLING, NET OF ERATE	20,081.94
9691	GREEN BUSINESS CERTIFICATION INC.	LEED CERTIFICATION PROGRESS FEE	2,325.00
9692	HAMMOND FACILITY CONSULTING SERVICES	OWNERS REP SERVICES: Monthly	1,980.00
9693	INTERMOUNTAIN MATERIALS TESTING	INSPECTION AND TESTING FEES	442.24
9694	TESTCOMM, LLC.	LEED CONSULTANT AND COMMISSIONING SERVICES	1,400.00
Total Capital Projects Fund			\$ 1,088,867.90

**January 2023/February 2023
Paid in February 2023
Voucher # 60649**

Card Category	Amount
General Purchases	\$13,226.96
Maintenance	\$1,157.11
Travel	\$43.56
Acquisitions	\$5,585.70
Information Technology	\$273.47
Mobile Services	\$492.28
General Fund Purchases	\$20,779.08

Top Individual Charges

4Imprint	Branded items: Library Workers Appreciation Day, Qty 165	1,901.67
Lakeshore Learning	Children's Area Kitchen, ML	1,738.93
Filter Buy	MERV 13 Filters for HVAC units, qty 72	1,260.65
Survey Monkey	Annual Subscription	980.10
Absolute Background	Employee Background Searches	980.00
Mailchimp	Monthly Email Service	892.98
Smart Sign	Video Surveillance Signage	763.47

CONCURRING WITH THE REQUEST OF THE CITY OF AIRWAY HEIGHTS TO ANNEX INTO THE SPOKANE COUNTY LIBRARY DISTRICT (RESOLUTION NO. 23-01): APPROVAL RECOMMENDATION

Background

ANNEXATION OVERVIEW

Enabling Statute: Revised Code of Washington 27.12.360- 27.12.395.

Annexation removes the obligation of a city from paying for library service from its general operating fund and allows the library district to levy property taxes within the boundaries of a city at the same rate and on the same basis that the library district property tax is levied in surrounding unincorporated areas and annexed cities/towns.

Impact on City/Town Taxes

Library district annexation legislation allows a city/town to increase its maximum property tax levy amount from \$3.375 to \$3.60 per \$1,000 - less the regular levy rate for the library district. If a library district's rate were set at \$0.50 per \$1,000, the maximum a city could levy would be \$3.10 (\$3.60 - \$0.50 = \$3.10).

The above figures disregard the impact of any statutory property tax levy limits which restrict increases in taxing district collections under certain conditions to the rate of inflation or 1 %, whichever is lower.

By way of example, a city whose levy rate was \$2.50/\$1,000 would continue to collect at the \$2.50 rate if it annexed to the library district. The assessment for library service would be levied separately by the library district, therefore relieving the city of having to pay the library fee out of its general operating fund.

Cost to the Taxpayer

Spokane County Library District's 2023 regular property tax levy rate is \$0.341 per \$1,000 of assessed property valuation. For example, a property owner in an annexed city or unincorporated area of the county with property valued at \$300,000 would pay \$102.30 in annual property taxes to the District.

Under state law, the maximum allowable regular levy rate for library districts is \$.50 per \$1,000. Voter-approved levies, such as for bonds, are in addition to the regular levy.

Annexation Procedure

- A city/town council submits a proposed ordinance to its local library board for review and recommendation. If no local library board exists, the State Librarian is to be notified of the proposed ordinance.
- The council adopts an ordinance stating its intent to join the library district through annexation and submits the request to the library district board.
- The library district board acts on the city's request.
- If approved, the city's request is submitted to county commissioners along with a supporting resolution from the library district board asking that a special election be called for the city's registered voters in accordance with dates provided for in 29A.04.330. The city/town seeking annexation assumes all costs related to an annexation election.
- Only the residents of the city/town seeking annexation vote on the annexation proposal; a simple majority of the persons voting on the proposition determines the outcome of the election. There is no election in the library district as a whole.
- Election results must be certified before August 1 for the annexation to take effect in the following year as per RCW 84.09.030.

Annexations to Date

Cheney, Deer Park, Fairfield, Latah, Medical Lake, Millwood, Rockford, Spangle, Spokane Valley, and Waverly have annexed to Spokane County Library District. The Town of Spangle was the last to annex into the District via a successful election in March 2008.

CITY OF AIRWAY HEIGHTS ANNEXATION BACKGROUND

The City of Airway Heights (City) is the only city/town within the District's service area that contracts for library services with the District. That service contract is governed by a 1995 Interlocal Agreement between the District and City that: a.) outlines responsibilities related to the use of the District-owned library facility on City-owned property, and b.) establishes the service fee as "the sum of money equal to the levy rate applied for library purposes, multiplied by the assessed valuation of property within the corporate limits of the City." The City's service fee is based upon the District's annual levy rate. However, it is paid out of the City's general operating fund, instead of a direct levy as with the rest of the District. At its March 13, 2023 regular meeting, the City of Airway Heights' City Council approved Ordinance C-1002: "An Ordinance of the City Council of the City of Airway Heights, Washington, Declaring an Intent to Join the Spokane County Library District, and Submitting to the Qualified Electors of the City at an Election August 1, 2023, a Proposition Authorizing the Annexation of the City into the Spokane County Library District; and Establishing an Effective Date." The ordinance is included as Exhibit "A" in the attached resolution.

As stated above, city annexations to library districts are governed by RCW 27.12.360-395. These statutes require that the city adopt an ordinance stating its intent to annex; that the library district formally concur with the request; that the county legislative authority place the issue on an election ballot; and that registered voters in the city/town approve the annexation by a simple majority.

August 2023 Primary Election Calendar:

- May 12, 2023: Last day to file a resolution for the August Primary
- July 14, 2023: August Primary 18-day voting period begins
- August 1, 2023: August Primary
- August 15, 2023: County Canvassing Board certifies and transmits results of August Primary
- August 18, 2023: Deadline for Secretary of State to certify results of the August Primary

Effective Date

Annexation elections must be certified prior to August 1 to be effective the following year as per RCW 84.09.030. The City's selected election date of the August 2023 primary means that the annexation would be effective January 1, 2025.

Consequently, if voters approved annexation, the District's service contract would remain in effect through 2024 as per the terms of the interlocal agreement.

Annexation Policy Considerations

The District's Annexation of Cities and Towns to the Library District Policy (included here for reference) states conditions under which it will concur with city/town annexation requests. The District has two key considerations regarding annexation:

- **Financial**

Annexation by the City would not have an impact on the District's maximum levy rate nor on the rate the District currently levies. According to the Spokane County Assessor's 2023 Annual Report, the City's current total tax rate is \$1.435 per \$1000 of assessed value. If annexation were successful, the City's tax limit would be set at \$3.10 as articulated above. Given space between the City's current tax rate and that \$3.10 maximum, annexation would not cause the District levy rate to be reduced due to the city or town reaching or exceeding its statutory tax limit.

- **Operational**

A successful annexation would likely require amending the current interlocal agreement or establishing a new interlocal agreement regarding the library property and facility. Such action would not need to be considered until after the election outcome was certified.

Resolution 23-01

The proposed resolution, nearly identical to those adopted in for prior annexation requests, provides District concurrence. It has been reviewed and updated by the District's legal counsel.

Recommendation: District Staff recommend adopting Resolution 23-01.

Recommended Action: Board motion to adopt Resolution No. 23-01, Concurring With the Request of City of Airway Height's to Annex to the Spokane County Library District.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: ANNEXATION OF CITIES AND TOWNS TO THE LIBRARY DISTRICT

APPROVAL DATE: 6/17/1982

REVISED DATE: 6/21/2022

RELATED POLICIES:

None

STATUTORY REFERENCES:

RCW 27.12.360 through RCW 27.12.395; RCW 35.13.270; RCW 35A.14.801

General Policy:

The Board of Trustees of the Spokane County Library District (District) will consider requests to annex to the District by cities and towns located in Spokane County that wish to place the issue before the voters in that jurisdiction to determine whether they would receive library services from the District.

The Board of Trustees may concur with such requests under the following conditions:

1. If the city or town has an inter-local cooperation agreement in which the District provides library services to the residents of that jurisdiction, the city or town agrees, if the annexation is approved, that a new agreement shall be executed. The new agreement will reflect the change in contracting status and address financial responsibilities related to ownership, maintenance, and operation of any city/town-owned library facilities.
2. If the city or town does not already contract with the District for services, the city or town agrees to enter into an agreement addressing the financial responsibilities related to ownership, maintenance, and operations of any city/town-owned facilities. In addition, the city/town may agree to subsidize some portion of services for a finite period of time.
3. If annexation should cause the District tax or levy rate to be reduced due to the city or town reaching or exceeding its statutory tax limit, the city or town agrees to pass a resolution to either withdraw from the District or reduce the city or town's rate to avoid reduction of the District's tax rate. The District will evaluate this potential tax rate reduction based upon reasonable projections.

The District will comply with all applicable Washington state laws related to annexation and withdrawal from the District.

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.

RESOLUTION NO. 23-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, CONCURRING WITH THE REQUEST OF THE CITY OF AIRWAY HEIGHTS TO ANNEX INTO THE 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 AIRWAY HEIGHTS; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane, Washington**

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

WHEREAS, Spokane County Library District, Spokane County, Washington (the "District"), is a rural county library district duly organized and existing under and by virtue of the Constitution and the laws of the state of Washington, specifically chapter 27.12 RCW; and;

WHEREAS, RCW 27.12.360 allows a city or town with a population of 300,000 or less to become part of a rural county library district lying contiguous thereto and sets forth the required procedure to effect such annexation; and;

WHEREAS, the City of Airway Heights (the "City"), having a population of less than 300,000 and following the requirements of RCW 27.12.360, adopted Ordinance C-1002 on March 13, 2023, "An Ordinance of the City Council of the City of Airway Heights, Washington, Declaring an Intent to Join the Spokane County Library District, and Submitting to the Qualified Electors of the City at an Election August 1, 2023, a Proposition Authorizing the Annexation of the City into the Spokane County Library District; and Establishing an Effective Date." a copy of which is attached hereto as Exhibit "A" and incorporated herein by reference); and has requested concurrence by the Spokane County Library District Board of Trustees (the "Board"); and;

WHEREAS, the Board deems that it is in the best interests of the District to concur in the City's annexation request; and

WHEREAS, RCW 27.12.360 requires that the Board notify the Board of County Commissioners of Spokane County (the "County Commissioners") of its concurrence in the proposed annexation; and

WHEREAS, RCW 27.12.370 requires that the County Commissioners by resolution call a special election in the City on the proposed annexation at the next date provided in statute, but not less than forty-five days from the date of such resolution.

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

Section 1: ANNEXATION CONCURRENCE

The Board hereby concurs in the City's request to annex into the District.

Section 2: CONCURRENCE NOTIFICATION TO COUNTY COMMISSIONERS

The Board hereby directs its Secretary to transmit notification of its concurrence with the City's annexation request to the County Commissioners in sufficient time for it to meet the filing deadline for the August 1, 2023 Special Election.

Section 3: REQUEST FOR SPECIAL ELECTION

The Board hereby requests that the County Commissioners honor the request of the City of Airway Heights to call a special election in the City on August 1, 2023 to permit the voters of the City to consider the annexation of the City to the District as provided in RCW 29.12.370.

Section 4: EFFECTIVE DATE

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 21st day of March 2023.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe, Secretary to the Board of Trustees

EXHIBIT "A"

**CITY OF AIRWAY HEIGHTS
SPOKANE COUNTY, WASHINGTON**

ORDINANCE NO. C-1002

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AIRWAY HEIGHTS, WASHINGTON, DECLARING AN INTENT TO JOIN THE SPOKANE COUNTY LIBRARY DISTRICT, AND SUBMITTING TO THE QUALIFIED ELECTORS OF THE CITY AT AN ELECTION AUGUST 1, 2023, A PROPOSITION AUTHORIZING THE ANNEXATION OF THE CITY INTO THE SPOKANE COUNTY LIBRARY DISTRICT; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Airway Heights, Washington (the "City") has authority under RCW 27.12.360 to initiate by ordinance the inclusion of the City into the Spokane County Library District, Spokane County, Washington (the "SCLD"), a rural county library district duly organized and existing under and by virtue of the Constitution and the laws of the state of Washington; and

WHEREAS, the City seeks to join the SCLD, and has directed the preparation of this ordinance declaring its intent to join the SCLD; and

WHEREAS, in accordance with RCW 27.12.360, the City has notified the State Librarian of this ordinance; and

WHEREAS, the SCLD Board of Trustees concurs in the annexation of the City into the SCLD; and

WHEREAS, in accordance with chapter 27.12 RCW, the City desires to submit a proposition to the City's voters to authorize such annexation, and to request that Spokane County take all necessary steps to place such a proposition on the August 1, 2023 ballot; and

WHEREAS, upon annexation, the City would become part of the SCLD, and the real property within the City would be subject to taxation by the SCLD; and

WHEREAS, the City Council finds that the public interest will be served thereby;

NOW, THEREFORE, the City Council of the City of Airway Heights does ordain as follows:

Section 1. Findings. The City Council hereby declares the City's intent to join the SCLD, and finds that the public interest will be served thereby. The City Council further finds that the State Librarian was notified of this proposed annexation on March 12, 2023, and that the SCLD Board of Trustees concurs with the annexation of the City into the SCLD, all pursuant to RCW 27.12.360.

Section 2. Election. The Spokane County Board of Commissioners is requested to authorize the Spokane County Auditor to call and conduct an election to be held in the City in the manner provided by law on August 1, 2023, in conjunction with any other matter that may be scheduled for ballot on that date, for the purpose of submitting to the qualified electors of the City by mail-in ballot for their approval or rejection, a proposition in substantially the following form:

CITY OF AIRWAY HEIGHTS PROPOSITION NO. [1]
ANNEXATION INTO THE SPOKANE COUNTY LIBRARY DISTRICT

Shall the City of Airway Heights be annexed to and a part of the Spokane County Library District?

YES?

NO?

If approved, the annexation would become effective January 1, 2025.

Section 3. Submission to County Board of Commissioners. The City Clerk is hereby authorized and directed to promptly furnish to the Board of Commissioners for Spokane County and the Spokane County Auditor a certified copy of this ordinance upon adoption.

Section 4. Severability. If any section, subsection, sentence or clause of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining provisions of this ordinance.

Section 5. Effective Date. This ordinance shall take effect and be in force five days after its passage and publication, as provided by law.

Passed by majority vote of the City Council of Airway Heights in open meeting this 13th day of March, 2023.

Signed in authentication thereof this 14th day of March, 2023.

DocuSigned by:
Larry Bowman
A0FB0CD083C84E4...
Larry Bowman, Chair

Attest:

DocuSigned by:
[Signature]
27CF69D3894C42F...
Stanley Schubert, City Clerk

Approved as to Form:

DocuSigned by:

Deanna Gregory

D57152FBB9FA46B

Pacifica Law Group LLP, Bond Counsel

CERTIFICATE

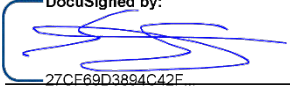
I, the undersigned, City Clerk of the City of Airway Heights, Washington, and keeper of the records of the City Council, DO HEREBY CERTIFY:

1. That the attached ordinance is a true and correct copy of Ordinance No. C-1002 of the City (the "Ordinance"), as finally passed at a regular meeting of the City Council held on March 13th, 2023, and duly recorded in my office.

2. That said meeting was duly convened and held in all respects in accordance with law, and to the extent required by law, due and proper notice of such meeting was given; that a legal quorum was present throughout the meeting and a legally sufficient number of members of the City Council voted in the proper manner for the passage of said Ordinance; that all other requirements and proceedings incident to the proper passage of said Ordinance have been fully fulfilled, carried out and otherwise observed; and that I am authorized to execute this certificate.

Dated this 14th day of March, 2023.

CITY OF AIRWAY HEIGHTS, WASHINGTON

DocuSigned by:

27CF69D3894C42E

Stanley Schubert, City Clerk

WEBSITE DEVELOPMENT CONTRACT

Background

The current District website was designed and launched in 2013. Since that time, there have been several changes in service and program offerings from the District. In addition, website design and development has evolved and the ability to integrate and showcase District offerings via the website has become increasingly difficult.

As part of the 2022 District Work Plan, staff identified requirements for a new District website. These included customer-facing features such as more intuitive navigation, improved search capabilities, context-based page information and better integration of third-party content platforms like Overdrive (eBooks) and databases (online learning tools). On the staff side, a new website would also support restructured information architecture, provide for new page templates and types, enable succinct messaging and prominent calls to action, incorporate user experience testing, search engine optimization, tag-based analytics, and style guides. Finally, it was a priority that a new District website meet accessibility guidelines to best reach our goal of having a website that is usable and understandable for all users of all abilities.

Research and Responses

To help better define the scope, possibilities, and develop a budget for the redevelopment of the website, a Request for Information (RFI) was posted in September 2021. Several website development companies responded, and the submissions were reviewed by the Web Team. The resulting information was used to create a Request for Proposal (RFP) for Website Development in September 2022 and a budget of \$110,000 was identified as part of the 2023 budget for the project.

Eleven companies responded to the RFP. The responses included vendors with a broad range of experience and familiarity with public library websites and ranging in cost from \$39,000 to upwards of \$250,000.

The District Web Team scored all the valid submissions using a matrix based on the RFP criteria to narrow the submissions to a finalist list of four companies. These four companies were then interviewed in February 2023.

After the interviews, references were called to gain additional information regarding working relationships, delivery schedules, and responsiveness.

Recommendation

As a result, the Web Team unanimously agreed to recommend Bartlett Interactive. Bartlett Interactive's matrix score, team size and expertise, previous work with public libraries, interview responses, references, work examples, and project cost were all factors in the recommendation.

The contract includes discovery, design, development, testing, training, hosting, and a year of support for ~\$70,000 with an option for additional development and testing. While the final contract amount is below the threshold defined by policy for Board approval (\$100,000), the budget for the project was \$110,000

as the potential existed to exceed that threshold. It is therefore being brought before the board for approval.

If approved by the Board of Trustees, the District will move forward with development and design of a new District website. The project is estimated to be completed about 24 weeks after the start date.

Digital Services Manager Carlie Hoffman and Operations Director Doug Stumbough will be available to answer any questions.

Recommended Action: Board motion to award the Website Development contract to Bartlett Interactive.

CHILDREN'S SAFETY IN LIBRARIES POLICY

Background

The purpose of this policy is to define the responsibilities of parents, guardians, and caregivers whose children use District libraries, and to describe how the District responds to situations involving at-risk children.

Staff are not recommending any revisions to the policy as written. This policy was last revised in April 2022, at which time it was reviewed by the District's legal counsel. While that revision was within the last year, this subsequent review returns the policy to its standard biennial review schedule.

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

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

Recommended Action: Board motion to reaffirm the Children's Safety in Libraries policy.

SPOKANE COUNTY LIBRARY DISTRICT
POLICY: CHILDREN'S SAFETY IN LIBRARIES

Approval Date: March 19, 2013

Revision Date: April 19, 2022

Reaffirmation Date: March 21, 2023

Related Policies

Access to Library Services

Code of Conduct

Collection Development

Computer, Wireless Network and Internet Use

Customer Privileges and Responsibilities

Purpose

Defines the responsibilities of parents, guardians, and caregivers whose children use Spokane County Library District facilities. Describes how the District responds to situations involving at-risk children.

Definitions

Resources: For the purpose of this policy, the term "resources" encompasses the District's collection, as well as services, programs, and events.

Parents: For the purpose of this policy, the term "parents" refers to the legal guardian(s) of any minor child, and/or any adult standing *in loco parentis*.

In loco parentis: An individual stands *in loco parentis* when the individual acts in place of a parent and/or assumes responsibilities of a parent.

Policy

Spokane County Library District strives to create places, programs, and services that encourage children and adults to explore, learn, and create. The District respects the privacy of members who use its libraries. No employee, officer, or agent of the District stands *in loco parentis*. The District recognizes it is the responsibility of parents to monitor and guide their children's use of District facilities and resources, reading and viewing of library materials, and use of District computers and network resources to access the Internet.

Children's Use of District Facilities

Parents are responsible for ensuring their children are cared for, safe, and feel secure when visiting a District library or attending a library event. District facilities, educational programs and staff cannot act as child care or as replacements for parents, guardians, or caregivers.

District personnel will take appropriate action if a child visiting a library appears to be "at risk," such as:

- Children who appear to be under the age of six (6) left alone at a library.
- Children of any age who become disruptive or appear to be distressed when left alone or in the care of other children at a library.
- Children who appear to be subjected to physical or emotional abuse while using District facilities.
- Children who appear to be subjected to uninvited interactions.
- Children left alone at closing time who appear to be under the age of 12 or appear distressed.

If a situation such as one of the above occurs, staff shall follow established District procedures, which may include notification of a parent, law enforcement, and/or child protective services agency.

Children's Use of Library Resources

Children's Use of Library Resources is addressed in the District's Collection Development policy.

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.

OVERVIEW – MEDICAL LAKE LIBRARY

Library Supervisor Cecelia McMullen and Librarian Christie Onzay will provide an overview of the Medical Lake Library and how it serves the community.

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

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE – MARCH 2023

Construction activity update

As of the end of February, the project is nearly 90% complete. HVAC, electrical, and plumbing items are progressing as scheduled. Commissioning (testing and verifying that all building systems perform according to design specifications) commences in early March. Building finishes are well underway. Please note that the previously reported supply chain issues have been resolved.

Furniture and Shelving

The building's furniture package is scheduled for delivery in April. Shelving to be delivered in May.

Cost changes

Change Order #9 was signed in late February, encompassing 12 relatively small-scale items that totaled ~\$40,000.

Including the latest Change Order #9, 2.72% of the original construction cost (\$11,091,076) has been added due to changes, amounting to \$301,638.81. At present, this remains comfortably within the anticipated range of 2.5 to 5%, given the completion percentage of the project. There are five new scope change items now being reviewed, most of which are minor but 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 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.
- 3.) **Public Art Installation:** the three Harold Balazs pieces will be installed in their new cases in mid- to late March, and will subsequently be stored by the District in preparation for installation at the new library in early June.
- 4.) **Moving Preparation:** Staff are working on finalizing plans for moving to the new library building. A detailed update will be provided at the April Board meeting.
- 5.) **Grand Opening:** A "grand opening" timeline is being determined at present, but is likely to occur on June 17, 2023.

City of Spokane Valley (CoSV) Memorandum of Understanding (MOU) update

The MOU approved by the Board of Trustees on February 21, 2023 was approved by the Spokane Valley City Council on March 7, 2023. As of this writing, District staff have signed and submitted the MOU, with CoSV signatures anticipated soon. Once signed by both parties, the MOU shall be executed. As per the MOU, CoSV shall reimburse the District the agreed upon \$799,093 for joint site improvements on the library property by April 1, 2023.

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: APRIL 2023 – MAY 2023

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

- Confidentiality of Library Records: Policy Review
- Financial Management: Policy Review
- Personnel: Policy Review
- Overview: Public Records and Open Public Meetings Act
- New Spokane Valley Library Update

May 16, 2023: Otis Orchards– (4:00 p.m.)

- Travel: Policy Review
- New Spokane Valley Library Update

2023 SPECIAL MEETINGS/ACTIVITIES

- Staff Training and Development Day: May 12

EXECUTIVE DIRECTOR'S REPORT MARCH 2023

Finance – Rick Knorr

The report for the current month in this agenda packet includes the following four pages:

1. Standard General Fund Revenue & Expenses Report
2. Final General Fund Report for Full Year 2022
3. Standard Capital Project Fund Revenue & Expenses Report
4. Monthly Construction Expenditures report for the New Spokane Valley Library

2023 General Fund

General fund operating expenses are 17.2% through February—already falling in line with the budget target after just 2 months.

2022 General Fund Final Report

Included in this month are the final results for the 2022 general fund. Total expenses changed by only \$44 due to some very small adjustments made since the preliminary report was presented in January.

Capital Project Fund

This Capital Projects Fund report is the first appearance of grant funds received from the Washington State Department of Commerce Library Capital Improvement grant. The first draw requested by the District in early January for 489,620 which was received on February 2, thus not reported last month. The second draw for \$528,680 was requested in early February and was received February 27, thus the total reported of \$1,018,300.

Monthly Construction Expenditures Report

Again, the purpose of this report is to display—in monetary terms—the construction progress of the new Spokane Valley Library, along with the remaining balance to finish.

Human Resources – Toni Carnell

Training

- Two sessions of Verbal Intervention training were held.
- One session each:
 - Supervisor Academy
 - Enforcing the Code of Conduct
- Planning continues for Staff Day 2023 in May, with the announcement of keynote speaker Kiantha Duncan.
- New courses continue to be added to the learning management system and the training calendar.

Staff updates:

New hires:

- N/A

Promotions:

- N/A

Transfers

- Library Supervisor
- Public Services Associate

Separations:

- Collection Services Technician

Communication & Development – Jane Baker**Communication**

The Communication Department prepared announcement of The BookEnd closure. An email to be sent to all customers indicating The BookEnd as their home library and a news item for the website was also prepared to be published on March 1. Flyers for distribution and a digital signage display for the location were created, as well.

The weekly eNewsletter to all customers continued in February generating the highest interest in upcoming March programs. Community science programs in February also generated traffic to the website with customers wanting more information. The programs included the Great Backyard Bird Count and the take-and-make kits for Mason Bee homes.

Development

The Library Foundation of Spokane County directors conducted their regular quarterly meeting in February. They considered and approved two funding requests for prizes for the upcoming Poetry Slams and for Summer Reading. The directors also set dates for future committee meetings.

The annual Library Giving Day is Tuesday, April 4 with the donation period open April 1 through 15 for this year's campaign. This year's goal is to raise \$5,000 dedicated to adding items to the District's Library of Things.

Operations - Doug Stumbough

For the month of February, a total of 62,255 customers visited our libraries in person, down 6% from 65,699 in January. The total number of 86,844 physical items borrowed by customers in the libraries, down 8% from the 93,278 physical items borrowed in January.

Positive Interaction Reports

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

A customer at Spokane Valley, who had been visiting the library quite a bit recently, called Public Services Specialist (PSS) Abra over to say that he's been watching staff working and was impressed with how they go "the extra mile" to help people, and that they clearly enjoy what they do.

A visitor was very grateful to Public Services Associates (PSA) Janell and Matthew for their help with using a USB to scan a form and to darken it so she could send it off for approval. She said that every time she comes to the BookEnd, the employees are always so nice and helpful. She feels comfortable asking for help, and that they always go beyond to help customers.

A family of four came to Spokane Valley to renew their cards and ask about 3D printing. There were a few hangups with the cards, and they were patient with everything, and finally got everything sorted out. They then hung out for a couple of hours looking at books and DVDs and with PSS Morgan at the 3D printer. The daughter found the heart origami that PSS Salena put out and was very excited to make them. The dad was “stoked” to find the book sale. Mom did some printing of math worksheets, and both parents and the kids all found things to check out. They were especially excited about the Library-Of-Things STEM bags. On the way out, staff overheard the son say something like, “Wow! That was so much fun! I can't wait to come back!”

A customer called North Spokane to say that she's seen so many attacks on librarians and libraries in the news, and she wanted to share that every time she's been in the library it has been great. She appreciated the time librarians take to go to school for the profession and the hard things they must deal with. She mentioned that when she comes in with her kids, it is always clean and everyone on staff is kind. She finds books they'd love to take home, and some they wouldn't care as much for, but they respect other people's choices and know that libraries need to provide a variety for their community. She wanted all librarians and staff to know she appreciates them.

A customer came down the stairs at Spokane Valley and wanted to report that the staff upstairs (PSA Matthew and Librarian Diane) were amazing. He was very pleased with the helpfulness and getting the information he was seeking.

North Spokane had a customer who had reserved a blood pressure bag and when staff began to instruct her on what all she could find in the bag she said, “We have had it before, it's a wonderful thing.”

Collection Services received a few 'Suggest An Item' requests from an online customer that included this note: “Just want to say a quick little thanks for all the work y'all do. I'm reading a book about anime architecture, and it's made me want to check out some of the films it talked about. I'm very thankful to have such a wonderful library system. :)”

Finally, an online customer sent this appreciation via web form: “The 2023 Art Show was a wonderful idea and showing all of the admissions/submissions was enjoyed by all I sent it on to. Thanks SCLD for doing this.”

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 February:
 - **Audiobook checkouts:**
 - *Spare* by Prince Harry (73)
 - *The Last Thing He Told Me* by Laura Dave (63)
 - *The Boys from Biloxi* by John Grisham (52)
 - **Ebook checkouts:**
 - *Spare* by Prince Harry (96)
 - *Desert Star* by Michael Connelly (73)

- *The Boys from Biloxi* by John Grisham (73)
- **Audiobook holds** as of March 1:
 - *Spare* by Prince Harry (191)
 - *Lessons in Chemistry* by Bonnie Garmus (100)
 - *Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones* by James Clear (75)
- **Ebook holds** as of March 1:
 - *Lessons in Chemistry* by Bonnie Garmus (153)
 - *Storm Watch* by C.J. Box (86)
 - *Tomorrow, and Tomorrow, and Tomorrow* by Gabrielle Zevin (86)
- Popular **Adult Physical Book** titles February:
 - Checkouts:
 - *Spare* by Prince Harry (56)
 - *The Book Woman's Daughter: A Novel* by Kim Michele Richardson (42)
 - *A World of Curiosities* by Louise Penny (35)
 - Holds:
 - *Lessons in Chemistry* by Bonnie Garmus (31)
 - *Someone Else's Shoes* by Jojo Moyes (25)
 - *The Boys from Biloxi* by John Grisham (23)

**COLLECTION MONTHLY REPORT
FEBRUARY 2023**

	Select Transaction Count		
Physical Collection	YTD 2023	YTD 2022	CHANGE
Items Processed	7,926	8,199	-3%
Interlibrary Loan Total	1,141	938	22%
Overdrive			
Total Checkouts	155,883	137,636	13%
Total Holds	50,104	41,972	19%
hoopla			
Total Checkouts	6,782	5,903	15%
	Total Items in Collection		
Material Type	YTD 2023	YTD 2022	CHANGE
Print	309,586	305,539	1%
Nonprint	74,208	76,383	-3%
Overdrive	147,008	132,162	11%
Grand Total	530,802	514,084	3%

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 Update

No new information on this topic since reporting on it last month.

City of Airway Heights: Potential Annexation Update

Please see the standalone agenda item on this topic for this month's meeting.

North Spokane Electric Vehicle Charging Station Easement Update

The easement with Avista approved by the Board at the February 2023 meeting was signed and notarized at the end of February and submitted to Avista. The easement was subsequently filed with the County in early March. Initial work on the project is slated to start in late March.

Memorandum of Understanding with Spokane County Regarding the Liberty Lake Regional Park Seasonal Lending Library Pilot Project Update

The MOU with the Spokane County approved by the Board at the February 2023 meeting was signed by staff from the respective agencies in late February. Initial work on the project is also slated to start in late March.

Legislative Update

With the close of February, the 2023 session of the Washington Legislature has completed its second month. The Public Libraries of Washington is tracking several pieces of 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 reported on last month 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 bill has not moved out of committee as of the end of February and seems unlikely at present to progress much further in the process. That said, based on the two-year legislative cycle, the bill can return for consideration during next year's session.

Operations Report March 2023

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- This SCORE workshop, *What are Your Financial Statements Trying to Tell You*, had nine people in attendance. It is also the first month that SCORE is using their own Zoom account. This allows them to promote our workshops to their network, which extends throughout the Pacific Northwest.
- Librarian Crystal Miller presented an overview of our Foundation Directory Online digital resource to a class of EWU students. This presentation is something Crystal did regularly for EWU before the pandemic, so it was great to be able to offer it to them again.
- This month's Medicare workshop, "Medicare Related Cost Savings Programs" had five attendees.

Early Learning (Mary Ellen Braks)

- This month we had 63 storytimes with an attendance of 1,471, ranging in size from 5-57.
- For childcare visits we provided 46 storytimes to 656 children at 17 centers.
- This month we started the storytime series "Sensory Storytime" at the Cheney library. This storytime is for those who need extra sensory support including children, adults, and their families and caregivers. We are working in collaboration with ARC of Spokane to present this storytime. Our first session had 18 attendees and will run through the end of March.
- We brought out the Family Construction Zone Building set for our families this month. This program works on early math, engineering, and language skills. We had three programs that had 40 people in attendance.

Education and Enrichment (Gwendolyn Haley)

- 552 people participated in programs this month. These included our usual Lego programs and STEM programs for Kids, teen programs like the Teen Leadership Council and a craft program, and adult programs ranging from genealogy to crochet.
- The weekly Memory Café held at North Spokane continues to have a steady attendance as the program provides an opportunity for people experiencing memory issues and their caregivers to socialize and enjoy activities together in a welcoming environment.
- Two in-person *Prime Time Family Reading* programs started in February, one for families from Greenacres Elementary and the other for Spanish Speaking families with Latinos in Spokane.
- We have taken programs from The Studio at Spokane Valley on the road with *Lego Stop-Motion Animation* and *Green Screen Video Magic*, allowing families all over the county to experience what the Studio has to offer.
- We shared an opportunity for Community Science with programs about Birdwatching apps and the Great Backyard Bird Count, handing out kits for families to make bird feeders.
- A new Civics Lab Online (<https://www.sclcd.org/civic-lab-online/>), explores the concepts of Machine and Algorithm Bias.
- The online Art Show featured local artists of all ages on the theme of "Connection."
- Our Online Author series featured: Sadeqa Johnson: Award-Winning Author of *Yellow Wife*, Recipient of the National Book Club Award, the Phillis Wheatley Book Award, and the USA Best Book Award for Best Fiction. *Tastes Like War: An Author Talk* with Grace M. Cho,

2021 National Book Award Finalist and TIME and NPR Best Book of the Year. *Back in a Spell: Author Talk* with Lana Harper, New York Times bestselling author of *Payback's a Witch and From Bad to Cursed*. The Online Book Club finished reading *The Book Woman's Daughter* by Kim Michele Richardson.

Digital Projects and Resources (Carlie Hoffman)

- The new catalog was launched for staff. They were encouraged to try it out, ask questions, and provide feedback. A video training on the customer experience was provided to staff members. We continue to adjust and enhance, and work with Communication to provide messaging to customers. The new catalog is planned to launch to the public in late March or early April.
- Web Team interviewed four companies to learn more about their proposals for website development.

Information Technology (Patrick Hakes)

- Temporary Internet connection established at the new Spokane Valley Library for commissioning of the various systems at the new building.
- Work on server room prep at new Spokane Valley Library

Mobile Services (Danielle Marcy)

- LINC staff and Spokane Valley staff have been nominated by the Central Valley Virtual Learning for a Meritorious Service Award for connecting their students with library services, enriching their education experience.
- A customer at a facility said Mobile Services is her lifeline, the library has such a positive impact on her life.

Library Reports

Airway Heights: Autrey Jeske

- Despite the changes in weather, we have seen consistent attendance to our *Lego Free Play* program on Saturdays from families.
- Children have been enjoying the "art wall" in the kids' section and creating art during their visits.

Argonne: Stacy Loberg

- *AARP Tax Aide* appointments started this month and we have seen lots of grateful customers for the service.
- We held the *LEGO Stop Motion-Animation* program, the kids had lots of fun creating movies and watching everyone's creation at the end.

BookEnd: Kristy Bateman

- After receiving help scanning a form, a customer said that every time she comes to the Bookend, the employees are always so nice and helpful. She feels comfortable asking for our help, and that we always go beyond to help our customers.

Cheney: Jonathan Melcher

- Cheney consistently usually has good turnout for storytimes but we may have set a record for us with 57 people attending on February 3rd.
- Our *Seed Library* is available again and people have been selecting lots of seeds.

-
- The Cheney Lions Club was here for another card making session. Kids made 28 Valentine's Day cards for the residents of the Cheney Care Center.

Deer Park: Jacob O'Doherty

- Snow day aside, Deer Park Storytime continues to grow, with each week consistently at or above 30 participants.
- We received a positive customer comment in our box that shared "I love the respect and dignity your staff shows to everyone in the library, especially the homeless."

Fairfield: Kristy Bateman

- During a recent snow storm a couple of families passed the time using the library. The kids enjoyed the play-kitchen and computers while the adults spent the time connecting with their neighbors.

Medical Lake: Cecelia McMullen

- "Wonderful" and "I hope you have more" were just a few of the many positive comments after the Saturday morning *Chair Yoga* program.
- Our new play area kitchen, complete with nearly indestructible dishes and realistic food, was enthusiastically received. It has become a hub for play and imagination.

Moran Prairie: Caitlin Wheeler

- *AARP Tax Aide* appointments started this month, and Moran has seen a steady stream of customers using our copy machines, internet stations, and resource assistance as they prepare their documents for tax assistance.

North Spokane: Brian Vander Veen

- The North Spokane Library hosted a display of nature photography by photographer Ken Glastre and a collection of steampunk sculptures by artist Michael Stephens.
- Librarian Corinne Wilson and I visited Whitworth University, in cooperation with the Whitworth University Library, to promote District services to their students.
- Our two-part *Genealogy for Beginners* workshop was well-attended, with over 20 attendees at each session.

Otis Orchards: Tammy Henry

- Families had a fun time at our Family Construction Zone.

Spokane Valley: Danielle Milton

- Valley staff Morgan and Jordan had been working with a customer over the past few weeks to connect him with resources to study for his CDL license. He visited the library to share that he passed his exam and was thankful to the staff for assisting him.
- *Teen Leadership Council* has been meeting regularly at Spokane Valley. Their project is a Zine, called the *Scrambled Egg Review*. They have been learning a lot about writing, design and how to properly attribute contributions to their work.

District-wide InformationSecurity Incident Reports

For February 2023, there were 30 Security Incident Reports filed. Two more than last month, January 2023 (28) and five less than February 2022 (35). Spokane Valley had the most incidents reported (18).

The most frequently reported incidents related to Facility Misuse (12) and General Code of Conduct Violations (11).

Public Use Measures

February 2023

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	122,451	109,265		12%
Door count	62,414	61,500	128,315	5%
Items Borrowed	200,404	179,671	407,912	12%
• Airway Heights	2280	1980	4720	21%
• Argonne	7216	6583	15408	15%
• Cheney	6761	6472	13533	2%
Deer Park	6395	6727	14228	3%
• Fairfield	494	454	1167	28%
• Medical Lake	2133	1569	4591	35%
• Mobile Services	1598		3103	
• Moran Prairie	13466	12736	28176	10%
• North Spokane	23215	20817	47956	14%
• Otis Orchards	3022	2429	5892	33%
• Spokane Valley	20841	19636	42885	6%
• The BookEnd	1021	982	1926	1%
• Digital	24,363	19,873	50,104	19%
• Totals	169939	151810	347446	13%
Programs				
• Number	167	19	325	916%
• Attendance	2,782	345	5,898	1094%
Internet Station Use (%)	24.3%	18.7%	23.1%	
Meeting room bookings	388	124	781	150%
Digital Resource Use	149,015	166,871	312,083	-10%

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 Two Months Ended February 28, 2023**

	Y-T-D Actual	Annual Budget	<div style="border: 1px solid black; background-color: #c8e6c9; padding: 2px;">Target 16.7%</div> Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 74,953	\$ 17,050,000	0.44%	\$ 16,975,047
CONTRACT CITIES - AIRWAY HEIGHTS	0	366,000	0.00%	366,000
CONTRACT CITIES - SPOKANE	0	86,000	0.00%	86,000
FINES & FEES	16,226	20,000	81.13%	3,774
GRANTS & DONATIONS	11,619	10,000	116.19%	(1,619)
E-RATE REIMBURSEMENTS	35,114	231,000	15.20%	195,886
LEASEHOLD & TIMBER TAX, REBATES, OTH	3,939	31,500	12.51%	27,561
INTEREST REVENUES	22,911	240,000	9.55%	217,089
TOTAL REVENUES	\$ 164,762	\$ 18,034,500	0.91%	\$ 17,869,738
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 164,762	\$ 18,034,500	0.91%	\$ 17,869,738
EXPENSES				
SALARIES	\$ 1,257,456	\$ 8,001,900	15.71%	\$ 6,744,444
FRINGE BENEFITS	436,471	2,781,000	15.69%	2,344,529
SUPPLIES	23,270	164,500	14.15%	141,230
UTILITIES	80,068	534,600	14.98%	454,532
SERVICES	427,757	1,483,200	28.84%	1,055,443
INSURANCE	73,274	97,000	75.54%	23,726
CAPITAL EQUIPMENT	50,629	420,000	12.05%	369,371
LIBRARY MATERIALS	335,155	2,200,300	15.23%	1,865,145
ELECTRONIC LIBRARY MATERIALS	26,853	250,000	10.74%	223,147
LIBRARY PROGRAMS	45,187	95,000	47.57%	49,813
TOTAL EXPENSES	\$ 2,756,119	\$ 16,027,500	17.20%	\$ 13,271,381
TRANSFERS OUT	-	2,007,000	0.00%	2,007,000
TOTAL EXPENSES & TRANSFERS OUT	\$ 2,756,119	\$ 18,034,500	15.28%	\$ 15,278,381
Net Excess of Revenues Over/(Under) Expenses	\$ (2,591,357)		\$ -	
BEGINNING CASH	8,134,444			
NET FROM ABOVE	(2,591,357)			
ENDING CASH	\$ 5,543,088			

Number of months cash on hand 4.2



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

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
			FINAL	
REVENUES				
PROPERTY TAXES	\$ 16,453,179	\$ 16,429,500	100.14%	\$ (23,679)
CONTRACT CITIES - AIRWAY HEIGHTS	359,638	357,000	100.74%	(2,638)
CONTRACT CITIES - SPOKANE	93,593	91,000	102.85%	(2,593)
FINES & FEES	133,790	59,000	226.76%	(74,790)
GRANTS & DONATIONS	161,397	7,000	2305.67%	(154,397)
E-RATE REIMBURSEMENTS	270,140	231,000	116.94%	(39,140)
LEASEHOLD & TIMBER TAX, REBATES, OTHE	49,360	28,000	176.29%	(21,360)
INTEREST REVENUES	76,390	62,000	123.21%	(14,390)
TOTAL REVENUES	\$ 17,597,486	\$ 17,264,500	101.93%	\$ (332,986)
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 17,597,486	\$ 17,264,500	101.93%	\$ (332,986)
EXPENSES				
SALARIES	\$ 7,325,845	\$ 7,409,000	98.88%	\$ 83,155
FRINGE BENEFITS	2,481,401	2,504,400	99.08%	22,999
SUPPLIES	160,125	194,700	82.24%	34,575
UTILITIES	543,808	521,300	104.32%	(22,508)
SERVICES	1,430,055	1,466,000	97.55%	35,945
INSURANCE	83,421	75,000	111.23%	(8,421)
CAPITAL EQUIPMENT	736,948	639,100	115.31%	(97,848)
LIBRARY MATERIALS	2,088,711	2,113,000	98.85%	24,289
ELECTRONIC LIBRARY MATERIALS	237,983	250,000	95.19%	12,018
LIBRARY PROGRAMS	114,150	92,000	124.08%	(22,150)
TOTAL EXPENSES	\$ 15,202,447	\$ 15,264,500	99.59%	\$ 62,053
TRANSFERS OUT	2,000,000	2,000,000	100.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 17,202,447	\$ 17,264,500	99.64%	\$ 62,053
Net Excess of Revenues Over/(Under) Expenses	\$ 395,039	\$ -		
BEGINNING CASH	7,739,406			
NET FROM ABOVE	395,039			
ENDING CASH	\$ 8,134,444			

Number of months cash on hand 6.4



**Spokane County Library District
Capital Projects Fund
Statement of Revenues and Expenses
For the Two Months Ended February 28, 2023**

	Y-T-D Actual	Annual Budget
REVENUES		
Proceeds from Washington State Department of Commerce Grant	\$ 1,018,300	\$ 1,950,000
Contribution from City of Spokane Valley	-	839,000
Proceeds from Capital Campaign Donations	204,973	200,000
Interest Earnings	22,235	167,400
TOTAL REVENUES	1,245,508	3,156,400
Transfers In	-	900,000
TOTAL REVENUES & TRANSFERS IN	1,245,508	4,056,400
 EXPENSES		
Construction Costs, Including Sales Tax	\$ 2,027,107	\$ 4,953,510
Architect Fees	26,516	176,250
Furniture, Fixtures and Equipment	80,980	1,000,000
Owners Rep, Permits and All Other	18,044	94,228
TOTAL EXPENSES	2,152,647	6,223,988
NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	\$ (907,139)	\$ (2,167,588)
 BEGINNING CASH	 \$ 6,443,931	
NET FROM ABOVE	<u>(907,139)</u>	
ENDING CASH	<u>\$ 5,536,792</u>	

Spokane County Library District

Capital Projects Fund

Monthly Construction Expenditures for New Spokane Valley Library

	General Contractor	Architect	Other	FFE	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
<i>FEBRUARY</i>	969,746	26,516	11,625	80,980	1,088,867
	<u>9,785,840</u>	<u>1,004,333</u>	<u>272,182</u>	<u>80,980</u>	<u>11,143,335</u>
Balance to Finish	2,847,346	145,667	82,499	919,020	3,994,532