



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, June 20, 2023 4:00 p.m. Spokane Valley 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 May 16, 2023 Regular [Meeting Minutes](#)
  - B. Approval of May 2023 [Payment Vouchers](#)
  - C. Unfinished Business
    - 1. New Spokane Valley [Update](#)
  - D. New Business
    - 1. 2023 Budget Update a. Authorizing the Transfer of Funds from the General Fund to the Debt Service Fund ([Resolution No. 23-03](#)): Approval Recommendation
    - 2. Memberships in Organizations: [Policy Review](#)
    - 3. Community [Engagement Plan](#): Discussion
- V. **DISCUSSION ITEMS, POSSIBLE ACTION**
  - A. [Future](#) Board Meeting Agenda Items
- VI. **REPORTS**
  - A. Trustees
  - B. [Executive Director](#)
  - C. [Operations](#)
  - D. [Fiscal](#)
- VII. **ADJOURNMENT**

***This meeting is barrier-free. If you require accommodation to participate in this meeting, please notify Spokane County Library District Administration at least two (2) business days in advance of the meeting by calling 509-893-8200.***

June 20, 2023

## BOARD OF TRUSTEES MEETING MINUTES: May 16, 2023

A regular meeting of the Board of Trustees of Spokane County Library District was held in the public meeting room at the Otis Orchards Library and via Zoom online meeting platform, Tuesday, May 16, 2023 at 4:00pm.

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

**Excused:** None.

**Also Present:** Patrick Roewe (Executive Director), Vinnie Davi (Video Production Specialist), Andrea Sharps (Collection Services Director), Maggie Montreuil (Library Supervisor), Tammy Henry (Librarian), Toni Carnell (Human Resources Director), and Emily Greene (Administrative Services Manager).

**Guests via Zoom:** Jane Baker (Communication and Development Director), Doug Stumbough (Operations Director), and two (2) members of the public.

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

**Agenda Approval (Item II)** Trustee Ellen Clark moved and Trustee Jon Klapp seconded the approval of the meeting agenda.  
The motion was unanimously approved, there was no further discussion.

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

**Approval of April 18, 2023 Regular Meeting Minutes (Item IV.A.)** Chair Craig called for corrections to the April 18, 2023 Regular Meeting Minutes. There were no corrections, the minutes stand as written.  
There was no further discussion.

**Approval of April, 2023 Payment Vouchers (Item IV.B.)** Vice Chair Jessica Hansen moved and Trustee Robert Paull seconded the approval of the April 2023 Payment Vouchers as follows:

| Fund       | Voucher/Payroll Numbers           | Subtotal     | Total          |
|------------|-----------------------------------|--------------|----------------|
| April - GF | 60799-60923 and W001291 – W001308 | \$795,626.08 | \$795,626.08   |
|            | PR04102023 and PP04252023         | \$473,963.00 | \$473,963.00   |
|            |                                   | Total        | \$1,269,589.00 |

|     |                                   |              |              |
|-----|-----------------------------------|--------------|--------------|
| CPF | 9700 Progress Billing             | \$3,675.38   | \$3,675.38   |
|     | 9701 Owners Rep Services          | \$5,193.48   | \$5,193.48   |
|     | 9702 Integrus Architecture        | \$67,798.06  | \$67,798.06  |
|     | 9703 Inspections and Testing Fees | \$788.36     | \$788.36     |
|     | 9704 General Contractor           | \$735,433.12 | \$735,433.12 |
|     |                                   | Total        | \$812,888.40 |

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

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

Executive Director Patrick Roewe presented to the Trustees that the District has now taken possession of the new Spokane Valley Library Building and the project is 96% complete. Discussion ensued about the upcoming Grand Opening and the construction of the park by the City of Spokane Valley.

There was no further discussion.

**New Business  
Travel: Policy Review  
(Item IV.D.1)**

Human Resources Director Toni Carnell presented the minor revisions to the Travel Policy. Trustee Paul moved and Trustee Clark seconded the approval of the reviewed Travel Policy.

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

**New Business  
Personnel: Policy Review: Hiring and Employment  
(Item IV.D.2.a.)**

Human Resources Director Carnell presented revisions to the Hiring and Employment Policy. Changes included credit checks, a shortened introductory period and information on reviewing personnel files. Vice Chair Hanson moved and Trustee Klapp seconded the approval of the reviewed Hiring and Employment Policy.

The motion was unanimously approved there was no further discussion.

**New Business  
Personnel: Policy Review: Employee Compensation  
(Item IV.D.2.b.)**

Human Resources Director Carnell presented the minor revisions to the Compensation Policy. Trustee Klapp moved and Trustee Clark seconded the approval of the reviewed Compensation Policy.

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

**New Business  
Personnel: Policy Review: Leave  
(Item IV.D.2.c.)**

Human Resources Director Carnell presented revisions to the Leave Policy. Discussion ensued about processes with vacation and holiday hours, and sick time cash-outs. Trustee Paul moved and Vice Chair Hanson seconded the approval of the reviewed Leave Policy.

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

**New Business  
Future Use of  
“Old” Spokane  
Valley Library  
Building:  
Discussion  
(Item IV.D.3.)**

Executive Director Roewe presented a proposal to convert the “old” Spokane Valley Library building into a service center for the District. Discussion ensued about the uses for a service center and costs of maintaining possession of the building. Trustee Klapp moved and Trustee Paull seconded the approval of using the building as a service center. By consensus, the Board directed staff to present a building conversion plan and insurance costs at a later meeting.

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

**New Business  
Otis Orchards:  
Overview  
(Item IV.D.4.)**

Library Supervisor Maggie Montreuil and Librarian Tammy Henry presented an overview of the Otis Orchards Library to the Board. Discussion ensued about the Lego Free Play after school, the longest running seed library, and storytimes.

There was no further discussion.

**Discussion  
Items  
Summer 2023  
Meeting  
Schedule  
(Item V.A.)**

Trustee Clark moved and Trustee Paull seconded to cancel the regular August 15, 2023 Board of Trustees meeting with direction to staff to reschedule agenda items to a future meeting.

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

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

Executive Director Roewe informed the Board of plans to add to the June meeting items about Intellectual Freedom. Chair Craig called for any suggestions or concerns on the future board meeting agenda items. There were no suggestions 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 informed the Board that staff would be happy to schedule tours of the new building if there was interest. Collection Services Director Andrea Sharps demonstrated the new Read-Along books. Discussion ensued about the books, the Liberty Lake Regional Park seasonal lending library now being open, and the delay in EV Charging units.

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 April 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 Revenue and Expenditure Final Statement through April 2023 provided prior to the meeting, Financial Director Rick Knorr informed the Board of that the regular biennial audit performed by the Washington State Auditor's Office has begun. Discussion ensued about the process for the audit. Discussion ensued about the cash balances in the bank.

There was no further discussion.

**Adjournment  
(Item VII.)**

Chair Craig adjourned the meeting at 5:14pm. The next Board Meeting is scheduled for Tuesday, June 20<sup>th</sup> at the Spokane Valley Library.

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John Craig, Chair

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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 April 30, 2023, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,269,589.08 for the general fund and \$812,888.40 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: June 1, 2023

SIGNED:   
 TITLE: Finance Director

SIGNED:   
 TITLE: Executive Director

**GENERAL OPERATING FUND**

| VOUCHER NUMBER | VENDOR NAME                           | DESCRIPTION                                    | VOUCHER AMOUNT |
|----------------|---------------------------------------|--|----------------|
| 60924          | BLACKSTONE PUBLISHING                 | LIBRARY MATERIALS                              | 75.18          |
| 60925          | CENTURYLINK                           | MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR     | 66.88          |
| 60926          | CITY OF MEDICAL LAKE                  | MONTHLY WATER, SEWER, REFUSE - ML              | 163.63         |
| 60927          | RANDY COURCHAINÉ                      | REFUND OF FEE PAID FOR LOST ITEM               | 30.00          |
| 60928          | EBSCO INDUSTRIES, INC.                | ELECTRONIC LIBRARY MATERIALS, CONSUMER REPORTS | 10,310.00      |
| 60929          | EMPIRE DISPOSAL INC.                  | MONTHLY SOLID WASTE - FF                       | 44.13          |
| 60930          | THE FIG TREE                          | LIBRARY MATERIALS                              | 150.00         |
| 60931          | FP MAILING SOLUTIONS                  | POSTAGE MACHINE ANNUAL LEASE                   | 353.62         |
| 60932          | GALE/CENGAGE LEARNING                 | LIBRARY MATERIALS                              | 463.76         |
| 60933          | H&H BUSINESS SYSTEMS, INC.            | NEW STAFF DESKTOP PRINTERS, QTY 8              | 6,525.29       |
| 60934          | HELENE HATCH                          | READING BUDDY PROGRAM SUPPLIES                 | 54.41          |
| 60935          | INGRAM DISTRIBUTION GROUP, INC        | BI-WEEKLY LIBRARY MATERIALS                    | 11,283.53      |
| 60936          | KIANTHA DUNCAN                        | EQUITY, DIVERSITY, INCLUSION TRAINING PROGRAM  | 7,466.00       |
| 60937          | LE CATERING CO                        | STAFF DAY CATERER                              | 4,457.74       |
| 60938          | MIDWEST TAPE                          | BI-WEEKLY LIBRARY MATERIALS                    | 3,553.92       |
| 60939          | NATIONWIDE INSURANCE                  | EMPLOYEE DEDUCTIONS FOR PET INSURANCE          | 419.92         |
| 60940          | NEXUS TRANSLATION SERVICES LLC        | INTERPRETER SERVICES                           | 40.00          |
| 60941          | OTIS HARDWARE                         | MAINTENANCE SUPPLIES                           | 48.06          |
| 60942          | OVERDRIVE, INC.                       | BI-WEEKLY LIBRARY MATERIALS                    | 2,814.23       |
| 60943          | PLAYAWAY PRODUCTS LLC                 | LIBRARY MATERIALS                              | 117.59         |
| 60944          | SCHOLASTIC LIBRARY PUBLISHING         | LIBRARY MATERIALS                              | 158.72         |
| 60945          | RICHARD J SINGER                      | LIBRARY PROGRAMS, PERFORMER                    | 300.00         |
| 60946          | THE SPOKESMAN- REVIEW                 | LIBRARY MATERIALS                              | 1,976.00       |
| 60947          | SPOKANE HARDWARE SUPPLY               | BUILDING REPAIR & MAINTENANCE                  | 33.42          |
| 60948          | SPOKANE COUNTY ENVIRONMENTAL SERVICES | MONTHLY SEWER - AR, NS, SV                     | 315.58         |
| 60949          | STATE AUDITOR'S OFFICE                | ANNUAL AUDIT FEES                              | 1,921.50       |
| 60950          | STATE PROTECTION SERVICES INC         | MOBILE SECURITY PATROLS: SV, NS                | 2,398.60       |
| 60951          | TOWN OF FAIRFIELD                     | BI-MONTHLY WATER, SEWER - FF                   | 217.80         |
| 60952          | UNIQUE MANAGEMENT SERVICES            | MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE    | 2,047.07       |
| 60953          | WASTE MANAGEMENT OF SPOKANE           | MONTHLY REFUSE                                 | 1,325.21       |
| 60954          | WHITWORTH WATER DISTRICT              | MONTHLY WATER - NS                             | 28.08          |
| 60955          | WICK ENTERPRIZES, LLC                 | ADVERTISING                                    | 940.50         |
| 60956          | WITHERSPOON BRAJCICH MCPHEE, PLLC     | LEGAL SERVICES, GENERAL COUNSEL                | 3,325.50       |
| 60957          | ABM INDUSTRIES, INC.                  | MONTHLY CUSTODIAL SERVICES                     | 18,206.60      |
| 60958          | AMAZON CAPITAL SERVICES               | PROGRAMMING AND OFFICE SUPPLIES                | 22.20          |
| 60959          | CENTER POINT LARGE PRINT              | LIBRARY MATERIALS                              | 503.97         |
| 60960          | DEMCO, INC.                           | OFFICE/LIBRARY SUPPLIES                        | 4,657.13       |
| 60961          | EBSCO INDUSTRIES, INC.                | LIBRARY MATERIALS - SUBSCRIPTIONS              | 17,847.09      |
| 60962          | EDNETICS                              | SECURITY CAMERAS, PARTIAL PAYMENT              | 46,561.54      |
| 60963          | FATBEAM, LLC                          | MONTHLY INTERNET SERVICE, NET OF ERATE DISC    | 5,388.68       |
| 60964          | GALE/CENGAGE LEARNING                 | LIBRARY MATERIALS                              | 146.17         |
| 60965          | GREENLEAF LANDSCAPING, INC.           | GROUNDS MAINTENANCE                            | 5,981.43       |
| 60966          | INGRAM DISTRIBUTION GROUP, INC        | BI-WEEKLY LIBRARY MATERIALS                    | 12,142.40      |
| 60967          | INLAND POWER AND LIGHT                | MONTHLY ELECTRIC UTILITIES - AH, DP            | 877.30         |
| 60968          | VOID CHECK                            | VOIDED CHECK, WRONG COMPANY CODE               | -              |
| 60969          | JANA LAYNE JOHNSON                    | REFUND OF FEE PAID FOR LOST ITEM               | 15.20          |
| 60970          | LYNDA LEA KEENAN                      | LIBRARY PROGRAMS, PRESENTER                    | 525.00         |

|            |   |  |            |
|------------|---|--|------------|
| 60971      | MIDWEST TAPE                                | BI-WEEKLY LIBRARY MATERIALS                    | 865.09     |
| 60972      | NATIONAL COLOR GRAPHICS                     | PRINTING - ENGAGE MAGAZINE                     | 10,667.83  |
| 60973      | OPTUM                                       | MONTHLY HSA ACCOUNT ADMIN FEES                 | 63.00      |
| 60974      | OVERDRIVE, INC.                             | BI-WEEKLY LIBRARY MATERIALS                    | 45,099.44  |
| 60975      | PERRINE PROPERTIES, LLC                     | MONTHLY PARKING LOT LEASE, SV                  | 300.00     |
| 60976      | DONNA POTTER PHILLIPS                       | LIBRARY PROGRAMS, PRESENTER                    | 825.00     |
| 60977      | BPR CUMULUS LLC                             | MONTHLY LEASE PAYMENT, BOOKEND                 | 120.00     |
| 60978      | AMERICAN LIBRARY ASSOCIATION                | ANNUAL DUES AND MEMBERSHIPS                    | 150.00     |
| 60979      | AMAZON CAPITAL SERVICES                     | PROGRAMMING AND OFFICE SUPPLIES                | 1,325.37   |
| 60980      | BLACKSTONE PUBLISHING                       | LIBRARY MATERIALS                              | 1,235.96   |
| 60981      | GALE/CENGAGE LEARNING                       | LIBRARY MATERIALS                              | 917.77     |
| 60982      | INGRAM DISTRIBUTION GROUP, INC              | BI-WEEKLY LIBRARY MATERIALS                    | 11,620.50  |
| 60983      | KANOPY, INC                                 | LIBRARY MATERIALS, ANNUAL SUBSCRIPTION         | 2,000.00   |
| 60984      | MIDWEST TAPE                                | BI-WEEKLY LIBRARY MATERIALS                    | 3,174.94   |
| 60985      | MELISSA MURPHY                              | REFUND OF FEE PAID FOR LOST ITEM               | 4.00       |
| 60986      | OVERDRIVE, INC.                             | BI-WEEKLY LIBRARY MATERIALS                    | 34,270.73  |
| 60987      | POWER CITY ELECTRIC, INC                    | GENERAL CONTRACTOR FOR SECURITY PROJECT        | 5,087.09   |
| 60988      | QUILL CORPORATION                           | OFFICE/LIBRARY SUPPLIES                        | 1,204.12   |
| 60989      | STAPLES ADVANTAGE                           | OFFICE/LIBRARY SUPPLIES                        | 1,406.74   |
| 60990      | ULINE SHIPPING SPECIALISTS                  | OFFICE/LIBRARY SUPPLIES                        | 1,198.62   |
| 60991      | U.S. BANK CORP. PAYMENT SYSTEM              | CREDIT CARD PAYMENT                            | 24,296.72  |
| W000001309 | NAVIA BENEFIT SOLUTIONS CLIENT PAY          | WEEKLY FSA ACCOUNT PAID CLAIMS                 | 276.93     |
| W000001310 | ELEC FEDERAL TAX PAYMENT SYS                | PAYROLL TAX DEPOSIT                            | 74,268.70  |
| W000001311 | US BANK - HEALTH - OPTUM                    | HEALTH SAVINGS ACCT CONTRIBUTIONS              | 1,862.25   |
| W000001312 | VANTAGEPOINT TRNSFR %M&T BANK-302112        | ICMA EMPLOYEE 457 CONTRIBUTIONS                | 4,036.44   |
| W000001313 | DEPT OF RETIREMENT SYSTEMS                  | RETIREMENT CONTRIBUTIONS                       | 51,317.10  |
| W000001314 | ASSOCIATION OF WASHINGTON CITIES - VIMLY BE | MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE | 102,819.21 |
| W000001315 | US BANK - SPOKANE VALLEY                    | ANNUAL SAFE DEPOSIT BOX FEE                    | 99.28      |
| W000001316 | ELEC FEDERAL TAX PAYMENT SYS                | PAYROLL TAX DEPOSIT                            | 73,783.55  |
| W000001317 | VANTAGEPOINT TRNSFR %M&T BANK-302112        | ICMA EMPLOYEE 457 CONTRIBUTIONS                | 4,036.44   |
| W000001318 | US BANK - HEALTH - OPTUM                    | HEALTH SAVINGS ACCT CONTRIBUTIONS              | 1,862.25   |
| W000001319 | DEPT OF RETIREMENT SYSTEMS                  | RETIREMENT CONTRIBUTIONS                       | 53,759.62  |
| W000001320 | NAVIA BENEFIT SOLUTIONS CLIENT PAY          | MONTHLY FSA ACCOUNT ADMIN FEE                  | 100.00     |
| W000001321 | NAVIA BENEFIT SOLUTIONS CLIENT PAY          | WEEKLY FSA ACCOUNT PAID CLAIMS                 | 110.05     |
| W000001322 | NAVIA BENEFIT SOLUTIONS CLIENT PAY          | WEEKLY FSA ACCOUNT PAID CLAIMS                 | 126.68     |
| W000001323 | NAVIA BENEFIT SOLUTIONS CLIENT PAY          | WEEKLY FSA ACCOUNT PAID CLAIMS                 | 255.37     |
| W000001324 | NAVIA BENEFIT SOLUTIONS CLIENT PAY          | WEEKLY FSA ACCOUNT PAID CLAIMS                 | 83.29      |

**Total Non-Payroll General Operating Fund** \$ 690,930.66

**PAYROLL VOUCHERS**

|               |                                 |                                       |               |
|---------------|---------------------------------|---------------------------------------|---------------|
| 05102023 PP9  | SPOKANE COUNTY LIBRARY DISTRICT | NET PAYROLL CHECKS FOR PAY PERIOD #9  | \$ 234,627.29 |
| 05252023 PP10 | SPOKANE COUNTY LIBRARY DISTRICT | NET PAYROLL CHECKS FOR PAY PERIOD #10 | 238,881.77    |

**Total Payroll General Operating Fund** \$ 473,509.06

**TOTAL GENERAL OPERATING FUND** \$ 1,164,439.72

**CAPITAL PROJECTS FUND**

| VOUCHER NUMBER                     | VENDOR NAME                          | DESCRIPTION   | VOUCHER AMOUNT       |
|------------------------------------|--------------------------------------|---|----------------------|
| 9705                               | CDW COMPUTER CENTERS, INC.           | TV MONITORS FOR CONFERENCE ROOMS, QTY 7                 | 10,330.25            |
| 9706                               | FATBEAM, LLC                         | COST FOR MOVING SERVER HUB TO NEW BLDG (\$48,000 gross) | 9,600.00             |
| 9707                               | GRAYBAR ELECTRIC COMPANY, INC.       | CAT-6 CABLES, ASSORTED LENGTHS (QTY 328)                | 2,803.57             |
| 9708                               | GREEN BUSINESS CERTIFICATION INC.    | PROGRESS REVIEW FOR LEED CERTIFICATION                  | 775.00               |
| 9709                               | HAMMOND FACILITY CONSULTING SERVICES | OWNERS REP SERVICES: Monthly                            | 4,148.47             |
| 9710                               | INTEGRUS ARCHITECTURE                | ARCHITECT FEES FOR APRIL, INCLUDES PROG PMT ON SIGNAGE  | 44,873.44            |
| 9711                               | KILGORE CONSTRUCTION INC             | GENERAL CONTRACTOR, MONTHLY PROGRESS PMT                | 730,949.90           |
| 9712                               | NRg EDGE CONSULTING                  | NON RESIDENTIAL ENERGY CODE INSPECTIONS                 | 3,800.00             |
| 9713                               | TESTCOMM, LLC                        | COMMISSIONING FEES, APRIL                               | 6,300.00             |
| 9714                               | EDNETICS, INC                        | SECURITY CAMERA INSTALLATION, PROGRESS PAYMENT          | 27,229.85            |
| 9715                               | INTEGRUS ARCHITECTURE                | ARCHITECT FEES FOR FEB FOR NEW BUILDING                 | 3,647.90             |
| 9716                               | TESTCOMM, LLC                        | COMMISSIONING FEES, MAY                                 | 5,300.00             |
| <b>Total Capital Projects Fund</b> |                                      |   | <b>\$ 849,758.38</b> |

**April 2023/May 2023  
Paid in May 2023  
Voucher # 60991**

| <b>Card Category</b>          | <b>Amount</b>       |
|-------------------------------|---------------------|
| <b>General Purchases</b>      | \$ 14,710.57        |
| <b>Maintenance</b>            | \$ 963.32           |
| <b>Travel</b>                 | \$ 387.91           |
| <b>Acquisitions</b>           | \$ 5,669.97         |
| <b>Information Technology</b> | \$ 2,195.75         |
| <b>Mobile Services</b>        | \$ 369.20           |
| <b>General Fund Purchases</b> | <b>\$ 24,296.72</b> |

*Top Individual Charges*

|                    |  |          |
|--------------------|--|----------|
| 4 Imprint          | SCLD logo pens, Qty 7000                 | 5,929.90 |
| Amazon             | Total all material purchases from Amazon | 4,864.00 |
| Lakeshore Learning | Children Section Play Kitchen, AR        | 1,733.49 |
| Digital Signage    | Signage Players, Qty 7                   | 1,685.00 |
| Mailchimp          | Monthly Email Service                    | 892.98   |



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## **NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE – JUNE 2023**

### **Construction activity update**

The project is substantially complete, with the certificate of substantial completion signed on May 26, 2023. As of this writing, work is continuing on the final elements of landscaping, installation of exterior signage, and the resolution of the outstanding “punch list” items.

### **Move-in and opening preparations**

Staff have maintained an active presence in the building since May 16, 2023, and have been proactively liaising with the design team and general contractor regarding known and emergent punch list items.

The shelving was installed, and all but a limited number of pieces of furniture have been delivered. These pieces experienced manufacturing, ordering, and/or shipping issues, but are being tracked.

As of this writing, opening preparations are nearing completion. The ~70,000 item collection has been relocated to the new building, and staff have been hard at work fine-tuning shelving and collection locations and completing other tasks necessary for relocating and subsequently opening the library. The anticipated grand opening of June 17, 2023 is proceeding as planned.

### **New facility systems training**

Numerous facility focused trainings on all operating systems of the new library were scheduled and attended, listed as follows:

- Fire Alarm
- Intrusion
- Access Control
- HVAC
- Electrical
- Lighting
- Irrigation and Landscape Maintenance

### **Cost changes**

Change Order #11 was signed in early June, encompassing twelve minor items that totaled ~\$12,000. Including the latest Change Order Number 11, 2.86% of the original construction cost (\$11,091,076) has now been added due to changes, amounting to \$ 317,132. The anticipated range for cost changes as been 2.5 to 5%. One final change order (#12) is anticipated in late June or July. Additional discussion regarding change orders is below.

### **Preliminary Final Projected Budget**

While remaining invoices are continuing to be submitted, the projected final budget for the new library is estimated to be ~\$234,000 under budget. This savings is due primarily to change orders coming in 2% under budget and architect fees being nearly ~\$45,000 under budget. The following table and notes provide additional information:

| Spokane County Library District  |                   |                   |
|----------------------------------|-------------------|-------------------|
| New Spokane Valley Library       |                   |                   |
|                                  | Budget            | Projected Final   |
| Construction Cost, per bid       | 11,091,076        | 11,091,076        |
| Sales tax                        | 987,110           | 987,110           |
| Plus: Change orders, through #11 | 555,000           | 335,000           |
| Architect & Engineering Fees     | 1,150,000         | 1,105,000         |
| All other soft costs except FFE  | 350,000           | 345,000           |
| FFE                              | 1,000,000         | 1,036,000         |
|                                  | <b>15,133,186</b> | <b>14,899,186</b> |

- **Construction cost**

The main construction bid price is a “hard bid” and does not change for the duration of the construction project. Same goes for the sales tax.

- **Change Orders**

Change orders are how the cost of the project changes over the course of construction. This is also the primary component that is under budget. At project onset, the District budgeted approximately 5% for change orders. With only one change order remaining, likely in the magnitude of \$15,000 to \$20,000, the cumulative total for all change orders are expected to finish at only 3%, or around \$200,000 under budget.

- **Architect Fees**

Architect fees also are expected to finalize slightly under budget. The original budget amount for the consulting specialist firm G4 was not needed, along with a provision for “additional” construction administration that was also not needed.

- **Furniture, Fixtures and Equipment**

FFE for the District’s project includes all shelving, furniture, all audio-visual equipment for the studio and the meeting rooms, and all moving costs. The final costs should be relatively close to the rounded budget of \$1,000,000.

- **Soft Costs**

Soft costs are other consulting costs such as the owner’s representative, the commissioning service, all testing and inspections, and all of the required permits and certifications. This group of costs remain very close to budget.

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

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**RESOLUTION #23-03: TRANSFER FUNDS FROM THE GENERAL FUND TO DEBT SERVICE FUND****Background**

In June 2022, the District entered into a financing agreement with the Office of the Washington State Treasurer through their LOCAL program. Briefly summarized, the purpose of that agreement was to borrow approximately \$9,000,000 to finance the construction of the new Spokane Valley Library, with a repayment schedule of approximately \$1,100,000 per year for 9 years.

The required payments on this financing for 2023 are as follows:

|               |           |                        |
|---------------|-----------|------------------------|
| June 2023     | \$925,250 | Principal and Interest |
| December 2023 | \$182,125 | Interest               |

In November 2022, Resolution #22-04 established the budget for the 2023 year for all funds of the District. Included in this budget was a transfer of \$1,107,000 from the general fund to the debt service for the purpose of funding the regularly scheduled payments listed above.

Historically, the District has always performed fund transfers from the General Fund to any other fund only by resolution. Since the first half of property tax collections are collected by the Spokane County Treasurer on behalf of the District, primarily in April and May, and the first loan payment is due in June, it is appropriate to plan for and request this transfer in June 2023.

**Recommended Action: Board motion to approve Resolution #23-03, authorizing the transfer of \$1,107,000 from the General Fund to the Debt Service Fund.**



ADOPTED by the Board of Trustees of Spokane County Library District,  
Spokane County, Washington, at a regular meeting thereof, held this 20<sup>th</sup> day of June 2023.

SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington

John Craig, Chair

\_\_\_\_\_  
Board of Trustees

ATTEST

\_\_\_\_\_  
Patrick Roewe  
Secretary to the Board of Trustees

## **MEMBERSHIPS IN ORGANIZATIONS POLICY**

### **Background**

The purpose of this policy is to codify the District's participation in civic, business, and library organizations whose purposes are consistent with the District's mission, values, and goals.

The recommended revisions were made primarily for clarity, with no substantive changes made to the policy itself. The policy was last reviewed by the District's legal counsel in June 2021.

Executive Director Patrick Roewe will be available to answer any questions on the recommended 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 Membership in Organizations policy, as revised.**

## SPOKANE COUNTY LIBRARY DISTRICT

### **POLICY: MEMBERSHIPS IN ORGANIZATIONS**

Approval Date: February 19, 1998

Revision Date: ~~June 15, 2024~~ June 20, 2023

#### **Related Policies**

None

#### **General Policy:**

It is the policy of Spokane County Library District (District) to maintain active membership and participation in selected civic, business, and library organizations whose purposes are consistent with the District's mission, values, and goals.

The District benefits from such memberships through increased awareness of community issues and needs, increased opportunities to provide its constituents with information about its services and activities, participation in community activities that help meet District goals and objectives, and access to information that assists the Board of Trustees and staff in providing effective and efficient services and programs.

As part of the annual budget process, the Board of Trustees shall review and approve all organizational memberships paid by the District for the following year.

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The Executive Director will establish administrative procedures necessary to implement this policy. In accordance with the administrative procedures, any appeal of an administrative action under this policy will first be made in writing to the Executive Director. Any subsequent appeal of Executive Director action and/or decision will be made in writing to the Board of Trustees.

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

SPOKANE COUNTY LIBRARY DISTRICT

**POLICY: MEMBERSHIPS IN ORGANIZATIONS**

Approval Date: February 19, 1998

Revision Date: June 20, 2023

**Related Policies**

None

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## Community Engagement Plan (CEP) Update

### Background

District staff have been engaged in the strategic planning process for the past ~18 months to draft a new iteration of the District's Community Engagement Plan. What follows is a summary of the planning process and a working draft of the plan. As key stakeholders for the District, this initial discussion is seeking Board input. Staff will subsequently incorporate any Board feedback into a final version of the plan and present it for formal adoption by the Board at the July meeting.

Strategic Plan Manager Aileen Luppert will provide an overview of the planning process and draft plan and will be available to answer any questions.

### Strategic Planning Process Summary

Plans for the 2023-2026 Community Engagement Plan (CEP) began in early 2022. Like the previous two strategic planning cycles, the methodology used was rooted in the belief that active and deliberate community engagement is paramount to success. Connecting and engaging with the community serves multiple objectives. Staff gather authentic public knowledge and insight on which to build the strategic plan, and the process of doing so creates the opportunity to reconnect with well-established partners and network to build new ones. The attached draft CEP for Board review outlines priorities for the coming years and proposes the ways in which the District can reach them. While the CEP will direct the District's internal and day-to-day work, the document itself is "outward facing," intended to be shared with and understood by our community and library customers.

In March of 2022, a 28-member team was created with librarians, public services managers, and representatives from the other departments (Collection Services, IT, Communication and Administration). This group went through a series of training workshops focused on understanding meaningful community engagement and the tools and techniques to be used when talking to our community.

Next, the team broke into smaller groups to seek input through interviews and conversations with people from each of the 10 library communities and the District as a whole. Each exercise or conversation was scripted and revolved around question, "in what kind of community do you want to live?" We asked about significant issues facing the community, perceived challenges, and who is trusted to effect change. The script deliberately left out questions specific to the library or library services. Asking about the library tends to keep the focus on the present and perceived library shortcomings. Asking about community aspirations, we instead develop an understanding of hopes for the future to identify the most meaningful ways the District can be a part of that vision.

Staff completed 30 "Ask Exercises" at community gatherings and events such as library sponsored summer concerts, Millwood Daze, May Fest, Fairwood and Spokane Valley Farmer Markets, YMCA Senior Wellness Fair, Mercadito, storytimes, and at stops made around the county by LINC. At each event, staff spoke to 1-15 people and asked them four short questions about community.

A total of 42 Community Conversations were held with a wide variety of groups including, Inland Northwest Early Learning Alliance (INWELA), Airway Heights Parks and Rec, Boys and Girls Club, Hallet Elementary PTSO, Cheney Merchants Association, Orchard Crest Retirement Community, West Valley School District staff, United Way of Spokane County, Library Foundation of Spokane

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County Board, Library Friends, and District staff. These facilitated and in-depth conversations typically lasted 60 minutes and were held with groups of 4-12 participants.

We also conducted 12 interviews with individual stakeholders in the community. We spoke to representatives and leaders from organizations such as Spokane Regional Health District, Spokane NAACP, Family Promise, Hispanic Business & Professional Association, staff from the City of Spokane Valley, members of the District Board of Trustees and more. The interviews were longer than the Ask Exercise, but shorter than a Community Conversation. Generally, they were conducted with individuals who might have specialized knowledge about a particular sector or population in Spokane County.

Two opportunities for participation were offered to our customers inside the libraries. An “Aspiration Tree” hung in each location for a month which posed the question “what kind of community do you want to live in?” We asked customers to write their answers on a leaf shaped post-it note and add it to the tree. There was also a QR Code allowing people to link to an online version of an Ask Exercise. It’s estimated that over 150 people responded from across the District.

After gathering feedback from the community, attention turned to collecting data. Librarians researched and wrote short reports about the make-up of each library community. The summaries highlighted specific populations and demographics found in the US Census, school district statistics and academic achievement from OSPI Report Card’s website, Gale Mosaic Market Share Summaries, and our own District Customer Usage Data.

A Steering Committee was formed to synthesize the community input and data and draft strategic priorities. The Committee completed several analytical exercises and talked through the implications of what we learned. The group considered the District’s strengths and assets and looked for the best ways in which the District, as a public library, could respond to what our community told us it wanted. What emerged was four strategic priorities or directions in which the District could align its resources with community aspirations.

Before setting specific goals for each priority, the Steering Committee sought additional input from staff. Staff from every department and individual library were asked to answer a series of questions, such as:

- What does your work group do well?
- With the Strategic Priorities in mind, what new things could your work group do?
- What would your workgroup need to give up or stop doing to have the capacity for new work?

The main purpose of the exercise was to gather themes and ideas for goals in the final plan. We also hoped by asking these questions, staff would take the opportunity to recognize, imagine, and reflect on potential changes ahead of the plan going into effect. It invited staff to share their own thoughts about the District’s work and processes. All the ideas and input were gathered and shared back with the whole staff.

Once completed, the Steering Committee reconvened and produced the attached draft 2023-2026 Community Engagement Plan (CEP). The District’s Mission, Vision, and Guiding Principles remain mostly unchanged from the previous plan. Next, the CEP identifies four areas to prioritize. Each category follows the same format. After the priority heading is a summary of the community aspiration that inspired it, followed by the District’s intended response. Listed after each District intention are the actionable goals for this strategic cycle.

With this draft CEP, the District has created a framework for its work in the coming years, but additional steps remain before complete implementation. Plans to share the CEP and seek additional feedback from the community are in the works. Last, action and measurement plans with more specific activities or initiatives will be drafted in the coming months.

The Draft 2023-2026 Community Engagement Plan follows on the next page.

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## **Draft 2023-2026 Community Engagement Plan**

### **Mission**

Providing resources, experiences, and places that empower people to learn, explore, and succeed.

### **Vision**

An engaged community that learns, works, creates, and thrives together.

### **Guiding Principles**

- Welcome the diverse members of our community and provide excellent customer service to all.
- Champion intellectual freedom, literacy, and the importance of reading.
- Provide open and equitable access to ideas and information in order to facilitate learning and the pursuit of knowledge.
- Respect the integrity and confidentiality of all library customers.
- Establish strong local partnerships in pursuit of shared community aspirations.
- Deliver programs, services, and resources that are responsive to community needs and interests.
- Promote civil discourse and interaction.
- Approach opportunities and challenges with collaboration, creativity, and adaptability.
- Be good stewards of public resources and public trust.

### **Strategic Priorities and Goals**

#### **Build Connections and Collaboration**

- People want opportunities and places to connect to each other in order to celebrate their local communities, know their neighbors, and work together and learn from one another.
- The District will engage with partners and create learning activities, resources, and places—in person and online—for people to connect to each other.

#### **Goals**

- Prioritize opportunities for people to develop meaningful connections within their community.
- Build and cultivate collaborations to expand library services and link customers to needed resources and information beyond the library walls.

#### **Champion Equity and Access**

- People want welcoming, inclusive, environments and equal opportunities for everyone to succeed. They want to overcome divisions and build community.
- The District will welcome everyone and provide equitable library services to our diverse communities.

- 
- The District will offer access to ideas and concepts that are responsive to the diverse information needs of the communities we serve in support of our commitment to the principles of intellectual freedom and the customers' right to choose materials for themselves free from interference.

#### Goals

- Offer access to library services, collections, and programs that are equitable and responsive to the diverse information needs of the communities we serve.
- Provide opportunities to read and explore new ideas in multiple formats.
- Launch an Equity, Diversity, and Inclusion training program to educate and equip staff with skills to provide equitable library service.

#### Foster Curiosity and Learning

- People want their community to thrive by supporting learning and growing at all ages and stages of life.
- The District will create opportunities for community members to explore their interests, encounter ideas, and learn new skills.
- The District will focus resources in supporting early literacy, school readiness, technological literacy that bridges the digital divide, and self-improvement skills to help customers reach their full potential.

#### Goals

- Provide community members of all ages with opportunities to pursue lifelong learning, self-improvement, and build life skills.
- Support parents, educators, and caregivers with access to free opportunities, resources, and tools to help young people build the skills they need to flourish.

#### Pursue Excellence

- People want a library that responds to their changing and unique information needs.
- District staff want to strengthen collaboration as they work together to offer the best library experience possible.
- The District will focus on encouraging innovation, improving processes, and engaging employees in order to more effectively and efficiently pursue the District's mission.

#### Goals

- Continue to respond to community needs as they change.
- Evaluate and improve ways in which library services are delivered.
- Develop new ways for departments to share information and communicate with one another.
- Engage a workforce that is representative of the communities that the District serves.

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

**FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: JULY 2023 – SEPTEMBER 2023**

**July 18, 2023: Fairfield Library – (4:00 p.m)**

- New Spokane Valley: Overview
- Volunteer Program: Policy Review
- Community Engagement Plan: Approval Recommendation
- Bean Stack: Overview
- City of Airway Heights: Potential Interlocal Agreement Amendment: Discussion
- Intellectual Freedom Legal Framework: Discussion

**August 15, 2023: Cancelled**

**September 19, 2023: Moran Prairie – (4:00pm)**

- Code of Conduct: Policy Review
- Emergency Closure of Facilities: Policy Review
- Personnel: Policy Review
- Procurement: Policy Review
- Use of 3d Printing and Cutting: Policy Review
- Airway Heights: Overview

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## Executive Director's Report May 2023

### Finance – Rick Knorr

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

- General Fund Revenue & Expenses Report (standard)
- Capital Project Fund Revenue & Expenses Report (standard)
- Monthly Construction Expenditures report for the New Spokane Valley Library

#### General Fund

Total general fund operating expenses before transfers are 40.15% of the annual budget after five months of operations. This is slightly under target and continuing to match expectations.

#### Capital Project Fund

The full amount of the Washington State Department of Commerce Library Capital Improvement grant has now been received. The District has now received all external funds comprising the financing package for the new facility. As reported, there is \$4,963,686 in the capital project fund available to complete the project.

#### Monthly Construction Expenditures Report

As shown in this report, there is approximately \$1,400,000 remaining to be paid to complete the facility. Most will be paid in June, with approximately \$200,000 remaining for final closing requirements.

#### Biennial Audit from the Washington State Auditor Office

The Washington State Auditor's Office (SAO) has been continuing their biennial financial and accountability audit of the District. The District has been on a biennial audit cycle since the 2017.

The District received an Entrance Conference letter which presents a basic outline of the audit being performed, which has been shared with all Trustees. Further insight into this entrance document and a general progress update will be provided at the meeting.

#### Facilities Report

The major emphasis of Facilities for the months of May and June has been focused on the new Spokane Valley Library and the related move-out of many items from the Service Center location.

### Human Resources – Toni Carnell

#### Training

- A successful Staff Day was held on May 12, with 130 staff and one Trustee in attendance. Kiantha Duncan started the day as our keynote speaker, kicking off our year-long Diversity, Equity, Inclusion & Belonging work. Some highlights from the post-event survey:
  - I look forward to becoming better acquainted with Kiantha. I appreciated her compassionate and wise answers regarding a topic that can so easily become partisan.
  - I thought Kiantha knocked it out of the park!!! Excited to learn from her.
  - I'm excited to be working with Kiantha!
  - She covered more than I had expected, and I was pleasantly impressed.
  - She was a great speaker and storyteller!

- 
- Best Staff Day I've attended since I started going in 2005! Like having one breakout session and the rest general, so all staff are hearing the same thing at the same time.
  - Two sessions of CPI: Verbal Intervention training were held.
  - New courses continue to be added to the learning management system and the training calendar.

### Staff updates:

#### New hires:

- Librarian
- Public Services Technician
- Public Services Associate – Float
- Camp Counselor (3 temp for Camp Read-A-Rama)

#### Promotions:

- N/A

#### Transfers

- N/A

#### Voluntary Demotion

- Public Services Specialist to Public Services Associate

#### Separations:

- Storytime Specialist

## **Communication & Development – Jane Baker**

### Communication

Media coverage in May included KREM-TV featuring a May 4 story about the Airway Heights ballot measure, and KHQ-TV featuring the Seed Libraries on their May 10 morning program. Advertising was placed in The Inlander, Spokesman, The Valley Current, and The Fig Tree newspapers promoting Summer Reading. An ad promoting the extended checkout period for Discover Pass Backpacks will run in the Out There Outdoors publication through the summer.

Communication staff on the web team assisted in organizing categories and imagery for the new catalog and participated in preliminary meetings with the outside vendor for the new website.

The Department announced the Grand Opening of Spokane Valley Library by creating and sending invitations, a press release, advertisements in The Valley Current, and article in the District eNewsletter, on the SCLD website, and social media announcements. Work also began on updating the new library's address in a variety of printed materials and online.

### Development

The Library Foundation of Spokane County is planning an exclusive donor event to benefit Spokane Valley Library in conjunction with the District's Friends & Family event on June 14. Invites have been sent to select Spokane Valley residents to get a first look at the library and to hear about the Foundation's fundraising efforts. This event begins at 6:30pm.

The Foundation also launched online t-shirt sales with proceeds to benefit Spokane Valley Library during the month of June. This campaign will end in July, but items will remain available in "The



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SCLD Shop” online store where proceeds go to the Foundation’s general fund. The SCLD Shop will be adding more items such as tote bags and mugs in the future.

<https://www.bonfire.com/spokane-valley-library/>

Paver engraving at Spokane Valley Library was completed on June 1. This first round included 33 pavers, with another round of engraving anticipated for later this summer.

### **Operations - Doug Stumbough**

For the month of May, a total of 62,965 customers visited our libraries in person, down from 68,134 (-8%) in April. The total number of 79,843 physical items borrowed by customers in the libraries, down from the 80,555 physical items borrowed in April (-1%).

### **Positive Interaction Reports**

There were 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:

Needing to print photos from her phone for a court case the next day, a customer at Moran Prairie was helped by staff to use mobile printing. She repeatedly said how wonderful the library was, and how thankful she was that we had the time to help her. She was thrilled with the quality of the photos when they printed and left a donation to the library as a thank you.

A customer came to the desk at Spokane Valley and asked “Do you know where one of my two favorite places is? The church and the library. The library is a free place that you can get stuff done and you can use it anytime.” She said was happy to print out her travel documents because the airline got rid of their kiosks.

A resident of the City of Spokane wanted to give appreciation to North Spokane for the good job they are doing, and “a huge shout out” for the availability of the Hot Spots which allowed her to connect to her work site to print off pay stubs. The customer pays the non-resident fee as a city resident to use our services which she said have been a huge value to her.

Moran Prairie found this in the comment box: "Deep appreciation for (Public Services Associate) Erica helping me learn the new catalogue. She did a FANTASTIC job of showing me how it works." Via online comment: “Hi there! The new catalog is AMAZING! I love all the extra features it offers as compared to the older version. Also, I want to say how much I appreciate the library's Libby collection. The eBook and audiobook selections are outstanding. Thank you for consistently evolving and offering such great services to your customers, SCLD!”

An email from a long-time customer – “On Thursday, May 11, I went to the Moran Prairie branch to see if I could find someone help orient me to the new Catalogue. I was feeling kind of bewildered. Erica spent some time with me and thoroughly explained how to find what I needed. I deeply appreciate her help and also am thoroughly enjoying the enhanced features of this new Catalogue. I am truly grateful for SCLD which I’ve been using now for a number of years. Way to go!!!”

After renewing a Deer Park customer’s card over the phone, Amanda at the Call Center asked if there was anything else she could help her with. The customer said, "Just that I appreciate so much my library, I read or listen to a book every day, and there is a very very very grateful feeling I have for you."

A troop leader for Girls Scout Troop 2290 came into Cheney and presented staff with a complete set of Girl Scout Cookies and the attached card:

When I asked our Troop where we should donate our Girl Scout Cookies to? They said the Cheney Library ☺  
 Enjoy and thanks for all that you do for our Cheney Community.  
 From Troop 2290 and Leader Natalie



A Moran Prairie customer called for some assistance finding a book and putting it on hold. She wanted staff to note that at first, she was a little frustrated with the new catalog only because it seems like everyone is changing things but as she has gotten to use it she wants us to know that she is liking it more and more.

**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 May:
  - **Audiobook checkouts:**
    - *Happy Place* by Emily Henry (97)
    - *Simply Lies* by David Baldacci (80)
    - *Spare* by Prince Harry (70)
  - **Ebook checkouts:**
    - *Tastes Like War: A Memoir* by Grace M. Cho (103)
    - *Happy Place* by Emily Henry (88)
    - *It Starts with Us* by Colleen Hoover (72)
  - **Audiobook holds** as of June 1:
    - *Lessons in Chemistry* by Bonnie Garmus (118)
    - *Happy Place* by Emily Henry (104)
    - *Atomic Habits: Tiny Changes, Remarkable Results: An Easy and Proven Way to Build Good Habits & Break Bad Ones* by James Clear (74)
  - **Ebook holds** as of June 1:
    - *Lessons in Chemistry* by Bonnie Garmus (119)
    - *Happy Place* by Emily Henry (115)
    - *Simply Lies* by David Baldacci (88)
- Popular **Adult Physical Book** titles May:
  - Checkouts:
    - *The Last Thing He Told Me: A Novel* by Laura Dave (72)
    - *Never Never: A Novel* by Colleen Hoover (52)

- *One True Loves: A Novel* by Taylor Jenkins Reid (52)
- Holds:
  - *The Covenant of Water: A Novel* by Abraham Verghese (21)
  - *Happy Place* by Emily Henry (18)
  - *Simply Lies* by David Baldacci (17)

OverDrive’s Big Library Read

The title selected for OverDrive’s Big Library Read program was *Tastes Like War: A Memoir* by Grace M. Cho. This title was available for unlimited simultaneous use in the ebook and audiobook formats between May 3 – 17 at no cost to the District. OverDrive’s Big Library Read is a two-week digital reading program that connects readers and listeners with the same title at the same time without any waitlists or holds. This adult book, by an author who grew up in Chehalis, WA, was the District’s most checked out ebook in May with 103 checkouts recorded.

Kanopy Kids Subscription Offered

The District began subscribing to the Kanopy Kids package which is a simultaneous use model like the other PLUS (Public Library Unlimited Subscriptions) Packs we offer through our Kanopy streaming movies platform. The Kanopy Kids subscription became available for District residents on Monday, May 22. Kanopy Kids gives children, parents, caregivers and people of all ages access to over 2,000 kid-friendly titles, ranging from favorite characters like Paddington Bear, Madeline, Sesame Street and PBS Kids, to read-along storybooks, and storytimes with Mo Willems, Weston Woods and Maurice Sendak. A parental control feature with child-proof PIN protection is available to make the product age appropriate and safe for kids.

**COLLECTION MONTHLY REPORT  
MAY 2023**

|                         | Select Transaction Count         |                |           |
|-------------------------|----------------------------------|----------------|-----------|
| Physical Collection     | YTD 2023                         | YTD 2022       | CHANGE    |
| Items Processed         | 19,034                           | 22,420         | 0%        |
| Interlibrary Loan Total | 2,786                            | 2,428          | 15%       |
| <b>Overdrive</b>        |                                  |                |           |
| Total Checkouts         | 387,586                          | 344,074        | 13%       |
| Total Holds             | 121,940                          | 104,170        | 17%       |
| <b>hoopla</b>           |                                  |                |           |
| Total Checkouts         | 17,127                           | 14,820         | 16%       |
|                         | <b>Total Items in Collection</b> |                |           |
| Material Type           | YTD 2023                         | YTD 2022       | CHANGE    |
| Print                   | 304,169                          | 307,891        | -1%       |
| Nonprint                | 72,989                           | 77,209         | -5%       |
| Overdrive               | 151,231                          | 136,540        | 11%       |
| <b>Grand Total</b>      | <b>528,389</b>                   | <b>521,640</b> | <b>1%</b> |

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

**Executive Director – Patrick Roewe**

Most 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: Annexation Election Update

The City of Airway Heights City has created a factual public information campaign regarding their two ballot propositions: annexation and a bond for a new fire station. The District is participating in that effort and is sharing the City’s factual information via our communication platforms. The District has created an objective and fair presentation of the facts that staff can use for District customers who may have questions regarding the annexation proposition in particular.

City of Airway Heights: Potential Interlocal Agreement Amendment

The current interlocal agreement with City governs a “ground lease” arrangement where the District owns the library building and the City owns the land on which it is built. City Manager Albert Tripp and I have had preliminary discussions about the District accepting transfer of ownership of two City of Airway Heights-owned parcels to the District as payment for all or portion of the 2024 service contract fee for library services. This will be a discussion item for the Board at the July meeting agenda.

Electric Vehicle Charging Station Update

Avista’s grant-funded electric vehicle charger at the Moran Prairie and North Spokane Libraries remains in progress. Avista installed the transformer at North Spokane at the end of May, meaning ACL2 chargers will be available in early June. They hope to have Moran Prairie’s electric gear installed in June. Unfortunately, both sites are still waiting for the DC fast chargers to be delivered after continual factory delays. Once installation is complete, the public launch of the service will follow for each location respectively.

Liberty Lake Regional Park Seasonal Lending Library Pilot Project Update

Parkside Books launched May 6th at the Liberty Lake Regional Park. This unstaffed deposit collection will be available to park-goers during the summer season. Early feedback is positive, and the County Parks Department has had no issues on site. Mobile Services will do the first refresh of the collection in early June.

Intellectual Freedom Update

The District’s legal counsel is continuing to work on an opinion letter regarding the District’s legal obligations around collection development as they pertain to state and federal law. This will be a discussion item at the July Board meeting.

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## Operations Report May 2023

Doug Stumbough and Kristy Bateman

### Service Priority Teams

#### Business and Career Development (Stacey Goddard)

- The virtual SCORE workshop, *Social Media Basics for Small Business*, had 28 people in attendance.
- *May's Homebuyer Education Seminar* had 24 in attendance, and several people expressed their appreciation that the seminar was offered in the Valley.
- Our *Shred Day* events at North Spokane and Spokane Valley had 242 individuals drop off documents for shredding.
- HR's Toni Carnell and Hannah, along with Administrative Services Manager Emily, joined me at the 10<sup>th</sup> annual KHQ/WorkSource Job Fair. I helped 40 or so people in our computer lab print their resumes, Toni, Hannah, and Emily spoke with 250 job seekers about our open positions and working in the library.

#### Early Learning (Mary Ellen Braks)

- May had 68 storytimes with an attendance of 1,438. Our storytimes ranged in size from 0-48.
- For childcare visits we provided 57 storytimes to 941 children at 20 centers.
- Rachel Edmondson and Christie Onzay did a *STARS* training at North Spokane called *Nature Play and Early Learning*. We had 22 teachers attend.

#### Education and Enrichment (Gwendolyn Haley)

- We are ramping up for our 2023 *Summer Reading Program: All Together Now*. Librarians have been visiting schools (11 schools around the county) and promoting the summer programs. The Library Foundation of Spokane County donated funds for prizes and other community partners have also contributed donations.
- 1425 customers attended in person programs in May for kids, tweens, teens, and adults. 550 virtual book club participants read *The Artic Fury*. The next title is *The Invincible Miss Cust*. To date, our Online Authors Series has logged 10,679 views (includes 192 live viewings of May authors as well as views of the recorded sessions)

#### Digital Projects and Resources (Carlie Hoffman)

- The new catalog was launched to the public. The feedback from staff and customers has been positive. I recorded a podcast to go over the main features of the catalog.
- The Web Team met with Bartlett Interactive to discuss the first draft of the website site map for the new website.
- I worked with Collection Services to clean up areas of the catalog that are no longer needed to make the catalog easier to use.

#### Information Technology (Patrick Hakes)

- Installed and configured new switches at Spokane Valley and prepared ILS (Integrated Library System) for move.
- Moved the firewall appliance, data center, and transferred the WAN (wide area network) and internet Hub to the Spokane Valley server room over the Memorial Day weekend.

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**Mobile Services (Brianna Rukes)**

- Our team transitioned to the new Spokane Valley. Now, both our vehicles gracefully rest in the shelter of our new garage, ready to embark on countless new adventures.
- The team has successfully wrapped up its first year of LINC school visits. As we venture into the upcoming school year, all schools are eager for the continuation of our services.
- We continue to add additional stops for both LINC and the Sprinter Van. We now visit 60+ facilities and organizations between the two.

**Library Reports****Airway Heights: Lesa Arrison**

- Christie and LINC attended Snowden Elementary Literacy Night where they were able to promote upcoming events and summer reading to over 100 people.
- Community members are enthusiastic about the *Painting: Kindness Rocks* that will be displayed in a rock garden in the green space outside of the library.

**Argonne: Stacy Loberg**

- The Argonne Friends of the Library purchased a new play kitchen and toys for the children's area of the library, families have been enjoying it!
- Stacy and Janet attended the Seth Woodard Elementary Shine-A-Light event and connected with 86 families. We provided information on digital resources as well as a craft.
- Janet and Stacey attended the West Valley Community Block Party held at West Valley High School. They connected with 157 community members promoting library services.

**Cheney: Jonathan Melcher**

- This year, Cheney AARP completed 165 tax returns for a total of \$157,120.00 in returns.
- A customer taught a sign language class in the children's area with her students in a circle on the floor.
- A Cheney Girl Scout Troop chose us as a place they wanted to donate several boxes of cookies.

**Deer Park: Jacob O'Doherty**

- The second summer book sale for our Friends was a huge success, exceeding last month's sale.
- A community member displayed their collection of decorative swords, which directly led to new kids participating in our after school snack program.

**Medical Lake: Cecelia McMullen**

- Librarian, Christie Onzay, facilitated the *STEM: Marble Roller Coaster* activity for five different classrooms at Hallett Elementary School. In creating a marble racetrack, they used scientific and engineering skills. Enthusiasm was generated for summer reading and children have been overheard exclaiming how much fun they had when the "library came to my school."

**Moran Prairie and Fairfield: Caitlin Wheeler**

- The Moran Prairie Friends of the Library purchased a new set of bookshelves to better house and display our collection of children's book bags, STEM bags, and STEM Explorer kits.

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**North Spokane: Brian Vander Veen**

- The North Spokane Library hosted a display of illustrations by local artist Jiemei Lin as well as a collection of model rockets from the Spokane Area Rocket Club.
- We resumed our participation again this year in the KERNEL (Kids Eating Right-Nutrition and Exercise for Life) program at the Fairwood Farmers Market, in which library staff, along with volunteers from the farmers market and STCU, host educational activities for kids. Each child who completes the week's activity receives a \$2 voucher, provided by Catholic Charities with support from STCU and the Avista Foundation, that they can spend at the market on fresh fruits and veggies. In our first three weeks of participation this year, an average of more than 200 kids and their caregivers participated in the activities each week.

**Otis Orchards: Maggie Montreuil**

- The community donated 325 pounds of food to the SCLD Food Drive for Second Harvest.
- Primetime wrapped up at the end of May. 14 families participated in this 6-week program.
- The SCLD booth at Otis Days had 84 people visit. We spoke with them about the Summer Reading program and distributed Engage and Fresh Sheets (flyers advertising programs at the library).

**Spokane Valley: Danielle Milton**

- The Spokane Valley community donated 238 pounds of food to the SCLD Food Drive for Second Harvest.
- Clean up, preparation, and organization for the move to the new building has been underway.

**District-wide Information**Security Incident Reports

For May 2023, there were 35 Security Incident Reports filed, three more than last month, April 2022 (32) and four less than May 2022 (39). Spokane Valley had the most incidents reported (11). The most frequently reported incidents related to the Code of Conduct Violations (11) and Potential Problems (10).

Public Use Measures (see next page)

| <b>May 2023</b>          |            |            |           |            |
|--------------------------|------------|------------|-----------|------------|
| <b>Measure</b>           | This year  | Last year  | YTD       | Last YTD   |
|                          | This Month | This Month | This year | Comparison |
| Cardholders              | 125,362    | 112,920    |           | 11%        |
| Door count               | 62,965     | 64,120     | 332,845   | 1%         |
| Items Borrowed           | 191,559    | 195,989    | 1,011,244 | 6%         |
| • Airway Heights         | 1957       | 1981       | 11765     | 14%        |
| • Argonne                | 6455       | 7243       | 35726     | 0%         |
| • Cheney                 | 6213       | 7497       | 33010     | -7%        |
| • Deer Park              | 6031       | 7051       | 34446     | -6%        |
| • Fairfield              | 467        | 440        | 2784      | 15%        |
| • Medical Lake           | 2297       | 1957       | 11447     | 19%        |
| • Mobile Services        | 1874       |            | 8398      |            |
| • Moran Prairie          | 10672      | 13457      | 64172     | -5%        |
| • North Spokane          | 21170      | 11927      | 116870    | 4%         |
| • Otis Orchards          | 2806       | 2464       | 14484     | 17%        |
| • Spokane Valley         | 19901      | 20980      | 107267    | -2%        |
| • Digital                | 79,380     | 72,431     | 406,582   | 13%        |
| • Totals                 | 159548     | 161748     | 851488    | -56%       |
| Programs                 |            |            |           |            |
| • Number                 | 228        | 96         | 984       | 319%       |
| • Attendance             | 6,648      | 2,418      | 21,195    | 392%       |
| Internet Station Use (%) | 22.7%      | 20.4%      | 23.2%     |            |
| Meeting room bookings    | 346        | 316        | 1945      | 65%        |
| Digital Resource Use     | 54,480     | 143,071    | 668,496   | -16%       |

**Public Use Measure Definitions**

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

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

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

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

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

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

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





Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Five Months Ended May 31, 2023

Table with columns: Y-T-D Actual, Annual Budget, Target Percent Used (41.7%), Balance Remaining. Rows include REVENUES (PROPERTY TAXES, CONTRACT CITIES, FINES & FEES, etc.), EXPENSES (SALARIES, FRINGE BENEFITS, etc.), and Net Excess of Revenues Over/(Under) Expenses.

Number of months cash on hand 8.6

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

|   | <b>Y-T-D<br/>Actual</b> | <b>Annual<br/>Budget</b> |
|---|-------------------------|--------------------------|
| <b>REVENUES</b>   |                         |                          |
| Proceeds from Washington State Department of Commerce Grant | \$ 1,950,000            | \$ 1,950,000             |
| Contribution from City of Spokane Valley                    | 799,093                 | 839,000                  |
| Proceeds from Capital Campaign Donations                    | 204,973                 | 200,000                  |
| Interest Earnings   | 48,906                  | 167,400                  |
| <b>TOTAL REVENUES</b>                                       | <b>3,002,972</b>        | <b>3,156,400</b>         |
| Transfers In  | -                       | 900,000                  |
| <b>TOTAL REVENUES &amp; TRANSFERS IN</b>                    | <b>3,002,972</b>        | <b>4,056,400</b>         |
| <br><b>EXPENSES</b>   |                         |                          |
| Construction Costs, Including Sales Tax                     | \$ 4,139,127            | \$ 4,953,510             |
| Architect Fees  | 74,429                  | 176,250                  |
| Furniture, Fixtures and Equipment                           | 219,094                 | 1,000,000                |
| Owners Rep, Permits and All Other                           | 50,567                  | 94,228                   |
| <b>TOTAL EXPENSES</b>                                       | <b>4,483,217</b>        | <b>6,223,988</b>         |
| <b>NET EXCESS OF REVENUES OVER (UNDER) EXPENSES</b>         | <b>\$ (1,480,245)</b>   | <b>\$ (2,167,588)</b>    |
| <br>BEGINNING CASH  | <br>\$ 6,443,931        |                          |
| NET FROM ABOVE  | <b>(1,480,245)</b>      |                          |
| ENDING CASH   | <b>\$ 4,963,686</b>     |                          |

**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           |
| <i>APRIL</i>             | 735,443            | 13,573           | 5,981          | 57,900         | 812,897           |
| <i>MAY</i>               | 730,950            | 18,272           | 20,325         | 80,214         | 849,761           |
|                          | <b>11,897,870</b>  | <b>1,052,246</b> | <b>304,705</b> | <b>219,094</b> | <b>13,473,915</b> |
| <b>Balance to Finish</b> | <b>515,130</b>     | <b>52,754</b>    | <b>45,295</b>  | <b>830,906</b> | <b>1,444,085</b>  |