



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

AGENDA

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

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

- I. **CALL TO ORDER**
- II. **AGENDA APPROVAL**
- III. **PUBLIC COMMENT**
- IV. **ACTION ITEMS**
 - A. Approval of March 21, 2023, Regular Meeting Minutes
 - B. Approval of March 2023 Payment Vouchers
 - C. Unfinished Business
 - 1. New Spokane Valley: Update
 - D. New Business
 - 1. Confidentiality of Library Records Policy Review
 - 2. Financial Management: Policy Review
 - 3. Library of Things: Overview
 - 4. Recognizing National Library Workers Day 2023: Resolution 23-02
- V. **DISCUSSION ITEMS, POSSIBLE ACTION**
 - A. Summer 2023 Meeting Schedule
 - B. Future Board Meeting Agenda Items
- VI. **REPORTS**
 - A. Trustees
 - B. Executive Director
 - C. Operations
 - D. Fiscal
- VII. **TRAINING: OPEN PUBLIC MEETINGS ACT AND PUBLIC RECORDS ACT**
- 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.

April 18, 2023

BOARD OF TRUSTEES MEETING MINUTES: March 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 Medical Lake Library, Tuesday, March 21, 2023 at 4:00pm.

Present: John Craig – Chair
 Jessica Hanson – Vice Chair
 Ellen Clark – Trustee (Via Zoom)
 Jon Klapp – Trustee
 Robert Paull – Trustee (Via Zoom)

Excused: None.

Also Present: Patrick Roewe (Executive Director), Kristy Bateman (Operations Manager), Christie Onzay (Librarian), Carlie Hoffman (Digital Services Manager), Doug Stumbough (Operations Director), Vinnie Davi (Video Production Specialist), Emily Greene (Administrative Services Manager).

Guests via Zoom: Jane Baker (Communication and Development Director), Rick Knorr (Finance 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) Trustee Jon Klapp moved and Vice Chair Jessica Hanson seconded the approval of the meeting agenda. The motion was unanimously approved, there was no further discussion.

Welcoming a New Trustee (Item III) New Trustee Robert Paull was welcomed to the Board of Trustees and Library District. Trustee Paull was appointed by the Board of County Commissioners on February 21, 2023.

Public Comment (Item IV) There was no written public comment.

Approval of February 21, 2023 Minutes (Item V.A.) Chair Craig called for any corrections to the February 21, 2023 Regular Meeting Minutes. There were no corrections, the minutes stand as written.

Approval of February 2023 Payment Vouchers (Item V.B.) Trustee Ellen Clark moved and Trustee Robert Paull seconded the approval of the February 2023 payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
February - GF	60575-60693 and W001257 – W001274	\$820,358.98	\$820,358.98
	02102023 PR and 02242023 PR	\$476,231.42	\$476,231.42
		Total	\$1,296,590.40
CPF	9682 Console for SV Server Room	\$3,597.20	\$3,597.20

	9683 Server Racks for SV Server Room	\$4,774.24	\$4,774.24
	9684 Temporary Internet Server	\$1,238.79	\$1,238.79
	9685 Owners Rep. Services	\$4,778.48	\$4,778.48
	9686 Architecture for New SV Library	\$26,516.48	\$26,516.48
	9687 General Contractor	\$969,745.81	\$969,745.81
	9688 Leed Consultant and Commissioning	\$700.00	\$700.00
	9689 Servers, UPS, and PDU for Server Room	\$51,287.72	\$51,287.72
	9690 Progress Billing for Data Cabling	\$20,081.94	\$20,081.94
	9691 Leed Certification Progress Fee	\$2,325.00	\$2,325.00
	9692 Owners Rep. Services	\$1,980.00	\$1,980.00
	9693 Inspection and Testing Fees	\$44 2.24	\$442.24
	9694 Leed Consultant and Commissioning	\$1,400.00	\$1,400.00
		Total	\$1,088,867.90

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

**New Business
Resolution 23-01:
Concurring with the
Request of the City of
Airway Heights to Annex
into the SCLD
(Item V.C.1.)**

Executive Director Patrick Roewe presented to the Board the request from the City of Airway Heights to put before their voters whether to be annexed into the Spokane County Library District. Discussion ensued about implications of concurring with the request, including financial impacts, timeline of the primary election, and current city levy rate. The District intends to create a factual presentation on the ballot question that will be objective and fair. Vice Chair Hanson moved and Trustee Klapp seconded that Resolution 23-02, Concurring with the Request of the City of Airway Heights to Annex into the SCLD, be adopted.

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.

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

**New Business
Website Development
Contract: Approval
Recommendation
(Item V.C.2.)**

Operations Director Doug Stumbough and Digital Services Manager Carlie Hoffman informed the Board of Trustees that the District Web Team unanimously recommends that Bartlett Interactive be awarded the contract to update the district website. Discussion ensued about the planned changes for the new website and the costs. Trustee Klapp moved and Vice Chair Hanson second the approval of the recommendation to award the Website Development Contract to Bartlett Interactive.

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

**New Business
Children's Safety in the
Libraries: Policy Review
(Item V.C.3.)**

Executive Director Roewe stated the Children's Safety in the Library Policy had been revised a year ago but was presented for reaffirmation in order to get the policy back on the standard review schedule. Vice Chair Hanson moved and Trustee Clark seconded the approval of the reaffirmation of the policy.

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

**New Business
Overview: Medical Lake
(Item V.C.4.)**

Medical Lake Librarian Christie Onzay presented an overview of 2022 at the Medical Lake Library. A PowerPoint used showed different events including Medical Lake Founders Day Parade, geology walks around the lake, Lego Club after school, and the Puzzle Contest the District held.

There was no further discussion.

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

Executive Director Roewe informed the Board of Trustees that the New Spokane Valley Library construction has almost reached 90% completion and continues to be on time and on budget. Discussion ensued about the planned ribbon cutting and city plans for the park construction.

There was no further discussion.

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

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 VII.A.)**

There were no Trustee reports or further discussion.

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

In addition to the report provided prior to the meeting, Executive Director Roewe informed the Board that the approved MOU with the City of Spokane Valley and the Interlocal Agreement with Spokane County from last month's meeting are moving forward.

There was no further discussion.

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

Operations Director Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for February 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 VII.D.)**

Financial Director Rick Knorr provided the Revenue and Expenditure Final Statement through February 2023 prior to the meeting. Rick Knorr had nothing further to report.

There was no further discussion.

**Adjournment
(Item VIII.)**

Chair Craig adjourned the meeting at 4:51pm. The next Board Meeting is scheduled for Tuesday, April 18th, 2023 at the Cheney 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 March 31, 2023, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,188,981.02 for the general fund and \$667,922.31 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: April 1, 2023

SIGNED: 

TITLE: Finance Director

SIGNED: 

TITLE: Executive Director

GENERAL OPERATING FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
60694	ALLIED FIRE & SECURITY BY VYANET	QUARTERLY ALARM MONITORING	1,616.88
60695	AMANDA CARPENTIER	LIBRARY PROGRAMS, POETRY SLAM JUDGE	50.00
60696	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	63.18
60697	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	67.36
60698	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	259.68
60699	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	128.17
60700	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	163.63
60701	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	41,821.00
60702	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	44.49
60703	THE FIG TREE	LIBRARY MATERIALS	150.00
60704	FP MAILING SOLUTIONS	POSTAGE MACHINE ANNUAL LEASE	353.62
60705	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	3,660.38
60706	GREATER SPOKANE INCORPORATED	ANNUAL DUES AND MEMBERSHIP	425.00
60707	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	546.96
60708	M & L SUPPLY CO., INC.	BUILDING REPAIR & MAINTENANCE	410.05
60709	MARCUS SHOFFNER	LIBRARY PROGRAM, POETRY SLAM JUDGE	50.00
60710	MARK CUILLA	LIBRARY PROGRAM, POETRY SLAM JUDGE	50.00
60711	MERIDETH LYNNE JEFFRIES	LIBRARY PROGRAM, POETRY SLAM JUDGE	50.00
60712	MW CONSULTING ENGINEERS, PS	ENGINEERING SERVICES, HVAC CONTROLS PROJ	2,450.00
60713	NATIONAL COLOR GRAPHICS	POSTCARD PRINTING, QTY 1000	325.91
60714	NORLIFT	REPAIR PARTS, CASTER WHEELS	52.21
60715	OTIS HARDWARE	MAINTENANCE SUPPLIES	64.02
60716	PAGE TURNER ADVENTURES, INC.	LIBRARY PROGRAMS, SUMMER READING	2,536.00
60717	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,087.21
60718	SARAH ROONEY	LIBRARY PROGRAMS, POETRY SLAM JUDGE	50.00
60719	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	315.58
60720	TOWN OF FAIRFIELD	BI-MONTHLY WATER, SEWER - FF	217.80
60721	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	1,917.57
60722	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,300.71
60723	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	28.08
60724	WITHERSPOON BRAJICHC MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	1,416.00
60725	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES, PLUS CARPET CLNG	22,510.10
60726	AMANDA CARPENTIER	LIBRARY PROGRAMS, POETRY SLAM JUDGE	50.00
60727	AVISTA UTILITIES	MONTHLY UTILITIES	13,369.93
60728	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,389.22
60729	GATHERING HOUSE CHURCH	LIBRARY PROGRAM, VENUE FOR POETRY SLAM	470.00
60730	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	7,341.55
60731	KELLIE GEAN BENDEWALD	REFUND OF PAYMENT FOR LOST ITEM	9.00
60732	KIANTHA DUNCAN	EQUITY, DIVERSITY, & INCLUSON TRAINING PROGRAM	22,400.00
60733	LAS DELICIAS DE ISA, LLC	PRIME TIME PROGRAM, CATERER	525.00
60734	MARCUS SHOFFNER	LIBRARY PROGRAM, POETRY SLAM JUDGE	50.00
60735	MARK CUILLA	LIBRARY PROGRAM, POETRY SLAM JUDGE	50.00
60736	MERIDETH LYNNE JEFFRIES	LIBRARY PROGRAM, POETRY SLAM JUDGE	50.00
60737	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
60738	SARAH ROONEY	LIBRARY PROGRAM, POETRY SLAM JUDGE	50.00
60739	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
60740	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: SV, NS	2,217.70

60741	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	3,096.88
60742	WICK ENTERPRIZES, LLC	ADVERTISING	940.50
60743	ELISSA MICHELE BALL	LIBRARY PROGRAM, POETRY SLAM JUDGE	50.00
60744	ABM INDUSTRIES, INC.	CARPET CLEANING, NS	668.25
60745	AGE OF LEARNING, INC	ELECTRONIC LIBRARY MATERIALS	7,170.71
60746	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	88.68
60747	CHARLENE SOUCY BEACH	PRIME TIME PROGRAM, SCHOLAR	1,500.00
60748	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	3,700.84
60749	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	689.68
60750	CITY OF SPOKANE VALLEY	STAFF DAY VENUE RENTAL, PARTIAL	2,309.00
60751	DEER PARK CHAMBER OF COMMERCE	ANNUAL MEMBERSHIP DUES	150.00
60752	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	855.85
60753	JEFFREY GLENN DODD	PRIME TIME PROGRAM, SCHOLAR	875.00
60754	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	316.87
60755	RENATA MARIEL JIMENEZ FLORES	PRIME TIME PROGRAM, STORYTIME ASST	300.00
60756	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	20,294.79
60757	CHRISTIAN ALEJANDRO GUZMAN	PRIME TIME PROGRAM, SCHOLAR	875.00
60758	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	38,082.05
60759	JOURNAL OF BUSINESS	LIBRARY MATERIALS	109.95
60760	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	263.07
60761	M & L SUPPLY CO., INC.	BUILDING REPAIR & MAINTENANCE	316.91
60762	MARCUS SHOFFNER	LIBRARY PROGRAM, POETRY WORKSHOPS	700.00
60763	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	8,085.85
60764	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	69.00
60765	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	77,197.02
60766	PRISMHR, INC.	ANNUAL SOFTWARE SUBSCRIPTION, TRAINIING PKG	2,540.96
60767	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	276.03
60768	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	26.10
60769	SPVJSA, DBA PLANTES FERRY COMPLEX	LIBRARY PROGRAMS, SUMMER RESERVATIONS	75.00
60770	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	248.28
60771	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	1,657.97
60772	UPLIFT DESK	DESKS, SV STAFF	5,854.46
60773	UPS	SHIPPING	41.14
60774	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	13,929.95
60775	AMY YORKE	REFUND OF PAYMENT FOR LOST ITEM	7.40
60776	CHENEY MAYFESTERS	FEES FOR MAYFEST BOOTH	40.00
60777	CONSOLIDATED IRRIGATION DIST19	WATER - OT	22.00
60778	VINCENT DAVI	REPLACE LOST CHECK FROM 2022	420.00
60779	DELL MARKETING L.P. C/O DELL USA LP	MAINTENANCE & SUPPORT ON SERVERS, PLUS DESKTOP	4,409.94
60780	EDNETICS	MONTHLY MANAGED VOICE SERVICES	2,253.29
60781	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	60.00
60782	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	884.92
60783	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	10,094.62
60784	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	300.94
60785	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	1,093.32
60786	KAREN MOBLEY	ARTWORK CONSULTANT	497.25
60787	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	16,342.37
60788	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS, "READ ALONGS"	9,385.23
60789	POWER CITY ELECTRIC, INC	GENERAL CONTRACTOR FOR SECURITY PROJECT	14,102.07
60790	SOFTWARE ONE, INC	SOFTWARE SUBSCRIPTION MICROSOFT 365, QTY 1	77.43
60791	AMY VOGEL	REFUND OF PAYMENT FOR LOST ITEM	15.00
60792	CAITLIN WHEELER	TUITION REIMBURSEMENT, EMPLOYEE	2,500.00
60793	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	141.92
60794	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,008.42
60795	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	248.11
60796	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	1,786.44
60797	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	419.00
60798	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	513.95
W000001272	ASSOCIATION OF WASHINGTON CITIES - VIMLY BEM	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	101,270.34
W000001275	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	414.21
W000001276	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	63,200.16
W000001277	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,862.25
W000001278	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	47,164.42
W000001280	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,455.06
W000001281	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	53,585.66
W000001282	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	73,116.42

W000001283	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,862.25
W000001284	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,455.06
W000001285	NAVIA BENEFIT SOLUTIONS CLIENT PAY	MONTHLY FSA ACCOUNT ADMIN FEE	100.00
W000001286	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	401.83
W000001287	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	99.30
W000001288	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	445.85
W000001289	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	314.92
W000001290	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	198.36

Total Non-Payroll General Operating Fund \$ 751,499.49

PAYROLL VOUCHERS

03102023	PP5 SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #5	\$ 204,354.47
03242023	PP6 SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #6	<u>233,127.06</u>

Total Payroll General Operating Fund \$ 437,481.53

TOTAL GENERAL OPERATING FUND \$ 1,188,981.02

CAPITAL PROJECTS FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
9695	HAMMOND FACILITY CONSULTING SERVICES	OWNERS REP SERVICES: Monthly	4,690.00
9696	INTEGRUS ARCHITECTURE	ARCHITECT FOR NEW SV LIBRARY: Monthly	16,067.73
9697	KILGORE CONSTRUCTION INC	GENERAL CONTRACTOR, MONTHLY PROGRESS PMT	645,637.34
9698	INTERMOUNTAIN MATERIALS TESTING	INSPECTION AND TESTING FEES	527.24
9699	TESTCOMM, LLC.	LEED CONSULTANT AND COMMISSIONING SERVICES	<u>1,000.00</u>
Total Capital Projects Fund			\$ 667,922.31

**February 2023/March 2023
Paid in March 2023
Voucher # 60774**

Card Category	Amount
General Purchases	\$ 7,827.92
Maintenance	\$ 1,099.77
Travel	\$ 43.56
Acquisitions	\$ 2,692.56
Information Technology	\$ 1,452.79
Mobile Services	\$ 813.35
General Fund Purchases	\$ 13,929.95

Top Individual Charges

Amazon	Total all material purchases from Amazon	2,291.00
Wristcoils.com	Wrist Coils Key Chains, Qty 3000	1,170.00
GoDaddy	sld.org domain name annual subscription	899.98
Mailchimp	Monthly Email Service	892.98
Paperjack.com	Thermal Printer Paper Rolls, Qty 50	759.58
Bag Masters	Stem Kit Bags, Qty 100	665.11

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE – APRIL 2023

Construction activity update

As of the end of March, the project is well over 90% complete. Commissioning (testing and verifying that all building systems perform according to design specifications) has commenced. Building finishes are nearing completion. Landscaping is behind schedule but progressing, including paver installation, irrigation systems work, and topsoil distribution.

The “punch list”, initiated by the design team as they review in detail all the contractor’s work, will commence the week of April 16

Cost changes

Change Order #10 was signed in late March, encompassing two minor items that totaled ~\$3,500.

Including the latest Change Order Number 10, 2.75% of the original construction cost (\$11,091,076) has now been added due to changes, amounting to \$305,121. At present, this remains comfortably within the anticipated range of 2.5 to 5%, given the completion percentage of the project. There are several change items currently being discussed. They have not been priced, but none appear to be significant cost items.

Change to substantial completion date

May 15, 2023 is the new substantial completion date approved via Change Order #10. Kilgore Construction Inc. requested the date be pushed back due to weather conditions which affected landscaping, and the original landscaping subcontractor experiencing difficulties in performing their scope of work. That landscaping subcontractor was not able to continue and has now been replaced by Dew Drop Landscaping, a large local commercial landscaping firm. The change comes at no additional cost to the District and will not impact the grand opening date of June 17th.

Looking Ahead

1. Spokane-based design firm Helveticka continues to work on the experiential signage and graphics for the project. Installation scheduled to be complete by June 15, 2023. Designs for the signage elements currently in production will be shared at the meeting.

3.) Public Art Installation: the three Harold Balazs pieces have been installed in their new cases and are now in District storage. Installation at the new library will occur in mid to late May.

4.) Furniture and Shelving Delivery: The building’s furniture package is scheduled for delivery in April. Shelving is anticipated for delivery in May.

5.) Moving Preparation: Staff continue to finalize plans for moving to the new library building. A more detailed update and timeline will be provided at meeting.

6.) Grand Opening: The grand opening celebration has been confirmed for June 17, 2023. Plans are being finalized and invitations will be sent out in May.

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

The District received the agreed upon \$799,093 payment for joint site improvements on the library property on April 4, 2023, thus satisfying the terms of the MOU.

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

CONFIDENTIALITY OF LIBRARY RECORDS POLICY

Background

The purpose of this policy is to outline the manner in which the District will protect the privacy and confidentiality of library customers pursuant to state and federal law.

The primary revision is to add that parents or legal guardians can access the library records of their minor children. While this has always been the case, including it as a policy statement provides the necessary policy-level foundation on which the procedural process for such access is based. Additional edits were made for clarity and general updates.

The recommended revisions were reviewed by the District's legal counsel.

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

Following are an edited copy of the current policy, with revisions indicated by strikethrough (removal) or underline (addition), as well as a clean copy of the recommended policy.

Recommended Action: Board motion to approve revisions the Confidentiality of Library Records policy.

SPOKANE COUNTY LIBRARY DISTRICT
POLICY: CONFIDENTIALITY OF LIBRARY RECORDS

Approval Date: January 8, 1976

Revision Date: ~~April 20, 2021~~ April 18, 2023

Related Policies

Computer, Wireless Network and Internet Use Policy

Library Meeting Room Use Policy

STATUTORY REFERENCE: RCW 42.56.050, 42.56.310

Purpose

To outline the manner in which the Spokane County Library District (District) will protect the privacy and confidentiality of library customers pursuant to state and federal law.

Background

The District maintains records in order to conduct operations of the library. These records include but are not limited to registration records, circulation records, materials request lists, financial information, and computer booking records. The District is committed to protecting the confidentiality of its customers and their use of library materials.

General Policy

The District upholds state and federal laws intended to protect the privacy of individuals who access library materials. Privacy is essential to free speech, free thought, and free association. Confidentiality extends to all records with identifying information about customers including requests for information, borrowing records, computer use records, and/or access to online resources.

The District will keep records pertaining to the use of the library private and confidential except as is necessary for proper operation of the District, upon consent of the user, pursuant to a valid subpoena or court order, or as otherwise required by law. The library records of a minor child may be accessed by a parent or legal guardian.

Library records are exempt from disclosure under the Washington State Public Records Act.

While library records are confidential, District facilities are public places, and people entering a library or other District facility have no expectation of privacy beyond the content of library records.

The District may enter into agreements with ~~reputable~~ third-party providers in order to provide certain library-related services to our customers. Information that customers submit to a third party voluntarily is not subject to District control, and therefore the District cannot guarantee the same level of confidentiality and privacy. Customers are encouraged to read and become familiar with the privacy policy of these third-party providers.

The District reserves the right to use personal information provided by customers for the purpose of conducting periodic surveys or providing information regarding library programs and services. This information may also be used by District partners such as the Library Foundation of Spokane County, Friends of the Library, or other groups whose sole purpose is to support the District. -The District will not sell or provide access to personal information to other groups unless required by law.

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

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

SPOKANE COUNTY LIBRARY DISTRICT
POLICY: CONFIDENTIALITY OF LIBRARY RECORDS

Approval Date: January 8, 1976

Revision Date: April 18, 2023

Related Policies

Computer, Wireless Network and Internet Use Policy

Library Meeting Room Use Policy

STATUTORY REFERENCE: RCW 42.56.050, 42.56.310

Purpose

To outline the manner in which the Spokane County Library District (District) will protect the privacy and confidentiality of library customers pursuant to state and federal law.

Background

The District maintains records in order to conduct operations of the library. These records include but are not limited to registration records, circulation records, materials request lists, financial information, and computer booking records. The District is committed to protecting the confidentiality of its customers and their use of library materials.

General Policy

The District upholds state and federal laws intended to protect the privacy of individuals who access library materials. Privacy is essential to free speech, free thought, and free association. Confidentiality extends to all records with identifying information about customers including requests for information, borrowing records, computer use records, and/or access to online resources.

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

FINANCIAL MANAGEMENT POLICY

Background

The purpose of this policy is to provide guidelines for the financial operations of the District.

Recommended revisions include the addition of a summary purpose statement for the policy itself and other minor edits for clarity and/or general updates. Another significant revision is to add a policy statement allowing for the provision of incentive items such as gift cards for participation in programs that carry out the fundamental purpose of the District, such as activities that encourage the development of literacy skills.

Specifically, the District has been providing the Prime Time Family Reading program that is funded via a grant from Humanities Washington. The program models reading and discussion techniques that families can easily replicate, transforming homes into learning environments and giving children strong foundations for becoming lifelong learners.

Prime Time offers gift cards as incentives for families who participate in at least four of the six weeks of the program. For example: to supplement travel expenses to and from the program, each family receives \$25 to Safeway after the end of the program. This has not been an issue in the past because Humanities Washington provided gift cards, however they have changed the way funds are distributed and the District is now responsible for the purchase of said gift cards since the change.

The following is additional background on the gift of public funds and more specifically gift cards.

Why do we need this additional policy statement? The funds are coming from a donor with stipulations that they be used to provide gift cards for the participants.

The following is an excerpt from the Municipal Research and Services Center (MRSC), a nonprofit organization that helps local governments across Washington State better serve their communities by providing legal and policy guidance on any topic:

If a donation has no restrictions attached to the gift, it may be used for any municipal [i.e., District] purpose. However, some cash donations may come with requirements on how the funds may be spent.

If a local government [such as the District] accepts a donation with requirements on how the funds must be spent, the donation must then be spent for that purpose. If the local government is unable to spend the funds for that purpose, it must reject the donation.

“Unable” in this context means a potential violation of state laws or regulations, mainly the prohibition of the gift of public funds.

“Gift of Public Funds” Considerations

The following is a summary of the “Gift of Public Funds Doctrine,” also provided by MRSC:

The “Gift of Public Funds Doctrine” refers to a broad set of prohibitions contained in two sections of the Washington State Constitution. While the two sections vary to some degree, they

focus on a common theme of barring the state government and its political subdivisions from conferring benefits on private parties in ways that might disadvantage public interests.

There is a solution to allow the provision of gift cards or similar items as part of a library program or other activities that carry out the fundamental purpose of the District:

In assessing whether a gift has been bestowed to a private entity, the courts have used a two-step process. First, they determine whether the funds are being expended to carry out a fundamental purpose of the government. If so, then no gift of public funds has been made. Otherwise, the court looks to see whether the government entity had a “donative intent,” and whether it received an adequate return for the transfer.

In conclusion, if your agency plans to offer incentives to encourage community participation, be sure to have a policy in place before implementing such a program.

It is this understanding of incentives for fundamental purposes (such as literacy and lifelong learning) that bring us to the proposed revisions to the policy.

The recommended revisions have been reviewed by the District’s legal counsel.

Finance Director Rick Knorr and Executive Director Patrick Roewe will be available to answer questions on the proposed policy revisions.

Following are an edited copy of the current policy, with revisions indicated by strikethrough (removal) or underline (addition), as well as a clean copy of the recommended policy.

Recommended Action: Board motion to approve the revised Financial Management policy.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: FINANCIAL MANAGEMENT

APPROVAL DATE: NOVEMBER 21, 2000

REVISION DATE: ~~May 17, 2022~~ April 18, 2023

RELATED POLICY

Procurement

STATUTORY REFERENCES: RCW 27.12.050, 27.12.070, 27.12.210, 43.09.240, 84.52.020, 84.52.070, 84.55.120

Purpose:

The Spokane County Library District (District) Board of Trustees, pursuant to RCW 27.12.210, has exclusive control of its finances and may conduct acts necessary for the orderly and efficient management and control of the District. This policy defines actions, requirements, limitations and restrictions in the District's management of its finances.

General Policy:

The District will comply with all statutory budget, property tax and financial reporting requirements and due dates established by both Washington ~~state~~ State and Spokane County.

The Spokane County Treasurer will serve as the District's treasurer and fiscal agent per RCW 27.12.070. ~~The~~ District will participate in the Spokane County Investment Pool and adopts the Spokane County Investment Policy as its investment policy.

The District's financial reporting will be on a cash basis and will follow the prescribed Budget, Accounting, and Reporting System (BARS) for cash basis entities as prescribed by the Washington State Auditor's Office.

Required Board of Trustees Actions

October of each calendar year, the Board of Trustees conducts:

- 1.) A public hearing on Library District revenue sources as required by state law (RCW 84.55.120).

November of each calendar year, the Board of Trustees reviews and approves:

- 1.) A resolution adopting a budget for the following year that shall be transmitted to the Clerk of the Board of County Commissioners as required by state law in ample time for Spokane County to make the tax levies for the purposes of the District (RCW 27.12.050, 27.12.210(4), & 84.52.020).
- 2.) A resolution authorizing property tax levy increases for the following year, in terms of both dollars and percentage, that shall be transmitted to the County Assessor as required by state law (RCW 84.55.120(3)).
- 3.) A resolution certifying the estimated property tax levy for the following year, in dollars, that shall be transmitted to the Clerk of the Board of County Commissioners and the County Assessor, as required by state law (RCW 84.52.070).

Upon recommendation by District staff, the Board of Trustees reviews and approves the following if required and/or necessary:

- 1.) A resolution adopting an amended budget for the current year, based upon new information or revised estimates of sufficient importance to budget formulation.

2.) A resolution establishing a levy limit factor in excess of the limit factor defined by RCW 84.55.0101 for property taxes that shall be transmitted to the County Assessor only when the inflation factor as defined by RCW 84.55.0101 is less than 1% and the Board finds a substantial need to exceed the property tax limit factor.

Additional resolutions may be needed to address specific circumstances in annual budget formulation.

Financial Management Requirements

The District's General Operating Fund and Capital Projects Fund shall be managed as follows:

General Operating Fund – This fund is used to carry out the District's normal operations and maintenance activities. The following are important components of the General Operating Fund:

1. **Minimum Unassigned Fund Balance**

The minimum unassigned general operating fund balance should be at least 15% of total annual expenditures excluding inter-fund transfers. The unassigned general operating fund balance in excess of the minimum may be used for current-year expenditures or may be transferred to the Capital Projects Fund to meet future needs. Any year-end general operating fund surplus will be considered unassigned.

2. **Expenditure Control**

The maximum annual budgetary authorization amount is the "Total Expenses and Transfers Out" in the final adopted District budget. This amount is the District's overall expenditure control and cannot be exceeded without Board of Trustees' approval via resolution.

Capital Projects Fund – This fund is used to account for financial resources which are restricted or assigned for the acquisition or construction of capital facilities or other capital assets. The Capital Projects Fund balance has no required minimum.

Cash Deposit Frequency – The District will make cash deposits at least once a week, maintaining appropriate safeguards, via an agreement with the Spokane County Treasurer (RCW 43.09.240).

Electronic Funds Transfers – The District allows the use of electronic funds transfers (EFT) to make payments for expenditures. The following are established to provide effective controls to protect EFT transactions:

1.) Use of bank provided EFT blocks and filters: If available from its financial institutions, The District will establish a block or filter on all District bank accounts. An EFT block on a District account will instruct financial institutions to prohibit any electronic fund transaction to occur for that account. An EFT filter is an instruction to the financial institutions to only allow electronic funds transactions to vendors that have been specifically authorized by the District in advance for the account in question.

2.) Required Use of Secure File Transfer Protocol (SFTP) capabilities **only** for payroll electronic direct deposit files: The District will require any financial institution partner and/or recipient of District payroll direct deposit electronic files to use SFTP.

Budget Limitations and Restrictions – General Operating Fund

The following are limitations and restrictions on the General Operating Fund:

1.) **Employee Compensation**

The budget for all compensation-related items (salaries and employee benefits) will be in accordance with the provisions of the District's Personnel Policy.

2.) Library Materials

The annual minimum budget for library materials will be not less than 14% of the District's operating revenues from the District's property tax levy plus revenues from contracted cities.

3.) Library Programs

The annual minimum budget for library programs will be not less than 0.5% of the District's operating revenues from the District's property tax levy plus revenues from contracted cities.

4.) Food Purchases

The District may purchase food and beverages and serve them in connection with District-sponsored activities, events, and meetings. Purchases shall be inexpensive and the effort necessary to purchase, prepare, and present them shall be minimal in nature but commensurate to the consideration or return to the District as a result of such purchase. Purchase of alcoholic beverages with District funds is prohibited.

5.) Incentive Purchases

The District may purchase incentives such as gift cards and provide them to District customers for participation in District-sponsored programs or activities that encourage the development of literacy skills. Purchases shall be inexpensive for each District customer considered and the effort necessary to purchase and provide them shall be minimal in nature, but commensurate to the consideration or return to the District as a result of such purchase.

~~56.)~~ District-Branded Promotional Items

The District may purchase District-branded items and distribute them to the public in order to promote District services. Purchases shall be inexpensive and the effort necessary to purchase, prepare, and present them shall be minimal in nature but commensurate to the consideration or return to the District as a result of such purchase.

~~67.)~~ District-Branded Items for Staff and Volunteers

The District may purchase clothing and/or other District-branded items and provide them to employees as a provision of employment and/or to volunteers as a provision of volunteer service. Purchases shall be inexpensive and the effort necessary to purchase, prepare, and present them shall be minimal in nature but commensurate to the consideration or return to the District as a result of such purchase.

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.

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SPOKANE COUNTY LIBRARY DISTRICT

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APPROVAL DATE: NOVEMBER 21, 2000

REVISION DATE: April 18, 2023

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OVERVIEW – LIBRARY OF THINGS

Public Services Manager Gwendolyn Haley will provide an overview of the Library of Things collection and how it expands upon the traditional notion of the District's collection and serves our customers.

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

RESOLUTION 23-02: RECOGNIZING NATIONAL LIBRARY WORKERS DAY 2023 AND EXPRESSING APPRECIATION TO SPOKANE COUNTY LIBRARY DISTRICT EMPLOYEES

National Library Workers Day (NLWD) is an annual opportunity sponsored by the American Library Association-Allied Professional Association (ALA-APA) to recognize the valuable contributions made by all library workers to the communities they serve. ALA has designated April 25, 2023 as this year's NLWD.

Since 2017, the District has participated in NLWD. Starting this year, staff recommend that the Board of Trustees pass a resolution recognizing NLWD, and more importantly, recognizing the contributions made by District staff towards achieving the District's mission.

Executive Director Patrick Roewe will be available to answer any questions.

Recommended Action: Board motion to approve Resolution 23-02, Recognizing National Library Workers Day 2023 and Expressing Appreciation to Spokane County Library District Employees.

RESOLUTION NO. 23-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, RECOGNIZING NATIONAL LIBRARY WORKERS DAY 2023 AND EXPRESSING APPRECIATION TO SPOKANE COUNTY LIBRARY DISTRICT EMPLOYEES.

**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;

WHEREAS, libraries represent a microcosm of the larger society and District employees play an important and unique role in the communities that they serve by providing an inclusive environment where all are treated with respect and dignity;

WHEREAS, the District provides community members with the knowledge and information they need to learn, work, create, and thrive in the 21st century;

WHEREAS, District employees bring the community a world of knowledge in person and online, as well as personal service and expert assistance in finding what is needed when it is needed; and;

WHEREAS, the District wishes to join with libraries across the United States of America in celebrating National Library Workers Day in order to recognize the unique contributions of all library workers and the value of those contributions to American life.

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

Section 1: RECOGNITION OF LIBRARY WORKERS DAY

The Board of Trustees hereby recognizes April 25, 2023 as National Library Workers Day at all Spokane County Library District facilities.

Section 2: RECOGNITION OF DISTRICT EMPLOYEES

The Board of Trustees hereby recognizes and sincerely appreciates District employees working in direct service and support roles to achieve the District's mission of providing resources, experiences, and places that empower people to learn, explore, and succeed.

Section 3: EFFECTIVE DATE

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 18th day of April 2023.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe, Secretary to the Board of Trustees

SUMMER MEETING SCHEDULE

Background

Traditionally, the summer meeting schedule is planned to ensure a quorum is available for regular meetings held June through August. Should the Board of Trustees choose to cancel one of its three summer meetings, upcoming tentative agendas would be adjusted accordingly.

Possible Action: The Board of Trustees may decide by motion to cancel one of its regularly scheduled summer meetings.

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: MAY 2023 – JUNE 2023**May 16, 2023: Otis Orchards– (4:00 p.m.)**

- Travel: Policy Review
- Personnel Policy Review
- New Spokane Valley Library Update
- Discussion: Future Use of “Old” Spokane Valley Library building
- Otis Orchards: Overview

June 20, 2023: New Spokane Valley (22 N. Herald Road) – (4:00 p.m)

- Memberships in Organizations: Policy Review
- Procurement: Policy Review
- New Spokane Valley: Overview

2023 SPECIAL MEETINGS/ACTIVITIES

- Staff Training and Development Day: May 12

EXECUTIVE DIRECTOR'S REPORT APRIL 2023

Finance – Rick Knorr

- The report for the current month includes the following 3 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
 - **General Fund**
 - Total general fund operating expenses before transfers are 24.9% through the first quarter, or near exactly the 25% target. Thus, operations in total have already settled into place, and are closely following budget as of the end of the first quarter.
 - **Capital Project Fund**
 - Total funds drawn down and received from the Washington State Department of Commerce Library Capital Improvement grant (total grant is \$1,950,000) is now \$1,503,172. The District will fully draw this down this grant by May.
 - Although not received in March and thus not reported, the District did receive the contribution from the City of Spokane Valley, in accordance with the interlocal agreement, on April 4, 2023.
 - **Monthly Construction Expenditures Report**
 - As demonstrated in the monthly report, the construction of the new library is nearing completion and the pace of construction is slowing. The project continues to remain on budget.

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

Staff updates:

New hires:

- Mobile Services Associate
- Public Services Associate
- Public Services Specialist

Promotions:

-
- Mobile Services Associate to Library Supervisor
 - Mobile Services Supervisor to Librarian

Transfers

- Librarian

Separations:

- N/A

Communication & Development – Jane Baker

Communication

KREM-TV and Spokane Public Radio reported news stories on the Airway Heights election and library annexation on March 15 and 16 respectfully. The Spokesman featured an article and photo on March 20 about the Lego stop-motion animation class at Otis Orchards Library. On March 30, the Journal of Business ran a story under the headline, "Valley Projects to create community gathering center," which featured the new Spokane Valley Library and Balfour Park expansion.

After several years of recording a monthly library podcast for an outside media group, the Communication Department has brought this activity in-house and the District now has its own SCLD Podcast. The program is weekly and features staff and/or library partners discussing programs, services, activities, and books. You can find the podcast on Spotify, YouTube, and the press page of sclid.org.

Development

Library Giving Day is Tuesday, April 4 this year and the Library Foundation of Spokane County is participating by raising funds to add additional items to the Library of Things. The goal for this year is \$5,000 and the donation window is open from April 1 through April 15 for these donations.

Fundraising efforts continue for the Spokane Valley Library Capital Campaign. The first round of engraving of pavers has been scheduled and donations/forms received by May 15, 2023 will be engraved in time for the June Grand Opening.

Operations - Doug Stumbough

For the month of March, a total of 70,956 customers visited our libraries in person, up from 62,255 (14%) in February. The total number of 88,442 physical items borrowed by customers in the libraries was up from the 86,844 physical items borrowed in February (10%).

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 customer submitted a few 'Suggest An Item' requests online and 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. :)"

Moran Prairie shared that a customer came in a little before closing one evening, needing help with the printer and told them that the Monday staff (Ashleigh, Shannon, Koreena, Alyssa, and Caitlin) were super and wanted to relay to them how much she appreciated their help.

A mother visiting North Spokane with her daughters shared how delighted she was with Book-to-Go for children along with all the displays. She said they make her and her children's day being able to go straight to a section and knowing there will be wonderful books there.

The Call Center received an email from a customer needing to change the email address in her account, and after confirming the change with her, she responded "SCLD is the most responsive, capable, friendly, helpful organization I've ever worked with!"

A customer came into North Spokane after her chemo appointment. She said that her family has come by to pick up books for her throughout the process and wanted to say how much she appreciated the library and staff.

A few months back, Airway Heights staff found a photo album mixed in with a box of book donations. The library kept the album in the lost in found, hoping the customer would return. This month, a customer came in to donate items, get help checking out Ebooks, and finding a list of books. At one point staff realized the photo album might belong to her and asked her about it. She tearily said that it was and pointed out different family members in the photos who have since passed. She then thanked everyone, and called later to add that the instruction on the ebooks had proven successful and that the book list was perfect.

On Google Reviews, a customer named John H. gave Deer Park Library a 5-star review and wrote: "For the second time in a year, Deer Park Library Supervisor, Jacob O'Doherty, has taken the time to solve one of my most frustrating chores, setting the clock in my Subaru for the annual time change. I mentioned to him how frustrating it had been every year for this 76-year-old man, when he quickly researched the solution and within two minutes came out to my car and set the correct time. Jacob always has a smile and firm handshake for the Deer Park Library patrons. He is an asset to the smooth operation of your library program."

A storytime grandma told North Spokane staff that she thinks the person purchasing the children's books (Sheri Boggs) is doing an excellent job. She said she and her granddaughter (18 mo.) always find picture books they love when they come into the library.

Similarly, a Moran Prairie customer said that he and his wife really enjoy the Binge Box DVDs available in the library. He wanted to pass that along and encouraged us to get more.

Angie is a recent immigrant from Columbia, and she came to Spokane Valley looking for English as a Second Language classes. She was shown the digital classes she could access on her smart phone with her library card. Angie was very excited to see Pronunciator, where she could choose her languages and that she could learn continually at her own pace. She was also pleased to see that we had programs in Spanish and that she could work on learning her new language while being comfortable enjoying classes in her native language.

One customer emailed regarding overdue item. Argonne and Spokane Valley checked for the item, and it was found. The customer responded: "Thank you for doing an extra check for me ~ I appreciate it. I very much appreciate the library services as I am able to check out dvd movies for my mother who is disabled and is not able to get out much. Have a good day!"

A customer stopped by the 2nd floor desk at Spokane Valley to comment on how much she appreciated seeing Technology Instruction Specialist Jeremy working so patiently with an older customer on the computer. She said that he really impressed her by his interactions with the individual.

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 March:
 - **Audiobook checkouts:**
 - *Spare* by Prince Harry (81)
 - *The Last Thing He Told Me* by Laura Dave (74)
 - *The Boys from Biloxi* by John Grisham (74)
 - **Ebook checkouts:**
 - *River Woman, River Demon* by Jennifer Givhan (149)
 - *The Boys from Biloxi* by John Grisham (88)
 - *Spare* by Prince Harry (86)
 - **Audiobook holds** as of April 3:
 - *Spare* by Prince Harry (153)
 - *Lessons in Chemistry* by Bonnie Garmus (106)
 - *Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones* by James Clear (88)
 - **Ebook holds** as of April 3:
 - *Lessons in Chemistry* by Bonnie Garmus (144)
 - *I Will Find You* by Harlan Coben (89)
 - *Someone Else's Shoes* by Jojo Moyes (87)
- Popular **Adult Physical Book** titles March:
 - Checkouts:
 - *The Maid: A Novel* by Nita Prose (58)
 - *Code Name Sapphire* by Pam Jenoff (53)
 - *Spare* by Prince Harry (50)
 - Holds:
 - *A Fever in the Heartland: The Ku Klux Klan's Plot to Take Over America, and the Woman Who Stopped Them* by Timothy Egan (65)
 - *Storm Watch* by C.J. Box (49)
 - *I Will Find You* by Harlan Coben (34)

OverDrive's Together We Read

The title selected for OverDrive's Together We Read program was *River Woman, River Demon* by Jennifer Givhan. This title was available for unlimited simultaneous use in the ebook and audiobook formats between March 1 – 15 at no cost to the District. OverDrive's Together We Read is a two-week digital book club that connects readers and listeners from the U.S. with the same book at the same time without any waitlists or holds. This adult title, *River Woman, River Demon*, was the District's most checked out ebook in March with 149 checkouts recorded.

WLA Conference Report

Youth Collection Development Librarian Sheri Boggs attended the WLA Conference in Wenatchee from March 30 – April 1. The following is her report:

My initial reason for going to WLA was to help with the readers’ advisory panel, “WA Do I Read Next? The Year’s Best Books by Washington State Authors.” The planners were down a person with no representation from Eastern Washington. I joined librarians from Seattle Public Library and King County Library System to share adult fiction and nonfiction to an audience of 65 people. This event is strictly adult titles because CAYAS has their own panel covering kids and teen titles.

I had the honor of interviewing YA author Aiden Thomas at Saturday morning’s CAYAS breakfast. Thomas is the first openly trans author to make the *New York Times* bestseller list and draws upon their Latinx culture in such titles as *Cemetery Boys*, *The Sunbearer Trials*, and *Lost in the Never Woods*. Our interview lasted about 35 minutes and we talked about censorship, writing fantasy vs. “problem novels,” the role libraries have played in Thomas’s work, and more. There were about 180 people in the audience and another 30 or so watching online.

I also attended sessions on Washington State’s new dyslexia testing law, building community relationships with organizations serving youth, and running a diversity audit of the 398s (fairy tales and folktales).

**COLLECTION MONTHLY REPORT
MARCH 2023**

	Select Transaction Count		
Physical Collection	YTD 2023	YTD 2022	CHANGE
Items Processed	11,677	13,719	-15%
Interlibrary Loan Total	1,760	1,510	17%
Overdrive			
Total Checkouts	234,873	205,951	14%
Total Holds	74,319	62,377	19%
hoopla			
Total Checkouts	10,191	8,921	14%
	Total Items in Collection		
Material Type	YTD 2023	YTD 2022	CHANGE
Print	307,164	306,242	0%
Nonprint	73,363	76,718	-4%
Overdrive	147,892	133,784	11%
Grand Total	528,419	516,744	2%

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 several other items are as follows:

City of Airway Heights: Childcare Center Proposal Update

No new information on this topic since reporting on it in February.

City of Airway Heights: Potential Annexation Election Update

Resolution 23-01, Concurring with the City of Airway Heights Annexation Request, was submitted to the Board of County Commissioners (BoCC) on March 29, 2023. The final step needed before annexation is put on the ballot is a resolution from the BoCC calling for an annexation special election for the City of Airway Heights in the August 1, 2023 election. The BoCC is likely to take up this question at one of their April meetings.

Equity, Diversity, and Inclusion (EDI) Training Program

The District has contracted with Kiantha Duncan, a Spokane-based consultant in diversity, equity, and inclusion who recently served as the president of the Spokane chapter of the NAACP, to develop an EDI training program specifically for District. This program will span a year and will be bookended by the 2023 and 2024 Staff Days. The program will include the creation of a video training library that the District will be able to use for onboarding new staff over the next few years.

North Spokane Electric Vehicle Charging Station Update

Electric vehicle charger work by Avista's contractor Colvico began at North Spokane. Due to the discovery of a previously unknown sewer clean-out, there was a short delay while a different layout of gear was created. However, because the area in question is all going behind a new fence, the public facing charger layout remains unchanged.

Liberty Lake Regional Park Seasonal Lending Library Pilot Project Update

The newly named "Parkside Library" has seen positive progress at Liberty Lake Regional Park, though due to the rainy, and at times snowy weather, outside work could not begin in March as planned. The work will begin in April, and we hope to time the media announcement with when the park is staffed by park hosts starting on May 6th.

Legislative Update

With the close of March, the 2023 session of the Washington Legislature has completed its third 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. As with last month, the majority of the bills being tracked would have minor impact on the District's operation as a public entity.

Intellectual Freedom Update

On March 13th, I attended the EveryLibrary Institute "Responding to Challenges" training hosted by the Washington State Library that focused on responding to library materials challenges. One of the recommendations from the training was to have the District's legal counsel draft an opinion letter regarding the District's legal obligations around collection development as they pertain to state and federal law. I've requested that such a letter be drafted, and will share and discuss with the Board at a future meeting.

The BookEnd Closure

Friday March 1st was the last day of operations for the BookEnd at the Spokane Valley Mall. We want to express gratitude to all of our staff, past and present, who have worked there connecting customers with library resources for the last ~6 years. We also want to thank all of our customers who used this library as well. Staff will begin the process of vacating the space in the first week of April. The first step will be to relocate the collection, following a plan to distribute the items to shelves at libraries throughout the District.

OPERATIONS REPORT MARCH 2023

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- This month's virtual SCORE workshop, *Tax Basics for Small Business*, had 27 in attendance, the most we have ever had in the history of our partnership with SCORE. The presentation featured a local tax expert who answered questions from participants.
- Librarian Janet and Public Service Specialist Renee presented a four-week series of workshops on resumes, cover letters, and interviewing techniques to a class at Mica Peak High School. Among other things, students learned how to translate volunteer and other experiences to marketable skills on their resume, and how to dress appropriately for interviews.
- This month's Medicare workshop, *Medicare: Getting Started*, had a combined attendance of 12 in either the online or in-person sessions.

Early Learning (Mary Ellen Braks)

- This month we had 76 storytimes with an attendance of 1,713, ranging from 5-57 attendees.
- For childcare visits we provided 60 storytimes to 921 children at 19 centers.
- This month we finished the *Sensory Storytime Series* with four storytimes and 40 attendees.
- We finished the *Family Construction Zone* program this month. We had four programs with an attendance of 64.

Education and Enrichment (Gwendolyn Haley)

- 259 adults attended programs in March, including gardening, memory cafes, and a concert.
- We had 1,360 people attend programs for kids and families, including *Prime Time* with Greenacres Elementary, as well as a bilingual *Prime Time with Latinos en Spokane*.
- Teens from several area high schools (Central Valley School District, Nine Mile School District, and Riverside School District) participated in poetry slam competitions, and 266 attended teen programs.

Digital Projects and Resources (Carlie Hoffman)

- Staff has provided valuable feedback regarding the new catalog, and we continue to adjust.
- I contacted Bartlett Interactive to begin the website development project process.
- Spokanebusiness.org is undergoing a website revision, and I attended meetings with Spokane Public Library and Houdini Interactive to discuss designs and development.
- I am researching calendar and meeting room booking software.

Information Technology (Patrick Hakes)

- New servers are configured and ready to move to the new Spokane Valley Library.
- All data cables for the new Spokane Valley library are trimmed out and tested.
- Coordination for the District's server room to the new library has been completed.
- Internet stations have updated screensaver images from Communication.

Mobile Services (Danielle Marcy)

- Staff continue to schedule new stops and are filling the summer calendar with community event visits.

Library Reports**Airway Heights: Autrey Jeske**

- The Spokane Weavers Guild did a display in our display case of weaves their members have made. Community members expressed admiration over the items in the display case, and books based on loom weaving that were being shown as part of the display have been consistently checked out.
- Westwood Middle School's art teacher brought in students' art, which included ceramics bobbleheads, carved tiki heads, and watercolors. Kids have come by with their families to view their art.

Argonne: Stacy Loberg

- Customers of all ages enjoyed listening to the Irish music program with *Arvid Lundin & Deep Roots.*
- Staff have been working hard shifting the library collection, we made room for 300+ Large Print materials.
- Our Saturday LEGO free play continues to bring in lots of families and creations to display.

BookEnd: Kristy Bateman

- With the announcement of BE closing, a few loyal customers expressed their appreciation for the library's service.

Cheney: Jonathan Melcher

- Our puzzle/game swap was well attended. Customers enjoyed finding new puzzles to work on.
- AARP Tax Aide has had a steady flow and being 'appointment only' really streamlined the process.
- Lisa helped a young boy find humorous books and he took them all with a fist pump and a "YES!"

Deer Park: Jacob O'Doherty

- March saw the return of our Veterans of Foreign Wars display at the library; a Deer Park community favorite ahead of their upcoming fundraisers. Numerous guests brought their enjoyment and appreciation of the display to our attention.
- Storytime continues to see numbers north of 30, signaling a return of our families to the program.

Fairfield: Kristy Bateman

- Families new to the area continue to visit and get cards. Staff reorganized the shelves to create more space in the Large Print section, and the expanded collection of audio-visual materials has garnered a lot of interest.

Medical Lake: Cecelia McMullen

- Customers continue to thank staff for providing access to a copy machine and free printing.

Moran Prairie: Caitlin Wheeler

-
- Moran Prairie held its first *Jigsaw Puzzle and Game Swap*, which received many positive comments and interest in future swaps.
 - Customers lined up outside the door in anticipation of our *Genealogy and Your DNA* program with presenter Lynda Keenan and walked away with a robust toolset for researching their family trees.

North Spokane: Brian Vander Veen

- The North Spokane Library hosted two different displays of paintings by local artists Cheryl Tradii and Kristen Robertson.
- More than 60 community members came to the North Spokane Library to participate in our one-day puzzle and board game swap.

Otis Orchards: Maggie Montreuil

- The seed library continues to be popular, with people inquiring about, participating in, and contributing to it every day.
- OT participated in Otis Orchards Elementary Math Night, seeing engagement with 84 attendees.
- The *LEGO Stop-Motion Animation* for Teens/Tweens saw a full registration and 13 participants.

Spokane Valley: Danielle Milton

- This month was full of *Poetry Slams* organized by librarian Dana. Local high schools including East Valley, Ridgeline, University, and Mica Peak all held competitions. Winners from the individual competitions were sent on to compete in the *Valley Slam*, held at University High School. In April, the Valley Slam participants will compete against the Northern Slam participants in the Grand Slam.
- Spokane Valley also held its first *Jigsaw Puzzle and Game Swap* which proved to be a success with over 40 attendees swapping out puzzles and games.
- Staff attended Opportunity Elementary's STEAM night, where we provided an activity and created library cards. We saw approximately 500 attendees, many of whom were excited for the new Spokane Valley Library location.

District-wide InformationSecurity Incident Reports

For March 2023, there were 35 Security Incident Reports filed. Five more than last month, February 2023 (30) and four less than March 2022 (39). Spokane Valley had the most incidents reported (13). The most frequently reported incidents related to the Code of Conduct Violations (10) and Potential Problems (11).

 Public Use Measures

March 2023

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	123,524	110,208		12%
Door count	53,754	70,861	182,069	-6%
Items Borrowed	216,483	201,161	624,395	10%
• Airway Heights	2,629	2,369	7,349	17%
• Argonne	7,426	7,919	22,474	7%
• Cheney	7,212	7,547	20,745	0%
Deer Park	7,873	8,382	22,101	0%
• Fairfield	675	583	1,842	23%
• Medical Lake	2,406	2,292	6,997	23%
• Mobile Services	1,643		4,746	
• Moran Prairie	14,331	14,599	42,507	6%
• North Spokane	25,773	24,234	73,726	11%
• Otis Orchards	3,067	3,017	8,959	20%
• Spokane Valley	23,859	23,935	66,744	4%
• The BookEnd	793	981	2,719	-6%
• Digital	24,215	20,405	74,319	19%
• Totals	180,880	167,546	528,512	11%
Programs				
• Number	227	33	552	749%
• Attendance	4,865	508	10,763	974%
Internet Station Use (%)	23.3%	20.2%	23.2%	
Meeting room bookings	452	261	1233	115%
Digital Resource Use	162,745	155,550	474,876	-6%

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 Three Months Ended March 31, 2023**

	Y-T-D Actual	Annual Budget	<div style="border: 1px solid black; background-color: #c8e6c9; padding: 2px; display: inline-block;">Target 25.0%</div> Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 1,319,569	\$ 17,050,000	7.74%	\$ 15,730,431
CONTRACT CITIES - AIRWAY HEIGHTS	0	366,000	0.00%	366,000
CONTRACT CITIES - SPOKANE	0	86,000	0.00%	86,000
FINES & FEES	21,725	20,000	108.62%	(1,725)
GRANTS & DONATIONS	11,739	10,000	117.39%	(1,739)
E-RATE REIMBURSEMENTS	52,671	231,000	22.80%	178,329
LEASEHOLD & TIMBER TAX, REBATES, OTH	20,621	31,500	65.46%	10,879
INTEREST REVENUES	30,901	240,000	12.88%	209,099
TOTAL REVENUES	\$ 1,457,225	\$ 18,034,500	8.08%	\$ 16,577,275
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 1,457,225	\$ 18,034,500	8.08%	\$ 16,577,275
EXPENSES				
SALARIES	\$ 1,848,619	\$ 8,001,900	23.10%	\$ 6,153,281
FRINGE BENEFITS	648,886	2,781,000	23.33%	2,132,114
SUPPLIES	37,683	164,500	22.91%	126,817
UTILITIES	144,126	534,600	26.96%	390,474
SERVICES	505,850	1,483,200	34.11%	977,350
INSURANCE	73,274	97,000	75.54%	23,726
CAPITAL EQUIPMENT	72,344	420,000	17.22%	347,656
LIBRARY MATERIALS	506,484	2,200,300	23.02%	1,693,816
ELECTRONIC LIBRARY MATERIALS	97,497	250,000	39.00%	152,503
LIBRARY PROGRAMS	56,939	95,000	59.94%	38,061
TOTAL EXPENSES	\$ 3,991,704	\$ 16,027,500	24.91%	\$ 12,035,796
TRANSFERS OUT	-	2,007,000	0.00%	2,007,000
TOTAL EXPENSES & TRANSFERS OUT	\$ 3,991,704	\$ 18,034,500	22.13%	\$ 14,042,796
Net Excess of Revenues Over/(Under) Expenses	\$ (2,534,479) \$ -			
BEGINNING CASH	8,134,444			
NET FROM ABOVE	(2,534,479)			
ENDING CASH	\$ 5,599,965			

Number of months cash on hand 4.2



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

	Y-T-D Actual	Annual Budget
REVENUES		
Proceeds from Washington State Department of Commerce Grant	\$ 1,503,172	\$ 1,950,000
Contribution from City of Spokane Valley	-	839,000
Proceeds from Capital Campaign Donations	204,973	200,000
Interest Earnings	30,983	167,400
TOTAL REVENUES	1,739,128	3,156,400
Transfers In	-	900,000
TOTAL REVENUES & TRANSFERS IN	1,739,128	4,056,400
 EXPENSES		
Construction Costs, Including Sales Tax	\$ 2,672,744	\$ 4,953,510
Architect Fees	42,584	176,250
Furniture, Fixtures and Equipment	80,980	1,000,000
Owners Rep, Permits and All Other	24,261	94,228
TOTAL EXPENSES	2,820,569	6,223,988
 NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	\$ (1,081,441)	\$ (2,167,588)
 BEGINNING CASH	 \$ 6,443,931	
NET FROM ABOVE	<u>(1,081,441)</u>	
ENDING CASH	<u>\$ 5,362,490</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
<i>MARCH</i>	645,637	16,068	6,217	-	667,922
	10,431,477	1,020,401	278,399	80,980	11,811,257
Balance to Finish	2,201,709	129,599	76,282	919,020	3,326,610

TRAINING: OPEN PUBLIC MEETINGS ACT AND PUBLIC RECORDS ACT**Background**

Trustees will view the Washington State Attorney General's Office training videos on 1.) the Public Records Act and 2.) the Open Public Meetings Act. The combined total runtime for both training videos is approximately fifty (50) minutes.

Executive Director Patrick Roewe will be available to answer any questions at the conclusion of the videos.

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