



Board of Trustees Regular Meeting

September 19, 2023, 4:00 p.m. Moran Prairie Library

AGENDA

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

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

I. CALL TO ORDER

II. AGENDA APPROVAL

III. PUBLIC COMMENT

IV. ACTION ITEMS

- A. Approval of July 18, 2023 [Regular Meeting Minutes](#)
- B. Approval of August 4, 2023 [Special Meeting Minutes](#)
- C. Approval of July 2023 [Payment Vouchers](#)
- D. Approval of August 2023 [Payment Vouchers](#)
- E. New Business
 - 1. Proposal from James Zahand Regarding the Future [Conklin Road Library](#)
 - 2. Code of Conduct: [Policy Review](#)
 - 3. Emergency Closure of Facilities: [Policy Review](#)
 - 4. Use of 3D Printing and Cutting: [Policy Review](#)
 - 5. Airway Heights: [Overview](#)

V. DISCUSSION ITEMS, POSSIBLE ACTION

- A. Future Board Meeting [Agenda Items](#)

VI. REPORTS

- A. Trustees
- B. Executive Director
 - 1. [July](#)
 - 2. [August](#)
- C. Operations
 - 1. [July](#)
 - 2. [August](#)
- D. Fiscal
 - 1. [July](#)
 - 2. [August](#)

VII. EXECUTIVE SESSION

- A. [Review](#) the Performance of a Public Employee (RCW 42.30.110(1)(g))

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.

September 19, 2023

BOARD OF TRUSTEES MEETING MINUTES: July 18, 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 Fairfield Library, Tuesday, July 18, 2023 at 4:00pm.

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

Excused: None.

Also Present: Patrick Roewe (Executive Director), Doug Stumbough (Operations Director), Aileen Luppert (Strategic Plan Manager), Gwendolyn Haley (Public Services Manager), Rick Knorr (Finance Director), Vinnie Davi (Video Production Specialist), Emily Greene (Administrative Services Manager)

Via Zoom: Jane Baker (Communication and Development Director), Andrea Sharps (Collection Services Director), Toni Carnell (Human Resources Director), and one (1) member 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 Robert Paull moved and Trustee Ellen Clark 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 June 20, 2023 Regular Meeting Minutes (Item IV.A.) Chair Craig called for corrections to the June 20, 2023 Regular Meeting Minutes. There were no corrections, the minutes stand as written.

There was no further discussion.

Approval of June 17, 2023 Special Meeting Minutes (Item IV.B.) Chair Craig called for corrections to the June 17, 2023 Special Meeting Minutes. There were no corrections, the minutes stand as written.

There was no further discussion.

Approval of June 2023 Payment Vouchers (Item IV.C.) Trustee Clark moved and Vice Chair Jessica Hanson seconded the approval of the June 2023 Payment Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
June - GF	60992 – 61163 and W001325 – W001344	\$1,028,861.50	\$1,028,861.50

	PR06092023 and PR06232023	\$492,910.99	\$492,910.99
		Total	\$1,521,772.49
CPF	9717 Owners Rep Services	\$4,271.72	\$4,271.72
	9718 Inspection and Testing Fees	\$995.08	\$995.08
	9719 General Contractor	\$331,897.95	\$331,897.95
	9720 Owners Rep Services	\$16,380.12	\$16,380.12
	9721 Moving Company	\$16,380.12	\$16,380.12
	9722 Leed Consultant	\$3,600.00	\$3,600.00
	9723 Furniture Delivery	\$198,491.86	\$198,491.86
		Total	\$556,921.63

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

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

Executive Director Patrick Roewe informed the Trustees that the new Spokane Valley Library building has been operating for a month with only a few things left to finish on the punch list. Discussion ensued about the items on the punch list, a last change order, and the positive public comments on the building.

There was no further discussion.

**Unfinished
Business
Community
Engagement
Plan: Approval
Recommendation
(Item IV.D.2.)**

Executive Director Roewe and Strategic Plan Manager Aileen Luppert presented a small edit on the final copy of the Community Engagement Plan. Trustee Paull moved and Vice Chair Jessica Hanson seconded the approval of the final Community Engagement Plan.

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

**New Business
City of Airway
Heights:
Potential
Interlocal
Agreement
Amendment:
Discussion
(Item IV.E.1.)**

Executive Director Roewe presented the potential for an amendment to the Interlocal Agreement between the District and the City of Airway Heights. Discussion ensued about the option to assume ownership of the parcels of land on which the Airway Heights Library sits as payment for contracted library services in 2024. By consensus, staff were directed to work with the City of Airway Heights to get appraisals of the library parcels for inclusion in further discussions at the September meeting.

There was no further discussion.

**New Business
Intellectual
Freedom Legal
Framework:
Discussion
(Item IV.E.2.)**

Executive Director Roewe presented information on what Intellectual Freedom is and its implications for the District. Discussion ensued about First Amendment obligations, state law definitions regarding content, the District being content neutral, and parents/guardians being solely responsible for what library materials their children access.

There was no further discussion.

**New Business
Bean Stack:
Overview
(Item IV.E.3.)**

Public Services Manager Gwendolyn Haley presented information about the platform Bean Stack. Discussion ensued about different reading and activity challenges on the platform and statistics the District can see regarding patron usages.

There was no further discussion.

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

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

There was no further discussion.

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

Trustees thanked Finance Director Rick Knorr for the work he has done with the District and wished him well in retirement.

There were no other reports or 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 had been approached by the Spokane Valley Arts Council to fund public art in the new Spokane Valley Library building, that a Fairfield resident who recently passed had left the District with a donation, and expressed gratitude to Finance Director Knorr for his work with the District over the past eight years. Executive Director Roewe also reminded the Board the August meeting had been cancelled and discussion ensued about interviews for the Finance Director position coming in August.

There was no further discussion.

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

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for June 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
(IV.D.)**

In addition to the report provided prior to the meeting, Finance Director Knorr informed the Board that he would try to get the audit done before his last day with the District. Discussion ensued about levy rates and the transfer of funds discussion in the last meeting.

There was no further discussion.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 5:27pm. The next Board Meeting is scheduled for Tuesday, September 19, 2023 at the Moran Prairie Library.

John Craig, Chair

Patrick Roewe, Secretary to the Board of Trustees

BOARD OF TRUSTEES SPECIAL MEETING MINUTES: August 4, 2023

A special meeting of the Board of Trustees of Spokane County Library District was held in person and via Zoom online meeting platform in Conference Room B at the Spokane Valley Library, Friday, August 4, 2023 at 2:00pm.

Present: John Craig – Chair
Ellen Clark – Trustee
Robert Paull – Trustee

Excused: Jessica Hanson – Vice Chair, Jon Klapp – Trustee

Also Present: Patrick Roewe (Executive Director), Vinnie Davi (Video Production Specialist), Rick Knorr (Finance Director), Cindy Fitzporter and Phillip Ventress (Washington State Auditor’s Office)

Via Zoom: None

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

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

New Business 2021-2022 Audit Exit Conference (Item III.A.) Cindy Fitzporter and Phillip Ventress of the Washington State Auditor’s Office facilitated the standard exit conference for the District’s 2021-2022 audit. There were no findings in either the financial or accountability audits.

Discussion ensued about financial statements that meet financial reporting requirements of state law and accounting practices prescribed by the State Auditor’s BARS Manual, and how those accounting practices differ from accounting principles generally accepted in the United States of America (GAAP).

There was no further discussion.

New Business Spokane Valley Library Border Easement (Item III.B.) The City of Spokane Valley requested an easement of approximately 251 square feet in the southwest corner of the District’s property at 22 N. Herald Rd. The easement grants access to the city and its authorized agents for road and utility purposes.

Discussion ensued about easement and its necessity in order to formally close out the project.

Trustee Paull moved and Trustee Clark seconded the approval of the Grant of Border Easement to the City of Spokane Valley in the matter of Sprague Avenue and Herald Road, Project File No EGR 2021-0104.

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

Adjournment (Item IV.) Chair Craig adjourned the meeting at 2:25pm.

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 July 31, 2023, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,323,670.24 for the general fund and \$391,390.06 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: August 1, 2023

SIGNED: 
 TITLE: Finance Director

SIGNED: 
 TITLE: Executive Director

GENERAL OPERATING FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000061164	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	17,986.47
0000061165	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	839.25
0000061166	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	781.20
0000061167	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	66.91
0000061168	SHANNON CHRYSLER	REFUND FOR LOST/PAID FEES	17.00
0000061169	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	17,244.17
0000061170	EDNETICS	SECURITY CAMERA, IPVS INSTALLATION & CONFIGURATION	95,231.07
0000061171	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	48.96
0000061172	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,454.56
0000061173	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	22.10
0000061174	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	4,286.91
0000061175	GREENLEAF LANDSCAPING, INC.	GROUND MAINTENANCE	8,587.48
0000061176	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	8,875.71
0000061177	JAN WAY COMPANY USA, INC.	PROMOTIONAL ITEMS	1,926.00
0000061178	LIBRARY IDEAS LLC	ONLINE BOOK CLUB ANNUAL SOFTWARE LICENSE	1,485.84
0000061179	ALI LIZARRAGA	REFUND FOR LOST/PAID FEES	230.00
0000061180	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	3,167.17
0000061181	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	1,167.26
0000061182	NEXUS TRANSLATION SERVICES LLC	INTERPRETER SERVICES	40.00
0000061183	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	132.16
0000061184	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS	1,681.88
0000061185	PROQUEST LLC	ELECTRONIC LIBRARY SERVICES	8,162.31
0000061186	SCHINDLER ELEVATOR CORPORATION	ANNUAL ELEVATOR MAINTENANCE SV	1,456.20
0000061187	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	297.38
0000061188	STATE AUDITOR'S OFFICE	ANNUAL AUDIT FEES	7,173.30
0000061189	TOWN OF FAIRFIELD	BI-MONTHLY WATER, SEWER - FF	217.80
0000061190	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	144.21
0000061191	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	469.61
0000061192	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,588.78
0000061193	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	621.66
0000061194	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	196.27
0000061195	AMOS MEDIA	LIBRARY MATERIALS	44.89
0000061196	THE HARMONICA POCKET	10 SUMMER CONCERT PROGRAMS	5,500.00
0000061197	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	527.94
0000061198	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	226.58
0000061199	SHERYL DAVEY	PROGRAMS - ICED TEA WORKSHOP	100.00
0000061200	DELL MARKETING L.P. C/O DELL USA LP	COMPUTER MONITOR FOR IT TESTING	309.05
0000061201	EDNETICS	JUNE 2023 MONTHLY MANAGED VOICE	2,228.16
0000061202	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	787.50
0000061203	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	651.22
0000061204	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	290.65
0000061205	GRAYBAR	IT HARDWARE	1,101.93
0000061206	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	528.10
0000061207	ALYSE HASSELL	REFUND FOR LOST/PAID FEES	14.00
0000061208	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	15,672.21
0000061209	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	958.92
0000061210	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	7,784.74
0000061211	NATIONAL COLOR GRAPHICS	PRINTING - ENGAGE MAGAZINE	3,001.86
0000061212	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	66.00
0000061213	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	57,844.59
0000061214	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	522.72
0000061215	SHI INTERNATIONAL CORP	IT HARDWARE & SOFTWARE	4,137.20
0000061216	SWK TECHNOLOGIES, INC.	SOFTWARE PURCHASE AND SETUP SUPPORT	2,000.00
0000061217	TODAY'S BUSINESS SOLUTIONS	PRINT MGMT SOFTWARE ANNUAL SUPPORT	6,005.00
0000061218	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	13,625.03

0000061219	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,369.97
0000061220	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	1,203.60
0000061221	CAVENDISH SQUARE	LIBRARY MATERIALS	744.12
0000061222	EMPLOYMENT SECURITY DEPARTMENT	QUARTERLY UNEMPLOYMENT CLAIMS	343.11
0000061223	FOAM TECH	FINAL BILL FOR LEVELING CONCRETE - MP	2,475.79
0000061224	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	60.00
0000061225	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	317.62
0000061226	GREAT AMERICAN INSURANCE CO.	PROPERTY, CASUALTY, AUTO, LIABILITY INSURANCE	6,254.00
0000061227	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	13,569.23
0000061228	OREGON CITY PUBLIC LIBRARY	CHARGE FOR LOST ILL	9.49
0000061229	MICROBIZ	INVENTORY MGMT SOFTWARE, ANNUAL SUPPORT	850.00
0000061230	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	5,396.52
0000061231	NATIONAL COLOR GRAPHICS	PRINTING - ENGAGE MAGAZINE	756.46
0000061232	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	22,963.38
0000061233	PROQUEST LLC	ELECTRONIC LIBRARY SERVICES	7,486.81
0000061234	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	890.54
0000061235	RIVERFRONT SPOKANE	LIBRARY PROGRAMS FOR MEMORY CAFÉ	55.58
0000061236	SPOKANE HARDWARE SUPPLY	BUILDING REPAIR & MAINTENANCE	87.81
0000061237	STANDARD PRINTWORKS	ADVERTISING/PRINTING	329.18
0000061238	VALLEYFEST	BOOTH SPACE RENTAL	60.00
0000061239	WEST PLAINS CHAM. OF COMMERCE	ANNUAL DUES	35.00
0000061240	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	139.58
0000061241	ABSOLUTE BACKGROUND SEARCH	MONTHLY EMPLOYEE BACKGROUND CHECKS	111.00
0000061242	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	594.06
0000061243	AVISTA UTILITIES	MONTHLY UTILITIES	6,952.85
0000061244	BARTLETT INTERACTIVE, LLC	PROGRESS PAYMENT FOR NEW WEBSITE DESIGN	850.43
0000061245	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	94.07
0000061246	CONSOLIDATED IRRIGATION DIST19	WATER - OT	96.21
0000061247	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	638.49
0000061248	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	176.26
0000061249	COMIC BOOK SHOP	LIBRARY MATERIALS	52.24
0000061250	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	965.94
0000061251	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	3,806.55
0000061252	FAUCETS 'N STUFF PLUMBING	SPRINKLER STARTUP SERVICE	670.07
0000061253	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	592.78
0000061254	KELLY MILNER HALLS	LIBRARY PROGRAMS	400.00
0000061255	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	12,511.38
0000061256	LIVELY'S FIRE EXTINGUISHER SERVICE LLC	ANNUAL FIRE EXTINGUISHER TESTING SERVICES	760.14
0000061257	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	3,289.25
0000061258	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	2,715.04
0000061259	HARRIET MOORE	REFUND FOR LOST/PAID FEES	27.00
0000061260	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	399.44
0000061261	NATIONAL COLOR GRAPHICS	PRINTING - ENGAGE MAGAZINE	432.73
0000061262	NEXUS TRANSLATION SERVICES LLC	INTERPRETER SERVICES	140.00
0000061263	CATHERINE NG	CUPCAKE DECORATING PROGRAMS JUNE-JULY2023	1,250.00
0000061264	ONE BEAT MEDICAL	AEDs FOR ALL SCLD BRANCHES	10,560.00
0000061265	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	31,324.54
0000061266	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS	196.65
0000061267	ANDREW FURGESON	SERIES OF 10 SUMMER FAMILY PROGRAMS JULY 2023	6,400.00
0000061268	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	28.28
0000061269	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,075.38
0000061270	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	924.94
0000061271	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	1,970.55
0000061272	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	116.14
W000001340	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	53,497.00
W000001341	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,036.44
W000001342	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	74,081.59
W000001343	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,862.25
W000001345	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	103,177.94
W000001346	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,036.44
W000001347	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,864.75
W000001348	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	71,343.73
W000001349	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	49,606.80
W000001350	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	64.96
W000001351	DEPARTMENT OF REVENUE	Q2 SALES USE AND EXCISE TAX RETURN	1,411.42
W000001352	DEPARTMENT OF LABOR & IND.	QUARTERLY LABOR & INDUSTRIES TAXES	20,902.50
W000001353	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	464.53
W000001354	NAVIA BENEFIT SOLUTIONS CLIENT PAY	MONTHLY ADMIN FEE	100.00
W000001356	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	259.57
W000001357	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	27.75

Total Non-Payroll General Operating Fund

\$ 854,785.78

PAYROLL VOUCHERS

07102023 PP13	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #13	\$ 239,713.25
07252023 PP14	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #14	229,171.21
Total Payroll General Operating Fund			\$ 468,884.46
TOTAL GENERAL OPERATING FUND			\$ 1,323,670.24

CAPITAL PROJECTS FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
9724	DELL MARKIETING, LP	2 MONITORS FOR STCU STUDIO NEW SV	1,653.08
9725	INTEGRUS ARCHITECTURE	JUNE ARCHITECT FEES & NEW SIGNAGE FOR NEW SV	82,546.09
9726	INTERMOUNTAIN MATERIALS TESTING	REQUIRED TESTING FOR PAVED APPROACH REPLACEMENT	391.12
9727	KILGORE CONSTRUCTION INC	JUNE 2023 PROGRESS PAYMENT	163,748.24
9728	WORKSPACE DEVELOPMENT LLC	FURNITURE ITEMS FOR NEW SV	101,632.36
9729	WORKPOINTE	FURNITURE DELIVERY, ASSEMBLY & INSTALL PHASE 2	8,506.58
9730	APPLE INC	MAC STUDIO M2 ULTRA & HARDWARE FOR STCU STUDIO	9,639.81
9731	PAYNEWEST INSURANCE, INC	SURETY BOND FOR RIGHT OF WAY IMPROVEMENTS	1,576.00
9732	WORKPOINTE	ADDITIONAL CHAIR STACKING DOLLIES FOR NEW SV	1,120.66
9733	CITY OF SPOKANE VALLEY	TEMPORARY CERTIFICATE OF OCCUPANCY	216.00
9734	HAMMOND FACILITY CONSULTING SERVICES	PROFESSIONAL LIABILITY TAIL COVERAGE	4,973.31
9735	INTEGRUS ARCHITECTURE	JULY ARCHITECT FEES & NEW SIGNAGE FOR NEW SV	13,786.81
9736	TESTCOMM, LLC	BUILDING COMMISSIONING FEES	1,600.00
Total Capital Projects Fund			\$ 391,390.06

**June 2023/July 2023
Paid in July 2023
Voucher # 61218**

Card Category	Amount
General Purchases	\$ 6,463.49
Maintenance	\$ 2,324.32
Travel	\$ 87.14
Acquisitions	\$ 4,157.76
Information Technology	\$ 333.80
Mobile Services	\$ 258.52
General Fund Purchases	<u>\$ 13,625.03</u>

Top Individual Charges

Amazon	Total all material purchases from Amazon	\$ 3,814.07
Dropbox	Annual renewal	\$ 941.76
Moo Print	Business cards	\$ 1,184.34
Mailchimp	Monthly Email Service	\$ 892.98

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 August 31, 2023, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,248,342.04 for the general fund and \$338,752.19 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: September 1, 2023

SIGNED: 
 TITLE: Finance Manager

SIGNED: 
 TITLE: Executive Director

GENERAL OPERATING FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000061273	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	66.10
0000061274	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	34.44
0000061275	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	64.13
0000061276	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	1,369.04
0000061277	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	919.99
0000061278	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	233.60
0000061279	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	94.97
0000061280	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS	407.94
0000061281	ELZ TASTES AND TEA	ICED TEA WORKSHOP - PROGRAMS	100.00
0000061282	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	48.96
0000061283	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,454.56
0000061284	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	587.04
0000061285	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	5,371.28
0000061286	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	8,648.53
0000061287	JAN WAY COMPANY USA, INC.	PROMOTIONAL ITEMS	3,030.00
0000061288	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	3,717.44
0000061289	NETWRIX CORPORATION	NETWRIX POLICY PAK ENTERPRISE SUBSCRIPTION	4,369.58
0000061290	NEXUS TRANSLATION SERVICES LLC	INTERPRETER SERVICES	350.00
0000061291	OVERDRIVE, INC.	LIBRARY MATERIALS	3,081.02
0000061292	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS	175.84
0000061293	QUILL CORPORATION	PROGRAMMING AND OFFICE SUPPLIES	570.77
0000061294	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	1,144.00
0000061295	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	297.38
0000061296	THE SPOKESMAN-REVIEW	ADVERTISING - SUMMER STORIES	1,052.55
0000061297	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: SV, NS, New SV	3,564.40
0000061298	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	2,424.19
0000061299	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	948.70
0000061300	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,561.32
0000061301	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	279.91
0000061302	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	28,495.21
0000061303	ACCURATE STRIPING	RE-STRIPE PARKING LOTS	661.62
0000061304	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	540.59
0000061305	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	100.60
0000061306	CAMTEK INC.	RELOCATE WIRELESS SILENT PANIC BUTTON & CELLULAR COMMUNICATIONS FROM SC TO SV	724.03
0000061307	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	671.89
0000061308	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,085.01
0000061309	MELANIE DICKINSON	MILEAGE FOR FINANCE DIRECTOR INTERVIEW	500.94
0000061310	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	1,194.57
0000061311	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	20,935.77
0000061312	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	1,074.67
0000061313	JOURNAL OF BUSINESS	LIBRARY MATERIALS	109.95
0000061314	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	698.28
0000061315	MIDWEST TAPE	LIBRARY MATERIALS	6,436.37
0000061316	OCLC, INC.	EZ PROXY 1 YR SUBSCRIPTION	731.78
0000061317	OPTUM	HAS MONTHLY ACCOUNT FEE	66.00
0000061318	OVERDRIVE, INC.	LIBRARY MATERIALS	73,320.97
0000061319	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS	103.43
0000061320	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	522.72
0000061321	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	930.94
0000061322	SIRSIDYNIX	DATA SERVICES - HOURLY CUSTOM CONSULTANT FEE	861.36
0000061323	SPOKANE HARDWARE SUPPLY	BUILDING REPAIR & MAINTENANCE	22.89
0000061324	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	533.50
0000061325	TIMBERLAND REGIONAL LIBRARY - ILL	ILL ITEM NOT RETURNED	5.00
0000061326	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	2,008.61
0000061327	UPS	SHIPPING	2.05
0000061328	US BANK	FISCAL AGEENT FEE FOR MANAGING MPLCFA LOAN	147.27

0000061329	WICK ENTERPRIZES, LLC	ADVERTISING	964.50
0000061330	WITHERSPOON BRAUCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	654.00
0000061331	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	139.58
0000061332	NEWMAN LAKE PROPERTY OWNER'S ASSOC	TAMMY HENRY TO ATTEND NLPOA SOCIAL	10.00
0000061333	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	15,737.02
0000061334	ACCURATE STRIPING	SEALING CRACKS IN PARKING LOTS	7,403.65
0000061335	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,299.43
0000061336	AVISTA UTILITIES	MONTHLY UTILITIES	7,391.05
0000061337	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	728.62
0000061338	BRAMBLEBERRY COTTAGE	ICED TEA WORKSHOP - PROGRAMS	100.00
0000061339	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	112.85
0000061340	CONSOLIDATED IRRIGATION DIST19	WATER - OT	114.08
0000061341	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	1,291.47
0000061342	DRYE GOODS	3 ECO PRINTING WORKSHOPS	960.00
0000061343	EDNETICS	RENEWAL -KNOWBE4, BROADBAND, CRADLEPOINT, AMP LICENSING; MANAGED VOICE, SECURITY EQUIPMENT	44,812.47
0000061344	EVERGREEN STATE TOWING	LINC - WINCHING SERVICE	302.48
0000061345	FAUCETS 'N STUFF PLUMBING	REPAIR FLOOR DRAIN IN BASEMENT MACHINE ROOM - CH	294.03
0000061346	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	389.48
0000061347	H&H BUSINESS SYSTEMS, INC.	NEW COPIER AT MP & FINAL BILL FOR OLD MACHINE	3,366.17
0000061348	FABIOLA H HAMMOND	CAMP COUNSELOR FOR SPANISH CAMP READ A RAMA	600.00
0000061349	ALDEN HAMMOND	REFUND FOR LOST/PAID FEES	7.00
0000061350	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	10,998.04
0000061351	JILLIAN KIILEHUA	REFUND FOR LOST/PAID FEES	16.00
0000061352	M & L SUPPLY CO., INC.	BUILDING REPAIR & MAINTENANCE	103.23
0000061353	MIDWEST TAPE	LIBRARY MATERIALS	3,374.52
0000061354	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	3,241.76
0000061355	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	435.00
0000061356	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	20,419.79
0000061357	PROVO CITY LIBRARY	PAYMENT FOR DAMAGED ILL ITEM	22.95
0000061358	JACOB RAYMONT	REFUND FOR LOST/PAID FEES	12.00
0000061359	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	1,040.00
0000061360	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	28.28
0000061361	SPOKANE REGIONAL HEALTH DIST	PERMIT FOR AFTER SCHOOL SNACK PROGRAM	60.00
0000061362	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,334.01
0000061363	T-MOBILE	MONTHLY "M-FI" DEVICE CELL SERVICE	937.08
0000061364	UPS	SHIPPING	11.87
0000061365	ABSOLUTE BACKGROUND SEARCH	MONTHLY EMPLOYEE BACKGROUND CHECKS	89.00
0000061366	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	342.81
0000061367	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	814.74
0000061368	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	612.66
0000061369	CITY OF CHENEY	MONTHLY ELECTRIC, WATER, GARBAGE, SEWER - CH	1,017.46
0000061370	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	185.38
0000061371	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	52.66
0000061372	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,193.10
0000061373	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	6,671.85
0000061374	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	15,873.68
0000061375	MIDWEST TAPE	LIBRARY MATERIALS	4,011.40
0000061376	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	21.42
0000061377	OVERDRIVE, INC.	LIBRARY MATERIALS	6,842.24
0000061378	VERIZON WIRELESS	MONTHLY CELL & "M-FI" DEVICE SERVICE	1,354.20
0000061379	VETERANS INFORMATION SERVICE	LIBRARY MATERIALS	60.00
0000061380	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	409.54
W000001355	STATE OF WASHINGTON	QUARTER 2 - 2023 PFML	15,451.77
W000001360	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	75.96
W000001361	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,864.75
W000001363	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,036.44
W000001364	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	74,535.71
W000001365	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	51,452.31
W000001366	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	105,180.20
W000001367	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	82,706.78
W000001368	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,902.25
W000001369	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,036.44
W000001370	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	52,090.02
W000001371	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	97.72
W000001372	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	436.08
W000001373	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	82.20
W000001374	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	355.70
W000001375	NAVIA BENEFIT SOLUTIONS CLIENT PAY	MONTHLY ADMIN FEE	100.00
Total Non-Payroll General Operating Fund			\$ 757,056.48

PAYROLL VOUCHERS

06092023 PP15 SPOKANE COUNTY LIBRARY DISTRICT NET PAYROLL CHECKS FOR PAY PERIOD #15 \$ 240,691.28

Total Payroll General Operating Fund	\$ 491,285.56
TOTAL GENERAL OPERATING FUND	\$ 1,248,342.04

CAPITAL PROJECTS FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
9737	GRAYBAR ELECTRIC COMPANY, INC.	CABLING FOR NEW SV	555.85
9738	WORKPOINTE	NEW SHELVING FOR NEW SV	286,126.63
9739	EDNETICS, INC	FIBER SWITCHES & INSTALL, SERVER ROOM MOVE, ADDITIONAL WIFI ACCESS POINT	39,312.79
9740	INTEGRUS ARCHITECTURE	AUGUST ARCHITECT FEES	6,137.50
9741	INTERMOUNTAIN MATERIALS TESTING	ANCILLIARY CHARGES RELATED TO EXTRA TESTING FOR REPLACEMENT DRIVEWAY	146.12
9742	TESTCOMM, LLC	COMMISSIONING INVOICE FOR LEED: FUNDAMENTAL, ENVELOPE & ENHANCED	800.00
9743	WORKPOINTE	FURNITURE FOR NEW SV CHILDRENS AREA	5,673.30
	Total Capital Projects Fund		\$ 338,752.19

**July 2023/Aug 2023
Paid in Aug 2023
Voucher # 61333**

Card Category	Amount
General Purchases	\$ 6,043.88
Maintenance	\$ 2,569.84
Travel	\$ 43.56
Acquisitions	\$ 4,137.10
Information Technology	\$ 2,516.14
Mobile Services	\$ 426.50
General Fund Purchases	\$ 15,737.02

Top Individual Charges

Amazon	Total all material purchases from Amazon	3,923.12
Amazon	IT - 34 inch curved monitors (5)	1,900.30
Fred's Appliance	New refrigerator - DP	994.26

PROPOSAL FROM JAMES ZAHAND REGARDING THE FUTURE CONKLIN ROAD LIBRARY**Background**

James Zahand, longtime District benefactor and sponsor of the Diane E. Zahand Community Room at the Spokane Valley Library, would like to make a funding proposal in support of constructing a future library on the District-owned 2.3 acre property on Conklin Road south of Sprague Ave in the Veradale/Greenacres area of Spokane Valley.

In discussion with District staff, Mr. Zahand has expressed a desire to contribute \$1,000,000 in total via five annual contributions of \$200,000 each in support of the District's commitment to commence construction of a new library within that timeframe.

The District purchased the property in 2007 as part of its long-term goal to build two libraries via a voted bond: The new Spokane Valley Library and a smaller neighborhood library on Conklin Road more readily serving the eastern portion of the city. With the failure of the two voted bonds that would've constructed both new library buildings in 2014 and 2015, plans for the "Conklin Library" were put on hold as of June 2020 when the Board-directed focus turned to developing a funding and construction plans for the recently opened Spokane Valley Library. For reference, previous discussions identified a 10,000 to 12,000 square foot library on the Conklin site.

Consequently, the District has not yet had the opportunity to initiate the process for considering the potential of a new library construction project for the Conklin property and how to fund it. That said, it remains a future goal for District.

Recommended Action: Board direction to staff to continue discussions with Mr. Zahand and to conduct an initial cost projection analysis for a new library on the Conklin site for discussion at a future Board of Trustees meeting.

CODE OF CONDUCT POLICY REVIEW

Background

This policy defines conduct expectations for customers when using Spokane County Library District facilities.

Key revisions are as follows:

- Inclusion of a definition of the term “library facility” to clarify that the policy applies to District-owned properties, District-managed properties, and the LINC mobile library. While the policy has always been applied as such, this revision makes it explicit.
- Considering the above definition, adopting “library facility” as the preferred nomenclature instead of “library” or “building.”
- Elevating “Entering nonpublic areas or facilities without prior authorization or unaccompanied by an authorized District employee” as a standalone prohibited activity under the policy.
- Removal of the paragraph referencing libraries in privately-owned facilities. With the closure of the BookEnd library at the Spokane Valley Mall, this paragraph is no longer applicable.
- Inclusion of a paragraph stating the District’s right to refuse service while conducting District business at third-party locations, such as hosting an information booth at a community event.

Additional revisions were made for clarity.

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

Executive Director Patrick Roewe and Operations Director Doug Stumbough will be available to answer any 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 revised policy.

Recommended Board action: Board motion to approve revisions to the Code of Conduct Policy.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: CODE OF CONDUCT

APPROVAL DATE: ~~5/18/1995~~ May 5, 1995

REVISION DATE: ~~12/21/2021~~ September 19, 2023

RELATED POLICIES:

Access to Library Services
Children's Safety in Libraries
Computer, Wireless Network and Internet Use
Facility Use for Political Purposes
Library Meeting Room Use

STATUTORY REFERENCES:

RCW 27.12.270
RCW 27.12.290
RCW 69.50
RCW 70.160.075

OTHER REFERENCES:

Spokane Regional Health District Board of Health Resolution #16-01

Purpose:

Defines conduct expectations for customers when using Spokane County Library District facilities.

Background:

Spokane County Library District (District) is supported by tax paid by District property owners, who expect our facilities to be clean, comfortable, and safe places for selecting materials, reading, researching, studying, writing, and attending virtual or in-person programs and meetings. Furthermore, the District Board of Trustees recognizes that within the District's service area there are individuals and groups with diverse interests, backgrounds, ages, life experiences, and information needs, and that the District was created to serve ~~all-of-all~~ the people within the communities it serves. As part of its normal and regular conduct of its mission, the District is responsible for establishing a code of conduct to protect the rights and safety of customers, volunteers, and staff, and for preserving and protecting the District's materials, equipment, facilities, and grounds.

District staff and/or local law enforcement officers may intervene to stop prohibited activities and behaviors. Failure to comply with the District's established policies, rules, and regulations could result in notice and removal from the premises and exclusion from District facilities, or in arrest by law enforcement and prosecution. Violations could also result in notice and restriction and/or termination of access to library ~~privileges services~~, including the use of library computers and other equipment.

For the purposes of this policy, "library facility" or "facility" refers to all buildings, properties, and vehicles owned and/or managed by the District.

POLICY:

The following behaviors and activities are not allowed:

- Any activity that unreasonably interferes with others' use and enjoyment of the library facility or with the functions of ~~library-District~~ staff, including but not limited to:
 - Use of hostile, aggressive, or vulgar language or gestures.

- Persistent uninvited or unwelcomed conversations with others.
 - Disruptive behavior such as loud noises, loud talking, screaming or boisterous physical behavior.
 - Use of electronic or communication devices in a manner that is disruptive to others.
 - Entering or using the library facility attired in a manner that may reasonably affect public health or safety, or is disruptive to the library environment, including being barefoot or without a shirt.
 - Having offensive body odor or personal hygiene so as to unreasonably interfere with other's ability to use the library and its facilities.
 - Consuming any food or beverage that unreasonably interferes with other's ability to use the library ~~and its facilities~~; or soil, stain or otherwise damage or alter library property or the property of others.
 - Use of chewing tobacco.
 - Interfering with the entrance to, access in, or exit from library facility premises.
 - Soliciting contributions or donations, or distributing or selling items outside the meeting rooms without prior authorization
 - Bringing animals other than service animals into the library facility, except as authorized by the District's Executive Director.
 - Leaving packages, backpacks, luggage, or any other personal items unattended.
 - Discarding trash or litter other than in a designated receptacle.
 - ~~Entering nonpublic areas or facilities without prior authorization or unaccompanied by an authorized District employee~~ Entering non-public areas or facilities without authorization
 - Violation of the District's Computer, Wireless Network and Internet Use policy, including, but not limited to, engaging in illegal activities; accessing, viewing, or printing any illegal, obscene, or sexually explicit material, or engaging in activities that compromise computer, or network security.
 - Violation of any other District policy.
- Using library materials, equipment, fixtures, furniture, facilities, buildings, or grounds in any manner that:
 - Is inconsistent with normal library uses (e.g., bathing, shaving, washing clothes in the restroom, camping, sleeping, or appearing to sleep, ~~parking/storing bicycles inside buildings~~, parking in parking lots for non-library purposes).
 - Is likely to cause concern for the safety and/or well-being of persons and property (e.g., ~~entering nonpublic areas unaccompanied by an authorized District employee~~, neglecting to provide proper supervision of children (see Children's Safety in Libraries policy) or vulnerable adults, parking overnight in library parking lots, leaving items unattended).
 - Can be reasonably expected to damage or alter library property or the property of others.
- Any observable behavior that is prohibited by federal, state, local or other applicable law, including but not limited to:
 - Vaping or smoking any combustible product that produces vapor, mist, or smoke (including but not limited to tobacco, cigar, hookah, marijuana, and vaping devices) in library facilities or within 25 feet of a library facility entrances, exits, windows that open, and ventilation intakes.
 - Viewing or printing illegal materials (e.g., child pornography).
 - Being under the influence of, appearing to be under the influence of, and/or selling, using, or possessing alcohol, marijuana, or controlled substances (as defined in RCW 69.50).
 - Threatening or harassing behavior (e.g., fighting or threatening to fight, brandishing a weapon, stalking, verbally threatening to harm others or their property).

- Assaulting staff, volunteers, or other library customers.
 - Sexual misconduct or harassment (e.g., exposure; offensive touching; sexual acts).
 - Theft of library materials or items belonging to the District or others.
 - Noncompliance with a public health order issued by a federal, state, or local public health officer or agency.
- Failing to comply with the direction of a library staff member when asked to stop a prohibited behavior or when excluded from the library facility for violations of this or any other District policy, rule, or regulation.

~~Community members using District libraries located in privately owned facilities (e.g., shopping malls) may be subject to additional code of conduct rules established by the facility owner(s). These rules are posted at the entrances to the facility or otherwise available from the facility owner(s).~~

The District reserves the right to refuse service to individuals who violate the Code of Conduct at library facilities and at events or activities in which the District is participating at third-party locations.

Exclusions of six months or longer require the customer to petition the ~~library-District~~ in writing for reinstatement of privileges at the conclusion of the exclusion period in accordance with administrative procedure.

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: CODE OF CONDUCT

APPROVAL DATE: May 5, 1995

REVISION DATE: September 19, 2023

RELATED POLICIES:

Access to Library Services

Children's Safety in Libraries

Computer, Wireless Network and Internet Use

Facility Use for Political Purposes

Library Meeting Room Use

STATUTORY REFERENCES:

RCW 27.12.270

RCW 27.12.290

RCW 69.50

RCW 70.160.075

OTHER REFERENCES:

Spokane Regional Health District Board of Health Resolution #16-01

Purpose:

Defines conduct expectations for customers when using Spokane County Library District facilities.

Background:

Spokane County Library District (District) is supported by tax paid by District property owners, who expect our facilities to be clean, comfortable, and safe places for selecting materials, reading, researching, studying, writing, and attending virtual or in-person programs and meetings. Furthermore, the District Board of Trustees recognizes that within the District's service area there are individuals and groups with diverse interests, backgrounds, ages, life experiences, and information needs, and that the District was created to serve all people within the communities it serves. As part of its normal and regular conduct of its mission, the District is responsible for establishing a code of conduct to protect the rights and safety of customers, volunteers, and staff, and for preserving and protecting the District's materials, equipment, facilities, and grounds.

District staff and/or local law enforcement officers may intervene to stop prohibited activities and behaviors. Failure to comply with the District's established policies, rules, and regulations could result in notice and removal from the premises and exclusion from District facilities, or in arrest by law enforcement and prosecution. Violations could also result in notice and restriction and/or termination of access to library services, including the use of library computers and other equipment.

For the purposes of this policy, "library facility" or "facility" refers to all buildings, properties, and vehicles owned and/or managed by the District.

POLICY:

The following behaviors and activities are not allowed:

- Any activity that unreasonably interferes with others' use and enjoyment of the library facility or with the functions of District staff, including but not limited to:
 - Use of hostile, aggressive, or vulgar language or gestures.
 - Persistent uninvited or unwelcomed conversations with others.
 - Disruptive behavior such as loud noises, loud talking, screaming or boisterous physical behavior.

- Use of electronic or communication devices in a manner that is disruptive to others.
 - Entering or using the library facility attired in a manner that may reasonably affect public health or safety, or is disruptive to the library environment, including being barefoot or without a shirt.
 - Having offensive body odor or personal hygiene so as to unreasonably interfere with other's ability to use the library and its facilities.
 - Consuming any food or beverage that unreasonably interferes with other's ability to use the library facility; or soil, stain or otherwise damage or alter library property or the property of others.
 - Use of chewing tobacco.
 - Interfering with the entrance to, access in, or exit from library facility.
 - Soliciting contributions or donations, or distributing or selling items outside the meeting rooms without prior authorization
 - Bringing animals other than service animals into the library facility, except as authorized by the District's Executive Director.
 - Leaving packages, backpacks, luggage, or any other personal items unattended.
 - Discarding trash or litter other than in a designated receptacle.
 - Entering nonpublic areas or facilities without prior authorization or unaccompanied by an authorized District employee Violation of the District's Computer, Wireless Network and Internet Use policy, including, but not limited to, engaging in illegal activities; accessing, viewing, or printing any illegal, obscene, or sexually explicit material, or engaging in activities that compromise computer, or network security.
 - Violation of any other District policy.
- Using library materials, equipment, fixtures, furniture, facilities, or grounds in any manner that:
 - Is inconsistent with normal library uses (e.g., bathing, shaving, washing clothes in the restroom, camping, sleeping, or appearing to sleep, storing bicycles inside buildings, parking in parking lots for non-library purposes).
 - Is likely to cause concern for the safety and/or well-being of persons and property (e.g. neglecting to provide proper supervision of children (see Children's Safety in Libraries policy) or vulnerable adults, parking overnight in library parking lots, leaving items unattended).
 - Can be reasonably expected to damage or alter library property or the property of others.
- Any observable behavior that is prohibited by federal, state, local or other applicable law, including but not limited to:
 - Vaping or smoking any combustible product that produces vapor, mist, or smoke (including but not limited to tobacco, cigar, hookah, marijuana, and vaping devices) in library facilities or within 25 feet of a library facility entrances, exits, windows that open, and ventilation intakes.
 - Viewing or printing illegal materials (e.g., child pornography).
 - Being under the influence of, appearing to be under the influence of, and/or selling, using, or possessing alcohol, marijuana, or controlled substances (as defined in RCW 69.50).
 - Threatening or harassing behavior (e.g., fighting or threatening to fight, brandishing a weapon, stalking, verbally threatening to harm others or their property).
 - Assaulting staff, volunteers, or other library customers.
 - Sexual misconduct or harassment (e.g., exposure; offensive touching; sexual acts).
 - Theft of library materials or items belonging to the District or others.
 - Noncompliance with a public health order issued by a federal, state, or local public health officer or agency.

- Failing to comply with the direction of a library staff member when asked to stop a prohibited behavior or when excluded from the library facility for violations of this or any other District policy, rule, or regulation.

The District reserves the right to refuse service to individuals who violate the Code of Conduct at library facilities and at events or activities in which the District is participating at third-party locations.

Exclusions of six months or longer require the customer to petition the District in writing for reinstatement of privileges at the conclusion of the exclusion period in accordance with administrative procedure.

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.

EMERGENCY CLOSURE POLICY REVIEW**Background**

This policy provides guidelines for the closure of District facilities due to emergency conditions.

The one revision is to specifically reference government-issued evacuation orders as a triggering event for emergency closures. This change is prompted by our recent experiences with the Gray Fire and the Medical Lake Library, as well as the likelihood for future wildfires to impact District operations.

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

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 revised policy.

Recommended Board action: Board motion to approve revisions to the Emergency Closure Policy.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: EMERGENCY CLOSURE OF FACILITIES

APPROVAL DATE: AUGUST 18, 1983

REVISION DATE: SEPTEMBER ~~21, 2021~~ 19, 2023

Purpose

To provide guidelines for the closure of Spokane County Library District (District) facilities due to emergency conditions.

General Policy

The District may close some or all facilities when regular operations are disrupted due to events outside of the District's control. Such events include, but are not limited to weather-related emergencies, natural or man-made disasters, long-term loss of electricity or other utility, a declared public health emergency, and/or any other event that inhibits the District's ability to conduct normal operations.

District facilities may be closed under any of the following emergency conditions:

1. When weather and/or air quality conditions make travel to and/or operation of a facility impractical or unsafe. Because weather and other conditions vary within the District, individual facilities may be closed while others remain open.
2. When an emergency has been declared by a government agency and all but essential services have been curtailed, area residents have been asked to restrict their travel, [an evacuation order has been issued for the area](#), and/or government offices and schools in the community have been closed.
3. When an individual building emergency exists, such as loss of electrical power or other utility, heating/air conditioning system failure, or the existence of an unsafe and/or unhealthy working condition.
4. Any other condition or event that may adversely affect the health and safety of District employees, volunteers, and customers.

The Executive Director or designee shall make all closure decisions.

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.

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USE OF 3D PRINTING AND CUTTING EQUIPMENT**Background**

The purpose and key elements of this policy remained unchanged. Revisions were made to reflect preferred nomenclature.

Staff are not recommending any revisions to the policy as written. This policy was last revised in September 2021. As part of the biennial review process for policies, staff recommend that policies that are not revised are instead reaffirmed by the Board of Trustees. A reaffirmation date would be added to the policy, as indicated via underline in the following draft.

Operations Director Doug Stumbough will be available to answer questions on the proposed revisions.

Recommended Action: Board motion to approve reaffirmation of the Use of 3D Cutting and Equipment policy.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: USE OF 3D PRINTING AND CUTTING EQUIPMENT

APPROVAL DATE: SEPTEMBER 17, 2019

REVISION DATE: SEPTEMBER 21, 2021

[REAFFIRMATION DATE: SEPTEMBER 19, 2023](#)

RELATED POLICIES:

Computer, Wireless Network and Internet Use Policy

Confidentiality of Library Records

Purpose: To provide guidelines for the use and administration of the Spokane County Library District (District) 3D printing and cutting equipment.

General Policy:

The District prohibits the use of its 3D printing and cutting equipment to create items that are, as determined by District employees: in violation of local, state, or federal law; unsafe, dangerous, or an immediate threat to the well-being of others; obscene or otherwise inappropriate for the library environment; or in violation of another's intellectual property rights. The District reserves the right to review all designs prior to printing or cutting and the right to refuse any request in its sole discretion.

Supervision of the use of the 3D printing and cutting equipment by District employees does not constitute knowledge, acknowledgment, or approval of any use of the resulting product. The District specifically disclaims any knowledge, acknowledgment, or approval thereof. In return for use of the 3D printing and cutting equipment or service, the user shall hold the District and its officers, employees, volunteers, and agents harmless for any and all claims arising from the request for, manufacture of, and use of the 3D printing and cutting equipment and service.

To the extent allowed by law, the District will reasonably attempt to maintain the confidentiality of customers' use of the printing and cutting equipment in accordance with District policy. However, the District cannot guarantee confidentiality. Use of the 3D printing and cutting equipment may occur within public view, and the printed products are likely to be seen by the public.

The District reserves the right to charge Library customers for use of the printing and cutting equipment. The District will determine such charges in order to recover costs and may require the charges be paid before the project is started.

Library customers may be limited to a specific number of jobs based upon demand and resources, as determined by District employees. The District does not guarantee that any 3D printing or cutting project will be successful. Unless the printing or cutting job fails to finish, the cost of the completed project, regardless of quality, will still be charged. If the District declines a project request, the customer will not be charged.

Printing or cutting jobs with estimated completion times that would exceed library open hours will not be started until the next open day and those with an estimated completion time that would exceed the longest scheduled open hours will be declined.

In order to claim their items, customers will be required to produce photo ID or a receipt of payment. Items that are created on District 3D printing and cutting equipment and not claimed within 14 days will become property of the District. No refund will be provided for unclaimed items.

3D printing and cutting services may occasionally be provided at no charge for District programs or events. Priority will be given to projects related to District programs and events.

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.

OVERVIEW – AIRWAY HEIGHTS LIBRARY

Library Supervisor Lesa Arrison will provide an overview of the Airway Heights Library and how it serves the community.

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: OCTOBER 2023 - NOVEMBER 2023**October 17, 2023: Deer Park – (4:00pm)**

- 2024 Budget
 - Public Hearing on Authorized Revenue Sources
 - 2024 Preliminary Budget Presentation
 - Organizational Memberships Review
 - Board Direction to Staff

November 21, 2023: Argonne Library – (4:00pm)

- 2024 Budget
 - Cost of Living Adjustment (COLA) for 2024 (Tentative): Approval Recommendation
 - Adopting a 2024 Final Budget and Certifying It to the Board of County Commissioners (Resolution No. 22-xx): Approval Recommendation
 - Authorizing 2023 Property Tax Levy Increase for Collection in 2024 (Resolution No. 22-xx): Approval Recommendation
 - Levying the Regular Property Taxes for SCLD for Collection in 2024 (Resolution No. 22-xx): Approval Recommendation
 - Board Direction to Staff
- Procurement: Policy Review

EXECUTIVE DIRECTOR'S REPORT FOR JULY 2023**Finance – (vacant at time of reporting)****General Fund**

Total general fund operating expenses before (58.22%) or after (57.88%) transfers out are well aligned with the total budget projected expenditure of 58.3%. This is the result of a normal combination of the District salaries and benefits being 2%+ under budget while many of the remaining lines are overbudget.

For the expense categories that are over 58.22% at the seven-month mark, comments provided last month remain applicable:

- **Supplies:** With the opening of the new library, there are sufficient small supply items acquired to satisfy the building's initial operating needs. Staff expect this line to trend closer to target as the year progresses.
- **Utilities:** The new building utility expenses are modestly over budget. With the BookEnd closed for the balance of the year, total District utilities should continue to match budget, but the final cost for the year will likely remain over the budget.
- **Services:** Total services are always over budget at the midpoint of the year due to the large annual expenses, such as SirsiDynix annual software maintenance, paid early in the year. Total services cost should end the year on budget.
- **Insurance:** The single, District-wide, property, casualty, and liability insurance premium is paid in February. There should only be one remaining premium to be paid for this year which is the cost to cover the new library through the end of the year. This will be less than the reported budget balance remaining.
- **Library Materials and Electronic Library Materials:** Very similar to services in that more items are acquired early in the year. Both lines will trend toward target by year's end.
- **Library Programs:** The District is in the process of receiving grants and donations, such as for Prime Time Family Reading, that will supplement what can be spent on programs. You'll see a near commensurate increase in grant revenue in the Revenues report.

Biennial Audit from the Washington State Auditor Office

The State Auditor Office (SAO) has completed their work for the biennial financial and accountability audit of the District. An exit conference was scheduled for the first week of August.

Facilities Report

In addition to the regular maintenance functions for the District, several projects of note occurred in July:

- Seal and re-stripe of the parking lot at Airway Heights
- Upgrade and reorganization of shop space at Administration in order to improve storage and increase in-house fabrication options
- Quarterly HVAC maintenance service

Human Resources – Toni Carnell

Training

- The final session of Supervisor Academy was held, featuring Jane Baker and Patrick Roewe
- 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 (2)
- Public Services Specialist

Promotions:

- Public Services Associate to Public Services Specialist

Transfers

- Public Services Associate
- Public Services Associate - Float

Voluntary Demotion

- N/A

Separations:

- N/A

Communication & Development – Jane Baker

Communication

The Airway Heights annexation ballot issue received the most media attention in July with news stories in *Spokane Public Radio*, *Inlander*, *Spokesman-Review*, *Cheney Free Press*, and *KXLY-TV*. The call for Reading Buddy volunteers needed for the fall was featured on *KHQ.com* because of our weekly eNewsletter. While the decision was not generated by the District, the Medical Lake City Council's approval of a new roof on the library was covered in the *Cheney Free Press*.

The fall issue of Engage is in the design phase with plans to go to print in August and be available in libraries in September. Summer recipes, Spokane Is Reading, and programs for kids were the most clicked links in the weekly eNewsletter in July.

Development

The focus of the Development Department for late summer and early fall is to connect with potential sponsors for conference room sponsorships at Spokane Valley Library. Many organizations make their sponsorship decisions at this time of the year, and with the library completed, it is easier for them to see how a sponsorship will look. Paver sponsorships will also continue.

Operations - Doug Stumbough

For the month of July, a total of 68,836 customers visited our libraries in person, up from 57,903 (19%) in June. There was a total number of 100,294 physical items borrowed by customers in the libraries, up from the 89,575 physical items borrowed in June (12%). Of note, this month is the first time more than 100,000 physical items have been checked out in a single month since March 2020.

Positive Interaction Reports

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

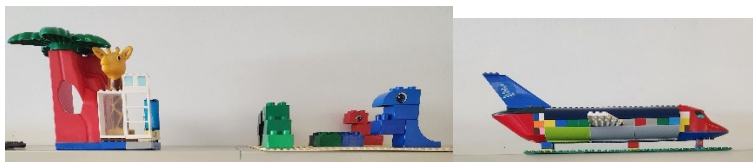
A visitor to Spokane Valley was curious about the DVD collection and Teresa Nelson from our IT department happened to be nearby and was able to answer their questions. He was very impressed with the size of the collection, and shared how Netflix has provided less and less of the types of classic and older movies. Teresa let him know about Kanopy streaming and how he could request DVDs from our other libraries. He was delighted to find out about the offerings through the library and went straight away to get a card.

The Call Center received a call from a Spokane Valley customer wanting to renew his card. He said he and his wife had visited the new library building and were impressed. He shared that his wife was a longtime Friend of the Library, and her name is on one of the engraved stones at the new building.

A young student from Freeman greeted Librarian Danielle Marcy enthusiastically during a visit to Spokane Valley and said she remembered Danielle from a summer reading promotion at Freeman Elementary School. She asked if she could introduce her to her family and explained Danielle was the librarian who came to her school and talked about the library. The student said she likes coming to the new Spokane Valley library because it has fun things to do.

A customer shared that they really appreciated the staff at Moran Prairie and wanted them to know that she comes up from Manito just because she loves the library.

Camp CASLO from Cheney Parks & Recreation surprised staff at Cheney by bringing their camp kids to the library for the monthly LEGO Club. The final total of regulars plus camp kids was 79, almost three times the usual number of attendees. Librarian Crystal Miller was credited with an amazing job of having the kids come in a group at a time and even had some coloring activities on hand to keep the kids that were waiting entertained. Examples of the some of the creations:



Camp Read-a-Rama in Cheney was well received by kids and parents. At the end of one session, one of the moms/caregivers said that her son was sad that the camp was over. The staff said they would miss it too, saying it was fun to walk into the library at the beginning of the day and hear kids laughing and doing activities. They also thanked Literacy Program Coordinator Melanie Boerner and the Camp Read-O-Rama counselors for their hard work to make it such a great experience for all.

A mom contacted the Call Center to ask some questions about Beanstack and mentioned that it's been so great using it. Her grade school age kids are extra motivated to read since they get to earn tickets, and she wishes it was a year-round program. She also expressed they were having lots of fun completing the activities as well.

A customer at Moran Prairie emphasized how much she appreciates the amount and variety of non-fiction DVDs our Collection Services group get for our collection, as well as movies based on true stories.

A Mobile Services customer called North Spokane looking to get in contact with Mobile Services Specialist Keisha to thank her and the rest of the staff. Apparently, her holds had gone to another retirement community by mistake, and staff went out of their way to not only leave and then come back with her holds but also bring a couple more books in the series she was reading that she hadn't requested but was really pleased to have. She shared how happy she was for the staff going "above and beyond" to get her books delivered to her that day.

A resident who lives in another library's service area wanted Moran Prairie staff to know how much she loves the user-friendly layout of the library. "I don't get confused just walking in the door here; It's so easy to find what I want, and I just love this library!"

A hotspot user could not get their device to connect and sought assistance from Moran Prairie and Spokane Valley staff. After determining that it was the hotspot itself, staff were able to get him in line for a new one right away. He expressed his gratitude and love for the library. He said staff were always very helpful and friendly. He thanked staff for helping him and doing what they could for him.

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 July:
 - **Audiobook checkouts:**
 - *A Court of Thorns and Roses* by Sarah J. Maas (132)
 - *A Very Typical Family: A Novel* by Sierra Godfrey (119)
 - *You Shouldn't Have Come Here* by Jeneva Rose (99)
 - **Ebook checkouts:**
 - *A Very Typical Family: A Novel* by Sierra Godfrey (271)
 - *Verity* by Colleen Hoover (88)

-
- *Happy Place* by Emily Henry (76)
 - **Audiobook holds** as of August 1:
 - *Lessons in Chemistry: A Novel* by Bonnie Garmus (120)
 - *Fourth Wing* by Rebecca Yarros (100)
 - *Demon Copperhead: A Novel* by Barbara Kingsolver (73)
 - **Ebook holds** as of August 1:
 - *Fourth Wing* by Rebecca Yarros (135)
 - *Lessons in Chemistry: A Novel* by Bonnie Garmus (126)
 - *The Five-Star Weekend* by Elin Hilderbrand (96)
 - Popular **Adult Physical Book** titles July:
 - Checkouts:
 - *Lesser Known Monsters of the 21st Century: Stories* by Kim Fu (52)
 - *Meet Me at the Lake* by Carley Fortune (47)
 - *The Little Flower Shop* by Lori Foster (45)
 - Holds:
 - *Lessons in Chemistry* by Bonnie Garmus (9)
 - *Good Night, Irene* by Luis Alberto Urrea (6)
 - *The Covenant of Water: A Novel* by Abraham Verghese (6)

OverDrive's Big Library Read

The title selected for OverDrive's Big Library Read program was *A Very Typical Family: A Novel* by Sierra Godfrey. This title was available for unlimited simultaneous use in the ebook and audiobook formats between July 13 – 27 in Libby and on the District's OverDrive website 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 novel was the District's most checked out ebook in July with 271 checkouts recorded and was the second most checked out audiobook with 119 checkouts recorded.

**COLLECTION MONTHLY REPORT
JULY 2023**

	Select Transaction Count		
Physical Collection	YTD 2023	YTD 2022	CHANGE
Items Processed	28,305	31,411	0%
Interlibrary Loan Total	3,687	3,393	9%
Overdrive			
Total Checkouts	549,912	483,609	14%
Total Holds	175,749	147,986	19%
hoopla			
Total Checkouts	24,109	20,289	19%
	Total Items in Collection		
Material Type	YTD 2023	YTD 2022	CHANGE
Print	304,949	310,194	-2%
Nonprint	72,685	76,812	-5%
Overdrive	155,140	138,924	12%
Grand Total	532,774	525,930	1%

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

Executive Director – Patrick Roewe

Brief updates on several items are as follows:

New Spokane Valley Library Project Update

Now that the library is open, the remaining project updates will be incorporated into this report (instead of a standalone agenda item) for as long as needed. Overall, the project is complete and operating as expected.

- **Items awaiting resolution**

A small list of items awaiting resolution remains as of this writing, including, but not limited to: resolution of minor HVAC system issues and delivery and installation of a few remaining furniture and fixture items.

- **Cost changes**

One final change order (#13) is anticipated in August.

- **Next steps**

Pending completion of the items referenced above, the Notice of Completion will be submitted, and the project will be formally closed.

City of Airway Heights: Childcare Center Proposal Update

No new information on this topic.

City of Airway Heights: Annexation Election Update

The District created an objective and fair presentation of the facts that staff can use for District customers who may have questions regarding the annexation proposition and has distributed that to staff. Ballots were mailed July 12-14, 2023 with election day on August 4, 2023.

As previously reported, the City of Airway Heights City 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.

Electric Vehicle Charging Station Update

Progress continues on Avista's grant-funded electric vehicle chargers at the Moran Prairie and North Spokane Libraries. AC2 chargers are now available at both Moran Prairie and North Spokane. DC Fast chargers shipped this month and Avista anticipates installing in August and completing inspections in September.

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. Park hosts reported an increase in use and activity of the collection and library staff continues to work on helping get the word out to park goers.

Spokane Valley Arts Council

AS previously reported, the District has received an inquiry from the Spokane Valley Arts Council (SVAC) regarding the potential placement of yet to be determined public art at the Spokane Valley Library. As directed by the Board, I followed up with SVAC and let them know that mural on the south side of the Spokane Valley Library would not be possible as the structure and materials used in the building's construction is not compatible. I did express the District's willingness to explore other public art options on the library site.

EXECUTIVE DIRECTOR'S REPORT FOR AUGUST 2023**Finance – (vacant at time of reporting)****General Fund**

Similar to last month, total general fund operating expenses before (66.12%) or after (64.90%) transfers remain well aligned with the total budget projected expenditure of 66.7%. As reported last month, this status is the result of a normal combination of the District salaries and benefits being 3+% under budget while several of the remaining lines being overbudget due to the timing of larger scale single expenditures. It is anticipated that the majority of these lines will trend toward target by year end.

Facilities Report

In addition to the regular maintenance functions for the District, a project of note occurred in August:

- Seal and re-stripe of the parking lot at Argonne, Deer Park, Moran Prairie, North Spokane, and Otis Orchards.

Biennial Audit from the Washington State Auditor Office.

The State Auditor Office (SAO) issued their reports for the biennial financial and accountability audits of the District on August 10, 2023. Neither of the reports included any findings. An exit conference facilitated by the SAO was conducted as part of the August 4, 2023 Special Meeting agenda.

Staff Changes

The Finance Department welcomes two new hires:

- Robert Schmautz started in August as the new Facilities Specialist.
- Jason Link was hired as the District's new Finance Director. Jason's first day will be in mid-September.

Human Resources – Toni Carnell**Training**

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

Staff updates:

New hires:

- Operations Staffing Specialist
- Public Services Associate
- Facilities Specialist

Promotions:

- N/A

Transfers

- Storytime Specialist

Voluntary Demotion

- N/A

Separations:

- Finance Director

Communication & Development – Jane Baker**Communication**

August began with a flurry of media coverage regarding the Airway Heights bond approval and the community's decision for the library to be annexed to the Library District. The *Spokesman-Review*, *KHQ-TV*, *Fox 28*, *Spokane Public Radio*, *Cheney Free Press*, and *Yahoo News* all featured articles on the election results.

Late in the month, another cycle of news coverage resulted when the District increased open-hours at Medical Lake in response to the Gray Fire and deployed LINC to Chattaroy in response to the Oregon Road Fire. *KHQ-TV*, *KXLY-TV*, and the *Deer Park Tribune* reported on these efforts. The *Cheney Free Press* produced a special fire section and included an ad from the District that thanked firefighters and advertised open-hours of our three libraries on the West Plains.

Development

The Development Department continues to connect with potential sponsors for conference room and other sponsorships at Spokane Valley Library. Planning has also begun for a second round of paver engraving in September.

Operations - Doug Stumbough

For the month of August, a total of 71,392 customers visited our libraries in person, up from 68,836 (4%) in July. The total number of 102,050 physical items borrowed by customers in the libraries was up from the 100,294 physical items borrowed in July (2%).

Positive Interaction Reports

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

A regular user of the Cheney Library let staff know that she was really happy with our new catalog. She said it was such an improvement and so much easier to use. She said she's so proud of SCLD for making this upgrade happen.

The Call Center received this comment from a customer: "I have been very happy with the library in Medical Lake, the staff and Cecilia are the best! My materials are always on time and correct. I really use the on-line services a lot and find it convenient as my materials arrive in a timely manner. THANKS"

A customer turned in a "Stay Sharp Kit" to the Moran Prairie Library and said "These are so great. If there were five stars, I'd give them seven. Tell whoever is in charge of them: please get more -- they save the day." She and Public Services Associate Kathleen showed another customer how they work after they had overheard the conversation. The two customers bonded over the people in their lives who would find them particularly useful. "Stay Sharp Kits" are book and activity kits for senior adults that improve memory and cognition, while building social skills. They come in a variety of general interest topics like travel, gardening, space exploration and similar.

Medical Lake staff arrived to a treat one morning this month. They saw some chalk art outside and feared the worst, but turned out to be from delightful patrons who left some library love.

At Medical Lake, a customer came in with a book she loved and said it was perfect. "It makes you laugh. It makes you cry. And you just can't put it down. Just like all the books that you found for me during Covid [through the Book Butler service]."

Multiple parents, grandparents, etc. have gone out of their way to say how much their children loved the Red Yarn Music and Puppet show. They commented on how well the artist interacted with the children.

Public Services Specialist Abra saw a question posted on a local gardening Facebook group, asking about local library seed libraries collections. The District libraries received several nice comments about our offerings.

A visitor came into the Cheney Library this morning to sign up for a library card. As Public Services Associate Lisa explained our services to her, the customer was very happy to hear about the free printing. She said she's lived in six states, but this was the first library she's been to where the printing has been free!

Spokane Valley Librarian Dana Mannino received this thank you email from a customer who submitted an Ask a Librarian question back in 2020. "Hello, You may not remember me, but your answer to my Ask a Librarian question had a significant impact on my life! I asked about what being a librarian is like, and you called me to answer. I so appreciated that phone call. I realized that I wanted to pursue this line of work, librarianship. I tried it out by taking a couple internships and a job in a library. I am about to begin my first semester of a [Masters in Library Science program] which is so exciting....I am very grateful for your phone call to me. It sparked my interest in this field, so keep being awesome!"

A Moran Prairie customer wanted to share that Public Services Associate Shannon had been so helpful. They were planning a trip to Philadelphia, and Shannon gave them great resources that saved them money and helped them have a great trip. The customer was super appreciative.

A gentleman from Medical Lake visited the Airway Height Library for the first time in several years. He was trying to find a way to fill out legal paperwork he needed completed in light of the Gray Fire. He was so excited to learn the library had Gale Legal forms and a quiet place to work on them. He also spoke on what having new access to the digital services like Libby and Hoopla would mean for him.

At Cheney, a customer came up to the front desk with pastries and thanked staff for being there and for all they do, and particularly for having the hotspots.

Spokane Valley had a customer express gratitude for the children's area and staff. She shared that her and young child wait while her other child is being tutored and the space helps them have a good experience while waiting.

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 August:
 - **Audiobook checkouts:**
 - *Fourth Wing* by Rebecca Yarros (352)
 - *The Covenant of Water* by Abraham Verghese (127)
 - *Happy Place* by Emily Henry (84)
 - **Ebook checkouts:**
 - *Verity* by Colleen Hoover (86)
 - *Fourth Wing* by Rebecca Yarros (75)
 - *Happy Place* by Emily Henry (73)
 - **Audiobook holds** as of September 1:
 - *Lessons in Chemistry: A Novel* by Bonnie Garmus (123)
 - *Tom Lake: A Novel* by Ann Patchett (93)
 - *Iron Flame* by Rebecca Yarros (86)
 - **Ebook holds** as of September 1:
 - *Fourth Wing* by Rebecca Yarros (140)
 - *Lessons in Chemistry: A Novel* by Bonnie Garmus (117)
 - *Tom Lake: A Novel* by Ann Patchett (109)
- Popular **Adult Physical Book** titles August:
 - Checkouts:
 - *Lesser Known Monsters of the 21st Century: Stories* by Kim Fu (56)
 - *The Little Italian Hotel* by Phaedra Patrick (53)
 - *Meet Me at the Lake* by Carley Fortune (47)
 - 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 (36)
 - *Tom Lake: A Novel* by Ann Patchett (9)

- *The Covenant of Water: A Novel* by Abraham Verghese (6)

Request for Review of Library Materials

The District received a *Request for Review of Library Materials* form on August 21 regarding an adult fiction book. It was determined that the novel met the collection criteria, and no change was made in the item’s status. An initial written response was sent to the District resident within 15 business days of receiving the request in Administration as stated in the *Collection Development Policy*.

**COLLECTION MONTHLY REPORT
AUGUST 2023**

	Select Transaction Count		
Physical Collection	YTD 2023	YTD 2022	CHANGE
Items Processed	33,447	37,030	-10%
Interlibrary Loan Total	4,317	3,980	8%
Overdrive			
Total Checkouts	633,042	558,535	13%
Total Holds	203,617	171,719	19%
hoopla			
Total Checkouts	28,051	23,588	19%
	Total Items in Collection		
Material Type	YTD 2023	YTD 2022	CHANGE
Print	306,408	310,644	-1%
Nonprint	73,070	77,146	-5%
Overdrive	157,009	140,076	12%
Grand Total	536,487	527,866	2%

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

Executive Director – Patrick Roewe

Brief updates on several items are as follows:

New Spokane Valley Library Project Update

Overall, the project is in the close-out phase, and the building is operating as expected.

- **Items awaiting resolution**

A small list of items awaiting resolution remains as of this writing, including, but not limited to: resolution of minor HVAC system issues and delivery and installation of a few remaining furniture and fixture items.

- **Certificate of Occupancy**

The City of Spokane Valley issued the regular Certificate of Occupancy on August 8, 2023. The library had been operating under a temporary certificate prior to that.

- **Cost changes**

One final change order (#13) is anticipated in early September.

Staff spent the latter half of August reviewing remaining invoices related to the project and assigning them to the correct budget line. We anticipate sharing a quarterly Capital Projects Fund financial report and a final (or near-final) project budget report for the October meeting.

- **Final invoices**

The District is awaiting receipt of the final invoice from Kilgore Construction Inc. (KCI), which is in process. Integrus Architecture will be able to certify the invoice once several pieces of final documentation are provided.

- **Final close-out**

One of the last steps to officially close-out the project will be KCI submitting a “Notice of Completion of Public Works Contract” to three state agencies for review: Department of Revenue, Department of Labor & Industries, and Employment Security Department. That review process will likely take several months after submission.

City of Airway Heights: Childcare Center Proposal Update

No new information on this topic.

City of Airway Heights: Annexation Election Update

The results have been finalized for the August 1, 2023 Primary Election, and City of Airway Heights – Proposition No. 1, annexation into the Spokane County Library District, passed at 70.15% ‘Yes’ votes (557) to 29.85% ‘No’ votes (237). Annexation, requiring only a simple majority to pass, will take effect January 1, 2025 as per RCW 84.09.030.

City of Airway Heights: Potential Interlocal Agreement Amendment Update

I have reached out to City Manager Albert Tripp about securing an appraisal of the two parcels on which the Airway Heights Library is located. As of this writing, details surrounding the appraisal have not been finalized, though both parties are amenable to the approach.

Finance Director Update

Following Rick Knorr’s retirement, the District has hired Jason Link as the new Finance Director, with a start date of September 16, 2023. Special thanks to Trustee Robert Paull for participating in the interview panel.

Electric Vehicle Charging Station Update

Progress continues on Avista's grant-funded electric vehicle chargers at the Moran Prairie and North Spokane Libraries. AC2 chargers are being used at both locations. The DC Fast charger has been installed at Moran Prairie and North Spokane is on the work list for September. After installation, they will go through testing before being made available for public use. Testing is optimistically scheduled for late September.

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 continues to be available to park-goers during the summer season. Usage has been modest but comments from users have been positive and appreciative.

OPERATIONS REPORT JULY 2023

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- Our three *Homebuyer Education Seminar* programs had 66 participants. Two of the sessions were at the new Spokane Valley Library, and the presenters as well as the attendees appreciated the new space and all the windows.
- This month's virtual SCORE workshop, *Small Business Resiliency*, had eight in attendance.
- July's Medicare workshop, *Medicare: Getting Started*, had an attendance of eight for its two sessions.

Early Learning (Mary Ellen Braks)

- We had 53 storytimes with an attendance of 1,339. Our storytimes ranged in size from 2-62.
- For childcare visits we provided 21 storytimes to 276 children at six centers.
- *Storytimes in the Parks* had a good turnout. We presented storytimes at three different City of Spokane Valley parks for a total attendance of 92.
- This summer we had a puppet show for our younger customers at each of our libraries. Our crowds varied from 5-73 attendees.

Education and Enrichment (Gwendolyn Haley)

- 1,834 people attended programs in person this month. These included concerts, escape rooms, arts and craft programs, and a hike.
- 1,081 people have registered for online summer reading (+49.52% compared to last year). Collectively, they've read 476,784 minutes, earned 5,610 badges, and submitted 320 book reviews. 65 SCLD staff (and their families) are taking part in a Staff only online program and have read over 79,000 minutes.
- We added an inflatable movie screen, projectors, speakers, DVD Players, and a pickle ball set to the Library of Things this month.

Digital Projects and Resources (Carlie Hoffman)

- Public notes are now visible in the copies section of the new catalog.
- We are working on a new interface for the self-check stations.

Information Technology (Patrick Hakes)

- Waiting on parts for the last camera (SV Parking lot). All other cameras are in, labeled, and adjusted for the best viewing angle.
- The IT 2024 budget has been completed for August review by Patrick and Doug.

Mobile Services (Brianna Rukes)

- Mobile Services worked with the District's Videographer, Vincent, to develop a new video highlighting LINC and what it brings to the community.

Library Reports

Airway Heights: Lesa Arrison

- Airway Heights held a Community Helper Storytime with special guest Fire Chief Mitch Metzger and volunteer firefighter Daryl Kennedy. They read firefighter-related stories and showed their equipment to 35 people. This also led to several new families accessing the library for the first time and feedback from a mother of a young child who were impressed with how they were able to hold the child's attention.

Argonne: Stacy Loberg

- A family came in and wanted to find information on their grandma who played a big part in Millwood's history. They found a book in the local section that had an article with pictures of their grandma!
- The *Painting: Kindness Rocks* program was a hit amongst families, we had an attendance of 41.

Cheney: Jonathan Melcher

- 42 people attended the *Harmonica Pocket* concert and 61 attended *Red Yarn Music & Puppet Show*.
- Cheney is seeing increased usage on the software stations and are creating more library cards than usual.

Deer Park: Jacob O'Doherty

- Deer Park saw the release of the District's first *Community in Focus Video*, which took viewers on a virtual tour of Deer Park Library and its amenities.
- The *Red Yarn Music & Puppet Show* saw a turnout of 73, making it Deer Park's most attended in-library event since 2019.

Medical Lake: Cecelia McMullen

- A parent reported that *Family Play & Learn Storytime* activities helped her child express emotions.
- "Now I read every single day" said a customer with serious eye problems, after we demonstrated Libby on the tablet his doctor recommended.

Moran Prairie and Fairfield: Caitlin Wheeler

- Kids ages 8-12 enjoyed playing games, solving puzzles, and scavenging the library for clues at our *Tween Library Carnival*.
- Teens made new friends at the *World Traveler Teen Escape Room*, where they used global clues to try to escape a locked airport waiting room.
- At Fairfield, one family had enjoyed the *Red Yarn Music & Puppet Show* at a different location so much that they drove down to Fairfield to attend it a second time. The mom said she'd never been to the Fairfield library before, and was happy to visit the new-to-her library.

North Spokane: Brian Vander Veen

- The North Spokane Library hosted a display of paintings by local artist Miranda Townsend and a collection of miniature figures by the Spokane Miniature Society.
- The Lab at North Spokane held the first of a series of *Experience VR programs* in which teens and tweens had the opportunity to use and explore the Lab's virtual reality equipment.

Otis Orchards: Maggie Montreuil

- Children's programs continue to be the most well-attended programs at Otis Orchards Library, with 40 attendees at the *Red Yarn Music & Puppet Show*.
- The *Create an Eco-Printed Scarf* program maxed out the program's attendance limit and even had a waitlist.

Spokane Valley: Danielle Milton

- The new Spokane Valley Library has drawn in many new customers to the library. Staff created 830 new library cards in July alone. Comparatively, in July 2022, only 375 new cards were made. From the grand opening, June 17th until July 31st staff created 1,295 new library card accounts.
- Library staff attended the Spokane Valley Farmer's Market and connected with almost 200 attendees.

District-wide InformationSecurity Incident Reports

For July 2023, there were 15 Security Incident Reports filed. 10 less than last month, June 2023 (25) and five less than July 2022 (20). North Spokane had the most incidents reported (six). The most often reported incidents related to General Code of Conduct Violations (seven).

Public Use Measures

See next page for Public Use Measures table.

July 2023				
Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	128,187	115,544		11%
Door count	68,836	69,224	459,584	-1%
Items Borrowed	218,548	208,159	1,428,709	5%
• Airway Heights	2725	2621	16877	10%
• Argonne	7479	8094	52382	2%
• Cheney	7004	7659	46671	-8%
• Deer Park	6857	6815	47981	-6%
• Fairfield	565	523	3880	8%
• Medical Lake	2742	2888	16566	11%
• Mobile Services	1590		11911	
• Moran Prairie	13291	15253	89800	-8%
• North Spokane	24580	25136	164606	1%
• Otis Orchards	2921	2536	20533	12%
• Spokane Valley	30540	25132	159031	-3%
• Digital	28,293	22,667	175,749	19%
• Totals	100549	174562	1123979	1%
Programs				
• Number	194	111	1,336	190%
• Attendance	4,722	3,019	33,102	175%
Internet Station Use (%)	29.9%	22.2%	24.4%	
Meeting room bookings	549	262	2,879	64%
Digital Resource Use	20,388	160,224	713,211	-35%

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.*

OPERATIONS REPORT AUGUST 2023

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- August's Medicare workshop, *Medicare Fraud Bingo*, was held at the North Spokane Library as part of their weekly Memory Café program. 12 people participated.
- Our two *Homebuyer Education Seminar* programs had 12 attendees.
- This month's virtual SCORE workshop, *How to Start a Business*, had 11 attendees.
- We also hosted our first financial literacy program with BECU. Like STCU, they're currently offering their workshops in an online-only format. Three people virtually attended *10 Tips to Reduce Debt*.

Early Learning (Mary Ellen Braks)

- We had 72 storytimes with an attendance of 1,833. Our storytimes ranged in size from 2-84.
- For childcare visits, we provided 22 storytimes to 269 children at nine centers.
- *Storytimes in the Parks* continued to do well. We provided storytimes at three parks to 66 attendees.

Early Learning (Gwendolyn Haley)

- 1,265 readers joined the *Summer Reading* challenge on Beanstack. (+74.97% compared to last year).
 - They read a cumulative total of 830,588 minutes (+120.97% compared to last year)
 - They completed 1,694 activities and earned 7,990 badges.
 - They submitted 465 book reviews.
- 6,827 people attended summer reading programs. These included a virtual author visit with Sharon Draper, concerts in parks and libraries, puppet shows, *Camp Read a Rama*, rock painting, Nerf battles, minigolf programs, escape rooms, hikes, iced tea and book pairings, scarf printing, and more.
- An additional 502 customers participated in one of our *Online Author* talks. We offered nine author talks for adults, fiction and non-fiction.

Digital Projects and Resources (Carlie Hoffman)

- Work on the website redesign continues. The sitemap was approved, and wireframes were created.
- We will be changing our meeting room booking and event calendar software this fall/winter. We began setting up a replacement product.

Information Technology (Patrick Hakes)

- Aaron Miller completed installing and connecting all signage televisions.
- The new studio has the Mac computer set up and configured to assist with audio/visual production.
- SV (Spokane Valley) staff areas have been set up with relevant video monitors that display feeds from the building's security cameras.

Mobile Services (Brianna Rukes)

-
- Mobile Services has expanded its service area by adding two facilities. We now visit 66 organizations.
 - In response to the wildfire in Elk, LINC has been present at the community shelter to provide support and library services to the affected community. To date, we've helped 46 individuals.

Library Reports**Airway Heights**

- Airway Heights stayed open during the Gray Fire and provided internet and entertainment to displaced families during the evacuation of Medical Lake and Cheney. We had several families playing board games and putting puzzles together.
- An adult working on going back to college and their family came in to let us know that they were successfully able to submit their application and was accepted for school this fall. The mother was so impressed with the library for helping answer their questions and provide the resources to make this happen.
- We heard from a current student that they had successfully defended their thesis and were continuing their education with great appreciation of the meeting rooms available for studying.

Argonne: Stacy Loberg

- *After-Hours Miniature Golf* brought in 23 attendees.
- Librarian Janet and Public Services Specialist Salena attended Millwood Daze and spoke with 181 people. They had a craft available and talked about library programs and resources.

Cheney: Jonathan Melcher

- Camp Caslo came for both *Lego Club* and *Painting: Kindness Rocks*. There were about 60 campers for the painting program.
- Cheney started *Produce Swap* this month.

Deer Park: Jacob O'Doherty

- Deer Park's Summer Snack Program (SFSP) served 538 meals to children 1-18 in our community.

Medical Lake: Cecelia McMullen

- The Medical Lake team and our customers have been grateful to be open, and that our library is unscathed by the Gray Road Wildfire. Our customers have been very thankful for us, and our resources. We have been grieving together for the people in the community who have lost homes and are proud to be part of the community coming together to help each other with a plenitude of Library services.
- "I never knew you were here, and then I needed you" said one of many customers who came in, needing assistance. Printing, scanning, filling out forms, encouraging, listening, and re-gaining a "normal" were a few of the services provided in the aftermath of the Gray Road Wildfire.

Moran Prairie and Fairfield: Caitlin Wheeler

- Librarian Danielle attended the Mullan Road Elementary's Launch Conferences to promote library services to students and their families. One family attending the conferences

remembered Danielle from *Baby Play and Learn* at the Moran Prairie Library. The customer commented that they still have friends from that social group. The relationships made at the storytime were lasting connections.

- Librarian Janet and Public Service Specialist Melissa report at the Moran Prairie *After Hours Miniature Golf* people explicitly commented on how much they loved the themes, artwork, and effort involved in creating the obstacles and holes.
- At Fairfield, several attendees to the *Tween Library Carnival* collaborated in solving some of the challenges, one shared their idea how to get extra points in the chopstick challenge while still following the rules by thinking outside the box.

North Spokane: Brian Vander Veen

- We had to schedule a second *Late Night Nerf* event at North Spokane due to overwhelming interest.
- This month, the North Spokane Library hosted a display of Islamic art from the Spokane Sisters' Art Group.

Otis Orchards: Maggie Montreuil

- *After-Hours Miniature Golf* brought in 24 attendees.
- A parent who attends *Family Storytime* at Otis let us know that attending storytimes has been helpful in identifying what skills to work on, at home, with their toddler before kindergarten.

Spokane Valley: Danielle Milton

- Now that the meadow has started to bloom, library customers have requested a list of all the meadow flowers for their own gardens, and we've received many compliments on the wildflowers. We plan to collect the seeds to make a meadow mix to add to the seed library.
- We continued to have an influx of new library accounts with 545 new accounts created in August.

District-wide Information

Security Incident Reports

For August 2023, there were 35 Security Incident Reports filed, 22 more than last month, July 2023 (13) and five less than August 2022 (40). Spokane Valley had the most incidents reported (15). The most often reported incidents related to Potential Problems (20).

Public Use Measures

See next page for Public Use Measures table.

August 2023

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	129,491	116,772		11%
Door count	71,392	67,132	530,976	0%
Items Borrowed	221,473	215,530	1,650,182	4%
• Airway Heights	2852	2826	19729	10%
• Argonne	8037	8553	60419	1%
• Cheney	6719	8371	53390	-10%
• Deer Park	7080	1442	55061	5%
• Fairfield	577	533	4457	8%
• Medical Lake	2250	3086	18816	4%
• Mobile Services	2127	2816	14038	46%
• Moran Prairie	13413	16004	103213	-9%
• North Spokane	24755	16004	189361	-2%
• Otis Orchards	3283	2893	23816	13%
• Spokane Valley	30957	26654	189988	14%
• Digital	87,596	78,225	664,316	14%
• Totals	190020	181318	1402083	6%
Programs				
• Number	205	127	1,542	162%
• Attendance	4,780	4,805	37,907	125%
Internet Station Use (%)	27.6%	21.8%	24.8%	
Meeting room bookings	671	303	3,550	72%

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.*



Agenda Item VI.D.1.

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

	Y-T-D Actual	Annual Budget	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Target 58.3% </div> Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 9,593,711	\$ 17,050,000	56.27%	\$ 7,456,289
CONTRACT CITIES - AIRWAY HEIGHTS	182,773	366,000	49.94%	183,227
CONTRACT CITIES - SPOKANE	50,273	86,000	58.46%	35,727
FINES & FEES	41,645	20,000	208.22%	(21,645)
GRANTS & DONATIONS	52,736	10,000	527.36%	(42,736)
E-RATE REIMBURSEMENTS	135,570	231,000	58.69%	95,430
LEASEHOLD & TIMBER TAX, REBATES, OTH	32,980	31,500	104.70%	(1,480)
INTEREST REVENUES	99,059	240,000	41.27%	140,941
TOTAL REVENUES	\$ 10,188,746	\$ 18,034,500	56.50%	\$ 7,845,754
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 10,188,746	\$ 18,034,500	56.50%	\$ 7,845,754
EXPENSES				
SALARIES	\$ 4,409,872	\$ 8,001,900	55.11%	\$ 3,592,028
FRINGE BENEFITS	1,533,295	2,781,000	55.13%	1,247,705
SUPPLIES	95,911	164,500	58.30%	68,589
UTILITIES	334,291	534,600	62.53%	200,309
SERVICES	934,339	1,483,200	62.99%	548,861
INSURANCE	83,873	97,000	86.47%	13,127
CAPITAL EQUIPMENT	271,398	420,000	64.62%	148,602
LIBRARY MATERIALS	1,360,173	2,200,300	61.82%	840,127
ELECTRONIC LIBRARY MATERIALS	171,983	250,000	68.79%	78,017
LIBRARY PROGRAMS	135,528	95,000	142.66%	(40,528)
TOTAL EXPENSES	\$ 9,330,663	\$ 16,027,500	58.22%	\$ 6,696,837
TRANSFERS OUT	1,107,000	2,007,000	55.16%	900,000
TOTAL EXPENSES & TRANSFERS OUT	\$ 10,437,663	\$ 18,034,500	57.88%	\$ 7,596,837
Net Excess of Revenues Over/(Under) Expenses	\$ (248,917)	\$ -		
BEGINNING CASH	8,134,444			
NET FROM ABOVE	(248,917)			
ENDING CASH	\$ 7,885,528			

Number of months cash on hand 5.9



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

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
			Target 66.7%	
REVENUES				
PROPERTY TAXES	\$ 9,593,711	\$ 17,050,000	56.27%	\$ 7,456,289
CONTRACT CITIES - AIRWAY HEIGHTS	274,159	366,000	74.91%	91,841
CONTRACT CITIES - SPOKANE	50,273	86,000	58.46%	35,727
FINES & FEES	46,168	20,000	230.84%	(26,168)
GRANTS & DONATIONS	53,506	10,000	535.06%	(43,506)
E-RATE REIMBURSEMENTS	153,388	231,000	66.40%	77,612
LEASEHOLD & TIMBER TAX, REBATES, OTH	34,452	31,500	109.37%	(2,952)
INTEREST REVENUES	113,930	240,000	47.47%	126,070
TOTAL REVENUES	\$ 10,319,587	\$ 18,034,500	57.22%	\$ 7,714,913
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 10,319,587	\$ 18,034,500	57.22%	\$ 7,714,913
EXPENSES				
SALARIES	\$ 5,074,579	\$ 8,001,900	63.42%	\$ 2,927,321
FRINGE BENEFITS	1,751,952	2,781,000	63.00%	1,029,048
SUPPLIES	109,643	164,500	66.65%	54,857
UTILITIES	382,298	534,600	71.51%	152,302
SERVICES	1,046,113	1,483,200	70.53%	437,087
INSURANCE	83,873	97,000	86.47%	13,127
CAPITAL EQUIPMENT	277,233	420,000	66.01%	142,767
LIBRARY MATERIALS	1,549,885	2,200,300	70.44%	650,415
ELECTRONIC LIBRARY MATERIALS	177,761	250,000	71.10%	72,239
LIBRARY PROGRAMS	143,336	95,000	150.88%	(48,336)
TOTAL EXPENSES	\$ 10,596,675	\$ 16,027,500	66.12%	\$ 5,430,825
TRANSFERS OUT	1,107,000	2,007,000	55.16%	900,000
TOTAL EXPENSES & TRANSFERS OUT	\$ 11,703,675	\$ 18,034,500	64.90%	\$ 6,330,825
Net Excess of Revenues Over/(Under) Expenses	\$ (1,384,088)	\$ -		
BEGINNING CASH	8,134,444			
NET FROM ABOVE	(1,384,088)			
ENDING CASH	\$ 6,750,356			

Number of months cash on hand 5.1

REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE**Background**

The agenda for the September meeting includes an executive session for the purpose of conducting the Executive Director's performance review. The Open Public Meetings Act allows the board to "review the performance of a public employee" in an executive session; however, any formal action must occur in an open session.

Each year the Board of Trustees has an opportunity to provide feedback on the Executive Director's performance and set goals for the coming year. As requested by the Board of Trustees, both the Trustees and Leadership Team members were provided the opportunity to anonymously provide comments about Mr. Roewe's performance to Human Resources Director Toni Carnell. Ms. Carnell summarized this feedback distributed copies to Trustees in August.

Recommended Action: This item is for discussion, with no formal action required. The Board must reconvene in open session to take formal action.